

Internal memo

To Deborah Helszajn
Senior Lawyer

cc

Date 2nd June 2004

From Manish Patel
Investigation Team Manager

Subject POST OFFICE Ltd v PAGE & [GRO]
PAPER NO's: CRM/239850 (SIMS/6299)

Further to the correspondence forwarded to me from Frisby & Co Solicitors dated 23rd April 2004, I have now dealt with each of the matters as indicated below and have retained the same numbering for ease.

Page 1 request – non sensitive unused material

Copies of all of the non sensitive unused material (**apart from the letter from Lisa Deans to [GRO]'s solicitor**) as listed on the Post Office form CS006C have now been copied and are attached, for completeness I have included the two superfluous items relating to notice of bail for Messer [GRO] and [GRO]

Copies of all of the non sensitive unused material as listed on the Major Crime Unit (MCU) Police form MG 6C signed by DC Andrews have now been copied and are attached apart from **item 12 (Custody Record Page)** which is yet to be forwarded to me by the Police, however a copy is included in the POL unused material. Item 17 on the list (pocket notebooks), **two officers notebooks are outstanding, DC Dowsett & DC Deans**, again these will be forwarded in due course. Items 14 – 16 which relate to the custody Video tapes were not required.

Copies of all of the non sensitive unused material as listed on the Police Financial Investigation Unit (FIU) form MG 6C signed by DC Wood have now been copied and are attached

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Page 2 request – non sensitive unused HM Customs

You were privy to all of the HM Customs & Excise documentation and it was agreed that none of the documentation met the criteria for disclosure apart from the schedule HM Customs compiled regarding the buy backs from Mr GRO at the various Thomas Cook Outlets, this schedule was included in the Post Office unused list (CS006C) and as such has been copied and is attached.

I have also now copied and attached the various officer's notebook entries as this request appears on page 4, item 12 on the list.

Page 2 request – Disciplinary notes

Disciplinary notes of interview held on 3rd July 2002 attached.


1. Copy letter of 28th June 2002 attached.
2. Copies of all warning letters attached.
- ✱ 3. Copies of all documents relating to the audits on 09.11.01, 27.06.02 and 14.01.03 are now copied and attached. (electronic copies to follow on disc)
4. League table as it was then is no longer available, electronic copy is updated and old copies are not saved.
- X 5. Yet to be actioned by Mr Coney. *→ to chase up.*

Page 2 request – General matter

1. Being obtained
2. Being obtained

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3. A copy of agreement has been provided to me by Hugh Stacey, though he would prefer that the whole contract not be disclosed to a 3rd party and therefore pages 12 – 13 dealing with this part of the contract have been copied and are attached.
4. A copy of agreement has been provided to me by Hugh Stacey, though he would prefer that the whole contract not be disclosed to a 3rd party and therefore pages 22 – 24 dealing with this part of the contract have been copied and are attached.
5. Copy of corporate client list attached, neither RPX Recycled plastics Ltd or Mr GRO appears on this list hence they were not recorded as corporate clients. As Rugeley Post office does not feature on the list it invariably goes to say that it did not conduct corporate business and if it is purported that it did then the office should have notified the relevant section and it would then have been added to the corporate client list. Notwithstanding that even as a corporate client, they are not afforded any special exchange rates.
6. **Being dealt with.**
7.  Cheque acceptance & cash handling booklet version 2 (October 2000) copied and attached a further version 3 **(Sept 2002) booklet to be obtained in due course.** A copy of the money laundering booklet also attached.
8. Mr Kalsi states that there is no document which specifically states that a business cheque can be accepted for Bureau de Change, the fact that this is not specifically referred to in the Ops manuals suggests that this is outside of the normal Post Office procedures. **Training records to be obtained (it is highly unlikely that any actually exist).**
9. **Mr Hutchinson has left the Business and therefore this is yet to be obtained.**

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10. To be obtained.

~~X~~ 11. To be obtained (these have possibly already been supplied to Civil Litigation but unable to confirm as Caroline is on leave)

12. Customs & excise notebooks copied.

13. See schedule below

Item No.	Exhibit No.	Page No's	Documents used to compile schedule	Unused material used to compile schedule
MP/3	172	986 – 989	Relevant extracts of Forde Moneychanger till roles which now form item No. MP/3a, exhibit number 173, pages 990 – 1088.	Draft MP/3 schedules and updated schedules part of unused (copied)
MP/4	174	1089 – 1096	Till role sections as per above entry, Cheque details taken from copy BCV's and Cheques (item number SB/01), exhibit 46 (not copied due to poor quality) and information from Thomas Cook items PB/01 to PB/116 all copied.	Customs & Excise draft schedule part of unused material (copied & attached)

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Item No.	Exhibit No.	Page No's	Documents used to compile schedule	Unused material used to compile schedule
MP/5	175	1097 – 1098	Relevant sections of Forde Moneychanger till roles (copied), item number MP/5a, exhibit 176, pages 1099 – 1127.	Draft schedules part of unused material (copied & attached)
MP/6	177	1128 – 1131	Office Cash account documents (copied), item numbers MP/7, MP/10, MP/12, MP/14, MP/16, MP/19, MP/21 to MP/59. Forde Moneychanger command 10 till roles sections recovered from Chesterfield, item number MEP/1, exhibit 47 pages 360 – 482.	Week number 36 to 49 (28.11.01 to 27.02.02) is outside of period of charges and no comparisons made hence no cash accounts associated.
MP/79	250	1414 – 1419	Used schedule MP/3, MP/4, PB/01 to PB/116 & bank account statements items numbers AW/1 & AW/2, exhibits 166 & 167, pages 903 – 977.	
MP/80	251	1420 – 1425	Thomas Cook item numbers PB/01 to PB/116, exhibits 50 – 163, pages 514 – 899.	

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Item No.	Exhibit No.	Page No's	Documents used to compile schedule	Unused material used to compile schedule
MP/82	253	1470 – 1471	Relevant sections of Forde Moneychanger till roles (copied) item number MP/83, exhibit 254, pages 1472 – 1506. schedule MP/3, exhibit 172, pages 986 – 989 for last column.	
MP/100	255	1507 – 1508	Documents from Co-op Travel, item number GT/1, exhibit 49, pages 487 – 513 (copied)	
MP/101	256	1509 – 1510	Documents from Co-op Travel (not part of exhibit bundle)	Copies of documents used to obtain exchange rate form part of the unused material (now copied and attached)
MP/102	257	1511 – 1512	Figures extracted from excel spreadsheet supplied from chesterfield, only used to show a 'normal' revaluation ratio spread.	
MP/104	258	1513 – 1515	Schedule MP/3, exhibit 172, pages 986 – 989.	

14. In Mrs Edwards Statement (page 69) she refers to having to transfer in some other foreign currencies into the Forde Moneychanger in order to obtain a final balance and refers to exhibit DAE/03 (page 290 –291 exhibit 34).

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Examination of exhibit DAE/01 (page 282 – 288, exhibit 32) show the discrepancies Mrs Edwards found in the various currencies as she physically verified what was in the Bureau till against what the Forde Moneychanger claimed to have (command 2 printout). The currencies affected were the US dollar (570 more than indicated), Cypriot Pounds (10 more than indicated), the Euro (5 less than indicated), Thai Bhatt (10 less than indicated) and Czech Republic currency (50 more than indicated).

All of the above are also written on Mrs Edwards piece of paper exhibit DAE/02 (page 289 exhibit 33). It is those currencies that Mrs Edwards transfers into the Forde Moneychanger and are referred to in exhibit DAE/03 (page 290 – 291, exhibit 34).

It is not possible to say where these currencies originated from, they could have come from Hemel Hempstead as part of a delivery or bought as a 'Buy back' from a customer, needless to say they were only transferred into the Forde Moneychanger as the relevant amounts physically in the Bureau till did not match the Command 2 printout.

I would add that I do not feel it is for the prosecution to explain what is clearly shown in copy exhibits and may be the response to the letter should just refer their 'expert' to the relevant pages and exhibit.

15. Stock transfer is shown in copy exhibit DAE/07 (page 302, exhibit 39) together with the Horizon Declared cash printout indicating £11,373.01, the value of sterling cash found in the Bureau till. At page 304 of the same exhibit are the figures which make up total stock and MOP, £11,373.01 (sterling cash), £22,938.72 (sterling equivalent of foreign currency) and £540 worth of phone cards to give a total value of £34,491.73.
16. Margaret Pearce in her 1st statement at page 78 makes reference to special exchange rates for some customer, she also states that these customers had told her that the special rate had been negotiated with Carl Page and therefore she would conduct the transaction believing this to be the case, there is no documentation available to illustrate this. Mrs Pearce does state in her 3rd statement at page 84 that a black diary was kept by Carl of customers who had ordered currency and it could be that special exchange rates may have been shown in this diary, however the diary was not located on the day of the Police search and remains outstanding today.

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17. In Miss Batey's 2nd statement (page 97), she refers to having been trained in the Bureau de Change product. This training is not formalised and therefore a syllabus or training record does not exist. It was the incoming interim Sub Postmaster who provided 'on the job' training shortly after taking over the office during Carl Page's suspension and he showed the staff including Miss Batey how to perform some of the accounting procedures involved in the Post office, something Carl Page had not done with his existing staff. With Mrs Batey she was shown how to perform some of the balancing in relation to the Bureau till and therefore knew what the figure on page 2 in table 5, line 52 referred to when I obtained the 2nd statement from her on 26th March 2003.

With Sub Post Offices, it is the Postmaster's responsibility to adequately train the staff that he employs and in the majority of these cases that training is performed whilst the staff member is working at the office.

18. Although Mrs Lievesley made the formal statement on 3rd October 2003, she had been in touch with me during "Mid January 2003" and therefore the conversation, which had taken place between Mrs Lievesley and Mr Page, had only occurred about two weeks previously and this information had been imparted to me at the time. Mrs Lievesley had copies of the cheques, which are now copied, and part of the exhibit bundle, she did not make a record of the conversation with Mr Page but recalls it and therefore it is included in her statement.
19. **To be obtained.**
20. The fax mentioned in Mr Brown's statement (page 123) has been destroyed as has all other paperwork which is only retained by the section for 13 weeks as indicated on page 121 of Mr Brown's statement.

The 'previous history' is recorded in exhibit DPB/01 (page 483 – 486, exhibit 48). No other record exists.

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21. Copies are now attached, they appeared on the Post office schedule of Non Sensitive unused material (page 2 'Copy of sales receipts from Co op travel store.....')
22. Contact with Mr Patel was made by Customs & Excise via telephone and the information provided and as a result I e-mailed the request to Marie Perry to try and ascertain the exchange rate used for that transaction, copy e-mail attached, no other documentation exists.

Details of the £112,465.96 cheque are shown on schedule item number MP/4 (exhibit No. 174, page numbers 1089 – 1096). Items AW/1 and AW/2 copy bank statements show further details of cheque clearance.

23. No entries relevant to Rugeley Post Office or Carl Page or **GRO** **GRO** are recorded in my note book.
24. I do not believe that was the case, the schedule of buy backs was put to Mr Page during interview, however he explained the Co-op connection which ruled out a number of the buy backs but not all of them.

The outstanding matters shown in bold will be dealt with in due course and forwarded to your office separately.

I trust the above meets with your satisfaction and should you require anything further please do not hesitate to contact me on the number shown below.

Manish Patel
Investigation Team Manager
Post Office Ltd. Security

GRO

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CASE CONFERENCE. 6.07.04.

1. De. Dowsett - Notebook - CASE UP.
2. FURTHER Non Sensitive SCHEMATIC for 13th JAN 03
CUSTOMS NOTEBOOK. ENTRIES.
3. CHANGES IN CPBA & CHQ ACCESS.
SAT 2002 - 2001.

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