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From: Rodric Williams [GRO]
Sent: Thur 19/12/2019 11:31:12 AM (UTC)
Subject: Postmaster Litigation Steering Group Meeting - 19 December 2019

All – please see the Agenda for this afternoon’s GLO Steering Group meeting

Purpose: To reset the workstreams required to operationalise the GLO outcomes (including as to project management and governance going forward).

Agenda:

1. **Thank you, end of GLO, and the 5 new workstreams going forward**
2. **Convicted Claimants**
 - a. Brian Altman QC (“BAQC”) instructed to advise (inc. on Fraser J referral to DPP)
 - b. Risk assessment of Convicted Claimant cases (High Level; Counsel)
 - c. Risk assessment on grounds for overturning convictions (e.g. on adequacy of disclosure)
 - d. Agree next steps with CCRC following Horizon Issues Judgment
 - e. Instruct criminal law solicitors and/or junior counsel to manage applications
 - f. Draft Manual for processing and referring in-bound enquiries from convicted postmasters (to inc. template letter of response to correspondence from Convicted Claimants)
3. **Historic Shortfalls Future Claims (claims pre-2018/HNG-A roll out)**
 - a. Draft comms to postmasters advising them of the “Historic Shortfall Group Scheme”, its processes and time limits
 - b. Draft Manual for processing known and new in-bound claims, to incl:
 - i. referrals via complexcaseteam [GRO] email (rename historicshortfalls [GRO]);
 - ii. template correspondence
 - iii. document repository
 - c. Charles Flint QC and Stephen Ruttle QC to sign off “cost-effective and accessible mediation scheme” (SRQC to act as mediator for the first 5 mediations)
 - d. [REDACTED]
4. **Common Issues / Ops Modernisation - Ops Transformation and GLO Compliance Ops**
 - a. Status following 13.12.19 Workshop
5. **Common Issues / Ops Modernisation - Contract Modernisation**
 - a. Strawman on options and process
 - i. changes limited to CIJ compliance
 - ii. commercial and strategic changes
 - iii. contract roll out – unilateral variation v negotiated position
 - iv. standardisation and automation of front end contract
 - v. review of operational policies incorporated into the contract
 - vi. risks of approach
 - vii. timetable
6. [REDACTED]
7. **Role of GLO SteerCo going forward**
8. **AOB**

Dial in details:

Conferencing number:

[GRO]

Participant code	GRO
Chair code	GRO



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