



Initial Complaint Review and Mediation Scheme

ExCo Update

13 February 2014

Agenda



1. Background/Context
2. Programme Governance
3. Programme Plan
4. Performance Dashboard
5. Key Risks and Issues
6. Second Sight Engagement
7. Scope of the Working Group
8. Timeline of Key Events
9. Stakeholder Engagement

Decisions for this meeting

1. Background/Context

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Key Risks
& Issues

SS
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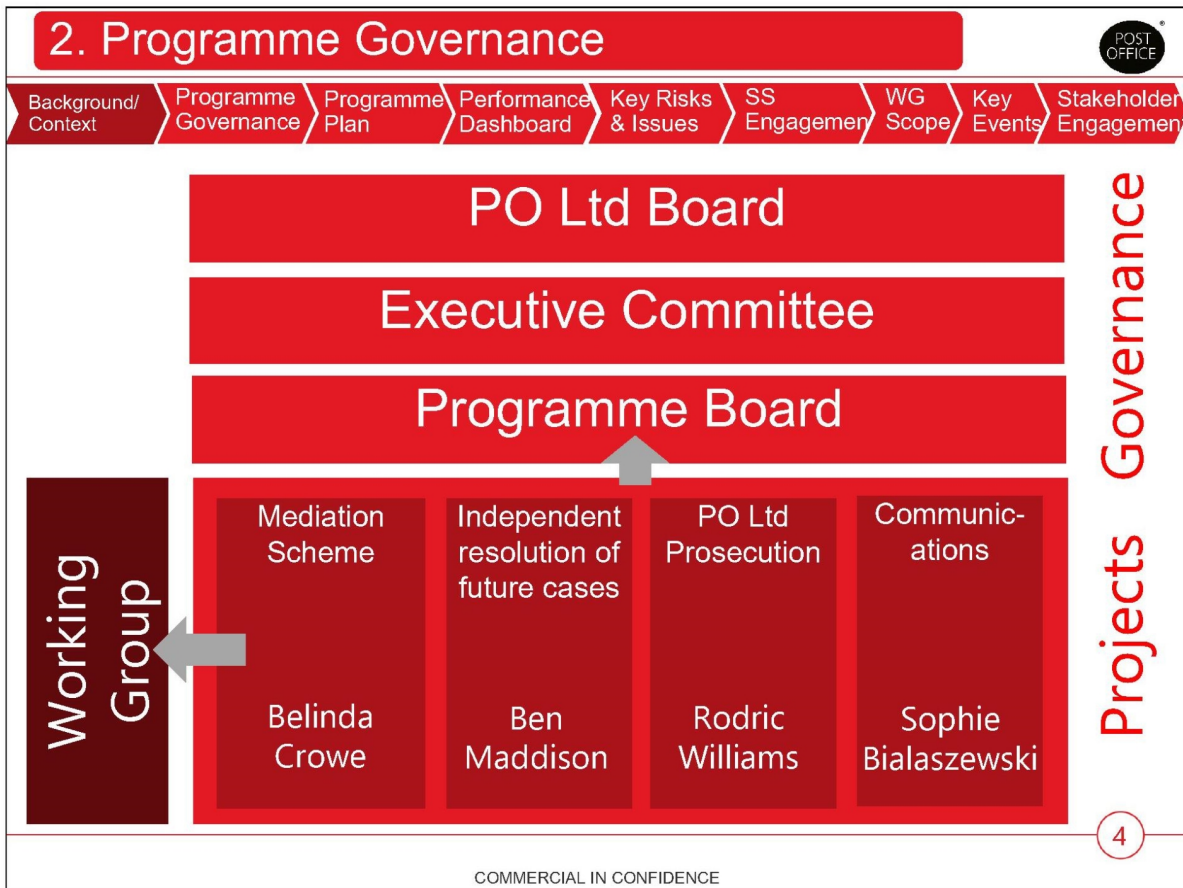
WG
Scope

Key
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2.1 Programme Board ToR



Background/ Context Programme Governance Programme Plan Performance Dashboard Key Risks & Issues SS Engagement WG Scope Key Events Stakeholder Engagement

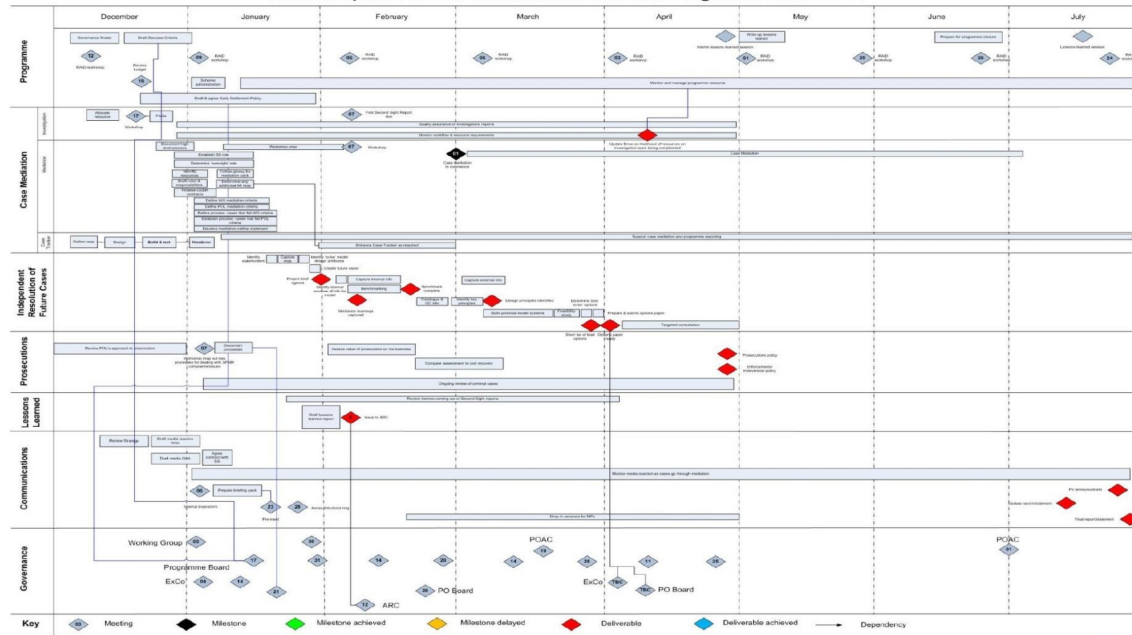
Frequency	Chair & Secretariat	Core Membership
<ul style="list-style-type: none"> Fortnightly 	<ul style="list-style-type: none"> Chris Aujard, Chair Nicky Mal, Secretariat 	Fay Healey (NED) Belinda Crowe, Angela Van-Den-Bogerd, Charles Colquhoun, Andy Holt, Rodric Williams, Andy Parsons, Sophie Bialaszewski, Jess Barker, Layla Wildon, Nicky Mal, David Oliver
Objectives	Inputs	
<ul style="list-style-type: none"> To provide the overall direction and management of the programme 	<ul style="list-style-type: none"> Programme Board reporting pack Key management information from case tracker Escalated risks or issues for review Draft deliverables for sign-off 	
Responsibilities & Accountabilities	Outputs	
<ul style="list-style-type: none"> Agree key programme artefacts including the programme plan and comms plan Ensure the appropriate coordination across the projects that comprise the programme Reviewing/signing-off deliverables To design the permanent solution for handling future cases Review civil and criminal cases Define acceptable risk profile and risk thresholds for the programme & its projects Resolve issues between projects, which need the input and agreement of senior stakeholders to ensure the progress of the programme Own the resolution of risks and issues that the programme faces Ensure resource availability for programme activities & resolve conflicts Resolve dependencies across programmes Define the success criteria for the programme Review programme budget every month Ensure the programme complies with Post Office data security policies Ensure suggestions for improvement/themes arising out of the programme are fed into the Business Improvement programme and vice versa Oversight of programme communications /PR Manage Second Sight's role in the programme 	<ul style="list-style-type: none"> Agreed programme artefacts Signed-off programme deliverables Agreed mitigating actions for risks /resolution to issues Agreed escalations to ExCo Success criteria for the programme Minutes and actions 	

3. Programme Plan



Background/ Context Programme Governance Programme Plan Performance Dashboard Key Risks & Issues SS Engagement WG Scope Key Events Stakeholder Engagement

Initial Complaints Review & Case Mediation Scheme Programme Plan 2013-14



5. Key Risks & Issues – extracted from programme register



Background/ Context	Programme Governance	Programme Plan	Performance Dashboard	Key Risks & Issues	SS Engagement	WG Scope	Key Events	Stakeholder Engagement
Risk/Issue			Action(s) / Update				Owner	
There is a substantial expectation gap - the difference between the amount claimed by applicants and BD's assessment of the realistic value of the claims. 25 applicants have sought £14M (5 of those are over £1M and a further 7 over £100K). If this is continued for the rest of the applications we would expect to see a gap of ~£47M.			We will be producing a paper on how we will manage the expectation gap for ExCo to consider.				BC	
			Bond Dickinson are keeping the expected liability of cases under regular review and are leading on identifying suitable cases for early settlement.				BD	
			Early engagement with Professional Advisors and MPs are required to manage expectations and minimise reputational damage to POL/negative perceptions of the Scheme. Initial drop-in sessions for MPs are arranged in March.				SB	
Second Sight and JFSA consider the scope of Second Sight work to extend beyond the Scheme and in any event, have taken a very wide view of Second Sight's investigatory role within the Scheme			A letter of engagement has been drafted. Second Sight have declined to sign the current draft and have asked for a number of amendments to be made. Post Office is considering these.				CA	
			A paper will be drafted for ExCo for onward transmission to the Board on the Scheme in general, covering the heightened risk and contractual relationship with Second Sight					

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6. Second Sight Engagement

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7. Scope of the Working Group - BEN



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Post Office has always been clear that the Working Group's role is to ensure the Scheme is run in a fair and efficient manner. It will also be involved in making decisions on how particular cases should be managed through the Scheme only.

Scope

- Providing a forum for the resolution of subpostmasters' complaints³
- Continuously developing and monitoring the mediation scheme^{2,4}
- Ensuring the Mediation Scheme is run in a fair and efficient manner⁴
- Confirm suitability of a case submitted by a Subpostmaster for further investigation²
- Ensuring all cases are fully investigated³
- Final decision on any cases that may not be suitable for mediation⁴
- Make decisions on how cases should be managed through the mediation scheme⁴
- Nomination of the mediation administrator and the panel of mediators⁴

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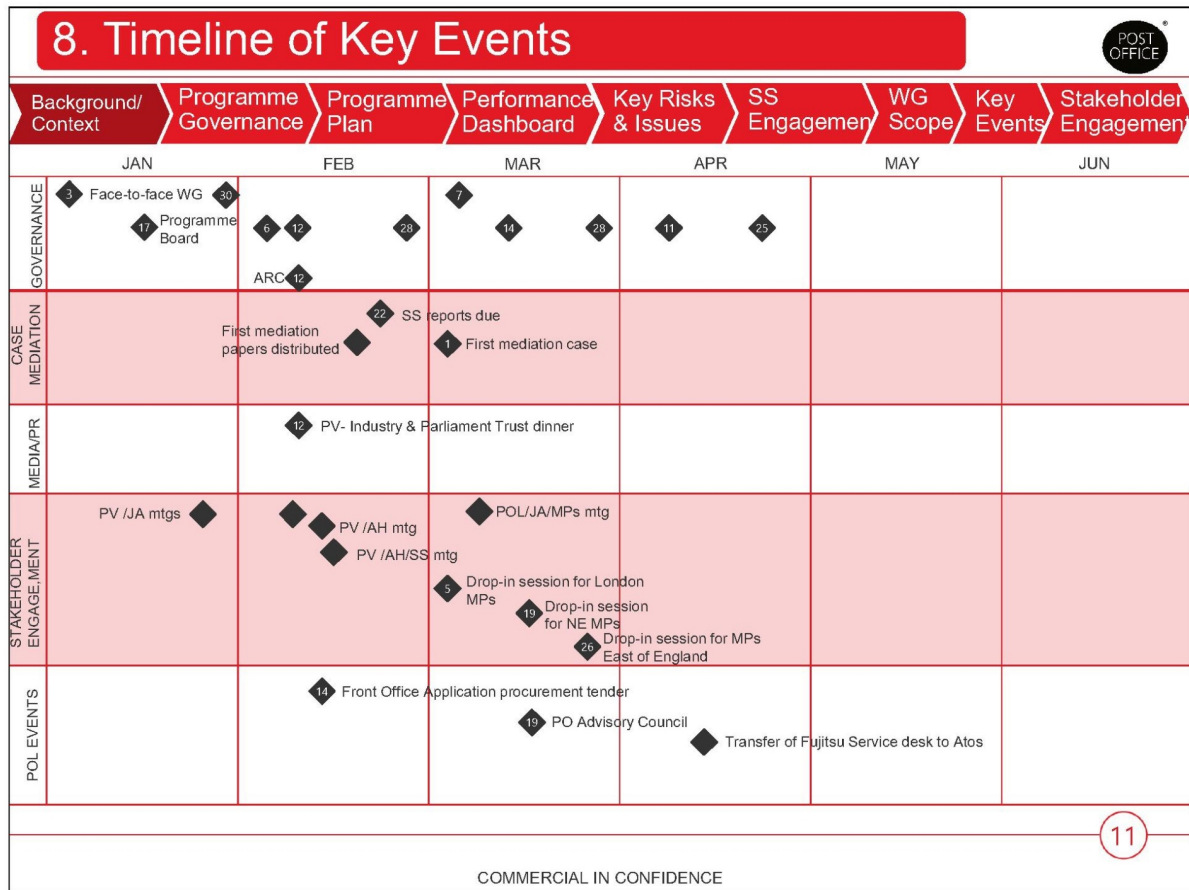
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¹<http://media.postoffice.co.uk/News-Releases/Post-Office-statement-on-findings-of-interim-report-into-Horizon-computer-system-a0.aspx>

²<http://media.postoffice.co.uk/News-Releases/Post-Office-announces-independent-mediation-scheme-for-subpostmasters-8d.aspx>

³<http://media.postoffice.co.uk/News-Releases/Sir-Anthony-Hooper-appointed-as-independent-chair-of-working-group-overseeing-initial-mediation-sche-72.aspx>

⁴Case Review Mediation Pack(1).pdf



9. Stakeholder Engagement - DAVID

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