

Working Group for the Initial Complaint Review and Case Mediation Scheme

Standing Agenda for Thursday Calls

Attendees

Sir Anthony Hooper
Alan Bates (JFSA)
Kay Linnell (JFSA)
Ian Henderson (Second Sight)
Ron Warmington (Second Sight)
Chris Aujard (Post Office)
Belinda Crowe (Post Office)
Angela Van Den Bogerd (Post Office)
Caroline Culver (Post Office)
Andy Parsons (Bond Dickinson)
Claire Parmenter (Bond Dickinson)
David Oliver (Post Office)

Agenda

1. Status of current applications that have not yet been accepted
2. Status of accepted applications awaiting a Case Questionnaire Response
3. New Case Questionnaire Responses
4. Post Office / Second Sight investigation progress
5. Any other queries raised by Applicants / Advisors
6. Issues with resourcing / timings
7. Review outstanding actions
8. AOB

Thursday 13 February, 13:00 – 14:00

1. Status of current applications that have not yet been accepted

Case No.	Status

2. Status of accepted applications awaiting a Case Questionnaire Response

Case No.	Status

3. New Case Questionnaire Responses

Case No.	Status

4. Post Office / Second Sight investigation progress

Case No.	Status
M002	Investigation and report finalised. Submit to Second Sight 13/02.
M006	Investigation not yet complete as awaiting further information. Extension required to 27 February
M011	Investigation complete. Finalising report. Due 6 February; extension required to 21 February
M018	Investigation not yet complete as awaiting further information. Extension required to 27 February
M019	Investigation complete. Finalising report. Extension to 21 February required (not first extension)
M021	Investigation complete. Finalising report. Extension to 21 February required (not first extension)
M022	Investigation complete. Finalising report. Extension to 21 February required (not first extension)
M028	Investigation complete. Finalising report. Submit to Second Sight 21 February
M029	Investigation complete. Finalising report. Extension to 27 February required
M030	Investigation complete. Finalising report. Extension to 21 February required (not first extension)
M031	Investigation complete. Finalising report. Extension to 27 February required (not first extension)
M035	Investigation complete. Finalising report. Extension to 21 February required
M042	Investigation complete. Finalising report. Submit to Second Sight 21 February
M045	Investigation not yet complete; extension to 27 February required

Case No.	Status
M048	Investigation complete. POL report being finalised. Extension to 21 February required (not first extension)
M052	Investigation complete. Finalising report. Extension to 21 February required
M053	Investigation complete. Finalising report. Extension to 27 February required
M054	Investigation complete. Finalising report. Extension to 21 February required (not first extension)
M058	Investigation not yet complete as awaiting further information. Extension to 27 February required
M065	Investigation not yet complete; Extension to 27 February required
M066	Investigation complete. Finalising report. Extension to 27 February required
M076	Investigation complete. Finalising report. Extension to 27 February required (not first extension)
M079	Investigation complete. Finalising report. Extension to 27 February required (not first extension)
M127	Investigation not yet complete as awaiting further information. Extension to 27 February required (not first extension)

5. Any other queries raised by Applicants / Advisors

Case No.	Query

6. Issues with resourcing / timings

Case No.	Issue

7. Review of outstanding actions

Ref. No.	Action	Update	Action Owner
WG - 015	Second Sight and Post Office to consider the production of a joint generic report for the mediation	09/01: WIP 23/01: Discussion on-going	AVDB
WG - 016	Post Office to only provide Working Group with whether mediation was settled or not.		Sparrow Programme Team
WG - 027	Ron to speak to Howe and Co when the opportunity arises re their use of language in this application.		RW
WG - 029	Scope of TOR: CA to raise with POL, and seek confirmation on, the scope of the WG's remit.		CA

WG - 030	Clause 4.8 / 4.9: WG accepts that its role is not to give opinions on individual cases. These clauses are accepted if simplified. AP to redraft.		AP
WG - 031	JFSA to send CA a list of documents that they would like to be considered as within the scope of the WG		JFSA
WG - 032	AP to sort out document delivery methods with CEDR once a mediator is selected.		AP
WG - 033	AP to draft the letter that accompanies the reports to Applicants to state that it is in draft form and that sets out the tight timetable.		AP
WG - 034	Re: Data Protection AP to discuss AB's letter after meeting.	Data protection letters have been issued to AH and AB and uploaded onto Huddle with InfoSec rules	AP
WG - 035	Second Sight draft terms of engagement: Clause 1.4.2: AP to change "neutral" to "objective". Clause 1.5: AP to delete the line: "it is.....matters".		AP
WG - 036	AH to report back next Thursday on the outstanding criminal cases after discussing them with AP.		AH
WG - 037	M087: Second Sight to send the material to POL for review. POL to respond to advisor that no further training will be provided		SS POL
WG - 038	POL to report back on future funding arrangements for KL and AH.		POL
WG - 040	M091, M115 & M063: BC to write a letter to the Professional Advisor cc'ing the Applicant to specify that the extension is granted but it is unlikely that any further extensions will be granted.		BC
WG - 041	M133 & M143: BC to write a letter to the Professional Advisor cc'ing the Applicant to specify that the extension request was submitted after the deadline and we do not give unlimited extensions. We are prepared to give an extension for 2 weeks but it is unlikely that any further extensions will be allowed.		BC
WG - 042	New column to be included in the Case Tracker to reflect when Second Sight have requested supplementary information from the Applicant/Advisor		CC
WG - 043	BC to write to Aver confirming travel expenses are not included, using the same formulation as the Working Group agreed for Howe & Co.		BC

WG - 044	M087: Post Office to issue letter to Professional Advisor confirming the Working Group is not minded to provide training.		POL
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8. AOB

- QA'ing of reports
- Status of the Fact File
- Second Sight report