

The Post Office Horizon IT Inquiry

Summary document: meetings and engagements scheduled



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Meetings and engagements scheduled

This document outlines which meetings and engagements have been attended or scheduled by the Inquiry.

Meetings held

Date of meeting	Meeting name	Attendees & apologies	Meeting summary
20th October 2020	Introductory Meeting 1 with Post Office Limited	Nick Read (Chief Executive Officer), Declan Salter (Director of Historical Matters)	Meeting introducing the Chair and the terms of reference for the Inquiry. Inquiry attendees: Sir Wyn Williams and Secretary to the Inquiry, Leila Pilgrim.
20th October 2020	Introductory meeting with the Justice for Subpostmasters Alliance	Alan Bates declined invitation. No attendees.	Not applicable.
20 th October 2020	Introductory Meeting with Official at the Department for Business, Energy & Industrial Strategy	Carl Creswell (Director, Professional & Business Services, Retail and Post)	Meeting introducing the Chair and the terms of reference for the Inquiry. Inquiry attendees: Sir Wyn Williams and Secretary to the Inquiry, Leila Pilgrim.
26 th October 2020	Introductory Meeting with the Department for Business, Energy & Industrial Strategy	Sarah Munby (Permanent Secretary for the Department for Business, Energy and Industrial Strategy)	Meeting introducing the Chair and the terms of reference for the Inquiry. Inquiry attendees: Sir Wyn Williams and Secretary to the Inquiry, Leila Pilgrim.
3 rd November 2020	Introductory Meeting with the Communications Workers Union (CWU)	Andy Furey (National Officer) & Lorna Pearson (Policy Advisor)	Meeting introducing the Chair and the terms of reference for the Inquiry. Inquiry attendees: Sir Wyn Williams and Secretary to the Inquiry, Leila Pilgrim.
4 th November 2020	Introductory Meeting with the National Federation of Subpostmasters (NFSP)	Calum Greenhow (Chief Executive Officer)	Meeting introducing the Chair and the terms of reference for the Inquiry. Inquiry attendees: Sir Wyn Williams and Secretary to the Inquiry, Leila Pilgrim.
5 th November 2020	Introductory Meeting with the All-Party Parliamentary Group (APPG) – Post Office	Marion Fellows (APPG Chair) & Lord Arbuthnot (APPG Treasurer)	Meeting introducing the Chair and the terms of reference for the Inquiry. Inquiry attendees: Sir Wyn Williams and Secretary to the Inquiry, Leila Pilgrim.

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5 th November 2020	Update Meeting 1	Paul Scully (MP) Minister for Small Business Consumers and Labour Markets	Update Meeting, following the announcement and publication of the Inquiry's Statement of Approach 001: participant engagement methods. Inquiry attendees: Sir Wyn Williams and Secretary to the Inquiry, Leila Pilgrim.
19 th November 2020	Introductory Meeting with Fujitsu Services Limited	Paul Patterson (Head of Sales and Country Leadership)	Meeting introducing the Chair and the terms of reference for the Inquiry. Inquiry attendees: Sir Wyn Williams and Secretary to the Inquiry, Leila Pilgrim.
20 th November 2020	Introductory Meeting 2 with Post Office Limited (POL)	Senior attendees: Declan Salter (Director of Historical matters), Rodric Williams (Head of Legal Dispute Resolution & Brand) and Kevin Hutchinson (Inquiry Programme Manager).	The Inquiry's information batch requests to POL & Information handling approach. Inquiry attendees: Sir Wyn Williams and Secretary to the Inquiry, Leila Pilgrim.
25 th November 2020	Introductory Meeting with UK Government Investments (UKGI)	Senior attendees: Richard Watson (General Counsel at UKGI)	Meeting introducing the Secretariat and the terms of reference for the Inquiry. Inquiry attendee: Secretary to the Inquiry, Leila Pilgrim.
25 th November 2020	Introductory Meeting 3 with Post Office Limited (POL)	Alisdair Cameron (Chief Financial Officer & Interim Group Operational & Supply Chain Director)	Meeting introducing the Chair and the terms of reference for the Inquiry. Inquiry attendees: Sir Wyn Williams and Secretary to the Inquiry, Leila Pilgrim.
26 th November 2020	Introductory Meeting 4 with Post Office Limited (POL)	Tim Parker (Chairman of the Post Office Limited)	Meeting introducing the Chair and the terms of reference for the Inquiry. Inquiry attendees: Sir Wyn Williams and Secretary to the Inquiry, Leila Pilgrim.
30 th November 2020	Update meeting 2	Paul Scully (MP) Minister for Small Business, Consumers and Labour Markets	Update Meeting, following the announcement and publication of the Inquiry's Call for Evidence and the Statement of Approach 002: information handling.

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			Inquiry attendees: Sir Wyn Williams and Secretary to the Inquiry, Leila Pilgrim.
1 st December 2020	Minister's Working Group	Nick Read (Post Office Chief Executive Officer), Paul Scully MP Minister for Small Business, Consumers and Labour Markets & Callum Greenhow (Chief Executive Officer, NFSP), Tim Bootham (Chair NSFP), Stuart Rogers (NFSP Director of West & Westminster Parliamentary Affairs), Peter Hall (Director of Communication).	Brief attendance to provide a summary of the Inquiry's work, types of engagement and information that has been published (e.g. Statement of Approach 002 and the Call for Evidence published on 01.12.20). Secretariat members did not attend the full meeting. Inquiry attendees: Leila Pilgrim, Nikki Harish
16 December 2020	Introductory Meeting with UKGI	Charles Donald (Chief Executive Officer, UKGI)	Meeting introducing the Chair and the terms of reference for the Inquiry. Inquiry attendees: Sir Wyn Williams and Secretary to the Inquiry, Leila Pilgrim.
31 st December 2020	Marketing participant engagement methods in the Sub-postmaster Magazine and other media	Peter Hall (National Federation of Sub-Postmasters)	Meeting to discuss ways of signposting to membership the Inquiry's current and upcoming engagement methods.
11 th January 2021	Marketing participant engagement methods in the Sub-postmaster Magazine and other media	Andy Furey (National Officer) & Lorna Pearson (Policy Advisor)	Meeting to discuss ways of signposting to membership the Inquiry's current and upcoming engagement methods.
10 th March 2021	Update meeting 3	Paul Scully (MP) Minister for Small Business, Consumers and Labour Markets	Update meeting on the progress made thus far, including updates on engagement approaches, the number of Call for Evidence (CfE) responses, actions on information publication including SoA 003, and independent advisor appointment.

Engagements held and scheduled

Engagement session number	Engagement date	Engagement method	Participants	Engagement summary
1	January 2021	Focus group session (open)	3 participants attended: Mark Baker, Shann Rodgers, Peter Murray.	Link to recording of the focus group session (circa 3 hours in length): https://youtu.be/mCgdgensMdc
2	26 January 2021	Private 1-2-1 hearing session	1 participant	Sir Wyn Williams and a member of the Secretariat took evidence relating to Horizon.
4	1 February 2021	Private 1-2-1 hearing session	1 participant	Sir Wyn Williams and a member of the Secretariat took evidence relating to Horizon.
5	18 February 2021	Private 1-2-1 hearing session	1 participant	Sir Wyn Williams and a member of the Secretariat took evidence from a former postmaster relating to branch accounting and dispute management processes.
6	23 February 2021	Private 1-2-1 hearing session	1 participant	Sir Wyn Williams and a member of the Secretariat took evidence from a former postmaster relating to branch accounting and dispute management processes.
7	24 February 2021	Private 1-2-1 hearing session	1 participant	Sir Wyn Williams and a member of the Secretariat took evidence from a former postmaster relating to branch accounting and dispute management processes.
8	25 th February 2021	Focus group session (open)	3 participants attended: Geoffrey Pound, Janet Skinner and Nichola Arch	Link to recording of the focus group session (circa 3 hours in length): https://youtu.be/D5m1nvtBTZ8
9	1 March 2021	Private 1-2-1 hearing session	1 participant	Sir Wyn Williams and a member of the Secretariat took evidence relating to Horizon.
10	3 March 2021	Private 1-2-1 hearing session	1 participant	Sir Wyn Williams and a member of the Secretariat took evidence from a former postmaster relating to branch

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				accounting and contract management processes.
11	9 March 2021	Private 1-2-1 hearing session	1 participant	Sir Wyn Williams and a member of the Secretariat took evidence from a former postmaster relating to branch accounting and dispute management processes.
12	11 March 2021	Private 1-2-1 hearing session	1 participant	Sir Wyn Williams and a member of the Secretariat took evidence from a former postmaster relating to branch accounting and dispute management processes.
13	17 March 2021	Private 1-2-1 hearing session	1 participant	Sir Wyn Williams and a member of the Secretariat took evidence from a former postmaster relating to Horizon.
14	18 March 2021	Private 1-2-1 hearing session	1 participant	Sir Wyn Williams and a member of the Secretariat took evidence from a former postmaster relating to Horizon.
15	09 April 2021	Private 1-2-1 hearing session	1 participant	Sir Wyn Williams and a member of the Secretariat will take evidence from a former postmaster relating to Horizon.
To be confirmed	To be confirmed	People Survey: focus group sessions	Sessions to be confirmed	Summaries to be uploaded after the session is held.
To be confirmed	To be confirmed	Stage 2: hearing from organisations	Sessions to be confirmed	Summaries to be uploaded after the session is held.

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