

Project Sparrow Steering Board Minutes of Meeting 25th November, 4-5pm

Minutes of the meeting

Governance and attendees:

- From 25th November onwards Belinda Crowe (BC) takes ownership of project sparrow and Steering Board
- Andy Holt (AH) will still attend as IT rep
- Angela Van den Bogerd (AVDB) will set up separate governance for the Business Improvements Programme (BIP)
- BC setting up light touch governance for project sparrow
 - Steering Board to move to monthly
 - Project meeting bi-weekly

Working Group (WG) Update:

- Cases where individual has been prosecuted - Tony wants Post Office to thoroughly review each case submitted to the mediation process. He is expecting us to look at areas within the case that may be suitable for mediation and then refer them to the Working Group. If there are any additional themes / findings as we progress through the process then Post Office will have a duty of care to disclose information.
- Closing of the Mediation Scheme application process – it was agreed by the WG that Post Office would issue a statement (this will provide JFSA with a reference point).

Resources:

- BC recruiting additional resources and attending recruitment panel tomorrow to confirm Information Manager role, still looking for project manager post
- 14 additions to the investigations team – network team has approved, should be up and running by 6th December
- Up to 10 people needed for mediation (this has not yet been cleared) AVDB organising

Timelines:

- 144 application received (this will impact timescales)
- Fujitsu data requests could become a bottleneck however AVDB is prioritising requests (watching brief)
- 8 case questionnaires received, awaiting 2 more cases to go to Second Sight (SS) today
- Where possible AVDB is looking at existing subpostmaster cases to see if there are any immediate resolutions.
- 1 case has already been closed down and no longer needs to go through mediation
- Updating BIS was discussed – it was agreed this was not needed at this point (Martin Edwards and BC updated BIS on the 6th November)

Investigations:

- We need a framework that will minimise SS opportunity to contend
- Bond Dickinson are reviewing prior to AVDB investigation
- The process will need to be refined as we go
- AVDB happy with resources for investigation
- Those that have already been prosecuted will be harder to investigate.
- Martin Griffiths and Alan Bates applications have now been received

Budget:

- Revised budget from AH is modelled on 130 applications and does not include additional 14 into the investigations team / or additional contractor
- Looking at an approximate increase in budget of £1million due to case numbers (73% increase in cases from original predictions / 66% increase in cost)
- Need to track Bond Dickinson and SS costs
- AH will work with BC next week to revise budgets
- Invoice from SS at £36k for the month (Belinda, Chris and Andy to pick-up)
- Sharon Bull will be finance rep for BIP, Charles will remain finance rep for Sparrow

Branch User Forum:

- Inaugural meeting 19th November, positive feedback received
- 4 SPMRs, 1 Crown, 1 Branch Manager (others have indicated they will join)

Board Meeting:

- BC and AC to run through – pace, time, next steps, CEO report and action plan.
- The approach will need to be explained clearly to the board including the 3 categories of cases - easy, moderate, and difficult.