

STRICTLY CONFIDENTIAL – SUBJECT TO LEGAL PROFESSIONAL PRIVILEGE

**Bates & 90 Others v. Post Office Limited****Postmaster Litigation Steering Group Actions**

<u>Meeting</u>	<u>Action</u>	<u>Owner</u>	<u>Progress</u>	<u>Completed</u>
07.06.16	Circulate Second Sight's Reports	RW		20.06.16
	Circulate Letter of Response Timetable	RW		20.06.16
	Amend and Finalise PLSG Terms of Reference	RW		20.06.16
	Reiterate Communications Protocol	RW		20.06.16
	Develop Internal Stakeholder Communication Lines	RW/ MD		20.06.16
22.06.16	Update PLSG on "Sparrow"-related accruals carried forward into FY 2016/17	NS		14.07.2016
	Develop alternative legal costs options to hourly rate charging	BD (AP)	Meeting to be set up immediately after LoR sent & Claim 'served' on POL	
	Identify candidates from existing FSA teams for 2x PO level roles in discrepancy investigations team	AVDB		14.07.2016
	Provide "key personnel" list to TM and TW	BD (AP)		23.06.16
	Amend "rolling" agenda	RW		23.06.16
14.07.16	Bond Dickinson to reflect decisions made on each of their 7 decision papers, in LoR	AP		
	Bond Dickinson to share Deloitte's 'Report', highlighting section of note	AP	Report to be shared once Deloitte has made requested changes	
	Progress M004 contractual issues as according to BAU processes	AVDB		
	Ascertain whether permission has been granted for M141 to transfer control of the lottery terminal, from POL, to M141. If it has, explore rationale and BAU process	TM & AVDB		
	Meet with RH and SG to discuss Fujitsu costs	JM, PB		

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		& MU		
	BD to ask Freeths for their governance structure (e.g. decision and funding points)	AP		
	BD to invoice for work to date (including TRQC)	AP		
	Provide update on 2 requested POs to AVDB	TM		
20.07.16	In principle, the tone of LoR was approved. However, BD are to review the tone used in the Exec Summary and other particular instances within the LoR	AP		
	Where a statement of fact is made in the LoR, BD are to ascertain its provenance	AP		
	BD are to draw out the distinction between SS's two separate phases of work	AP		
	BD are to redraft sections of the LoR critical of SS, to focus on the areas POL has previously called out e.g. scope & expertise	AP		
	BD are to speak to Paul Inwood and ascertain the levels of investment (historically and present day) required of Postmasters.	AP		
	BD are to land, in the LoR, that POL also makes a significant investment. Where appropriate, terminations protect this.	AP		
	BD are to investigate the typical levels of investments required in franchise models	AP		
	BD are to remove "Reasonably" from Para 2.1.3 of the LoR	AP		
	BD are to set out, in the Exec Summary, the scale of the Horizon System and POL's Network	AP		
	BD are to circulate the draft language on RA. MU to set up a call for tomorrow to discuss	AP & MU		
	BD are to provide a chronology of statements made by POL in relation to RA	AP		
	MU to share email from Fujitsu with RH	MU		