

Raymond Grant
28/07/2008 11:54

To: Diane Matthews/e/POSTOFFICE@POSTOFFICE@POSTOFFICE, Brian Trotter/e/POSTOFFICE@POSTOFFICE, Judith Trott
cc:
Subject: STAKEHOLDER NOTIFICATION

This email is to notify you of the commencement of an investigation.

N.B. Please do not divulge this information to any other person without the authority of the investigating officer.



Stakeholder Notification

Notification must be emailed to Primary Stakeholder & copied to Team Leader, Secondary Stakeholder & multiples@postoffice.co.uk where applicable.

Case reference:	POLTD/0809/0082
Office/Location:	Paible SPSO
Address/Tel No:	Paible Post Office, Bayhead Shop, Paible, Lochmaddy, HS6 5DS, Scotland, GRO
Branch Code:	147869
Brief Details:	Business concerns over increases in cash on hand figures combined with failures to return cash instigated audit attendance, shortage found. At present no Audit report received although email to follow, which outlines finding of shortage in excess of £40k it is the intention of this department to interview Mr Quarm about this matter at the earliest opportunity

I will appraise you of any significant developments throughout the investigation and would be grateful if you could keep me informed of anything that may affect or inform my enquiries. Additionally, you will be advised prior to any actions being taken, as part of the enquiry, (staff interviews / on site enquiries) that may impact on the operational efficiency of the location affected. In the event that staff / agent interviews are undertaken then you will be supplied with sufficient detail of their content in order to deal with any conduct issues that may arise.

You will be advised of the final outcome of this enquiry along with details of any weaknesses / failings that may have facilitated the incident in question. You may be asked to provide feedback about this investigation following case closure.

If you need any further information during the course of the investigation, please feel free to contact me at any time on the number below. In the event that I am not available and an update is required please do not hesitate to contact my Team Leader, Diane Matthews on GRO

Regards,

**Raymond Grant
Investigation Team**

Investigator
Post Office Ltd
Operations
Security Room, First Floor,
53 Feus Road,
Perth
PH1 1AA

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contact the Network Business Support Centre on **GRO**"