

10

Confidential

Post Office Ltd

Person Not to be Employed

Internal Memo

This form must be completed and forwarded to:

Security Intelligence Team.

Tel:

GRO

GRO

Details of person not to be employed (please note that a person can only be added to the Recruitment Risk Register if the offence is security related):

Title:	Mrs		
Surname:	Hutchings		
First Name(s) in full:	Lynette Jane		
Previous Surname(s) used:			
Date of Birth (dd/mm/yy):	GRO		
National Insurance Number:	GRO		
Nationality:	GRO		
Place & Country of Birth:	GRO		
Home Address & Postcode:	GRO		
Business Unit / Agency:	Post office ltd		
Job Title & Grade:	Sub Postmaster		
Official place of work (name, address & postcode):	GRO		
Employed From: (dd/mm/yy)	29 August 2006	Employed to (dd/mm/yy):	30 March 2011
Investigation Reference if applicable:	POLTD / 1112 / 0007		

Nature of misconduct or reason for non employment (please give full details on reverse side of this form):

Serious breaches of the discipline code leading to dismissal	
Termination of services due to loss of confidence in reliability and integrity	
Termination for breaching the Official Secrets Act	
Termination of agent's contract for serious breach of conditions	
Resignation to avoid action as above	
Conviction for a criminal offence against Royal Mail, its employees or agents by an outsider	✓
Other reason (please specify overleaf)	

Authority to add details to the Recruitment Risk Register (Debarment database):

Signed:		Name & Rank (print):	Stephen Bradshaw - CM2 25 September 2012
Telephone:	GRO	Business Unit:	Post Office Ltd Security Operations

Reason for debarment request (please supply full details such as date of offence, losses to the business, prosecution, discipline outcome and full particulars of the offence):

Mrs Lynette HUTCHINGS pleaded guilty to false accounting at Portsmouth Crown Court on 30 July 2012. She was sentenced at Portsmouth Crown Court on 24 August 2012 to a 12 month community order and ordered to complete 120 hours of unpaid work.