

ORDER	Laptop and mobile	Service Now - Catalogue - Dell ordered for Wood St - IT Nick to set up
	Security card access	Concierge/Grapevine - Ordered
	Confidentiality Undertaking	Rachel, Co Sec will email over - has been submitted to the Inquiry and is currently pending acceptance
	Diligent log in	Rachel - CoSec / Rubia - unable to get access until above signed
	Expenses system	PH2.0
	Agiito log in - travel booking system	From start date
	Web3 and eCaf - contracts system and Pos	Contact Procurement
	Corporate credit card?	Contact: Sue, Procurement.Operation{GRO}
ARRANGE	Adopt an Area - Buddy with an Area Manager	Contact: Shaun Kerrison, Head of Postmaster Engagement

## Regular meetings for Group CPO:

Meeting	Duration	Attendees	weekly	bi-weekly	monthly	bi-monthly	quarterly	Notes
<b>Mondays: CEO Lead Team mtg</b>	90	Nick's DRs	✓					Teams
<b>Wednesdays: 10@10</b>	10	All	✓					Teams or in person at Wood Street
<b>Wednesdays: Townhall</b>	45	All			✓			Teams or in person at Wood Street - 18th Oct/ 15th Nov/13th Dec
<b>Wednesdays: Weekly GE Tactical mtg</b>	120	GE	✓					In person at Wood Street
<b>Wednesdays: Group Executive</b>	All day	GE			✓			In person at Wood Street
<b>Fridays: SLG monthly meeting</b>	180	Senior Leadership Group			✓			In person at WS - have moved to Fridays - 20th Oct/ 17th Nov / 7th Dec
<b>Mondays: PLT Catch Up</b>	55	PLT	✓					Teams - download from CEO lead team mtg/general updates
<b>PLT Monthly Strategy session</b>	All day	PLT			✓			In person
<b>Monthly People Team Huddles</b>	45	All People team			✓			Teams - agenda led
<b>Monthly 'That Friday Feeling' (People team)</b>	30	All People team - optional			✓			Teams - less structured call/questions submitted in advance (anonymously)
<b>People Round tables</b>	60	Max 10-12 from team plus CPO & 1XPLT					✓	First one due 18th Sept in London - others Chesterfield & Bolton
<b>Board meeting</b>	tbc	GE as directed				✓		In person
<b>RemCo</b>	90	CPO and Group Rewards Director				✓		In person unless directed to Teams
<b>NomCo</b>	60	CPO				✓		In person unless directed to Teams
<b>Risk &amp; Compliance Committee (RCC)</b>	180	ian attends on behalf of CPO						
<b>Audit, Risk &amp; Compliance Committee (ARC)</b>	150	CPO not required to attend				✓		
<b>Historic Remediation Committee (HRC)</b>	120	CPO not required to attend						
<b>POL Quarterly Shareholder Meetings</b>	60	CPO not required to attend tbc					✓	
<b>UK Government Investment mtg (UKGI)</b>	30	CPO and Group Rewards Director		✓				Teams - Series – 1st Wed of each month, then 3rd Mon of each month
<b>Royal Mail Pension Plan (RMPP)</b>	60	CPO and Group Rewards Director			✓			Teams
<b>Investment Approval &amp; Delivery Group (IADG)</b>	60	ian attends on behalf of CPO	✓					
<b>PLT 1:1s</b>								In person where possible
Gemma Friend, People Partnering Director, Retail	30			✓				
Ian Rudkin, Group Reward Director	30			✓				
Julia Marwood, People Partnering Director, Corporate Functions	30			✓				
Juliet Lang, Leadership & Culture Director	30			✓				
Nic Marriott, Interim HR Director	30			✓				
Patrick Quinn, Interim People Organisation Director	30			✓				
<b>Group Executive team</b>								In person where possible
Nick Read, Group CEO	60				✓			In person
<b>Alisdair Cameron, Group Chief Finance Officer OFF SICK</b>					✓			
Ben Foat, Group General Counsel	tbc				✓			
Chris Brocklesby, Chief Transformation Officer (Contractor)	tbc				✓			
Chrysanthi Pispinis (CP), Chief of Staff	tbc							
Kathryn Sherratt, Deputy for Group Chief Finance Officer	tbc				✓			
Martin Roberts, Group Chief Retail Officer	tbc				✓			
Owen Woodley, Deputy Chief Executive	tbc				✓			
Richard Taylor, Group Corporate Affairs & Communications Director	tbc				✓			
Tim McInnes, Strategy & Transformation Director	tbc				✓			
<b>Finance</b>								
Michelle Evans, Finance Director,	30					✓		Teams - Alternating meeting with Vaishali
Vaishali Khatriwala, Head of Finance,	30					✓		Teams - Alternating meeting with Michelle
<b>Tax, Treasury</b>								
Andy Jamieson, Head of Tax and								
Peter Gomersall, Employment Tax Principal	30				✓			Teams

**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)  
**Chesterfield's 60th anniversary** - 1st Dec GE due to attend plans tbc  
**Christmas party** - 20th Dec (self funded £65 - London)

*Meetings to arrange:*

**Henry Staunton** - can't get in before your holiday  
**Legal HR/IR** - Laurence O'Neill  
**HR Finance**, Michelle and Vaishali  
**Inquiry:** Mark Underwood, Legal, Compliance and Governance Operations Director  
**Area manager - Adopt an Area** (Shaun Kerrison to advise)

[illegible]

Week 3						Week 4					
	MON	TUES	WED	THUR	FRI		MON	TUES	WED	THUR	FRI
Time	Monday	Tuesday	Wednesday	Thursday	Friday		Monday	Tuesday	Wednesday	Thursday	Friday
October/Nov	23rd	24th	25th	26th	27th		30th	31st	1st	2nd	3rd
			Hold for GE 2 day 'Ethos' (culture) session					FYI: POL board day		TBC Bristol - overnight	
8.00											8.00
8.30											8.30
9.00											9.00
9.30	Keep free/catch up	Hold for UKGI/Remco/legal re HMT pay controls and approvals									9.30
10.00			10@10						10@10		10.00
10.30											10.30
11.00	Weekly CEO Lead Team meeting	10.45: Ben Foat, Group General Counsel					Weekly CEO Lead Team meeting				11.00
11.30			Weekly GE Tactical Meeting						Weekly GE Tactical Meeting		11.30
12.00	Catch up/reading time										12.00
12.30											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	Empower Hour	Empower Hour	Empower Hour	13.00
13.30											13.30
14.00	PLT weekly catch up						PLT weekly catch up				14.00
14.30											14.30
15.00											15.00
15.30											15.30
16.00	Hold for PLT 1:1s?	GE Session - Institute of Business Ethics					Succession Planning Meeting (with Board/GE)				16.00
16.30											16.30
17.00											17.00
17.30											17.30
18.00							Hold for Board dinner			PM Business Update - 6pm - 9.30pm	18.00

	Week 5				
Time	Monday	Tuesday	Wednesday	Thursday	Friday
Nov	6th	7th	8th	9th	10th
		Perfect Day (store visits)	Hold for GE Ethos workshop follow on	Perfect Day (store visits)	
8.00				Meeting in Victoria	
8.30					
9.00					
9.30					
10.00			10@10		
10.30	Weekly CEO Lead Team meeting				
11.00			Weekly GE Tactical Meeting		
11.30					
12.00					
12.30					
13.00	Empower Hour	Empower Hour	Empower Hour	Empower Hour	Empower Hour
13.30					
14.00					
14.30					
15.00					
15.30		Hold for Intro Annabel Richards/Nick Read			
16.00					
16.30					
17.00					
17.30					
18.00					

	Week 6					
	Monday	Tuesday	Wednesday	Thursday	Friday	
13th		14th	15th	16th	17th	
					8.00	
					8.30	
					9.00	
					9.30	
					10.00	
			November town hall		10.30	
Weekly CEO Lead Team meeting					11.00	
					SLG monthly in-person meeting	11.30
						12.00
						12.30
Empower Hour	Empower Hour	Group Executive monthly meeting		Empower Hour	Empower Hour	
					13.00	
					13.30	
					14.00	
					14.30	
					15.00	
					15.30	
					16.00	
					16.30	
					17.00	
					17.30	
					18.00	

Name	Title	Email	Mobile	EA	Email	Notes
Henry Staunton	Chairman	GRO		Di Blanchard	GRO	Chair of <b>NomCo</b> & member of <b>RemCo</b>
Nick Read	Group Chief Executive			Philippa Hankin		
Simon Jeffreys	Non-Executive Director			Di Blanchard		Chair of <b>HRC</b>
Lorna Gratton	Non-Executive Director (Shareholder Representative)			Di Blanchard		Member of the <b>ARC</b> , <b>NomCo</b> , <b>RemCo</b> and <b>HRC</b>
Amanda Burton	Non-Executive Director (from April 2023)			Di Blanchard		Chair of the <b>RemCo</b> and member of <b>NomCo</b>
Saf Ismail	Non-Executive Director			Di Blanchard		Member of the <b>NomCo</b>
Elliot Jacobs	Non-Executive Director			Di Blanchard		Member of the <b>ARC</b>
Ben Tidswell	Non-Executive Director			Di Blanchard		Chair of <b>HRC</b> and member of <b>RemCo</b>
Brian Gaunt	Non-Executive Director			Di Blanchard		Member of the <b>RemCo</b> and member of <b>HRC</b>
Andrew Darfoor	Non-Executive Director			Di Blanchard		Member of the <b>ARC</b>
Alisdair Cameron	Chief Financial Officer			Ruth Phillips		GRO
<b>Audit, Risk and Compliance Committee</b>						
Simon Jeffreys	Chair	Members: Lorna Gratton/Elliot Jacobs/Andrew Darfoor				
<b>Nominations Committee</b>						
Henry Staunton	Chair	Members: Lorna Gratton/Saf Ismail/Amanda Burton/				
<b>Remuneration Committee</b>						
Amanda Burton	Chair	Members: Henry Staunton/Lorna Gratton/Ben Tidswell/Brian Gaunt				
<b>Historical Remediation Committee</b>						
Ben Tidswell	Chair	Members: Lorna Gratton/Brian Gaunt				

Name	Title	Email	Mobile	EA	Email
Nick Read	Group Chief Executive	GRO	GRO	Philippa Hankin	GRO
<b>Group Executive</b>					
<i>Alisdair Cameron</i>	<i>Group Chief Finance Officer OFF SICK</i>			<i>Ruth Phillips</i>	
Ben Foat	Group General Counsel			Danielle Lengthorn	
Chris Brocklesby	Chief Transformation Officer			Hannah Debache	
Ian Rudkin	Deputy for Group Chief People Officer			Liz Parnaby-Myers	
Karen McEwan	Group Chief People Officer			Liz Parnaby-Myers	
Kathryn Sherratt	Finance Director (Deputy for Group CFO)			Ruth Phillips	
Martin Roberts	Group Chief Retail Officer			Naz Shah	
Owen Woodley	Deputy Chief Executive			Tracy Cox	
Richard Taylor	Group Corporate Affairs & Communications Director			Natasha Jones	
Tim McInnes	Strategy & Transformation Director			Jo Dovey	
<b>Attend GE meetings - direct reports</b>					
Chrysanthy Pispinis	Chief of Staff			Aasiyah Patel	
Diane Wills	Public Inquiry Director			Caroline McDowie	
Simon Recaldin	Remediation Unit Director			Sonia Minhas	

Name	Title	Email	Mobile	Personal no.	Birthdays
Karen McEwan	Group Chief People Officer	<div>GRO</div>			<div>GRO</div>
<b>Direct Reports</b>					
Gemma Friend	People Partnering Director, Retail				
Ian Rudkin	Group Reward Director				
Julia Marwood	People Partnering Director, Corporate Functions				
Juliet Lang	Leadership & Culture Director				
Liz Parnaby-Myers	Personal Assistant				
Nic Marriott	Interim HR Director				
Patrick Quinn	Interim People Organisation Director				

<i>Name</i>	<i>Title</i>	<i>Email</i>	<i>Mobile</i>
Siv Rajeswaran	Manager	<b>GRO</b>	
Benjamin Kennedy			
Roshana Arasaratnam	Executive Director		
Georgia Leppenwell	EA		