

62

# Memo



17 June 2011

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National Security Team  
Post Office Ltd

**GRO**

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**POST OFFICE LTD -v- LYNETTE JANE HUTCHINGS  
CASE POLTD/1112/0007**

Having read the papers I note the following disclosure to the Defence Solicitors in the interview under caution on tape. The Defence Solicitors then read out a pre-prepared statement which was followed by no comments to all questions put to the Defendant. Bearing this in mind and the contents of the pre-prepared statement it is very likely that the above named Defendant may contest the case. It appears from the contents that she may bring into question her claim that the Horizon system was not working properly and refers to some of the difficulties the Defendant encountered with the system.

I am therefore of the view that it would be more prudent for the Officer to complete his enquiries and further investigations and produce the evidence by means of witness statements and exhibits at this stage.

I list below some of the statements the Officer should obtain:

- 1 Copy statement giving evidence of access of the sub postmaster's duties and period of service.
- 2 The actual day the Rowland Castle SPOB migrated to the Horizon online account and also confirming that the accounts prior to that were in good and balanced order.
- 3 The Officer should also deal with the computer software SAPADS and explain the inflated amounts of schedules that he has prepared explaining the inflated amounts. This should also include the cash declaration slips, the Horizon system on event log books balancing which showed all cash declarations made over a period of time. The Officer should also provide an analysis of the trading periods showing how the deficits

63

# Memo

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in the accounts in the branch had been covered up and also how the audit was requested after the office was holding onto excess cash and a full explanation of the due paid schedule which has been prepared by the Officer headed high increases in £50 notes and the explanation thereof.

- 4 A statement from auditors dealing with the findings of the audit.
- 5 The Officer should find evidence rebutting the allegations and criticisms made in the pre-prepared statement which was read out by the Defendant's Solicitor in the Defendant's interview under caution. Evidence is needed to rebut these.
- 6 Statements dealing with the integrity of the Horizon and call logs to the Horizon support helpdesk which should also go into some depth explaining the workings of the system.

With the above in mind, I would be grateful if the above statements could be obtained and sent to me so that I can draft the final advice and advise on charges.

If you wish to discuss any of the above, please do not hesitate to contact me.

**GRO**

Senior Lawyer  
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