Minutes of Meeting **Confidential / Legally Privileged/ Do not Share**

GLO CONTINGENCY PLANNING GOVERNANCE	
Finsbury Dials / Telephone Conference	
18 July 2019 ; 16:00pm	
Attendees: Ben Foat (BF), Andy Parsons (AP), Alan Watts (AW), Rodric Williams (RW), Melanie Corfield (MC), Catherine Hamilton (CH), Julie Thomas (JT), Nick Beal (NB), Zoe Brauer (ZB), Kate Emanuel (KE), and Alex Collins (AC), Andy Knowles, Ben Cooke (BC)	
Apologies: Amanda Jones (AJ), Kirsten Massey (KM), Angela Van-Den-Bogerd (AVDB), Stuart Nesbit (SN) Patrick Bourke (PB), Aimee Daughters (AD)	

Agenda

1	Brands Database
2	Polsap to Azure
3	Fileshare
4	Horizon Fail Over
5	Trial 3
6	Settlement
7	Operational Impact
8	Costs Update
9	A.O.B

1	**Brands Database** Recap of the purpose of the Brands Database and current action to remove customer data in order to reduce amount spent on storage devices. It was confirmed that data on these databases consists purely of customer data and is used to market other products to existing customers and is not at all used for Postmaster remuneration. As such, it was agreed that deletion of these files could continue.
2	**Polsap to Azure** BC: Post Office currently hosts historic data that includes cash movements in supply chain and cash corrections. This is locked and is only ever unlocked to retrieve information. The data has been migrated to Microsoft Azure with multiple checks along the way to ensure that there is no data lost – BC and experts have verified this. BC: Can we get rid of these drives which currently cost £25,000 per month to maintain. AP: Legal threshold is that there have been reasonable steps taken to preserve the data. BF: Legal position is understood, but given the criticisms in the Common Issues judgment, deleting originals does expose Post Office to the risk of being seen as not acting transparently. Decision: Decision to deactivate drive to be deferred until September, following the the appeal and Horizon Trial judgment.
3	**Fileshare** BC: When POL separated from Royal Mail, legacy data was stored on Fileshare which is a shared site maintained on DXC's servers. This costs £4,400 per month to maintain. Files contain a wide range of data (music files, other personal files) and it is unverified as to whether or not there are files which would be useful to the trial. BF: Legal position is the same as above and so deleting originals exposes Post Office to the risk of being seen as not acting transparently.

Minutes of Meeting   **Confidential / Legally Privileged/ Do not Share**

		Decision: Decision to deactivate drive to be deferred until September, following the appeal and Horizon Trial judgment.
4	**Horizon Fail Over**	Required to undertake BCDR testing on Horizon System BC confirmed that there is a back-up system if Horizon gets shut down and that any historic data will not be affected or corrupted.
5	**Trial 3**	Focus for the 3rd Trial still not decided but the proposal is that the focus of Trial 3 is on losses BF stressed that this application needs to be made by the claimants.
6	**Settlement**	Work surrounding criminal convictions will need a full review with additional criminal law support and should be conducted in the context of the Horizon Trial decision. It might be the case that POL publishes a position which acknowledges the Horizon decision – the message will depend on the result of such a review.
7	**Operational Impact**	There is a new Head of Loss Prevention and new CEO. Work though the table of actions is being worked through and refresh plans will be checked by the Legal Team. Work being conducted to identify causes of losses and what can be done to prevent them. 50 Page table of actions to be circulated.
8	**Costs Update**	AVDB is working on a budget for the full FY and is due to bring it to the next team meeting. MU to send BF the contingency plan
9	No other business	

Actions

No	Description	Owner	Status
1	Decide whether POLSAP and Fileshare databases can be deleted	SteerCo	On Hold
2	Continue to work through operational Table of Actions	JT	In Progress
3	Send Refresh Plans to Legal for review	JT	In Progress
4	AVDB to bring budget at next SteerCo	AVDB	In Progress
5	MU to send BF the contingency plan	MU	In Progress

Author of Minutes: Alex Collins
Date: 18 July 2019