

WORK RECORD [1]

NAME/ADD/TEL: Brian Altman Q.C., (baltman)

SOLICITORS: Gavin Matthews, Bond Dickinson

CASE: Post Office Ltd

PREPARATORY AND/OR WRITTEN WORK

Date	Description of work	Hours	Total
25/7/13	Drafting response to CCRC and chat with GM re same	14:30-15:15	45 mins
28/7/13	Considering Terms of Reference & advising about same	09:30-13:30	4 hrs
	Reading Clarke Advice & considering CK processes as set out in draft extract for response to CCRC	15:15-16:30	1 ¼ hrs
29/7/13	Drafting review of CK work (in part)	10:15-13:30	3 ¼ hrs
	Drafting review of CK work (in part)	14:00-15:00	1 hr
30/7/13	Drafting review of CK work (in part) and telecom with GM (11.48-12.01)	10:30-12:45	2 ¼ hrs
31/7/13	Revised drafting of documents	08:00-08:30	30 mins
1/8/13	Reading through & noting up Hutchings file	16:30-18:15	1 ¾ hrs
2/8/13	Reading through & noting up Ishaq files & finalising Terms of Reference and Review	09:00-13:30	4 ½ hrs

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	documents		
		14:00-17:00	3 hrs
7/9/13	Reading bundle of documents (Tabs 1-3)	09:15-13:00	3 ¾ hrs
	Reading bundle of documents (Tabs 5- 8)	13:30-18:30	5 hrs
8/9/13	Reading bundle of documents (Tabs 9-14); and considering disclosure advice for conference	08:30-13:30	5 hrs
		14:00-17:15	3 ¼ hrs
9/9/13	Pre-conference preparation	09:30-11:00	1 ½ hrs
10/9/13	Noting up issues and advice arising from the conference	09:00-09:30	30 mins
18/9/13	Reading through POL 'Campaign Annual Report and Financial Statements 2012-2013' and 'A Brief History of Investigations by the Royal Mail 2010'	09:30-10:30	1 ¼ hrs
24/9/13	Reading draft final Terms of Reference, conference note and emailing and advising on same; reading through the mediation packs and CK's draft protocol document	10:30-13:15	2 ¾ hrs
27/9/13	Drafting review [1] in part	10:00-13:15	3 ¼ hrs

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	Ctd	14:00-17:30	3 ½ hrs
28/9/13	Downloading & perusing Andy Holt material	09:30-10:00	30 mins
30/9/13	Drafting review [1] in part; and telephone con with GM (10:13 for 16 minutes); reviewing emails and the Hooper interview notes & advising re same by email	08:30-13:45	5 ¼ hrs
	Drafting review [1] in part ctd; reading attachments in more detail: training materials	14:15-18:30	4 ¼ hrs
	Reading though POL criminal policy documents & 6 new case reviews	19:30-20:00	30 mins
1/10/13	Drafting review [1] in part ctd	10:30-13:15	2 ¾ hrs
		14:00-18:45	4 ¾ hrs
2/10/13	Drafting review [1] in part ctd; and telephone con with GM (09:45 for 22 minutes); reading POL policy documents	08:00-13:45	4 ¾ hrs
		14:15-18:30	4 ¼ hrs
3/10/13	Drafting review [1] in part ctd; and telephone con with GM (12:13 for 26 minutes)	11:45-13:00	45 mins
		13:15-14:30	1 ¼ hrs
4/10/13	Drafting review [1] in part ctd; telephone call with GM (10:08 for 12 minutes)	08:45-12:30	3 ¾ hrs

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		13:00-15:00	2 hrs
		15:30-19:00	3 ½ hrs
		TOTAL	90 ¼ HOURS

CONFERENCES/TRAVEL

Date	Detail	Hours (inc. travel)	Total
9/9/13	Conference in 2BR chambers with POL, BD and CK in attendance	11:00-14:30 (conference time)	3 ½ hrs
19/9/13	Horizon training at Guildford CTO	10:00-13:45	3 ¾ hrs
		Travel out: 08:30-10:00 [London Victoria to Guildford CTO]	1 ½ hrs

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		Travel back: 14:00-15:45 [Guildford CTO to London Victoria]	1 ¾ hrs
4/10/13	Telephone con with GM, CK, POL	15:00-15:30	30 mins
		TOTAL	11 HOURS