

Post Office Board Agenda (CCRC meeting)

Date:	Thursday 15 July 2021	Time	15:00 – 16:30 hrs	Location	Microsoft Teams Meeting/ Finsbury Dials
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Present		Other Attendees	
• Tim Parker (Chairman)	• Carla Stent (NED)	• Ben Foat (General Counsel)	• Richard Taylor (Group Corporate Affairs, Brand and Communications Director)
• Tom Cooper (NED)	• Lisa Harrington (NED)	• Rodric Williams (Head of Legal - Historical Matters)	• Veronica Branton (Company Secretary)
• Alisdair Cameron (CFO)	• Saf Ismail (NED)	• Alan Watts (Herbert Smith Freehills)	• Declan Salter (Historical Matters Director)
• Nick Read (CEO)		• Nick Vamos (Peters & Peters Solicitors LLP)	• Lucie Lambert (General Counsel - UKGI)
		• Hannah Laming (Peters & Peters Solicitors LLP)	

Apologies: Ken McCall (SID), Zarin Patel (NED), Elliot Jacobs (NED)

[Join Microsoft Teams Meeting](#)

GRO United Kingdom, London (Toll)
Conference ID: 320 102 417#

Agenda Item	Action Needed	Lead
1. Welcome and Conflicts of Interest	Noting	Chairman
2. Minutes and Matters arising Minutes from 08 th July 2021	Approval	Chairman
3. Criminal convictions a) For decision - CACD cases of Manjra, Price and Snow b) Update – Thanabalasinghan c) Update – CPS stance in case in which it is the Respondent	Decision	Nick Vamos
4. SRA Investigation	Decision	Hannah Laming
5. Overtured Convictions	Noting	Alan Watts
6. Historical Shortfalls Scheme a) Panel's interim views on first shortfall only test cases b) Remuneration Losses c) Tranche 6 of Test Cases for Panel (Consequential Losses) 1. Case 8 2. Case 65 3. Case 363 4. Case 381 5. Case 430 6. Case 778 7. Case 846 8. Case 1550 9. Case 1671 10. Case 1672	Decision	Alan Watts
7. Any Other Business Formal record of Board decisions for 25 cases	Noting	All

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POST OFFICE LIMITED BOARD MEETING

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MINUTES OF A MEETING OF THE BOARD OF DIRECTORS OF POST OFFICE LIMITED HELD ON THURSDAY 08 JULY 2021 AT 20 FINSBURY STREET, LONDON EC2Y 9AQ BY CONFERENCE CALL AT 15.00 HRS¹

Present:

Tim Parker	Chairman (TP)
Ken McCall	Senior Independent Director (KM)
Tom Cooper	Non-Executive Director (TC)
Elliot Jacobs	Non-Executive Director (EJ)
Saf Ismail	Non-Executive Director (SI)
Alisdair Cameron	Group Chief Finance Officer (AC)
Nick Read	Group Chief Executive (NR)

In attendance:

Veronica Branton	Company Secretary (VB)
Ben Foat	Group General Counsel (BF)
Rodric Williams	Head of Legal – Historical Matters Legal (RW)
Richard Taylor	Group Corporate Affairs, Brand and Communications Director (RT)
Declan Salter	Historical Matters Director (DS)
Alan Watts	Herbert Smith Freehills (AW)
Nick Vamos	Peters & Peters Solicitors LLP (NV)
Kevin Hutchinson	Programme Manager, Horizon IT Inquiry (KH) (Item 4.)

Apologies: Carla Stent, Non-Executive Director, Zarin Patel, Non-Executive Director, Lisa Harrington, Non-Executive Director

Agenda Item**Action****1. Welcome and Conflicts of Interest**

A quorum being present, the Chairman opened the meeting. The Directors declared that they had no conflicts of interest in the matters to be considered at the meeting in accordance with the requirements of section 177 of the Companies Act 2006 and the Company's Articles of Association.

2. Minutes and Matters Arising

The Board **APPROVED** the minutes of the Board meetings to discuss the CCRC cases held on 24th June and 01st July 2021.

The Board **NOTED** the action log.

3. Historical Shortfalls Scheme: Test case materials

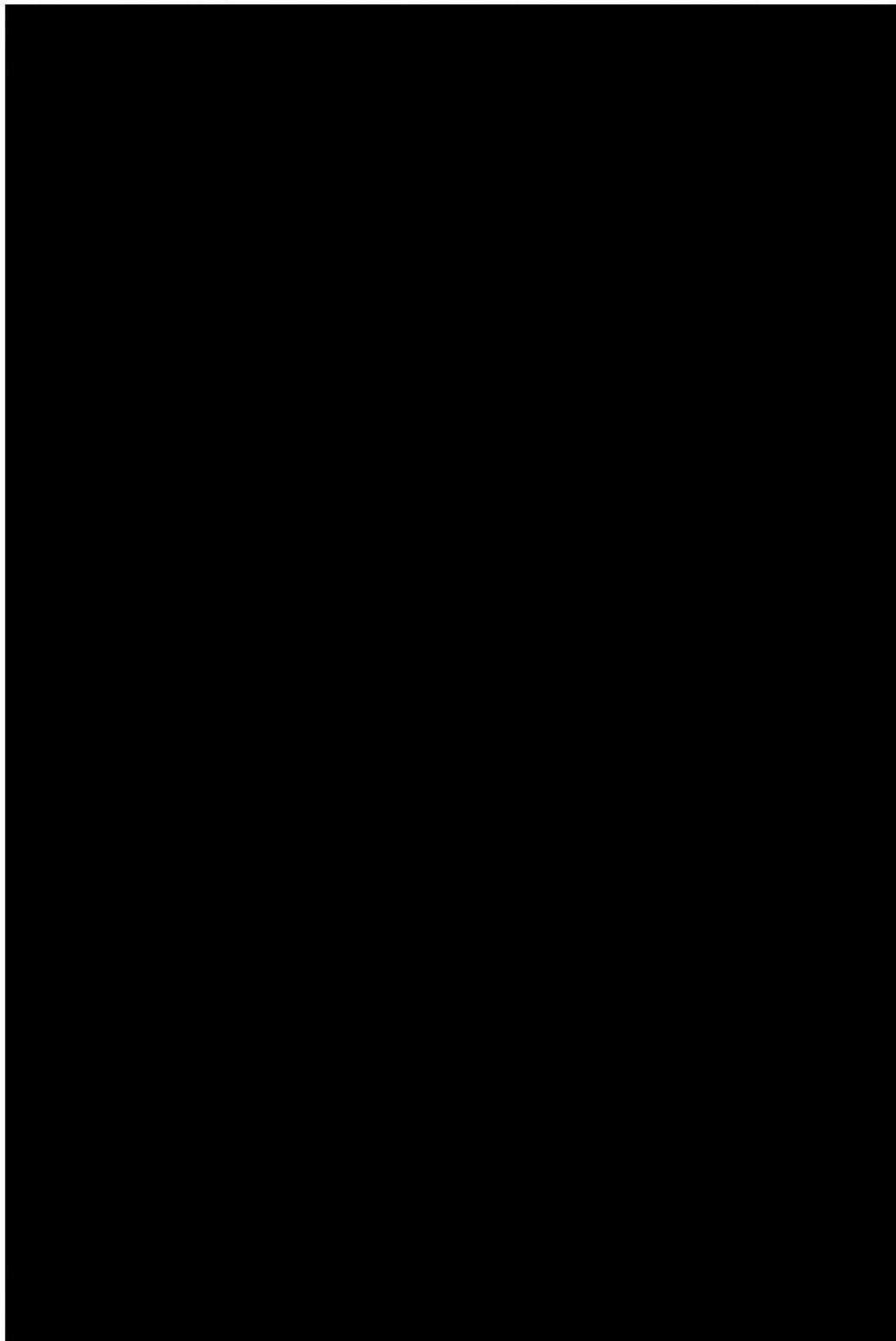
Tim Parker proposed that the Board focus on the generic points from the cases that it would be helpful for the Independent Advisory Panel (IAP) for the Historical Shortfalls Scheme (HSS) to consider, such as how heads of loss should be treated, unless anyone had

¹ Participation in the meeting was entirely via Microsoft Teams from participants' personal addresses. In such circumstances the Company's Articles of Association (Article 64) require that the location of the meeting be deemed as the chairman's location. However, it was not deemed appropriate to record personal addresses on the Company record. As such, the Registered Office is recorded as the meeting location.



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POST OFFICE LIMITED BOARD MEETING

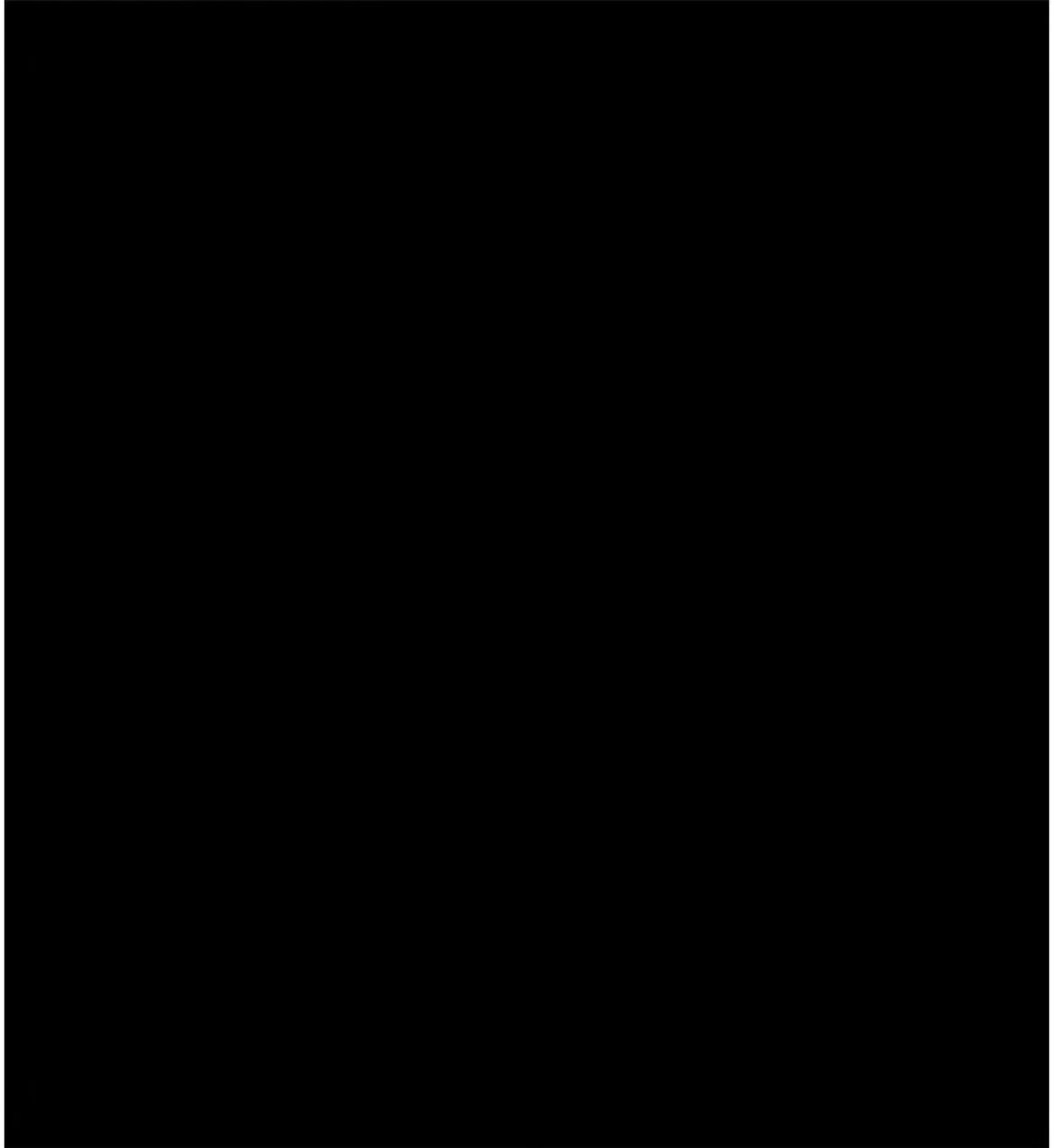
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4. Post Office Horizon IT Inquiry





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The Board **APPROVED** the strategic approach proposed to the Post Office Horizon IT Inquiry and the tactical issues to be discussed with the Inquiry office as set out in the paper presented to the Board on 8th July 2021. The Board also **NOTED** the project management update, including governance and budget. The Board would be asked to approve a finalised budget for the duration of the Inquiry.

Specifically, the Board **APPROVED**:

- The adoption a more proactive engagement strategy with the Inquiry;
- Establishing clear governance arrangements and, once appointed, delegating authority to the Inquiry Director regarding correspondence, procedural matters and giving instructions to Post Office’s legal representatives when needed;
- Writing to the Inquiry’s solicitor to request a meeting at which, Post Office would:
 - i. Seek further guidance regarding the proposed timetable including when the issues covered by the Inquiry were likely to be finalised, at what point the identity of likely witnesses would be determined and establish what assistance Post Office could provide in helping the Inquiry meet the deadlines it had set. Care would be taken to ensure that this could not be perceived as Post Office seeking preferential treatment or seeking to direct the inquiry
 - ii. Seek clarity regarding the Inquiry’s approach to documentation, including privilege and whether the Inquiry was willing to receive privileged material on a limited waiver basis.
- Post Office applying for Core Participant status.

5. **Any Other Business**



There being no further business the Chairman declared the meeting closed at 15:50 hrs.



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Chairman

Date

Post Office Limited Board CCRC Actions as at 13.07.2021

REFERENCE	ACTION	ACTION OWNER	DUE DATE	STATUS	OPEN/CLOSED
Board (CCRC) Meeting 24 September 2020					
8. Potential claims against Fujitsu	[REDACTED]	Alan Watts	[REDACTED]	[REDACTED]	Open
Board (CCRC) Meeting 18 March 2021					
5. Civil liability update	[REDACTED]	Alan Watts	[REDACTED]	Will come back to Board in 2-3 weeks' time.	Open and Ongoing
Board (CCRC) Meeting 29 April 2021					
5. Potential Future Appellants (PFAs): update on 40 new appeals and decision on extension for service of Respondent's Notices	[REDACTED]	en Foat	July Board meeting	[REDACTED]	Open
Board (CCRC) Meeting 06 May 2021					
3. Improvement Delivery Group (IDG) Update and preparation for the Inquiry f)	[REDACTED]	f Smyth	July Board meeting	[REDACTED]	Open

CCRC Meeting - 15 July 2021-15/07/21

Post Office Limited Board CCRC Actions as at 13.07.2021

REFERENCE	ACTION	ACTION OWNER	DUE DATE	STATUS	OPEN/CLOSED
Board (CCRC) Meeting 13 May 2021					
3.1 Historical Shortfall Scheme: Decision-making a)	[REDACTED]	Declan Salter/ Alan Watts	July	[REDACTED]	Open
3.1 Historical Shortfall Scheme: Decision-making b)	TC asked how we demonstrated the financial difference in settlement offers depending on which level of investigation was carried out. DS would provide more information and analysis for the Board on the "L123" proposals and noted that this was not a one-off decision for the Board.	Declan Salter	July	A paper is being drafted for the Board to review the approach to investigation procedures.	Open
3.1 Historical Shortfall Scheme: Decision-making d)	[REDACTED]	Alan Watts			Open
Board (CCRC) Meeting 25 May 2021					
3.2 William Michael Penney	[REDACTED]	Alan Watts			Open
3.6 Asif Latif a)	[REDACTED]	Alan Watts			Open
3.6 Asif Latif b)	[REDACTED]	Alan Watts		[REDACTED]	To close

Post Office Limited Board CCRC Actions as at 13.07.2021

REFERENCE	ACTION	ACTION OWNER	DUE DATE	STATUS	OPEN/CLOSED
Board (CCRC) Meeting 10 June 2021					
3.3 Standstill agreement	[REDACTED]	Alan Watts		A paper was provided for the Board meeting held on 1 st July 2021.	To close
4. Tranche 2 and Tranche 3 Test cases	[REDACTED]	Alan Watts	July 2021	A paper was provided for the Board meeting held on 1 st July 2021.	To close
Board (CCRC) Meeting 24 June 2021					
7.1 Historical Shortfall Scheme Options Paper a)	We needed to be comfortable that the approach we followed was not disadvantaging certain categories of claimants. We needed to see the timetable for settling claims set properly and with the assumptions that underpinned it so we could test the logic of the decisions we were being asked to take.	Declan Salter			Open
7.1 Historical Shortfall Scheme Options Paper b)	TP requested that the Board be provided with the evidence that would support recommending to the IAP investigating up to L1 & 2 in the majority of cases	Declan Salter			Open
7.1 Historical Shortfall Scheme Options Paper c)	TP requested that more specific calculations were provided to support the increased figure proposed for de minimis claims and added that this was a decision the Board needed to take once it knew what the principles around investigation levels would be and what approach the IAP was going to take. There needed to be an analytic approach to this matter including consideration of how the de minimis approach would affect the unquantified claims.	Declan Salter			Open

Post Office Limited Board CCRC Actions as at 13.07.2021

REFERENCE	ACTION	ACTION OWNER	DUE DATE	STATUS	OPEN/CLOSED
7.3 Discussions with Government on interim payments	Tom Cooper noted that we would either make payments under the existing rules or would legislate to be able to make the payments if that were required; we might need to announce that we were going to legislate to be able to make these payments so that people knew the money was coming. It was agreed that a letter to the Minister should be written.	Al Cameron		Letter sent to the Minister and regular conversations are taking place with Government on interim payments.	To close
Board (CCRC) Meeting 01 July 2021					
3.1 Admission of Liability		Ian Watts			Open
Board (CCRC) Meeting 08 July 2021					
3. Historical Shortfalls Scheme: Test case materials		Ian Watts			Open

