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**From:** [redacted] GRO  
**Sent:** Fri 15/09/2023 8:10:38 PM (UTC)  
**To:** karen.a.mcewan; [redacted] GRO  
**Subject:** Your schedule  
**Attachment:** 2023-07 CPO regular meetings.xlsx  
**Attachment:** Pulse survey and engagement update  
**Attachment:** FW: Nick's weekly LT meeting  
**Attachment:** 2023-09-18 PLT GE Updates.docx

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Hello Karen

Please find below (and attached) your current meeting schedule, along with some key dates and meetings yet to arrange. Please do let me know if there's anything missing/you need adding.

## Dates to note:

**GE Ethos (Culture) - 25th/26th Oct** (lead by Owen Woodley) session  
**Perfect Day' - 9th Nov** (where our Senior Leadership Group and field teams visit their local branches to help ensure our network is set up ready for the peak period)  
**PLT Monthly strategy meetings** - 26th Oct (needs to move due to 2Xday GE session/23rd Nov/19th Dec)  
**GE Ethos (Culture) follow on session** - 8th Nov  
**Monthly Group Executive meetings** - 15th Nov & 13th Dec  
**RemCo** - 28th Nov  
**SLG face to face mtgs** - 17th Nov, 7th Dec (from 4pm - 6pm)  
**Board meetings** - 26th Sept / 31st Oct / 28th Nov (with dinner on 27th)  
**Christmas party** - 20th Dec (self funded £65 - London)

## Meetings to arrange:

**Henry Staunton** - can't get  
**Legal HR/IR** - Laurence O'  
**HR Finance**, Michelle and  
**Inquiry**: Mark Underwood  
**Area manager** - Adopt an

Week 1							
	MON	TUES	WED	THUR	FRI	MON	
Sept/Oct	25th	26th	27th	28th	29th	2nd	
	Wood Street desk 17 & 18 booked	Wood Street desk 19 & 20 booked	Wood Street desk 1 & 2 booked	Wood Street desk 17 & 18 booked	wfh?	<b>GRO</b>	
		Fri: POL Board - 11:00 - 17:30					
8.00							
8.30							
9.00		Fri: POL NomCo		Chris Brocklesby, Chief Transformation Officer (45 mins)	CALL: Owen Woodley, Deputy CEO (45 mins)		
9.30	Liz re laptop set up etc	09:30 - 10:45 POL RemCo	Martin Roberts, Group Chief Retail Officer (30mins)			Prep/reading time	Mar
10.00	Nick - welcome (20 mins)		10@10	Tim McInnes, Strategy & Transformation Director (45 mins)	CALL: Brian Gaunt, NED		
10.30	Weekly CEO Lead Team meeting					CALL: Weekly CEO Lead Team meeting	
11.00				Reading time	Reading time		
11.30							
12.00	Keep free		Weekly GE Tactical Meeting			Keep free	Si
12.30	PLT Intro (meeting room Acer)	Hold for intro call with People team		Diane Wills, Public Inquiry Director (45mins)	CALL: Rachel Scarrabott, Group Company Sec (30mins)	Ben Tidswell, NED	
13.00		Empower Hour	Empower Hour	Empower Hour	Empower Hour	Empower Hour	
13.30	Lunch break						
14.00	Juliet Lang	RemCo debrief with Ian Rudkin	Kathryn Sherratt, Finance Director (deputy for CFO) (30-45 mins)	Chrysanthi Pispinis, Chief of Staff (45 mins)	CALL: Richard Taylor, Group Corp Affairs & Comms Director (45 mins)	PLT weekly catch up	CAL
14.30	Nic Marriott						Julie
15.00	15:15 Gemma Friend	Orboarding - Success factors and reading time	Hold for travel - 1 1/4 hours	Amanda Burton, NED		Elliot Jacobs, NED	Julie
15.30	15:45 Julia Marwood					Keep free	Pl
16.00				Andrew Darfloor, NED	Reading time	CALL: Roshana Arasaratnam, UKGI	
16.30	Pat Quinn		Board mtg - Chelmsford	Reading time		CALL: Simon Recaladin, Remediation Unit Director (30mins)	
17.00	Ian Rudkin						
17.30							
18.00							
Week 3							
	MON	TUES	WED	THUR	FRI	MON	
Time	Monday	Tuesday	Wednesday	Thursday	Friday	Monday	
October/Nov	23rd	24th	25th	26th	27th	30th	31st
			Hold for GE 2 day 'Ethos' (culture) session				R
8.00							
8.30							
9.00		Hold for UKGI/Remco/legal re HMT pay controls and approvals					
9.30	Keep free/catch up		10@10		Appointment in Brentwood		
10.00							
10.30	Weekly CEO Lead Team meeting	10.45 Ben Foat, Group General Counsel				Weekly CEO Lead Team meeting	
11.00			Weekly GE Tactical Meeting				
11.30							
12.00	Catch up/reading time						
12.30							
13.00	Empower Hour	Lunch appt (near to office)	Empower Hour	TBC to move due to GE Ethos session: PLT Monthly Strategy Meeting	Empower Hour	Empower Hour	
13.30							
14.00	PLT weekly catch up					PLT weekly catch up	
14.30							



**EQUIPMENT:**

- As you are now on the POL system we can finally crack on with equipment set up:
  - IT will arrange laptop next week. Question: Do you want us to courier over once finished or would you rather just collect on Mon 25<sup>th</sup>?
  - I'll order your iphone asap

**MEETING REQUESTS:**

- **Owen Woodley, Deputy CEO** has asked if you'd be happy to have an intro call with him next week ahead of you starting?
- **Juliet Lang and Tracey Lloyd** are keen to get some time with you re Pulse survey and engagement update (see attached email and below fyi) – am holding time on Tues 3<sup>rd</sup> Oct

*We will share where we are on our Engagement lifecycle journey to date, including the organisational results from last year, the progress made against the action plan and also the results of the recent People Pulse survey. The Pulse survey is the temperature check to listen to our colleagues in the People team (we are doing this with every Function) to understand how we are progressing against our 'You Said, we did' Engagement action plan, measure what improvements have been made, and find out what more support our people need. We will be getting an amalgamated report, business wide, once all the Functions have participated in the survey and received their individual reports in November. For some context, attached is the 'You said, we did' action plan we shared at the colleague conference in April.*

**PLT:**

Am slightly concerned with the well being of PLT and wondered if you'd be happy to have a quick call next week so I can give you an update?

**REGULAR MEETINGS – 1<sup>st</sup> week:**

- **Monday's CEO Lead Team calls** – fyi CP, Chief of Staff, has emailed the GE today regarding outlining the purpose of these meetings and I wanted to share with you (see attached). FYI The PLT prepare bullets for you by Friday afternoon to give an overview of what's happening in all areas of People function (I have attached this week's fyi)
- **Monday PLT catch up meetings** – these used to be for cascading info from CEO Lead Team meetings, with an outline of what they were allowed to cascade down to their teams. However the format changed at the beginning of this year, and has now become a very general update from each PLT member on what they are working on. They are getting frustrated as feel it's becoming a run through of everyone's 'to do list, and that there is a lack of information being shared with them
- **People team calls** – these are monthly with the next one on 4<sup>th</sup> Oct. Kayleigh Young, Head of Culture Change & Engagement, prepares agenda/script/slides for you. As discussed we're holding an intro call on Tues 26<sup>th</sup> Sept – do you want to have a quick call with Kayleigh ahead of that (she's on holiday though until Mon 25<sup>th</sup>)? Are you happy to do just a simple call or do you

need any slides etc? Also she's asked:

- Can we get some intro bullets on Karen for the People Team site: [Meet the Chief People Officer and People Team \(sharepoint.com\)](#) – Just like a bio e.g. experience, any plans for her role etc. what she's excited about? (This is business wide view so keep generic)
  - Maybe an in person coffee session if people want to attend and ask any Qs?
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- **Wednesday's 10@10** – Nick would like to introduce you to the weekly all staff call/meeting (10 mins approx.) – if you would like to say a few words? There is a longer November Townhall on Wed 15<sup>th</sup> Nov

Please let me know if you need anything else.

Best wishes

**GRO**

**GRO**

PA to Group Chief People Officer

People Team

**GRO**

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