

# Memo



4<sup>th</sup> September 2006

Investigation Team Post Office Limited

c.c. Diane Matthews

The Real Network

Corporate Security  
3<sup>rd</sup> Floor  
6a Eccleston Street  
Victoria  
LONDON SW1W 9LT

Tel:   
Fax:   
Pos:   
www.royalmail.com

**POST OFFICE LIMITED v JANET LOUISE SKINNER**  
**CASE NO: POLTD/0607/0108**

In my opinion the evidence is sufficient to afford a realistic prospect of conviction of Janet Louise Skinner on the charge set out on the attached schedule. There is a medium prospect of success. In my opinion the charge is appropriate at this stage bearing in mind the claims made by the Defendant and in consistent actions in concealing the loss.

In view of the charge of theft I would not advise charges of false accounting at this stage.

In view of the serious nature of this offence the case is not in my opinion suitable for a caution.

The case is in my opinion more suitable for trial in the Crown Court.

In the event that prosecution is authorised please obtain summonses.

The matters which follow are for the investigation manager to deal with.

No further statements need to be obtained at this stage.

Should the Defendant elect trial or if the Magistrates refuse jurisdiction or if a not guilty plea is entered, the Investigation Manager should obtain all necessary statements and exhibits. I list below those statements which appear to be necessary in this case, but the investigation manager should also consider whether there are any other areas which can reasonably be covered and include any such evidence.

- 1 Copy statement explaining the Defendant's contract of service with the Post office dealing with how long she has been employed and at which Offices.
- 2 Copy statement dealing with the accounts and explaining how the loss arose.

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- 3 Copy statement explaining the Horizon system and also the balancing of the accounts both with the prior system and the branch trading.
- 4 Copy statement from the intervention officers who visited the office on 30 May and their findings.
- 5 Copy statement dealing with the audit on 31 May producing the audit report and the findings.
- 6 Copy statement from other members of staff employed at the office.
- 7 Copy statement dealing with the problems regarding the cash holdings at the office and how these were highlighted. This statement should be obtained from someone who can properly speak as to the matters.
- 8 Copy statement from interviewing officers and officer present during interview.

In this event please prepare one set of typed copies of those statements and exhibits. Please also prepare typed draft lists of statements and exhibits (statements to appear in chronological order and exhibits in the same order in which they are produced by the witnesses). The separate typed list of witness showing their addresses should also be supplied.

You'll be aware of the provisions of the Criminal Procedure and Investigations Act 1996 concerning disclosure. Please confirm whether there is any material which might reasonably be considered necessary the prosecution case or assisting the defence case and which has not already been disclosed. Please also let me have forms CS006C, D and E in any event.

The papers must be sent to this office at least 14 days before the proposed committal proceedings or summary trial date.

It is intended to make application for compensation. On return of the papers, please advise total loss to the business.

The prosecution will be conducted by my Agents Messrs Myer Wolff, Kinas, William House, Lowgate, Kingston upon Hull, HU1 1YE, (Telephone **GRO**  
**GRO**)

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The papers must be returned to this office at least 4 weeks before the hearing date in order that I may send instructions to agents.

J A McFarlane  
Principal Lawyer  
Criminal Law Division

**GRO**

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