

PS 14/7-14/

POST OFFICE LTD

PROJECT SPARROW SUB-COMMITTEE

Minutes of a meeting of the Project Sparrow Sub-Committee of the Board  
held at 148 Old Street, London EC1V 9HQ on Wednesday 30 April 2014

Present:	Alice Perkins (AP)	Chair
	Alasdair Marnoch (AM)	Non-Executive Director
	Richard Callard (RC)	Non-Executive Director
	Paula Vennells (PV)	CEO
	Chris Aujard (CA)	General Counsel
In Attendance:	Alwen Lyons (AL)	Company Secretary
	Belinda Crowe (BC)	Programme Director, Project Sparrow
	Mark Davies (MD)	Communications Director (Minute X only)

**PS 14/7                      OPENING OF MEETING**

A quorum being present, the Chair opened the meeting of the Project Sparrow Sub-Committee ("the Committee") and welcomed Mark Davies, Communications Director, to the meeting.

**PS 14/8                      PUBLIC STATEMENTS MADE ABOUT THE INITIAL COMPLAINT  
REVIEW AND MEDIATION SCHEME ('THE SCHEME')**

- (a) The Committee received a paper on the ministerial commitments made with regard to the Scheme.
- (b) [discussion]
- (c) [actions]
- (d) The Committee noted the update.
- (e) Mark Davies left the meeting.

**PS 14/9                      EX GRATIA AND SETTLEMENT PAYMENTS UNDER THE  
SCHEME**

- (a) The Committee were provided with advice on ex gratia scheme payments and a briefing on settlement payments and Conditional Fee Agreements (CFAs) from Chris Aujard, General Counsel.
- (b) [discussion]
- (c) [actions]
- (d) The Committee agreed that ex gratia payments were not suitable for the Scheme.
- (e) The Committee decided that settlement payments were X.

**PS 14/10**

**DISSEMINATION OF THE LINKLATERS ADVICE AND DELOITTE REPORT**

- (a) The Committee received a report on the dissemination of the Linklaters advice and the Deloitte report from Chris Aujard.
- (b) [discussion]
- (c) [actions]
- (d) The Committee agreed that the Linklaters advice and Deloitte report should be disseminated via a letter to the Chair of the Working Group.

**PS 14/11**

**RECENT CORRESPONDENCE**

- (a) The Committee considered the correspondence received from Alan Bates, Chairman, Justice for Subpostmasters Alliance and Jenny Willott MP.
- (b) [discussion]
- (c) [actions]
- (d) [decision]

**PS 14/12**

**THE ROLE OF SECOND SIGHT**

- (a) The Committee received a paper on the options for the role of Second Sight in supporting the Scheme.
- (b) [discussion]
- (c) [actions]
- (d) [decision]

**PS 14/13**

**CLOSURE/ACCELERATED COMPLETION OF THE SCHEME**

- (a) The Committee considered a paper on the options for the closure of the Scheme and for the acceleration of its completion.
- (b) [discussion]
- (c) [actions]
- (d) The Committee agreed that, subject to a satisfactory outcome from the Deloitte assurance assessment, the Programme Team should develop an implementation plan based on Option 2 – to continue to investigate cases but bring it within the control of the Post Office.

**PS14/14**

**DATE OF NEXT MEETING**

The next meeting of the Committee to be held X

**PS 14/15**

**CLOSE**

There being no further business, the meeting closed.

POST OFFICE LIMITED  
PROJECT SPARROW SUB-COMMITTEE

ACTIONS LIST

<b>No.</b>	<b>ACTION</b>	<b>BY WHOM</b>	<b>STATUS</b>
PS1			