

Message

From: Paula Vennells [GRO]
on behalf of Paula Vennells [GRO]
Sent: 12/07/2013 12:59:10
To: Sarah Hall [GRO]
CC: Alwen Lyons [GRO]; Mark R Davies [GRO]; Chris M Day
[GRO]; Karen Harvey [GRO]; Sarah M Long
[GRO]; Susan Crichton [GRO]
Subject: Re: Signing the Annual Report and Accounts - update
Attachments: image001.png; image002.png; image003.gif; image004.png; image005.png; image006.png; image007.png;
image008.gif; image009.png

I thought we were not having signatures - it's not usual practice? (Other than Neil)

Sent from my iPad

On 12 Jul 2013, at 13:55, "Sarah Hall" <[GRO]> wrote:

Hi,

Paula and Chris aren't signing the Chief Execs and Financial review under current plans – just the balance sheet - so she isn't being left out. I think it should be all three of these or none at all and Neil's was different as it is a statutory requirement. There is nowhere logical to sign these three sections without a signature point at the bottom so it would look odd. The signature section could be typed back in, as I said below, but the final version needs to be landed with Merchant Cantos today to be ready so we need a final decision on this very soon.

Regards,
Sarah

Sarah Hall I Head of Financial Control and Compliance
<image001.png>
148 Old Street LONDON EC1V 9HQ

[GRO]

<image002.png>

From: Alwen Lyons
Sent: 12 July 2013 13:52
To: Sarah Hall; Mark R Davies
Cc: Paula Vennells; Chris M Day; Karen Harvey; Sarah M Long; Susan Crichton
Subject: RE: Signing the Annual Report and Accounts - update

Feels odd that Alice is the only one not signing!

So although not a requirement I would include Alice especially as Neil has signed his (Yes I know that's a requirement!) just thinking about optics

Thanks

Alwen

Alwen Lyons I Company Secretary

<image003.gif>

<image004.png> 148 Old Street, LONDON, EC1V 9HQ

<image005.png>

<image006.png>

<image007.png>



<image008.gif> @postofficenews

<image009.png>

From: Sarah Hall

Sent: 12 July 2013 10:50

To: Mark R Davies

Cc: Paula Vennells; Chris M Day; Karen Harvey; Alwen Lyons; Sarah M Long; Susan Crichton

Subject: RE: Signing the Annual Report and Accounts - update

Hi Mark,

Following that discussion the whole typed sign off section was removed from the bottom of the Chairman's, Chief Execs, Financial Review and Directors Remuneration.

That left no logical place to put the signature so I asked Alwen's team to check the requirements earlier this week and there is no statutory requirement for the chairman's or chief execs reports or financial review to be signed. There is a requirement for the directors remuneration to be signed so we added back Neil's name and title into the report and he has signed that page (but only the typed name will appear in the published version). As we don't need to do the other signatures we aren't planning to sign those pages(....unless you want to add back the typed sign off on the bottom of each?). I have confirmed EY are satisfied with this approach.

The only statutory signatures required therefore are Paula's and Chris's on the consolidated and company balance sheets and Alwen's on the directors' report.

Regards,
Sarah

Sarah Hall I Head of Financial Control and Compliance

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148 Old Street LONDON EC1V 9HQ



<image002.png>

From: Mark R Davies

Sent: 12 July 2013 10:42

To: Sarah Hall

Cc: Paula Vennells; Chris M Day; Karen Harvey; Alwen Lyons; Sarah M Long; Susan Crichton
Subject: Re: Signing the Annual Report and Accounts - update

I'm not sure I understand the point about removing Alice's signature?

We decided to remove all actual signatures from the published report based on advice from Nick Kennett.

So no signatures should actually appear in the published copy.

Mark

Sent from my iPhone

On 12 Jul 2013, at 10:37, "Sarah Hall" <GRO> wrote:

Hi all,

Neil has signed his pages and I am holding them until Tuesday as he's away next week. Karen is finalising the accounts with Merchant Cantos to have a final set available for full signature on Monday. Angus Grant from EY is not available on Tuesday so he will sign his pages on Monday afternoon (dated 16th) and EY will hold them until they receive our signed balance sheets. The only remaining signatures required are Paula's, Chris's and Alwen's (as the decision was taken to remove the sign off on Alice's Chairman's report) and the I understand the plan is to do this at 9am on Tuesday before the Board meeting. Alwen should be sending an invitation soon if that still works for timing.

Angus has a call booked with Susan on Monday about the Horizon report but I think this is just for completeness of their records as my conversations with Jeremy, the senior manager, confirmed that they agree with our view that there should be no provision.

We are nearly there!

Regards,
Sarah

Sarah Hall | Head of Financial Control and Compliance

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148 Old Street LONDON EC1V 9HQ

GRO

<image002.png>

From: Sarah Hall
Sent: 10 July 2013 08:37
To: Paula Vennells; Chris M Day; Mark R Davies
Cc: Karen Harvey; Alwen Lyons
Subject: RE: Signing the Annual Report and Accounts

Hi all,

Following Chris and Mark's guidance we are still going ahead. It has just come up that Neil McCausland is in France next week so we will be seeking his signature this week

(dated 16 July) so that we have the full set of signatures once the others sign on 16 July. Ernst & Young are lined up to sign in the afternoon of 16 July.

I have sent EY the Second Sight report, our comments and our press release and had a conversation with Jeremy, the senior manager. As expected they asked about the impact on the accounts and I have assured him that we believe there is no impact. Once they have read the report, Angus may ask for a call with Susan but hasn't done so yet.

Regards,
Sarah

Sarah Hall I Head of Financial Control and Compliance

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148 Old Street LONDON EC1V 9HQ

GRO

<image002.png>

From: Sarah Hall
Sent: 05 July 2013 17:25
To: Paula Vennells; Chris M Day; Mark R Davies
Cc: Karen Harvey; Alwen Lyons
Subject: Signing the Annual Report and Accounts

Hello,

We need to confirm plans for signing the accounts if this is to take place at the Board meeting on 16 July. There are some final checks that Ernst & Young need to do next week on the final draft as well as last questions on events since the year end. We will also need to insert the date in all the appropriate places and prepare the copies for signing.

If we sign on 16 July the printed copies should be ready for publication in w/c 29 July but this could be delayed until w/c 5 August if that was more convenient. As we have discussed before, beyond that would be stretching it too long.

We have a statutory obligation to lodge the accounts with Companies House at which point they are public and my understanding is that the deadline for that is 9 months after year end although EY advised me that plcs have to do this within 4 months. Not that we want to follow Royal Mail necessarily...but the latest Royal Mail has published was 26 October in 2007 but it is usually May or June. I understand that around 26 July is still the plan for this year.

Please could you confirm if we should go ahead with the final checks with EY and finalisation ready for 16 May signing?

Regards,
Sarah

Sarah Hall I Head of Financial Control and Compliance

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148 Old Street LONDON EC1V 9HQ

GRO

<image002.png>