



## Stakeholder Notification

Notification must be emailed to Primary Stakeholder & copied to all Secondary Stakeholders.

NB: Disclosure of personal information must not be communicated to third parties and must be retained within the business.

Case reference:	POLTD/1011/0168
Office/Location:	Birkenshaw
Address/Tel No:	712 Bradford Road Birkenshaw Bradford BD11 2AE GRO
Branch Code:	219 420
Details:	An audit at the branch on 8 February 2011 revealed a shortage of £21648.12

I will appraise you of any significant developments throughout the investigation and would be grateful if you could keep me informed of anything that may affect or inform my enquiries. Additionally, you will be advised prior to any actions being taken, as part of the enquiry, (staff interviews / on site enquiries) that may impact on the operational efficiency of the location affected. In the event that staff / agent interviews are undertaken then you will be supplied with sufficient detail of their content in order to deal with any conduct issues that may arise.

You will be advised of the final outcome of this enquiry along with details of any weaknesses / failings that may have facilitated the incident in question. You may be asked to provide feedback about this investigation following case closure.

If you need any further information during the course of the investigation, please feel free to contact me at any time on the number below. In the event that I am not available and an update is required please do not hesitate to contact my Security Programme Manager, Andrew Daley, on: GRO

Regards,

Steve Bradshaw

Fraud Investigator