
From: Rod Ismay [GRO]
Sent: Tue 18/03/2014 9:02:43 AM (UTC)
To: Angela Van-Den-Bogerd [GRO]
Cc: claire.parmenter [GRO]
Bcc: Rod Ismay [GRO]
Subject: RE: Factfile - Rod
Attachment: Factfile - v7 Rod review.docx

Mark up attached. Themes:

1. Some comments / questions about accountability of sign offs and about categorisation clarity in the paper
2. Rewording on double entry throughout the document
3. Several aspects of transactional examples – either to clarify the wording or to question the appropriateness of the particular example in the context of helping a new reader get a grip

Thanks, Rod

Rod Ismay | Head of Finance Service Centre

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From: Angela Van-Den-Bogerd
Sent: 17 March 2014 23:16
To: Rod Ismay
Cc: claire.parmenter [GRO]
Subject: FW: Factfile - FINAL REVIEW [BD-4A-LIVE.FID20472253] [DD-4A-LIVE.FID20472253]

Hi Rod,

Claire has mentioned that you have a number of changes you want to make to the factfile. Would you please do this as a matter of urgency as I have already shared the version Claire has sent you with Second Sight as I understood that you or indeed members of your team had contributed to the information. I cannot stress enough how critical it is that you review and return to Claire cc to me also so that I can review and consider how I position any changes with SS.

Your assistance with a speedy response is appreciated.

Thanks,
Angela

Angela Van Den Bogerd | Head of Partnerships



148 Old Street, LONDON, EC1V 9HQ



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From: Rod Ismay [GRO]
Sent: 17 March 2014 07:23
To: Parmenter, Claire; Gayle A Peacock
Cc: Rod Ismay
Subject: Re: Factfile - FINAL REVIEW [DD-4A-LIVE.FID20472253]

Hi Claire - thanks for sight of latest draft. I do indeed have comments and want to agree best way to feedback.

They are not purely about the section labelled for myself. I have quite a lot of text requiring rewording.

At high level though my themes are:

1. Whilst double entry is central to lots of control here, the way some sections explain it misunderstands double entry and undermines it. That's an issue of how its been worded
2. Cash supply narrative should, in my view, have a Supply Chain owner
3. We have to look through single ownership for review here
4. The use of the name "Post Office" reads confusingly in some places in terms of talking about links between post office branches and post office central teams. I could imagine a reader not understanding what part of our business is being referred to
5. The principles of when RM Special Delivery is used need clarifying. One doesn't get a proportionate sense of how much and what value is in SD as opposed to in armoured vans
6. Para 50 - major rewrite and reorder with 51
7. TC's
8. Examples, loss explanations and consistency of cross referencing. Eg Lottery is described as done "later oin the day" in para 37 but "next day by centrally driven TA" in para 117
9. Titles and ownership in the index - not sure those categories best reflect the process elements and ownership. Eg Cash supply and verification might merit a section and should have Supply Chain sign off

Other.

Let's speak on best way to edit. I don't want you to be battling with marked up rewrites against each owner and having a version control challenge. Or me to edit against wording someone else may be changing.

Thanks Rod

From: Parmenter, Claire [GRO]
Sent: Thursday, March 13, 2014 02:56 PM
To: Rod Ismay
Subject: FW: Factfile - FINAL REVIEW [DD-4A-LIVE.FID20472253]

Rod,

Thank you for your and your teams input into the Factfile, before it is finalised and sent out to the relevant people in the Scheme we would like you to review the section you inputted into - Branch Reporting (pages 14 to 19) and confirm whether you are happy with the wording from your perspective, or if there are any further changes you would like to make.

I would be grateful if you could review this asap and let me have any final comments. If you would like to discuss you can contact me on [GRO]

Kind regards

Claire

Claire Parmenter
Solicitor

for and on behalf of Bond Dickinson LLP

Bond Dickinson

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