

Theresa Iles

From: Glenda C Hansen
Sent: 20 April 2012 13:25
To: Theresa Iles; Alwen Lyons
Subject: RE: Rt Hon Oliver Letwin MP and Post Office Ltd's Horizon system
T,

Alwen and Susan are working on the Brief along with Lesley Sewell.
Let me find out from Alice how she wants to play this i.e. meeting first then model suite visit.
I'll get back to you,

Glenda Hansen

Personal Assistant to Alice Perkins
Chairman's Office

Post Office Ltd

1st Floor, 148 Old Street, London, EC1V 9HQ

Tel: **GRO** - Postline : **GRO**

Mobile: **GRO**

glenda.c.hansen **GRO**

From:
Theresa
Iles
Sent:
20 April
2012
13:22
To:

Alwen Lyons; Kevin Gilliland; Kevin Seller; Martin Moran
Cc: Glenda C Hansen; Jackie Meylak; Kelly Marie Reeder
Subject: FW: Rt Hon Oliver Letwin MP and Post Office Ltd's Horizon system

Please refer to the emails below. Oliver Letwin has confirmed he will join the meeting with James Arbuthnot (plus Alice and Paula) on the 17 May at 10:30. Who will be preparing a brief; do we need a premeet and who will collect them from reception. Will they be going straight to the Model Office.

Kind regards
Theresa

From: Theresa Iles
Sent: 20 April 2012 11:54
To: 'Summers, Lee - Cabinet Office'
Subject: RE: Rt Hon Oliver Letwin MP and Post Office Ltd's Horizon system

Lee

That's great news. Thank you. I'll contact you again shortly to advise who the Minister should ask for on arrival.

Kind regards
Theresa

Theresa Iles

Assistant to Paula Vennells, Chief Executive

Post Office Ltd

148 Old Street, LONDON, EC1V 9HQ

Tel: **GRO** / Postline : **GRO** / Mobex: **GRO**

Theresa.iles

GRO

20/04/2012

From: Summers, Lee - Cabinet Office [GRO]
Sent: 20 April 2012 11:17
To: Theresa Iles
Subject: RE: Rt Hon Oliver Letwin MP and Post Office Ltd's Horizon system

Hi Theresa,

17th May at 10:30 would work well. Looking to schedule for an hour if that's okay?

Lee

Lee Summers | Assistant Private Secretary & Diary Manager to The Rt Hon Oliver Letwin MP, Minister for Government
Policy | Cabinet Office, 70 Whitehall, London, SW1A 2AS | ✉ E-mail: lee.summers@GRO Tel: [GRO](tel:GRO)

[GRO] *Anna Payne*
Help save paper - do you need to print this e-mail?

From: Theresa Iles [GRO]
Sent: 18 April 2012 14:59
To: Summers, Lee - Cabinet Office
Cc: PS Oliver Letwin - Cabinet Office
Subject: FW: Rt Hon Oliver Letwin MP and Post Office Ltd's Horizon system

Lee

I have been asked to contact you to make arrangements for Oliver Letwin to visit us, if possible in conjunction with James Arbuthnot, when Paula Vennells and her team will explain the Horizon system.

James Arbuthnot has confirmed the 17 May at 10:30. Is this suitable to the Minister? If not, I would be grateful if you could suggest some dates/times that would be convenient.

Kind regards
Theresa

Theresa Iles
Assistant to Paula Vennells, Chief Executive
Post Office Ltd
148 Old Street, LONDON, EC1V 9HQ
[GRO] / Mobile: [GRO] / Mobex: [GRO]
Theresa.iles@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 and then delete this email from your system.

ROYAL MAIL GROUP LIMITED registered in England and Wales at 100 VICTORIA EMBANKMENT, LONDON EC4Y 0HQ with the registered company number 04138203

POST OFFICE LIMITED registered in England and Wales at 148 OLD STREET, LONDON EC1V 9HQ with the registered company number 02154540

20/04/2012

