



POH-3613D

Neil Montague  
Prosecuting Solicitors  
for Dept working  
persons

**GRO**

358422

28/8/03 - 3

2/10/03 - 8/1

Nigel Lann

Defendant found guilty on  
all counts.

Creditorial sentence given.

**GRO**

Wane Donovan

Piccadilly -

Euston-homely 1/2  
past the hour.

Neil Montague

Attend court

10.00 Tue 6 July.

Minstrel St Ce  
Manchester M13 3FS

Tel:

**GRO**

Nigel Lanner

**GRO**

Close to both Victoria &  
Picc. Train Stations.

Travel monday & stay  
over.

He will keep in touch  
to inform of timings.

Urmston  
060422

320/321 Rec 1/12/03 CD sent (N) 8.12.03  
CD sent (P) 16.6.04

455-460 Rec 10.3.04 CD sent (P) 16.4.04

Exhibits.

ARQs 320/321 01  
ARQs 455-460 02  
~~CD sent 16.6.04~~ 03  
CD 320/321 03  
CD 456-458 04  
CD 455 05  
CD 459/460 06

Thomas Penny

From: graham.c.ward [GRO]  
Sent: Thursday, April 15, 2004 4:23  
To: Thomas Penny  
Subject: Re: Urmston Witness Statement  
Penny

as discussed

- ✓ PT/01 - ARQ 320 & 321 ✓
- ✓ PT/02 - ARQ 455-460
- ✓ PT/03 - Copy of CD for ARQ 320 & 321 sent PO 15/04/04 ✓
- PT/04 - CD for ARQ's 456-458 sent 16/03/04 ✓ ✓ ✓
- PT/05 - CD for ARQ 455 sent 29/03/04 ✓ ✓
- PT/06 - CD for ARQ 459 & 460 sent 15/04/04 ✓ ✓

Please send direct to : Graham Foster  
Room 321  
1 exchange street  
STOCKPORT  
SK1 1AA

**RUSCOTE ARCADE Trial at Oxford CC**

as for next weeks trial, please pass on Jane's mobile number to our Investigator John Longman on [GRO] I have informed John that Neneh has [GRO] and is unable to travel at present. This will be passed onto our prosecution barrister and I am sure that she will not be needed, particularly as Jane will be attending and could answer any questions relating to data extraction. That said, there is always the possibility that the defence could insist on Neneh's attendance (unlikely I'm sure), we will know on Monday.

Regards

Graham

[GRO] Thomas Penny <Penny.Thomas [GRO]>

Thomas Penny  
<Penny.Thomas [GRO]>  
15/04/2004 13:22  
To: "graham.c.ward [GRO]"  
<graham.c.ward [GRO]>  
cc:  
Subject: Urmston Witness Statement

Hi Graham

Good to see you today.

4/15/04

Please find attached draft witness statement for Urmston. The CD will be ready to go in the post tomorrow.

<<F. Urmston.doc>>

Have a good weekend!

Kind regards

Penny

Penny Thomas

> Customer Services - Post Office Account- Security

>

> Fujitsu Services, Forest Road, Feltham, Middlesex, TW13 7HJ

>

> \* Tel:

> \* Fax:

GRO

>

> \* penny.thomas

GRO

>

Web: <<http://services.fujitsu.com>>

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>>>> F. Urmston.doc attachment was removed from this email <<<<

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GMT

### Witness Statement

(CJ Act 1967, s9; MC Act 1980, ss 5A(3)(a) and 5B, MC Rules 1981, r 70)

<b>Statement of</b>	Penelope Anne Thomas	
Age if under 18	Over 18	(If over 18 insert 'over 18')

This statement (consisting of seven pages each signed by me) is true to the best of my knowledge and belief and I make it knowing that, if it is tendered in evidence, I shall be liable to prosecution if I have wilfully stated in it anything which I know to be false or do not believe true.

Dated the 15 day of April 2004

Signature

I have been employed by Fujitsu Services, Post Office Account, formally ICL Pathway Ltd., for two months as an Information Technology (IT) Security Analyst responsible for audit data extractions and IT Security. I have working knowledge of the computer system known as Horizon, which is a computerised accounting system used by Post Office Ltd. I am authorised by Fujitsu Services to undertake extractions of audit data held on the Horizon system and to obtain information regarding system transaction information processed on the Horizon system.

Horizon's documented processes relate to each Post Office outlet. They state that at each Post Office, there are counter positions which each have a computer terminal, a visual display unit and a keyboard and printer. This individual system records all transactions input by the counter clerk working at that counter position. Each clerk logs on to the system by using their own unique password. The transactions performed by each clerk, and the associated cash and stock level information are recorded by the computer system in a stock unit. Once logged on, any transactions performed by the clerk must be recorded and entered on the computer and are accounted for within the user's allocated stock unit.

The Horizon system provides a number of daily and weekly records of all transactions input into it. It enables Post Office users to obtain computer summaries for individual clients of Post Office Limited e.g. National Savings Bank, Girobank, Driving Vehicle Licence Agency and the

Signature **GRO**

CS011A (Side A)

Signature witnessed by **GRO**

## Witness Statement

*(CJ Act 1967, s9; MC Act 1980, ss 5A(3)(a) and 5B, MC Rules 1981, r 70)*

Continuation of statement of Penelope Anne Thomas

Department of Working Pensions (DWP). The Horizon system also enables the clerk to produce a weekly balance of cash and stock on hand combined with the other transactions performed in that accounting period.

Where local reports are required these are accessed from an icon on the desktop menu. The user is presented with a parameter driven menu, which enables the report to be customised to requirements. The report is then populated from transaction data that is held in the local database and is printed out on the tally roll printer. The system also allows for information to be transferred to the main accounting department at Chesterfield in order for the office accounts to be balanced.

The Post Office counter processing functions are provided through a series of counter applications: the Order Book Control Service (OBCS) that ascertains the validity of DWP order books before payment is made; the Electronic Point of Sale Service (EPOSS) that enables Postmasters to conduct general retail trade at the counter and sell products on behalf of their clients; the Automated Payments Service (APS) provides support for utility companies and others who provide incremental in-payment mechanisms based on the use of cards and other tokens and the Logistics Feeder Service (LFS) which supports the management of cash and value stock movements to and from the outlet, principally to minimise cash held overnight in outlets. The counter desktop service and the office platform service on which it runs provides various common functions for transaction recording and settlement as well as user access control and session management.

Information from counter transactions is written into a local database and then replicated automatically to databases on all other counters within a Post Office outlet. The information is then forwarded over ISDN (or other communication service) to databases on a set of central Correspondence Servers at the Fujitsu Services data centres. This is undertaken by a messaging transport system within the Transaction Management Service (TMS). Various systems then transfer information to Central Servers that control the flow of information to

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## Witness Statement

(CJ Act 1967, s9; MC Act 1980, ss 5A(3)(a) and 5B, MC Rules 1981, r 70)

Continuation of statement of Penelope Anne Thomas

various support services. Details of outlet transactions are normally sent at least daily via the system. Details relating to the outlet's stock holding and cash account are sent weekly. Details are then forwarded daily via a file transfer service to the Post Office accounting department at Chesterfield and also, where appropriate, to other Post Office Clients.

An audit of all information handled by the TMS is taken daily by copying all new messages to archive media. This creates a record of all original outlet transaction details including its origin - outlet and counter, when it happened, who caused it to happen and the outcome. The TMS journal is maintained at each of the Fujitsu Services Data Centre sites and is created by securely replicating all transaction records that occurred in every Outlet. They therefore provide the ability to compare the audit track record of the same transaction recorded in two places to verify that systems were operating correctly. All exceptions are investigated and reconciled. Records of all transactions are written to audit archive media.

The Horizon system consistently records time in GMT and therefore takes no account of Civil Time Displacements. The clock incorporated into the desktop application on the counter visual display units is however configured to indicate local time. This has been the situation at Urmston, FAD 060422, since 29 November 2000 when the Horizon system was introduced at that particular Post Office.

The Order Book Control System (OBCS) software, linked to the Horizon system was developed in conjunction with the DWP. OBCS provides details of DWP order books on the national stop payment list, and, enables data regarding the movement of order books, and, encashments to be captured on their behalf. Each Horizon terminal at a Post Office counter has access to the national stop list through OBCS, when a barcoded DWP order book is scanned at the Post Office counter, or the order book details are manually keyed into Horizon at the Post Office counter. Each night, the national stop payment list is updated from information supplied electronically from the DWP computer centre. National stop payment list data is held centrally

Signature

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Version 3.0 11/02

## Witness Statement

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Continuation of statement of Penelope Anne Thomas

within the Horizon system, and is available to all Post Offices. However, certain information from the national stop payment list is also downloaded to individual Post Offices for faster access; this download process is called polling. The polling of individual Post Offices also involves receiving details of order book movements and encashments at Post Offices, centrally within Horizon, for onward transmission to the DWP.

When information relating to individual transactions is requested, the data is extracted from the audit archive media via the Audit Workstations (AW's). Information is presented in exactly the same way as the data held in the archive although it can be filtered depending upon the type of information requested. The integrity of audit data is guaranteed at all times from its origination, storage and retrieval to subsequent despatch to the requester. Controls have been established that provide assurances to Post Office Internal Audit (POIA) that this integrity is maintained.

During audit data extractions the following controls apply :

1. Extractions can only be made through the AWs, which exist at Fujitsu Services, Forest Road, Feltham, Middlesex, Fujitsu Services, Lovelace Lane, Bracknell, Berkshire and the two Fujitsu Services Data Centres. These are all subject to rigorous physical security controls appropriate to that location. Specifically, the Feltham and Bracknell AWs – where most extractions take place – are located in a secure room subject to proximity pass access within a secured Fujitsu Services site.
2. Logical access to the AW and its functionality is managed in accordance with the Fujitsu Services, Post Office Account Security Policy and the principles of ISO 17799. This includes dedicated Logins, password control and the use of Microsoft Windows NT security features.
3. All extraction's are logged on the AW and supported by documented Audit Record Queries (ARQ's), authorised by nominated persons within Post Office Ltd. This log can be scrutinised on the AW.

Signature

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Version 3.0 11/02

## Witness Statement

(CJ Act 1967, s9; MC Act 1980, ss 5A(3)(a) and 5B, MC Rules 1981, r 70)

Continuation of statement of Penelope Anne Thomas

4. Extractions are only made by authorised individuals.
5. Upon receipt of an ARQ from Post Office Ltd they are interpreted by CS Security. The details are checked and the printed request filed.
6. The required files are identified and marked using the dedicated audit tools.
7. Checksum seals are calculated for audit data files when they are written to audit archive media and re-calculated when the files are retrieved.
8. To assure the integrity of the audit data while on the audit archive media the checksum seal for the file is re-calculated by the Audit Track Sealer and compared to the original value calculated when the file was originally written to the audit archive media. The result is maintained in a Check Seal Table.
9. The specific ARQ details are used to obtain the specific data.
10. The files are copied to the AW where they are checked and converted into the file type required by Post Office Ltd.
11. The requested information is copied onto removal CD media, sealed to prevent modification and virus checked using the latest software. It is then despatched to the Post Office Ltd Casework Manager using Royal Mail Special Delivery. This ensures that a receipt is provided to Fujitsu Services confirming delivery.

ARQs 320 and 321 were received on 1 December 2003 and asked for information in connection with the Post Office at Urmston (FAD 060422). The data was originally supplied to Post Office Ltd on 8 December 2003 by Neneh Lowther GRO I now produce a copy of ARQs 320 and 321 as Exhibit PT/01. On various dates and at various times between 10 March 2003 and 16 April 2004, I undertook extractions of data held on the Horizon system in accordance with the requirements of ARQs 320 and 321 and followed the procedure outlined

Signature

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**GRO**

Signature witnessed by

**GRO**

## Witness Statement

(CJ Act 1967, s9, MC Act 1980, ss 5A(3)(a) and 5B, MC Rules 1981, r 70)

Continuation of statement of Penelope Anne Thomas

above. I produce the resultant CD as Exhibit PT/03. This CD contains exactly the same transactional data as was originally supplied in December 2003.

ARQs 455, 456, 457, 458, 459 and 460 were received on 10 March 2004 and asked for information in connection with the Post Office at Urmston, FAD 060422. I produce a copy of ARQs 455, 456, 457, 458, 459 and 460 as Exhibit PT/02. On various dates and at various times between 10 March 2004 and 16 April 2004 I undertook extractions of data held on the Horizon system in accordance with the requirements of ARQs 455, 456, 457, 458, 459 and 460 and followed the procedure outlined above. I produce the resultant CDs as Exhibit PT/05 (ARQ 455), Exhibit PT/04 (ARQs 456, 457 and 458) Exhibit PT/06 (ARQs 459 and 460).

The report is formatted with the following headings:

ID – relates to counter position

User – Person Logged on to System

SU – Stock Unit

Date – Date of transaction

Time – Time of transaction

SessionId – A unique string relating to current customer session

TxnId – A unique string relating to current transaction

Mode – e.g. SC which translates to Serve Customer

ProductNo – Product Item Sold

Qty – Quantity of items sold

SaleValue – Value of items sold

Entry method - Method of data capture for OBCS Transactions (0 = barcode, 1 = manually keyed)

State – Method of manual keyed Entry Method.

IOP - Order Book Number

Result – Order Book Transaction Result

Foreign Indicator – Indicates whether OBCS payment was made at a local or foreign outlet (0- Local, 1- Foreign). The foreign indicator defaults to a '0' for all manually entered

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Version 3.0 11/02

## Witness Statement

(CJ Act 1967, s9; MC Act 1980, ss 5A(3)(a) and 5B, MC Rules 1981, r 70)

Continuation of statement of Penelope Anne Thomas

transactions.

The Event report is formatted with the following headings:

- Groupid – FAD code
- ID – relates to counter position
- Date – Date of transaction
- Time – Time of transaction
- User – Person Logged on to System
- SU – Stock Unit
- EPOSSTransaction.T – Event Description
- EPOSSTransaction.Ti – Event Result

The CD (Exhibit PT/03) was sent to the Post Office Investigation Section by Special Delivery on 15 April 2004. The CD (Exhibit PT/04) was sent to the Post Office Investigation Section by Special Delivery on 16 March 2004. The CD (Exhibit PT/05) was sent to the Post Office Investigation Section by Special Delivery on 28 March 2004. The CD (Exhibit PT/06) was sent to the Post Office Investigation Section by Special Delivery on 15 April 2004.

There is no reason to believe that the information in this statement is inaccurate because of the improper use of the computer. To the best of my knowledge and belief at all material times the computer was operating properly, or if not, any respect in which it was not operating properly, or was out of operation was not such as to effect the information held on it. I hold a responsible position in relation to the working of the computer.

Any records to which I refer in my statement form part of the records relating to the business of Fujitsu Services. These were compiled during the ordinary course of business from information supplied by persons who have or may reasonably be supposed to have personal knowledge of the matter dealt with in the information supplied, but are unlikely to have any recollection of the

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## Witness Statement

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Continuation of statement of Penelope Anne Thomas

information or cannot be traced. As part of my duties, I have access to these records.

Signature

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