
From: Creswell, Carl (Business Sectors - Services Directorate)/[O=EXCHANGELABS/OU=EXCHANGE ADMINISTRATIVE GROUP (FYDIBOHF23SPDLT)/CN=RECIPIENTS/CN=8E96F8EDAEAC428BA60B03307B7392D3-CARL.CRESWE]
Sent: Tue 01/11/2022 12:11:42 PM (UTC)
To: Hollinrake, Minister (BEIS) [REDACTED]; Post Office Team [REDACTED]
Subject: Post Office: slides for Minister Hollinrake teach-in
Attachment: Post Office Teach In - November 2022.pptx

OFFICIAL-SENSITIVE: COMMERCIAL

Hi John,

As promised, and with thanks to the team, I attach our Post Office intro slides for the Minister, ahead of our meeting tomorrow.

Many thanks,
Carl.



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OFFICIAL-SENSITIVE: COMMERCIAL

From: Hollinrake, Minister (BEIS) [REDACTED]
Sent: 28 October 2022 16:52
To: Post Office Team [REDACTED]
Cc: Creswell, Carl (Business Sectors - Services Directorate) [REDACTED]; Hollinrake, Minister (BEIS) [REDACTED]
Subject: Minister Hollinrake teach-in & intro calls

Hi all,

Emailing from the new inbox! We welcomed Kevin Hollinrake MP as Minister today, so I just wanted to flag a few things to you:

- We will be looking to set up a post office teach-in, next week if diary allows (week 1). You will just need to refresh the slides that you prepared for Minister Russell and bring along a copy for the Minister to keep.
- We will be contacting Nick Read's office to set up an intro call, after the Minister has had the policy deep dive (week 1 if possible, if not early week 2)

- We will also be looking to set up intro calls with Alan Bates and Lord Arbuthnot (mid-late week 2)

Please could you let me know if the sequencing looks ok to you/ if we are missing anything?

Also I wanted to share the new template and style guide for submissions. The new SoS will be reviewing every submission, and wants to see submissions only once JM and SpAd comments have been added.

- Use the attached template (do not change the margins or font size)
- Keep the submission to a maximum of 2 pages
- Ensure that all acronyms are spelt out
- Do not assume background knowledge
- SoS is very comms focused so ensure you have engaged with comms colleagues

I am on leave w/c 31st October – John (locum1 on teams) will be covering for me, so get in touch with him if you need anything.

Best wishes,
Cora



Department for
Business, Energy
& Industrial Strategy

Cora Sweet

Private Secretary to the Minister for Enterprise and
Markets

Department for Business, Energy and Industrial
Strategy

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GRO

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