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**From:** Martin Edwards [REDACTED] GRO  
**Sent:** Mon 12/05/2014 6:24:38 PM (UTC)  
**To:** Paula Vennells [REDACTED] GRO  
**Cc:** Belinda Crowe [REDACTED] GRO; Chris Aujard [REDACTED] GRO; David Oliver1 [REDACTED] GRO; Mark R Davies [REDACTED] GRO  
**Subject:** Sparrow: draft letters and next steps  
**Attachment:** 20140511 PV to JW 12 05 2014 LL MD ME - revised.docx  
**Attachment:** 20140512 DRAFT LETTER TO JAMES ARBUTHNOT - revised.docx

Hi Paula

Back to Earth after conference....

As promised, attached are the current draft letters for Jenny Willott and James Arbuthnot, which have been iterated with everyone on this copy list. They have also been reviewed by Linklaters (whose main comment was to be careful about making any statements which directly reaffirm our commitment to the scheme *per se* rather than to the fair and swift resolution of the cases in general).

There are of course a spectrum of options for making these letter firmer or softer, which we debated before settling on the balance that is struck in these drafts. Let us know if you have any comments or questions.

Belinda has also outlined the broader proposed next steps on Sparrow in her email below (not least for reference at your 1:1 with Alice tomorrow).

See you in the morning,  
Martin

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**From:** Belinda Crowe  
**Sent:** 12 May 2014 16:29  
**To:** Martin Edwards  
**Cc:** Chris Aujard; Belinda Crowe; David Oliver1  
**Subject:** Note for Paula in advance of her meeting with Alice

Martin,

*As requested please find below a note for Paula including recent activity, a timeline of upcoming events for the Scheme, a suggestion for the date of the next Board Sub Committee in light of the above and some suggested names of people for Paula to consider with whom she might discuss the Tony Hooper meeting. Please feel free to tweak.*

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#### **Recent activity**

- SS circulated near final draft of their first report to WG for comment
- Chris Aujard wrote to SS with high-level comments on style of report to reflect comments that PO had made at the previous Working group meeting but had not been taken on board by SS
- Tony Hooper sent his letter to the Minister
- Letters prepared for Paula to send to James Arbuthnot and Jenny Willott

#### **Forthcoming Events**

- **12/13 May** - Tony Hooper to formally send first SS report (with PO investigation report) to applicant and PO for comment
- **13 May** - draft Deloitte report(Phase 1) submitted(Lesley Sewell's update for Sub Committee refers)
- **15 May** - next Working Group teleconference.
- **15 May** - Paula's meeting with Tony Hooper.
- **15 May** - two further Second Sight reports due along with their factual briefing note for mediators due.
- **16 May** - Deloitte executive summary (Phase 2) due (Lesley Sewell's update for Sub Committee refers).
- **20 May** - all day face to face meeting of the Working Group.
- **21 May** - full meeting of the Post Office Board.

#### **Suggested timing for next Sub Committee**

*In his update to the Sub Committee, sent on 6 May, Chris Aujard said that we would suggest a date(s) for the next Sub Committee as soon as possible, it will though be no later than the evening of 20 May (the Chair had, at the Sub Committee meeting, suggested that the next meeting should probably be before the next full Board meeting). However, given the need to ensure that the papers are circulated in a timely fashion and reflect Paula's discussions with Tony Hooper, the further reports Second Sight are due to deliver, and the Deloitte work it is proposed that the papers are circulated to the Sub Committee on 21 May with the meeting being held 7 days later on 28 May.*

*To ensure that the Chair is kept apprised of events and also has the opportunity to feed into and shape the Board Sub Committee papers it is proposed that a teleconference between Paula, Alice and Chris Aujard be arranged on 19 May.*

#### **Discussion with an external sounding board ahead of meeting Tony Hooper**

*We have given further thought to who would provide Paula with a good sounding board ahead of the meeting with Tony. The suggestions below are restricted by the sensitivity of the subject matter and the need to get the individual up to speed before Thursday.*

1. **Christa Band** – given Linklaters involvement to date, the quality of advice she has provided and the benefits of legal privilege Christa is our recommended candidate.
2. **David Behan** - Current CEO of CQC – a person Paula knows and who might offer a perspective based on little first hand knowledge (a fresh pair of eyes)
3. **Nick Montagu** - Current Chair of the FOS, Former Chair of Inland Revenue – would understand the political dimensions as well as the complaints handling landscape
4. **Martin Donnelly** – Permanent Secretary BIS – at some point will need to engage with this issue and getting an early perspective/understanding may be a useful side effect
5. **Mark Russell** – CEO Shareholder Executive – as with Martin Donnelly.

*Regards*

*Belinda*

**Belinda Crowe**  
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**GRO**