

Memo

3rd February 2011

Post Office Security

c.c. Christopher Knight



The Real Network

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POST OFFICE LIMITED v ALISON LORRAINE HALL
CASE NO: POLTD/1011/0095

Noted. In my opinion the evidence is sufficient to afford a realistic prospect of conviction of the above named on the charge set out on the attached Schedule. There is a medium prospect of success in view of the Defendant's denials.

In view of the nature of the alleged offence prosecution would be appropriate.

This case is, in my opinion, more suitable for trial in the Crown Court.

In the event that the prosecution is authorised, please forward the papers to the PSO to obtain summonses.

No further statements need be obtained at this stage.

If the Defendant should elect trial or if the Magistrates refuse jurisdiction or if a Not Guilty plea is entered, the Investigation Manager should obtain and associate all necessary statements and exhibits. I list below the statements which appear to be necessary in this case, but the Investigation Manager should also consider whether there are any other areas which can usefully be covered and include any such evidence.

- 1 Copy statement explaining the Defendant's duties and responsibilities as a Subpostmaster, the relevant provisions of the contract should be produced.
- 2 Copy statement explaining Horizon relevant procedures in relation to the account.
- 3 Copy statements dealing with the Horizon system from Tracey Bedford, Migration Support, dealing with the finding on the 2nd September 2010 relating to the shortage. It should also explain the reason for her visit and action taken as a result of finding the discrepancy.

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- 4 Copy statement from Auditors. The Auditors should produce their report and financial documentation. I understand this may be in the form of a disk which should set out the findings and relevant documentation. The loss should be explained.
- 5 Copy statement explaining how the National Lottery Scratch Cards are accounted for. This should also cover findings in relation to the Transaction Corrections and whether these could have accounted for the loss.
- 6 Copy statement from the person at the Horizon Helpline confirming calls made and whether these would relate to the loss at the Office.
- 7 Copy statement from staff working at the Office stating their duties, whether they were responsible for the loss or whether they were aware of the loss and when they became aware.
- 8 The cash declaration should be produced together with Trading Statements.
- 9 A statement from Mr Thorneycroft dealing with matters outlined in the Officer's report of 25th January 2011.
- 10 Copy statement from Interviewing Officers.

In this event, please prepare one set of typed copies of those statements and exhibits. Please also prepare typed draft lists of statements and exhibits (statements to appear in chronological order and exhibits in the same order in which they are produced by the witnesses). A separate typed list of witnesses, showing their addresses, should also be supplied.

You will be aware of the provisions of the Criminal Procedure and Investigations Act 1996 concerning disclosure. Please confirm whether there is any material which might reasonably be considered capable of undermining the Prosecution case or assisting the Defence case and which has not already been disclosed. Please also let me have Forms CS006C, D and E in any event.

The papers must be sent to this Office at least 14 days before the proposed committal proceedings or summary trial date.

It is intended to make application for compensation. On return of the papers, please advise cost of Special Delivery / total loss to the Business.

If you wish to apply for investigation costs please let me know the amount as soon as possible. In the event of a conviction, an application will be made to recover these costs pursuant to Section 18 of the Prosecution of Offences Act 1965. I would be grateful if when making an application for Investigation costs the Court is provided with the information that Royal Mail Limited is a private prosecutor and a brief explanation of how these costs are calculated. If you require any assistance please do not hesitate to contact me.

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The prosecution will be conducted by my Agents Messrs O'Garra's, Solicitors of 32 Park Square, Leeds LS1 2PF (Tel.No. [GRO]). Please liaise with Agents before fixing a hearing date.

The papers should be returned to this Office at least four weeks before the hearing date in order that I may send the instructions to Agents.

J A McFarlane
Principal Lawyer
Criminal Law Division

[GRO]

Ref: CRM/265934/JMcF