

Non- Executive Director Induction – Lisa Harrington (11th February / 2nd & 11th March and 14th April 2020)

Group Executive

Date & Time	Meeting with	Title	Key Accountabilities	Documents to provide:
Monday 2 nd March at 13.15hrs	Nick Read	Group CEO	<ul style="list-style-type: none"> • Overview • Current issues • North Star 	
Monday 2 nd March at 12.30hrs	Al Cameron	Group Chief Financial Officer Group Operations and Supply Chain Director (Interim)	<ul style="list-style-type: none"> • Financial sustainability • UKGI relationship • Finance business partnering • Financial planning and analysis • Postmaster support –call centre • Customer support –call centre • GLO operational implementation • Loss prevention • Property management • Supply chain operations • Back office operations • Health and safety 	<ul style="list-style-type: none"> • Financial performance pack • Budgets • Strategic 3 year plan
Tuesday 24 th March at 10.45hrs	Owen Woodley	Group Chief Commercial Officer	<ul style="list-style-type: none"> • Product trading • Product insights • Product innovation • Product management • Product partnership management • Product support –call centres • Commercial digital channel 	
Monday 2 nd March at 12.00hrs	Ben Foat	Group General Counsel	<ul style="list-style-type: none"> • Legal • GLO strategy • Litigation projects • Compliance • Data protection • Governance 	<ul style="list-style-type: none"> • Summaries of significant contracts (BOI/ RMG/ Banking Services Framework etc) • Group Policies (Conflicts, ABC)

<p>Monday 2nd March at 15.00hrs</p>	<p>Richard Taylor</p>	<p>Group Corporate Affairs and Communications Director</p>	<ul style="list-style-type: none"> • Legal • GLO strategy • Litigation projects • Compliance • Data protection • Governance • Postmaster communications • Internal communications • Change communications • Event planning • Corporate social responsibility 	
<p>Monday 2nd March at 10.00hrs</p>	<p>Lisa Cherry</p>	<p>Group Chief People Officer</p>	<ul style="list-style-type: none"> • HR Business partnering • Talent acquisition • Talent management • Performance management • Core learning and development • Reward and pensions 	
<p>Tuesday 11th February at 11.30hrs</p>	<p>Emma Springham</p>	<p>Group Marketing and Brand Director</p>	<ul style="list-style-type: none"> • Customer insights • Brand • Marketing planning and operations • Branch marketing • Digital marketing • Social media • Campaign management • Marketing performance 	
<p>Monday 2nd March at 14.00hrs</p>	<p>Dan Zinner</p>	<p>Group Chief Strategy and Transformation Officer</p>	<ul style="list-style-type: none"> • Group strategy • Strategic portfolio office • Transformation portfolio delivery • Transformation portfolio assurance • Change community management 	

Tuesday 14 th April at 14.00hrs	Amanda Jones	Group Retail and Franchise Network Director (interim)	<ul style="list-style-type: none"> • Postmaster relationship • Postmaster onboarding • Postmaster learning and development • Postmaster performance management • Postmaster remuneration • Postmaster exit and termination • Management of contractual arrangements – commercial partnerships • DMB management • Network operating model 	
Monday 2 nd March at 09.15hrs	Jeff Smyth	Group Chief Information Officer (interim)	<ul style="list-style-type: none"> • Enterprise architecture • Software engineering • Data • IT contract management • IT service and operations • Disaster recovery and business continuity • Information security • Cyber security 	

Board Members

Time	Meeting with	Title	Induction to include:	Documents to provide:
Tuesday 14 th April at 12.00hrs	Tim Parker	Chairman Chairman - Board, NomCo Member - RemCo		
Monday 23 rd March at 17.00hrs	Ken McCall	SID Chairman – Remco Member - NomCo, ARC		
Tuesday 24 th March at 16.30hrs (after Board)	Carla Stent	NED Chair - ARC		
11 th February at 12.30hrs	Tom Cooper	Shareholder Representative		
Still to be arranged	Tim Franklin	Chairman – Post Office Insurance (POI) Member - ARC		

Other meetings/visits

Time	Meeting with	Title	Induction to include:	Documents to provide:
Monday 2 nd March at 10.30hrs	Veronica Branton	Company Secretary	Corporate Governance Framework Boards & Committees	
Tuesday 24 th March at 10.00hrs	Mark Siviter	Managing Director – Mails and Retail	Mails Strategy & negotiations with RMG	
Tuesday 11 th February at 14.00hrs	Tom Lee	Group Financial Controller		
Tuesday 11 th February at 15.00hrs	Johann Appel	Head of Internal Audit		
Tuesday 11 th February at 11.00hrs	David Parry	Senior Assistant Company Secretary	Induction Documents and request for information	
Tuesday 11 th February at 16.00hrs	Diane Blanchard	EA to Chairman, Non-Executive Directors and General Counsel	Ways of working and Board Support	

- Branch Visits: 11th March – Shephard’s Bush Area
- Cash centre Visit: 14th April in the morning.

Induction Schedule

Date: Tuesday 11th February 2020

Location: 1.03 Harpenden, Finsbury Dials

11.00hrs – 11.30hrs	David Parry, Senior Assistant Company Secretary
11.30hrs – 12.15hrs	Emma Springham, Group Marketing and Brand Director
12.15hrs – 12.30hrs	Break
12.30hrs – 13.30hrs	Tom Cooper, Non-Executive Director and Shareholder Representative
13.30hrs – 14.00hrs	Lunch
14.00hrs – 15.00hrs	Tom Lee, Group Financial Controller
15.00hrs – 16.00hrs	Johann Appel, Head of Internal Audit
16.00hrs – 16.30hrs	Di Blanchard, EA to Chairman and Non-Executive Directors

Date: Monday 2nd March 2020

Location: 1.02 Northolt, Finsbury Dials

09.15hrs to 10.00hrs	Jeff Smyth, Group Chief Information Officer (Interim)
10.00hrs to 10.30hrs	Lisa Cherry, Chief Group People Officer
10.30hrs to 11.30hrs	Veronica Branton, Company Secretary
11.30hrs to 12.00hrs	Break
12.00hrs to 12.30hrs	Ben Foat, Group General Counsel
12.30hrs to 13.15hrs	Al Cameron, Group CFO
13.15hrs to 14.00hrs	Lunch with Nick Read, Group CEO
14.00hrs to 15.00hrs	Dan Zinner, Group Chief Strategy & Transformation Officer
15.00hrs to 15.45hrs	Richard Taylor, Group Corporate Affairs and Communications Director

Date: Wednesday 11th March 2020

Location: Branch Visits, Shepherds Bush area

09.00hrs	WHS Shepherds Bush 025006 Unit 1087-1088 Westfield Shopping Centre Wood Lane London, W12 7GD
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Date: Monday 23rd March 2020

Location: Chairman's Office, Finsbury Dials

17.00hrs to 18.00hrs	Ken McCall, Senior Independent Director
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Location: Chiswell Street Dining Rooms, 56 Chiswell St, London EC1Y 4SA

18.00hrs to 20.30hrs	POL Board Dinner
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Date: Tuesday 24th March 2020

Location: 1.16 Balamory, Finsbury Dials

10.00hrs to 10.45hrs	Mark Siviter, Managing Director – Mails & Retail
10.45hrs to 11.30hrs	Owen Woodley, Group Chief Commercial Officer

Location: 1.19 Wakefield, Finsbury Dials

11.45hrs to 16.30hrs	POL Board
16.30hrs to 17.30hrs	Carla Stent, Non-Executive Director

Date: Tuesday 14th April 2020

Location: Cash Centre, Etna House, Cody Road Industrial Estate, London, E16 4TG

09.00hrs to 11.00hrs	Cash Centre Visit <u>To note:-</u> <ul style="list-style-type: none"> • ID Required - Finsbury Dials Access Pass or Driver's License • Steel toe capped boots
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Location: 1.19 Wakefield, Finsbury Dials

12.00hrs to 12.30hrs	Tim Parker, Chairman
14.00hrs to 15.00hrs	Amanda Jones, Group Retail and Franchise Network Director