

Internal Memo
Post Office Ltd Security Team



To: Rob Wilson
Cc

Date: 27th September 2010

From: Christopher G Knight
Fraud Investigator

Subject: Committal Bundle for POLTD/0910/0167
Reference: CRM/264657 RGW

Please find enclosed committal papers in respect of:

R v Mrs Alison Henderson
Committal Date: 7th October 2010
Court: Norwich

The bundle contains:

- Self Disclosure Form - (GS006B) ✓
- Non-Sensitive Unused Material (GS006C)
- Schedule of Sensitive Material (GS006D) ✓
- Disclosure Officer's Report (GS006E) ✓
- List of Witnesses and Witness Details (GS009 and GS009A) ✓
- (Original and Typed copies of statements). ✓
- List of Exhibits (GS012) ✓
- Antecedents (GS033) ✓

All forms have been completed and all original exhibits are held at this office. The exhibits consist of Audit report, Branch balance snapshot, Horizon print out for declared cash, local sheets used for recording amount of cash on hand, summary of overnight cash holdings, Branch cash accounts, summary of receipts and payments for the branch trading periods and the master tapes with transcript.

There are four witnesses and all are Post Office Ltd employees, one is the auditor, one is the Contracts Manager and the other two are the investigating officers.

The case file is still held at this office and if you have any queries please phone on the numbers below.

Christopher G Knight
Fraud Investigator



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ROYAL MAIL – CONFIDENTIAL
Schedule of Non-Sensitive Unused Material

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The Disclosure Officer believes that the following material which does not form part of the prosecution case is NOT SENSITIVE			For Legal Services Use * Enter: D = Disclose to defence I = Defence may inspect	
Item No	Description	Where Held	*	Comment

1	Copy of Notebook entry C Knight	With OIC		
2	Notes made at Interview by P Whitaker	With OIC		
3	List of cash Rems sent to Worstead	With OIC		
4	Copy Audit report K Kinrade	With OIC		
5	P242 Final Trading Statement of Postmaster Worstead for office Transfer produced by K Kinrade	With OIC		
6	GRO Mrs A Henderson Feb 2009 to May 2010	With OIC		

Signature of Investigator:		Signature of Reviewing Lawyer:	GRO
Name:	Christopher G Knight	Name:	K. Wilson
Date:	24 th September 2010	Date:	29/9/10

Royal Mail Group**ROYAL MAIL – CONFIDENTIAL**
Schedule of Sensitive Unused Material

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The Disclosure Officer believes that the following material which does not form part of the prosecution case IS SENSITIVE			For Legal Services Use		
Item No	Description	Reason for Sensitivity	Agree Sensitivity Yes/No	Application to Court Yes/No	Legal Services Views

1	Case papers	Legal Privilege			
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Signature of Investigator:		Signature of Reviewing Lawyer:	
Name:	Christopher G Knight	Name:	
Date:	24 th September 2010	Date:	

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Disclosure Officers Report**

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The following items are listed on the schedule(s) for this case and may undermine the prosecution case, assist the defence or are required to be supplied under Section 7.3 of the Code

Schedule*	Item No.*	Reason	Tick if attached
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		None	
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I certify that to the best of my knowledge and belief all material which has been retained and made available to me has been revealed to the prosecutor in accordance with the Criminal Procedure and Investigations Act 1996 Codes of Practice.

Signature of Investigator/Disclosure officer:	GRO
Name of Investigator/Disclosure officer:	Christopher G Knight
Date:	24 th September 2010

* Enter G5006C or G5006D and enter Item No. from schedule

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Self Disclosure Form for Investigator's Disciplinary Record

Name:	Christopher G Knight	Role:	Fraud Investigator	Office:	
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1	I HAVE a disciplinary finding of guilt as indicated below. (See note 2 to 6 overleaf)	None
2	I HAVE a criminal conviction/criminal caution or police reprimands or warnings as indicated below. (See note 7 overleaf).	None
3	I HAVE been charged with a disciplinary offence indicated below but the case has not yet been concluded.	None
4	I HAVE been charged with a criminal offence indicated below but the case has not yet been concluded.	None
5	I HAVE an adverse judicial finding against me as detailed below. (See note 8 overleaf).	None

(Tick appropriate Box)

Date of Disciplinary Decision /Criminal Charge	Nature of Offence/Allegation	Penalty	Date of Expiration

This information is true to the best of my knowledge and belief and I am aware that I have continuing obligation to provide updated information should circumstances change.

Signature

GRO

Date 24/9/10

17th September 2010

THIS FORM CONTAINS SENSITIVE INFORMATION AND EVERY EFFORT MUST BE MADE TO MAINTAIN CONFIDENTIALITY. IT SHOULD BE SUBMITTED BY THE INVESTIGATOR IN A SEALED ENVELOPE BEARING THE PRIVACY MARKING, WITHIN THE CASE FILE AND WILL BE WITHDRAWN AND RETAINED BY LEGAL SERVICES.