From: Thompson Laura (Shareholder Executive)[/O=BIS PRODUCTION/OU=EXCHANGE ADMINISTRATIVE GROUP (FYDIBOHF23SPDLT)/CN=RECIPIENTS/CN=73D8709345C441479F0D7E2ADCE207C9-LATHOMPS] Wed 09/03/2016 1:39:06 PM (UTC) Sent: Callard Richard (ShEx) To: : Manson Justin ; Kilgarriff Patrick (LEGAL (ShEx) GRO B)[__ Subject: FW: In Confidence and Subject to Legal Professional Privilege Attachment: 160309 submission on Tim Parker Horizon letter.doc Attachment: Letter to Baroness Neville Rolfe dated 4th March 2016 (Signed pdf).pdf Richard, Justin, Patrick Draft advice for the Minister attached – I would welcome any comments. The letter in from Tim Parker is also attached. I am trying to strike the balance between reassuring the Minister that no further action is required, while not appearing blasé, particularly given her known nervousness about this matter. Your views very welcome! I have tried to contact her office for a box deadline extension but not managed to get through – but I would rather delay sending this than send without comments. If you could look at it this afternoon, that would be super helpful.

Thanks Laura

Laura Thompson | Assistant Director | Shareholder Executive

GRO GRO

Please note that from Friday 25 March my email address will change to

GRO

From: Neville-Rolfe MPST Sent: 07 March 2016 14:14

To: Thompson Laura (Shareholder Executive)

Cc: Javid MPST; SpAd Javid MPST; Callard Richard (ShEx); Manson Justin (ShEx); Kilgarriff Patrick (LEGAL B); Perm

Sec (BIS)

Subject: RE: In Confidence and Subject to Legal Professional Privilege

Hi Laura,

I put a hard copy of the letter in BNR's weekend box and she had the following comments:

"I would like officials to advise on a reply / the need for a meeting. I would also like advice on when I should brief the Secretary of State. It's not definitive as I see it.

Kind regards

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Private Secretary to	Baroness	Neville-Rolfe,	Parliamentary Under
Secretary of State a	nd Minister	r for Intellectua	I Property

GRO GRO GRO

Department for Business, Innovation and Skills, 1 Victoria Street, SW1H 0ET

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Please note: in line with Cabinet Office guidance MPST does not keep records of Ministerial business. Responsibility for storing records sits with the relevant departmental team. Please ensure you are familiar with what records you need to be keeping and are storing them appropriately.

From: Thompson Laura (Shareholder Executive)

Sent: 07 March 2016 11:33
To: Neville-Rolfe MPST

Cc: Javid MPST; SpAd Javid MPST; Callard Richard (ShEx); Manson Justin (ShEx); Kilgarriff Patrick (LEGAL B); Perm

Sec (BIS)

Subject: FW: In Confidence and Subject to Legal Professional Privilege

Sophie, Andrew

Please see attached letter for Baroness Neville-Rolfe from Post Office Chair Tim Parker regarding his investigation into the Horizon system. Please note that this letter is confidential and subject to legal professional privilege so <u>please do not circulate further</u>.

I believe this was sent to your office directly on Friday, but forwarding in case it went in hard copy only. Would you like a short covering submission from officials to go with the letter?

Thanks Laura

Laura Thompson | Assistant Director | Shareholder Executive

GRO GRO

Please note that from Friday 25 March my email address will change to

GRO

GRO

From: Patrick Bourke [mailto:

Sent: 07 March 2016 11:20

To: Thompson Laura (Shareholder Executive)

Subject: In Confidence and Subject to Legal Professional Privilege

Hi Laura

We discussed getting this correspondence to you directly, as it also works its way towards to you through the system.

As you are aware, the letter is subject to LPP and is also supplied in confidence. I would be grateful if you could ensure it is handled accordingly, and not forwarded electronically.

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