

It will then be over to you, our Postmasters. The six shortlisted candidates will be supported by a 3rd party organisation to prepare a statement and/or create a video detailing why they would like to take up this post. They will then put themselves forward for election by the Postmaster community. The election is likely to take place during June and July and your votes will decide who should join the main Board of the Post Office.

STAGE 4: Formal Appointment and Training

The two candidates with the highest votes as elected by their peers will be recommended to the Board and to the Secretary of State for final appointment, due to be made in July / August 2024. Please note, the two successful Postmasters will have staggered start dates– see below for more detail.

The Postmasters appointed to the role will receive an extensive induction and training programme, covering the corporate and legal aspects of the role.

If I am successful, when would I start?

The final candidates will be recommended to the Board and to the Secretary of State for final appointment, due to be made in September 2024.

While the final appointments will be made in September 2024, there will be a phased induction for both NEDs coming onto the Board. The NED with the most votes will begin their appointment in September 2024 with the second NED beginning their appointment in June 2025. The tenure for both appointments remains three years from the date they begin their appointment.

The two existing Postmaster NEDs will have a phased leaving process – one will leave in September 2024 and one will leave in June 2025 to ensure a smooth handover process for the incoming NEDs.

For any questions about the role or the recruitment process please contact



Post Office Limited

One News Special is an ad hoc email from Post Office. It provides Postmasters with a specific news update.

[Preferences](#) | [Unsubscribe](#)



Subject:



PM NED - final 6 shortlist

Date:

30 September 2024 12:51:00



Dear 

All postmasters will be receiving a link and unique reference today to log into Civica's independent portal to access details of the final 6 postmasters who have been shortlisted for the 2 PM NED roles, after several stages of eligibility criteria, independent interviews and due diligence checks.

For your reference the final 6 candidates are (in alphabetical order):








Regards



Head of Postmaster Engagement



100 Wood Street
London, EC2V 7ER

postoffice.co.uk





Subject:

RE: Incoming Postmaster NEDs - status of Shareholder approval

Date:

14 November 2024 12:24:00

Many thanks [REDACTED] Just checking in to see if there is any news as yet? Conscious that the 10 business day period for taking a decision has passed and I also understand that we are receiving a lot of queries from the network, given the election took place a month ago. If we can help at all with any queries/ work through issues please do let me know.

Best,

[REDACTED]

[REDACTED]

Group Company Secretary

100 Wood Street,
London, EC2V 7ER
postoffice.co.uk



[REDACTED]

[REDACTED]
[REDACTED]
[REDACTED]
[REDACTED]
[REDACTED]

[REDACTED]

Sent: Monday, November 11, 2024 12:48 PM

[REDACTED]
[REDACTED]
[REDACTED]
[REDACTED]

Subject: Re: Incoming Postmaster NEDs - status of Shareholder approval

Classification: Confidential

Caution: This email has been sent by an external contact. Please take care when clicking links or opening attachments. When in doubt, please use the "Report Phishing" button.

Hi [REDACTED] - I chased on fri to no avail so will do so again now!

[REDACTED]
[REDACTED]

[REDACTED] [REDACTED]

Sent: Monday, November 11, 2024 12:14:00 PM

[REDACTED]
[REDACTED]
[REDACTED]
[REDACTED]
[REDACTED]

Subject: RE: Incoming Postmaster NEDs - status of Shareholder approval

Classification: Confidential

Many thanks [REDACTED] Could I trouble you to please let me know if there has been any movement on this approval?

Best,

[REDACTED]

[REDACTED] [REDACTED]
Group Company Secretary

100 Wood Street,
London, EC2V 7ER
postoffice.co.uk



[REDACTED]
[REDACTED] [REDACTED]
[REDACTED] [REDACTED]
[REDACTED] [REDACTED]
[REDACTED]

[REDACTED] [REDACTED]

Sent: Friday, November 8, 2024 10:42 AM

[REDACTED]
[REDACTED]
[REDACTED]
[REDACTED]
[REDACTED]

Subject: RE: Incoming Postmaster NEDs - status of Shareholder approval

Classification: Confidential

[REDACTED]

Caution: This email has been sent by an external contact. Please take care when clicking links or opening attachments. When in doubt, please use the "Report Phishing" button.

Hi [REDACTED] – we haven't had a readout from the minister yet so I will chase his private office again this morning

[REDACTED]
[REDACTED]

[REDACTED] [REDACTED]

Sent: Friday, November 8, 2024 10:26 AM

[REDACTED]
[REDACTED]
[REDACTED]
[REDACTED]
[REDACTED]

Subject: RE: Incoming Postmaster NEDs - status of Shareholder approval

Classification: Confidential

Hi [REDACTED]

I hope you're well.

In [REDACTED] absence are you able to advise in relation to the below please?

Many thanks,

[REDACTED]

[REDACTED]

Group Company Secretary

100 Wood Street,
London, EC2V 7ER
[postoffice.co.uk](https://www.postoffice.co.uk)



[REDACTED]

[REDACTED]
[REDACTED]
[REDACTED]
[REDACTED]
[REDACTED]

[REDACTED] [REDACTED]

Sent: Friday, November 8, 2024 10:25 AM

[REDACTED]
[REDACTED]
[REDACTED]

Subject: Incoming Postmaster NEDs - status of Shareholder approval

Hi [REDACTED]

I hope you're keeping well.

Are you able to advise on the status of Shareholder approval please in relation to our application to appoint the proposed incoming Postmaster NEDs?

Many thanks,

[REDACTED]

[REDACTED]

Group Company Secretary

100 Wood Street,
London, EC2V 7ER
postoffice.co.uk



[REDACTED]

[REDACTED]
[REDACTED]
[REDACTED]
[REDACTED]
[REDACTED]

[REDACTED]
[REDACTED]
[REDACTED]
[REDACTED]
[REDACTED]
[REDACTED]

[REDACTED]
[REDACTED]

[REDACTED]
[REDACTED]

Subject:

RE: Notice under Article 8.3(A)(ii): Postmaster Non-Executive Director Recruitment - Post Office Limited

Date:

03 January 2024 13:04:25

Hi all

I can confirm that we have kept NFSP fully briefed on the process and criteria, through several meetings with [REDACTED] with myself [REDACTED] and [REDACTED]. We have sought to ensure the NFSP understands the end to end process and there are no gaps which the NFSP had raised before. [REDACTED] is comfortable with our approach.

Regards

Head of Postmaster Engagement

100 Wood Street, London
EC2V 7ER

postoffice.co.uk



Sent: 03 January 2024 12:08

Subject: FW: Notice under Article 8.3(A)(ii): Postmaster Non-Executive Director Recruitment - Post Office Limited

Hi [REDACTED]

In [REDACTED] absence are you able to progress this – noting the request to revert back this week.

Kind regards, [REDACTED]

Sent: 03 January 2024 12:05

Subject: RE: Notice under Article 8.3(A)(ii): Postmaster Non-Executive Director Recruitment - Post Office Limited

Caution: This email has been sent by an external contact. Please take care when clicking links or opening attachments. When in doubt, please use the "Report Phishing" button.

Happy New Year. Hope you had a lovely festive break.

Thanks again for sending the following notice under Article 8.3(A)(ii) regarding Postmaster Non-Executive Director Recruitment.

DBT colleagues have reviewed the proposal and had a clarificatory request with respect to what

proactive steps Post Office are taking to minimise the possibility of NFSP launching any challenges this time around with respect to candidate eligibility, as they had raised in the previous process.

Would be grateful if you could please revert back to me this week as we will need this to progress the approval chain.

Thanks again for all your help.

Best,

[Redacted signature]

UK Government Investments

1 Victoria Street, London, SW1H 0ET

[Redacted address line]

www.ukgi.org.uk

Follow on 

[Redacted header line]

Sent: 07 December 2023 15:02

[Redacted email body lines]

Subject: Notice under Article 8.3(A)(ii): Postmaster Non-Executive Director Recruitment - Post Office Limited

Dear colleagues

Further to the exchange below, please accept this email as notice under Article 8.3(A)(ii) of an application by POL to seek the consent of the Shareholder to commence an appointment process for two new Postmaster NED's to join the Post Office Board to fill the vacancies that will arise on Saf Ismail and Elliot Jacobs departure from the Board. To ensure some continuity to the Board and to provide for a reasonable handover period between existing and new Postmaster NEDs, Post Office Limited Nominations Committee agreed that a staggered step down and appointment approach would be preferable.

It was therefore agreed that one of the newly recruited Postmaster NEDs would take up their post in June 2024 whilst at the same time, one of our incumbent Postmaster NEDs steps down. Twelve months later, the second Postmaster NED would take their place on the Board and the other incumbent Postmaster NED would step down.

To facilitate this approach, we will also apply for a 1-year extension to the term of the Postmaster NED who will continue in role, once the Nominations Committee has determined which of the incumbent Postmaster NEDs will remain in role.

Following the approval of our Nominations Committee on 28 November 2023, please find attached a letter and associated appendices from our Chair to Minister Hollinrake, in which Shareholder consent is sought for:

- the proposed Postmaster NED role description;
- the proposed recruitment process and timetable;
- the constitution of an interview panel the members of which will be approved by the Post Office Limited Nominations Committee when identified; and
- the appointment of an external agency to support the search.

Best regards

[Redacted signature]

[REDACTED]
 [REDACTED]
 [REDACTED]

Hi [REDACTED]

I'm well thank you and hope you are also.

Many thanks for your email and for reaching out on this. As to which of the PM NEDs will remain on the POL Board (subject to shareholder approval) the NomCo will be looking at this issue shortly, and once they have made a decision, we will put in an application for shareholder approval, which I would be very grateful if you could please assist with.

In the meantime we have the applications pretty much ready to be sent to UKGI in relation to seeking shareholder approval to start the recruitment process for the incoming PM directors, and the SID, and I will likely have these applications to you in the next day or so. I would be very grateful if you could please consider and take forward.

Best,

[REDACTED]

Legal, Compliance, Assurance and Secretariat

100 Wood Street,

London, EC2V 7ER

postoffice.co.uk



[REDACTED]
 [REDACTED]
 [REDACTED]

Caution: This email has been sent by an external contact. Please take care when clicking links or opening attachments. When in doubt, please use the "Report Phishing" button.

Hi [REDACTED]

Hope you are well. I understand that at the recent NomCo, a decision was made to seek an extension of the terms of one of the Postmaster NEDs by 12 months.

As with the case with previous NED extensions – this will require Ministerial approval under Section 7.3 (iii) of the Shareholder Framework document.

Would be grateful if you could please provide me with POL's formal request seeking Ministerial consent. If helpful, I have attached the previous request seeking consent for [REDACTED] extensions.

Thanks again for all your help.

Best,

[Redacted signature]

UK Government Investments

1 Victoria Street, London, SW1H 0ET

[Redacted]

www.ukgi.org.uk

Follow on 

[Redacted text block]

[Redacted text block]

[Redacted text block]

[Redacted text block]

[Redacted text block]

Subject:

RE: PM NED actions from the call

Date:

31 October 2024 15:56:04

Post Office Limited - Document Classification: INTERNAL

Thanks [REDACTED] I have inserted some replies below in green type. I hope helpful however if you need a word at all please do let me know and I will look to attend the weekly calls going forward to save you from having to send emails like the below and to ensure we are all joined up.

Best,

[REDACTED]

[REDACTED]

Group Company Secretary

100 Wood Street,
London, EC2V 7ER

postoffice.co.uk



[REDACTED]

[REDACTED]

[REDACTED]

Sent: Thursday, October 31, 2024 2:53 PM

[REDACTED]

Subject: PM NED actions from the call

Post Office Limited - Document Classification: INTERNAL

Hi [REDACTED]

A couple of things came out of the weekly working group call today that I wanted to share/ask your support with:

- Start dates – We're assuming that what was communicated as part of this process in

terms of start dates with one in November and one in June 25 still stands but we wanted to make sure that Brian and Sara are both aware of that and who is starting when. If you haven't discussed this with them already could you please speak with them on Tuesday? Thanks [REDACTED] I have spoken with Brian and the possible timings. Given the HMRC Fit and Proper searches can take a number of weeks and that this search will only likely go in next week, a mid December start date is felt more likely, subject of course to receiving shareholder approval. Obviously if we get the searches back quicker then we will move to appoint straight away. I understand that the date for Sara to start is more fluid. For the moment I will progress at the same pace as with Brian and depending on how the factual circumstances play out it may be that Sara is actually appointed earlier than June. I will touch on this with Sara on Tuesday as it is delicate and far from precise.

- In terms of comms to the business and network, we are tentatively planning for this on the 20th November. We appreciate this is absolutely subject to Shareholder approval and your further director checks coming back, but do you think this could be a realistic date? As above, I'm not sure that we will be able to make this date, it all depends on whether the checks are back. We will of course do everything we can however to be honest it does feel a little ambitious to me.
 - The comms plan would be:
 - 10@10 update to POL employees - 20/11
 - One News Special communication out to Postmaster - 20/11
 - And then at later dates attendance by the 2 at 10@10 to introduce themselves in their new roles (possibly January) and introduction in PM engagement forums

[REDACTED]

One of the actions I had from a previous call was to understand the Institute of Directors induction. At this link I've found various training courses however I wonder if it was simply joining the institute which then opens up access to a lot of different events. I can't find anything in the documentation previously other than in a training plan where it mentions "Institute of Directors will hold induction sessions with the 2 NED's " The cost looks to be £475 per person per year. I'm not sure if this is what [REDACTED] and [REDACTED] had. I do have a call with [REDACTED] to get [REDACTED] feedback on the 14th November so can ask more about it.

[Why join us? | Business Networking | Institute of Directors](#) Thanks [REDACTED] I wasn't in role at the time however I understood that [REDACTED] and [REDACTED] attended a one day training course which extended to a drinks and dinner session for all the attendees. The feedback I had from [REDACTED] was that [REDACTED] found this useful so I was proposing we include it again. Might [REDACTED] be able to explore this further or a member of the L&D team?

Please let me know if you need any support with additional checks and onboarding pieces you are working on. Happy to help.

Thanks,

[REDACTED]

[REDACTED]

Subject:

RE: PM NED Appointments

Date:

04 December 2024 16:46:46

Classification: Confidential

Thanks [REDACTED] – a great team effort. The Letters of Appointment are now fully signed by both Brian and Sara. Once the approach is settled in relation to communications would it be ok if I let them know so they are sighted and prepared.

Best,

Group Company Secretary

100 Wood Street,
London, EC2V 7ER

postoffice.co.uk



Sent: Wednesday, December 4, 2024 4:13:49 PM

Subject: RE: PM NED Appointments

Classification: Confidential

Thanks [REDACTED] that's such good news.

[REDACTED] has the communication ready; she is just pending a quote from the minister to include. This has been requested already a couple of weeks ago. We'll hold any update in the newsletter