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WORKPLAN – ACTIONS AND TIMINGS

1. TIMINGS

Date	Event
28 April 2016	LOC received
29 April 2016	Acknowledgment sent by POL
6 May 2016	Holding response sent by BD
May 2016	BD to complete Letter of Response Actions as per below
7 June 2016	First Steering Group meeting
9 June 2016	Strategy Conference with Counsel
14 June 2016	Draw up list of missing info for Letter of Response based on Counsel's strategy
28 June 2016	First draft of Letter of Response to be submitted to Rodric Williams
30 June 2016	Draft letter returned to BD with RW comments
1 – 14 July 2016	Work on Letter of Response
15 July 2016	Final letter submitted to Steering Group for approval
20 July 2016	Steering Group meeting to approve Letter of Response
28 July 2016	Letter of Response deadline
11 August 2016	Deadline for service of Claim Form

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2. LETTER OF RESPONSE ACTIONS

Section	Comment	BD Action / Deadline	POL Action / Deadline
LOC General	The letter is long and raises lots of issues – many of which are not covered in the schedule of questions at the end of the LOC	BD to prepare para by para analysis of information needed / response required to form basis of letter of response. 14 June 2016 Paul Loraine	None at present
LOC A: Background section setting out history of Horizon investigations	On one level this section is irrelevant as it does not go to the substance of any claim. However it should be addressed as it is a twisted version of history that (i) taints any other response by POL and (ii) sets a canvas against which Post Office is then accused of fraud and / or ignorance of issues with Horizon.	BD to set out corrected version of history. We largely have this knowledge already so little further investigation will be required. 28 June 2016 Andy Parsons	None at present
LOC B: Legal relationship between POL and SPMRs.	This section looks to imply new duties on POL. The aim is to reverse the burden on SPMRs to investigate their own losses (presumably because Freeths know that the SPMRs cannot show any problem with Horizon on their own).	Instruct Counsel to advise on analysis of legal duties. Conference with Counsel on 9 June 2016 . Speak to Paul Inwood about historic contract variations – 10 June 2016 Paul Loraine	Paul Loraine to speak to Paul Inwood.
LOC C: Description of problems with Horizon and POL operating practices.	The problems raised are almost exclusively a recitation of the Second Sight Part Two Report.	BD to cross check LOC against POL Response to P2 Report to ensure that all points are covered. Any new points to be identified and investigated with the help of Kath and Shirley.	None at present

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		<p>8 June 2016 Paul Loraine</p>	
<p>LOC D: Relationship between POL and Fujitsu</p>	<p>Freeths make a small number of statements about how the POL / FJ relationship works. Further recitation of points raised in SS P2 Report specifically in relation to FJ and Helplines.</p>	<p>BD to review FJ contract to address questions; if further info is needed, questions to be addressed to POL IT team. Remaining answers should be covered by POL Response to P2 Report. 13 June 2016 Tom Porter</p>	<p>Rodric to provide the Fujitsu contract Approach to FJ issues to be discussed with Steering Group – 7 June 2016</p>
<p>LOC E: Post Office concealed problems with Horizon</p>	<p>This section appears to be an attempt to pre-empt POL's limitation defence by saying that POL concealed the cause of action which is one of the grounds on which limitation can be extended.</p>	<p>No further factual information required. Response to call out issues with limitation and push Freeths to particularise "concealment" on case by case basis Counsel to provide insight on how to address limitation issues. Conference with Counsel on 9 June 2016</p>	<p>None at present</p>
<p>LOC F: List of specific causes of action alleged against POL</p>	<p>Although this section raises several causes of action, it provides little particulars to support each claim. An initial review indicates that Freeths have provided insufficient information to justify many of the heads of claim.</p>	<p>The lack of factual particulars means little investigation will be required. BD to review each claim and identify missing particulars / legal flaws in claims. DONE Tom Porter</p>	<p>None at present</p>
<p>LOC G: Loss and damage suffered by SPMRs</p>	<p>Broad heads of claims set out but no details or figures included</p>	<p>BD to highlight all known legal and causation issues with losses raised. DONE Paul Loraine</p>	<p>None at present</p>
<p>LOC H: Invitation to mediation</p>		<p>BD to research cases where mediation has been reasonably refused.</p>	<p>Approach to mediation to be discussed with Steering Group once final LoR</p>

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		Tactical decision to be taken on how to respond to invitation. DONE Paul Loraine	produced Steering Group meeting on 20 July 2016 .
LOC I: Disclosure requests	Initial review indicates that the disclosure requests are disproportionately wide. Complying with the request would be disproportionately expensive.	BD to investigate sources of documents to be preserved / disclosed before BD and POL taking tactical decision on how to respond to requests (against background of advice on possible costs consequences for not acting reasonably). 13 June 2016 Tom Porter	Various people at Post Office involved – activity being co-ordinated by Tom Porter
LOC J: Request for assurance that POL will not victimise SPMRs	Same request as before	No factual information needed. BD and POL to discuss tactical approach to responding. Conference with Counsel on 9 June 2016	To be discussed at Steering Group meeting on 22 June 2016
LOC K: Official Secrets Act	It is unclear why Freeths are so nervous about the OSA section in the SPMR contract	BD to speak to Paul Inwood. BD to research OSA requirements. DONE Paul Loraine	To be discussed at Steering Group meeting on 22 June 2016
LOC L: Request for POL consent to GLO	Initial view is that POL should oppose formation of GLO due to lack of commonality of issues.	Advice to be sought from Counsel Conference with Counsel on 9 June 2016	None at present
LOC M: Procedure for litigation	The idea of holding preliminary issues is sound.	Correspondence on this topic sent to Freeths. Awaiting Freeths response to providing directions to trial. No action.	None at present

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LOC N: Timing of response		Holding response to be sent stating that POL will require more time to respond. DONE	None at present
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3. OTHER ACTIONS

1. Litigation Consequences Doc	Document setting out the potential legal and factual ramifications of if the litigation goes against POL.	Drafting a table setting out this information for review/consideration. 28 July 2016	None at present
2. Jonathan Swift QC work streams	Tony Robinson QC to advise on the various work streams arising from the report and the extent to which they overlap	Conference with Counsel on 9 June 2016	None at present
3. Brian Altman QC work streams	Tony Robinson QC to comment on the adequacy of the investigations/reviews	Conference with Counsel on 9 June 2016	None at present
4. Deloitte enquiries	Tony Robinson QC to review and comment on the sufficiency/utility of the work being done to investigate the core Horizon points	Conference with Counsel on 9 June 2016	None at present