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

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)

			Week 1		
	MON	TUES	WED	THUR	FRI
Sept/Oct	25th	26th	27th	28th	29th
	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?
		FYI: POL Board - 11:00 - 17:30			
8.00					
8.30					
9.00		FY1: POL NomCo		Chris Brocklesby, Chief	
9.30	Liz re laptop set up etc	09:30 - 10:45	Martin Roberts, Group Chief Retail Officer (30mins)	Transformation Officer (45 mins)	CALL: Owen Woodley, Deputy CEO (45 mins)
10.00	Nick - welcome (20 mins)		10@10	Tim McInnes, Strategy &	Deputy CEO (45 mins)
10.30	Weekly CEO Lead Team			Transformation Director (45 mins)	CALL: Brian Gaunt, NED
11.00	meeting			Reading time	
11.30			Weekly GE Tactical	Keading time	Reading time
12.00	Keep free			Diane Wills, Public	
12.30	PLT intro (meeting room Acer)	Hold for intro call with People team	Meeting	Inquiry Director (45mins)	CALL: Rachel Scarrabelotti, Group Company Sec (30mins)
13.00		5-27-011-00-00-011-00-00-011-00-00-011-00-00			
13.30	Lunch break	Empower Hour	Empower Hour	Empower Hour	Empower Hour
14.00	Juliet Lang	RemCo debrief with Ian Rudkin	Kathryn Sherratt, Finance Director (deputy for CFO) (30-45 mins)	Chrysanthy Pispinis, Chief of Staff (45 mins)	CALL: Richard Taylor, Group Corp Affairs & Comms Director (45
14.30	Nic Marriott	Ruukiii		Ciliei or Stair (45 lillins)	mins)
15.00	15:15 Gemma Friend		Hold for travel - 1 1/4 hours	Amanda Burton, NED	
15.30	15:45 Julia Marwood				
16.00		Onboarding - SuccessFactors and		Andrew Darfoor, NED	Reading time
16.30	Pat Quinn	reading time	Board mtg - Chelmsford	Reading time	
17.00	lan Rudkin				
17.30					
18.00					

MON	TUES	WED	THUR	FRI	
2nd	3rd	4th	5th	6th	
GRO					
			wfh		
					8.00
					8.30
	Saf Ismail, NED				9.00
Prep/reading time	Martin Hopcroft, Director of Health & Safety, Environment & Business Continuity	GE Prep			9.30
	25.0000	10@10			10.00
			Jamieson, & Peter		10.20
CALL: Weekly CEO Lead Team meeting		S. Paris	Gomorcall		10.30 11.00
					11.00
Keen free	Simon Jeffreys, NED	Weekly GE Tactical Hold for PLT 1:1s Meeting	12.00		
песрисс	Simon Jenneys, NED		Hold for PLT 1:1s		12.00
Ben Tidswell, NED					
					12.30
Prep/reading time ALL: Weekly CEO Lead Team meeting Keep free Ben Tidswell, NED Empower Hour PLT weekly catch up Elliot Jacobs, NED Keep free CALL: Roshana Arasaratnam, UKGI	Empower Hour	Empower Hour	Empower Hour	Holiday	13.00
					13.30
PLT weekly catch up	CALL: Grant Thornton/	People team huddle			14.00
CALL: Weekly CEO Lead Team meeting Keep free Ben Tidswell, NED Empower Hour PLT weekly catch up Elliot Jacobs, NED Keep free CALL: Roshana Arasaratnam, UKGI CALL: Simon Recaldin,	Juliet Lang re ED&I audit	(monthly) (45 mins)			14.30
	15:15 Hold for	Bi-weekly call with UKGI			14.50
Elliot Jacobs, NED	Juliet/Tracey re People	(lan also joins)			15.00
Keep free	Pulse survey results (45mins)	Lorna Gratton, NED			15.30
					16.00
Remediation Unit	Reading time	Reading time	Keep free		
Director (30mins)					16.30
					17.00
					17.30
					18.00

			Week 3				Weel				
	MON	TUES	WED	THUR	FRI	MON	TUES	WED			
Time	Monday	Tuesday	Wednesday	Thursday	Friday	Monday	Tuesday	Wednes			
October/Nov	23rd	24th	25th	26th	27th	30th	31st	1st			
			Hold for GE 2 day 'E	thos' (culture) session			FYI: POL board day	3			
3.00											
3.30											
9.00		Hold for									
9.30	Keep free/catch up	UKGI/Remco/legal re HMT pay controls and									
10.00		approvals	10@10		Appointment in			10@1			
10.30		10.45: Ben Foat, Group			Brentwood	10 m					
11.00	Weekly CEO Lead Team meeting	General Counsel				Weekly CEO Lead Team meeting					
11.30	meenig		Weekly GE Tactical		Empower Hour	meeting		Weekly GE			
12.00			Meeting					Meetir			
12.30	Catch up/reading time			TBC to move due to GE							
13.00	F	Lunch appt (near to	-	Ethos session: PLT Monthly Strategy		Empower Hour	C	-			
13.30	Empower Hour	office)	Empower Hour				Empower Hour	Empower			
14.00	517 11			Meeting							
14.30	PLT weekly catch up					PLT weekly catch up					
15.00											
15.30		GE Session - Institute of									
16.00	Hold for PLT 1:1s? Business Et					Succession Planning					
16.30						Meeting (with Board/GE)					
17.00											
17.30											
18.00						Hold for Board dinner					

		Week 4			
MON	TUES	WED	THUR	FRI	
Monday	Tuesday	Wednesday	Thursday	Friday	
30th	31st	1st	2nd	3rd	
	FYI: POL board day		TBC Bristol - overnight		
					8.00
					8.30
					9.00
					9.30
		10@10			10.00
					10.30
Weekly CEO Lead Team meeting					11.00
		Weekly GE Tactical			11.30
		Meeting			12.00
					12.30
Empower Hour	Empower Hour	Empower Hour	Empower Hour	Empower Hour	13.00
Limpowei rioui	Empower nour	Linpower riodi	Empower nour	Empower riour	13.30
PLT weekly catch up					14.00
PLI Weekly Catch up					14.30
			Hold for PostMaster Business Update		15.00
			rehearsal - Bristol		15.30
Succession Planning Meeting (with					16.00
Board/GE)				200 201 201 201	16.30
					17.00
					17.30
Hold for Board dinner			PM Business Update - 6pm - 9.30pm		18.00

	Week 5						Week 6					
Time	Monday	Tuesday	Wednesday	Thursday	Friday	Monday	Tuesday	Wednesday	Thursday	Friday	7	
Vov	6th	7th	8th	9th	10th	13th	14th	15th	16th	17th	7	
		Perfect Day (store visits	Hold for GE Ethos workshop follow on	Perfect Day (store visits,								
8.00											8.00	
8.30				Meeting in Victoria							8.30	
9.00				- Weeting in Victoria							9.00	
9.30											9.30	
10.00			10@10					November town hall			10.00	
10.30		***						November town hall			10.30	
11.00	Weekly CEO Lead Team meeting		As an area of the same			Weekly CEO Lead Team meeting					11.00	
11.30	meenig		Weekly GE Tactical			meeting				SLG monthly in-person	n 11.30	
12.00			Meeting							meeting	12.00	
12.30											12.30	
13.00	Empower Hour	Empower Hour	Empower Hour	Empower Hour	Empower Hour	Empower Hour	Empower Hour		Empower Hour	Empower Hour	13.00	
13.30	Empower Hour	Empower Hour	Empower Hour	Empower Hour	Empower Hour	Empower Hour	Empower Hour		Empower Hour	Empower Hour	13.30	
14.00								Group Executive			14.00	
14.30								monthly meeting			14.30	
15.00											15.00	
15.30		Hold for Intro Annabel Richards/Nick Read									15.30	
16.00											16.00	
16.30											16.30	
17.00									8		17.00	
17.30											17.30	
1.8.00											18.00	

Name	Title	Email N	<i>Nobile</i>	EA	Email	Notes
Henry Staunton	Chairman			Di Blanchard		Chair of NomCo & member of RemCo
Nick Read	Group Chief Executive			Philippa Hankin	-	
Simon Jeffreys	Non-Executive Director			Di Blanchard		Chair of HRC
Lorna Gratton	Non-Executive Director (Shareholder Representative)			Di Blanchard		Member of the ARC, NomCo, RemCo and HRC
Amanda Burton	Non-Executive Director (from April 2023)			Di Blanchard		Chair of the RemCo and member of NomCo
Saf Ismail	Non-Executive Director			Di Blanchard	(-R()	Member of the NomCo
Elliot Jacobs	Non-Executive Director	GILO		Di Blanchard	UIV	Member of the ARC
Ben Tidswell	Non-Executive Director			Di Blanchard	-	Chair of HRC and member of RemCo
Brian Gaunt	Non-Executive Director			Di Blanchard		Member of the RemCo and member of HRC
Andrew Darfoor	Non-Executive Director			Di Blanchard		Member of the ARC
Alisdair Cameron	Chief Financial Officer	<u>[</u>	j	Ruth Phillips		GRO

Audit, Risk and Compliance Committee Simon Jeffreys Members: Lorna Gratton/Elliot Jacobs/Andrew Darfoor Chair **Nominations Committee** Members: Lorna Gratton/Saf Ismail/Amanda Burton/ Henry Staunton Chair Remuneration Committee Amanda Burton Chair Members: Henry Staunton/Lorna Gratton/Ben Tidswell/Brian Gaunt **Historical Remediation Committee** Chair Members: Lorna Gratton/Brian Gaunt Ben Tidswell

Name	Title	Email	Mobile	EA	Email
Nick Read	Group Chief Executive			Philippa Hankin	
Group Executive					
Alisdair Cameron	Group Chief Finance Officer OFF SICK			Ruth Phillips	
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	CDO
Martin Roberts	Group Chief Retail Officer		RO	Naz Shah	GRO
Owen Woodley	Deputy Chief Executive			Tracy Cox	UILU
Richard Taylor	Group Corporate Affairs & Communications Directo			Natasha Jones	
Tim McInnes	Strategy & Transformation Director			Jo Dovey	
Attend GE meetings - di	rect reports				
Chrysanthy Pispinis	Chief of Staff			Aasiyah Patel	
Diane Wills	Public Inquiry Director			Caroline McDowie	
Simon Recaldin	Remediation Unit Director			Sonia Minhas	
					Li

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

Name	Title	Email	Mobile	
Siv Rajeswaran	Manager			
Benjamin Kennedy			GRO	
Roshana Arasaratna	m Executive Dire		GNO	
Georgia Leppenwell	EA	<u> </u>		