

From: Rebecca Whibley <[REDACTED] GRO>
To: Johann Appel <[REDACTED] GRO>, Lisa Toye <[REDACTED] GRO>
Cc: Michelle Darbyshire <[REDACTED] GRO>
Subject: RE: Urgent: Documents required: RMG ARC Minutes from 2010 & 2011
Date: Tue, 6 Nov 2018 08:19:54 +0000
Importance: Normal
Inline-Images: image004.png; image005.png; image001.png

Hi Johann & Lisa

Please can you advise Michelle on the absolute deadline? I am aware it is very urgent but not sure I have been told a date.

Thank you,

Rebecca



Rebecca Reay
Company Secretarial Administrator

First Floor, Finsbury Dials
20 Finsbury Street
London
EC2Y 9AQ

[REDACTED] GRO

From: Michelle Darbyshire [mailto:[REDACTED] GRO]
Sent: 06 November 2018 07:40
To: Rebecca Reay <[REDACTED] GRO>
Cc: Lisa Toye <[REDACTED] GRO>, Johann Appel <[REDACTED] GRO>
Subject: RE: Urgent: Documents required: RMG ARC Minutes from 2010 & 2011

Hi Rebecca,

We are currently working on this but we are struggling for time. When is the absolute deadline for receiving anything we may find?

Kind Regards
Michelle

Michelle Darbyshire
Senior Records & Information Governance Manager
Royal Mail Group

Pond Street, Sheffield, S98 6HR



ŠI

[e-mail:](#)

[REDACTED] GRO

Mobex: [REDACTED] GRO

[REDACTED] GRO



Please DO NOT print this e-mail unless you really need to!

Confidential Information: This e-mail message is for the sole use of the intended recipient (s) and may contain confidential and privileged information. Any unauthorised review, use, disclosure or distribution is prohibited. If you are not the intended recipient, please contact me by reply e-mail and destroy all copies of the original message.

From: Rebecca Reay [mailto:[rebecca.reay@postoffice.co.uk](#)] **GRO**
Sent: 02 November 2018 12:44
To: Michelle Darbyshire
Cc: Lisa Toye; Johann Appel
Subject: RE: Urgent: Documents required: RMG ARC Minutes from 2010 & 2011

Hi Michelle,

Just wanted to check you had received this and whether there was any update?

Best wishes,

Rebecca



Rebecca Reay
Company Secretarial Administrator

First Floor, Finsbury Dials
20 Finsbury Street
London
EC2Y 9AQ

GRO

From: Rebecca Reay
Sent: 01 November 2018 08:44
To: 'Michelle Darbyshire' <[michelle.darbyshire@postoffice.co.uk](#)> **GRO**
Cc: Lisa Toye <[lisa.toye@postoffice.co.uk](#)> **GRO**; Johann Appel <[johann.appel@postoffice.co.uk](#)> **GRO**
Subject: RE: Urgent: Documents required: RMG ARC Minutes from 2010 & 2011

Dear Michelle,

As discussed yesterday, we are looking for Royal Mail Group Audit Committee or Audit, Risk & Compliance Committee (ARC) minutes for meetings that took place during 2010 & 2011. It appears the Post Office Limited Audit, Risk & Compliance Committee was not formed until 2012 so we believe the relevant information must be in the Royal Mail Group meeting minutes.

Within these minutes the relevant search terms will be:

- Credence
- Credence IT Controls
- Credence change controls
- IT Controls update

Many thanks in advance.

Best wishes,

Rebecca



Rebecca Reay
Company Secretarial Administrator

First Floor, Finsbury Dials
20 Finsbury Street
London
EC2Y 9AQ

GRO

From: Michelle Darbyshire [mailto:] GRO
Sent: 31 October 2018 13:41
To: Rebecca Reay < GRO
Subject: Re: Urgent: Documents required: RMG ARC Minutes from 2010 & 2011

I will call you later.

Sent from my iPhone

On 31 Oct 2018, at 13:39, Rebecca Reay { GRO wrote:

Hi Michelle,

Ah, maybe I was given the wrong number.

Thank you for agreeing to look into this. I am sorry to be a pain but it is very urgent (it relates to ongoing litigation which is currently before the High Court – you might have seen it in the news). Are you able to look into it sooner or ask someone who might be able to do this sooner in your team? Again I apologise for the late notice – we are working to strict deadlines set as part of the trial process and we have been struggling to track down these documents as we believed they were at the Postal Museum, but it appears not.

Thank you in advance.

Best wishes,

Rebecca

<image001.png>

Rebecca Reay
Company Secretarial Administrator

First Floor, Finsbury Dials
20 Finsbury Street
London
EC2Y 9AQ

GRO

From: Michelle Darbyshire [mailto:] GRO
Sent: 31 October 2018 13:13
To: Rebecca Reay { GRO
Cc: Lisa Toye GRO
Subject: Re: Urgent: Documents required: RMG ARC Minutes from 2010 & 2011

Hi Rebecca,

I haven't received a voicemail from you but I will need time to look into this and locate the records. I am travelling between sites so will contact you in the next couple of days.

Kind Regards
Michelle

Sent from my iPhone

On 31 Oct 2018, at 13:02, Rebecca Reay { GRO wrote:

Dear Michelle,

Further to my voicemail, I work at Post Office Limited and we are looking to access the minutes from the Royal Mail Group Audit, Risk & Compliance Committee meetings from before the split, namely 2010 & 2011. I was

given your details by Jamie Ellul from the Postal Museum who advised you might be able to help.

Are you able to send me these documents?

Many thanks,

Rebecca

<image001.png>

Rebecca Reay
Company Secretarial Administrator

First Floor, Finsbury Dials
20 Finsbury Street
London
EC2Y 9AQ

GRO

This email and any attachments are confidential and intended for the addressee only. If you are not the named recipient, you must not use, disclose, reproduce, copy or distribute the contents of this communication. If you have received this in error, please contact the sender by reply email and then delete this email from your system. Any views or opinions expressed within this email are solely those of the sender, unless otherwise specifically stated.

POST OFFICE LIMITED is registered in England and Wales no 2154540. Registered Office: Finsbury Dials, 20 Finsbury Street, London EC2Y 9AQ.

“Post Office Limited is committed to protecting your privacy. Information about how we do this can be found on our website at www.postoffice.co.uk/privacy”