

Minutes of Meeting

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GLO CONTINGENCY PLANNING GOVERNANCE	
Finsbury Dials / Telephone Conference	
15 July 2019 ; 16:00pm	
Attendees: , Rodric Williams (RW), Ben Foat (BF), Angela Van Den Bogerd (AVDB), Alan Watts (AW), Tom Henderson (TH), Kate Emanuel (KE), Andy Parsons (AP) and Shushma MacGeoch (SM), Mark Underwood (MU). Zoe Brauer (ZB) and Aimee Daughters (AD),	
Apologies:	

Agenda

1	July Board Paper
2	Trial 3
3	Brands Database
4	ARA
5	Horizon Contingency Planning Update
6	Governance going forward
7	AOB

1	July Board Paper <ul style="list-style-type: none"> - Revised draft is to be circulated - MU is holding the pen on the final draft. Amanda Jones will liaise with MU regarding further changes - Overarching theme of the paper should be how we can be better for postmasters while managing the group litigation compared to previous approach of each area updating separately.
2	Trial 3 Updates <ul style="list-style-type: none"> - Further correspondence sent to Claimants, awaiting their response. Claimants want the directions stayed until October, whereas Post Office want directions to pick up now due to time constraints of waiting until October. - Without prejudice discussions are also taking place on whether there is possibility of pushing back Trial 3 even further. - Draft skeleton for 23 July CMC to be circulated by end of this week. See Action 1. - AP – If the trial is to be pushed back, this might be a decision required from Board - AW – Board are likely to be more concerned with the scope of Trial 3, not the date. They will want to know what might happen under the current scope, what this will mean for the post Office, how likely is it that we can change the scope. The scope of Trial 3 is a focus for Post Office. - A clear update on scope is only likely to occur once we receive pleadings. - Two scope issues <ol style="list-style-type: none"> 1. If we stick with the trial as currently ordered there are concerns over the potential breadth of this trial and what J.Fraser could actually make a decision on. 2. Do we actually want to move the scope of Trial 3 away from what it currently it Counsel Team <ul style="list-style-type: none"> - Until we have better sight over the scope of Trial 3, both Helen and Tony will be kept updated and on board to assist.
3	Brands Database <ul style="list-style-type: none"> - This matter involves the intention to delete customer information off of a database. It has been confirmed that this database contains no branch information - In regards to POL ownership, this sits with Emma Springham. She is aware and is happy for the

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	<ul style="list-style-type: none"> - deletion of data. - This matter is to be brought to SteerCo to discuss, decision paper will be circulated before. - MU to invite Andy Knowles to SteerCo to field any potential questions that might arise on this matter.
4	ARA <ul style="list-style-type: none"> - ARA paper is in good shape. In regards to both Project Starling and Group Litigation no provision will be made. - Paper will go to ARC on 29 July - BF to circulate ARA draft paper when appropriate. See Action 2.
5	Horizon Contingency Planning Update <ul style="list-style-type: none"> - All-encompassing response plan has been put together that identifies all risks, actions, the respective owner and date for delivery. Currently 15 pages long. - Further workshops are continuing to be held across the business - There will be a walkthrough of the response plan for GE on the 5 August - The full response plan will be placed in the reading room for the Board. - A lot of this work feeds into the operational work being completed by Amanda Jones and Julie Thomas - The contingency planning puts a framework around everything and looks at the practicality of mobilising the plan going forward. - A protocol for when the judgment gets handed down needs to be put in place. RW to complete and circulate. See Action 3.
6	Governance going forward <u>General Workstream Calls – Monday</u> <ul style="list-style-type: none"> - Aim of this call is to look at the work that needs to be completed that week, what is on the Horizon. <u>SteerCo</u> <ul style="list-style-type: none"> - Aim of this meeting is to take the non-lawyers with us and obtain instructions as necessary for the wider business - Once there are more instructions regarding Trial 3, the escalation of matters and instructions will become more structured. <u>Board SubCo</u> <ul style="list-style-type: none"> - The aim of this meeting is to actions issues that have been specifically raised by the Board Subco or take decisions that need to be escalated from SteerCo - In regards to all meeting, responsibility needs to be decided for scheduling, agendas and action lists going forward. - RW to type up what he believes this looks like and will circulate for review. See Action 4. - Discussions also held regarding whether we reach out to WBD or HSF for project management support given they have capability to provide this themselves.
7	AOB <u>Meeting with Richard & Ben 18 July</u> <ul style="list-style-type: none"> - Purpose of meeting on Thursday is to take shareholders through the process of how settlement might work. What authority will be required. No decisions need to be made, but more of a general discussion. - HSF have drafted a paper for this meeting. AW to take BF through the paper and send a summary email of the discussion intended to take place. See Action 5. <u>Operational Workstream</u> <ul style="list-style-type: none"> - No material update on workstream

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	<ul style="list-style-type: none"> - Discussions have been held regarding the approach to historic claims. Both Amanda and Julie have raised challenges with the legal advice on historic claims and argue that acting according to that advice is simply not commercially viable. - At the moment there has only be a few historic cases that have raised issues, but the momentum is likely to continue and this number is likely to increase. An aligned approach needs to be confirmed in order to ensure teams know what they are doing and a process is followed. - There is a process in place at the moment, however within the documented cases they are those who are asking for more support than just historic suspension pay and this is where support is lacking. - The approach taken in the above cases were met with positive feedback however this response is not sustainable going forward. - This is a matter to be brought to Steerco once further discussions with ZB, Amanda and Julie have taken place. <p><u>General</u></p> <ul style="list-style-type: none"> - BF has requested that we challenge the current ways of working going forward in regards to efficiency. Can we set up a POL Group Litigation contact list for example. To be taken forward once responsibilities are assigned for governance going forward.
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Actions

No	Description	Owner	Status
1	Draft skeleton for 23 July CMC to be completed and circulated	WBD	
2	BF to circulate ARA paper when appropriate	Ben Foat	
3	Protocol to be drafted and circulate covering appropriate steps when judgment lands	Rod Williams	
4	Governance structure and responsibilities of meetings going forward	Rod Williams	
5	Summary email of discussion to be had with shareholders regarding settlement	HSF	

Author of Minutes: AD

Date: 15 July 2019