
From: Belinda Crowe [/O=MMS/OU=EXCHANGE ADMINISTRATIVE GROUP (FYDIBOHF23SPDLT)/CN=RECIPIENTS/CN=BELINDA CROWE79B93F11-569F-4526-A078-F5B4958A8917220]
Sent: Fri 06/06/2014 1:03:51 PM (UTC)
To: Jessica Madron [GRO]
Cc: David Oliver [GRO]; Chris Aujard [GRO]; Belinda Crowe [GRO]
Subject: RE: eSRF - Project Sparrow with Linklaters

I think I can answer both points.

On the first, it's OK – although if we could negotiate them down if we give them more. It's quite steep.

On the second, this was to do with the Deloitte work which I think that they have already done.

Best wishes

belinda

Belinda Crowe

148 Old Street, LONDON, EC1V 9HQ

[GRO]

Postline:

[GRO]

[GRO]

[GRO]

From: Chris Aujard
Sent: 05 June 2014 14:48
To: Belinda Crowe
Cc: David Oliver [GRO]
Subject: FW: eSRF - Project Sparrow with Linklaters

FYI – I assume that this has already been dealt, but if not.....

From: Jessica Madron
Sent: 30 April 2014 15:42
To: Chris Aujard; Belinda Crowe
Subject: FW: eSRF - Project Sparrow with Linklaters

Chris, Belinda

Linklaters have discovered some additional cost they want to charge us that they had forgotten about when they originally quoted. Is this OK with both of you?

They also don't recognise the final element of work which I added to the SRF after discussions with Chris, which is highlighted in yellow below. Chris – could you let me know what you want to do on this please?

Many thanks


Kind Regards


Jessica Madron

Principal Lawyer

Legal & Compliance

My working days are Tuesday to Friday.

 148 Old Street, LONDON, EC1V 9HQ

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From: Swil, Jonathan [[mailto:](#) **GRO**]
Sent: 30 April 2014 10:50
To: Jessica Madron
Cc: Renata Prywerek
Subject: RE: eSRF - Project Sparrow with Linklaters

Jessica

I have set out below the further wording for the eSRF you have requested. The proposed Stage 2 work you have described in square brackets is not familiar to me. Is it currently anticipated we will be asked to do that? If we do further work not generally covered by the descriptions I sent Renata initially, we may need to revise the estimate.

As discussed, since sending the eSRF to Renata initially, we have realised there was some time for this matter held on another Post Office matter. This has now been transferred over. Apologies for not spotting this earlier. The transfer has resulted in an increase to the Stage 1 fees, as set out below.

Do let me know if you have any questions regarding the estimates or responses to the eSRF below. I should be grateful if you could send us the relevant PO Number at your earliest convenience.

Kind regards

Jonathan

From: Jessica Madron [[mailto:](#) **GRO**]
Sent: 24 April 2014 12:03
To: Swil, Jonathan
Cc: Renata Prywerek
Subject: FW: eSRF - Project Sparrow with Linklaters

Jonathan

I have been asked to review this eSRF and there are a few more bits of information I would find useful – as highlighted in yellow below.

If you could complete these and return it to me, that would be most helpful.

eSRF – POL Legal


1. Is this a new SRF or is a Change being sought? (If a change, set out brief details below):	New eSRF																		
2. Matter description (brief):	Advice in relation to the Initial Complaint review and mediation Scheme – Project Sparrow																		
3. Total Fees Quote (incl VAT and whether <i>fixed</i> – a fixed charge irrespective of the time spent; <i>capped</i> – means maximum charge up to the cap, depending on hours spent, cap not to be exceeded; or <i>variable</i>):	£167,586 (incl. VAT), variable																		
4. PO Number (to be quoted on all invoices)	Project budget																		
5. CC and GL code																			
6. Initial Work Description & Work Plan (including completing the table):	Work will be divided into two stages: Stage 1: The preparation of a report covering legal issues in respect of claims made in the Scheme (already completed) Stage 2: Assistance (including by preparing papers and attending meetings/calls) to formulate options for implementing alternatives to the Scheme.																		
7. Details of any proposed changes (if applicable):																			
8. Detailed Fees Breakdown (including any anticipated disbursements and expenses) regarding Initial Work and Changer (as appropriate):	<p>Stage 1: £94,655 (excl. VAT) (already completed but not invoiced)</p> <table border="1"> <thead> <tr> <th>Level of fee earner(s)</th><th>Anticipated amount of hours</th><th>Hourly rate/rate card</th></tr> </thead> <tbody> <tr> <td>Partner</td><td>50.80</td><td>£692</td></tr> <tr> <td>Managing Associate</td><td>73.00</td><td>£452</td></tr> <tr> <td>Associate</td><td>22.60</td><td>£400</td></tr> <tr> <td>Associate</td><td>47.80</td><td>£348</td></tr> <tr> <td>Trainee</td><td>4.40</td><td>£168</td></tr> </tbody> </table> <p>Stage 2: £45,000 (excl VAT) work broken down on following assumptions:</p> <ul style="list-style-type: none"> - Preparing a short document on the Horizon report, 	Level of fee earner(s)	Anticipated amount of hours	Hourly rate/rate card	Partner	50.80	£692	Managing Associate	73.00	£452	Associate	22.60	£400	Associate	47.80	£348	Trainee	4.40	£168
Level of fee earner(s)	Anticipated amount of hours	Hourly rate/rate card																	
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Trainee	4.40	£168																	

	<ul style="list-style-type: none"> - Attending four or five substantial telephone calls and two of three face to face meetings with the Post Office; and - Preparing a report setting out future options and their viability is shorter and requires less preparatory work than the stage 1 report. - [Developing appropriate questions for POL to submit to an independent expert] <table border="1"> <tr> <th>Level of fee earner(s)</th><th>Anticipated amount of hours</th><th>Hourly rate/rate card</th></tr> <tr> <td>Partner</td><td>32</td><td>£692</td></tr> <tr> <td>Managing Associate</td><td>50</td><td>£452</td></tr> </table>	Level of fee earner(s)	Anticipated amount of hours	Hourly rate/rate card	Partner	32	£692	Managing Associate	50	£452
Level of fee earner(s)	Anticipated amount of hours	Hourly rate/rate card								
Partner	32	£692								
Managing Associate	50	£452								
9. POL Legal Contact:	Rodric Williams									
10. POL Business Contacts	Belinda Crowe and David Oliver									
11. Law Firm – Main Contact for this matter:	Linklaters, Jonathan Swil									
12. Panel Firm Partner Contact:	Linklaters, Christa Band									
13. Panel Firm Case Ref:	Linklaters, Christa Band/ Jonathan Swil									
14. Instruction/Change Date:	28/2/14									
15. POL Legal Ref [to be quoted on all invoices]:	POL1424									
<i>Signed by Law Firm Partner (& date):</i>	Christa Band 7/4/14									
<i>Signed by POL Head of Legal (& date):</i>										

Many thanks

Kind Regards
Jessica Madron
Principal Lawyer
Legal & Compliance

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