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Postmaster Litigation Subcommittee Agenda

Date		Present		In Attendance	
26 March 2018		<ul style="list-style-type: none">• Tim Parker (Chairman)• Tom Cooper• Ken McCall• Paula Vennells• Alisdair Cameron		<ul style="list-style-type: none">• Jane MacLeod (Company Secretary)• Veronica Branton (Minute Secretary)• Rod Williams (Head of Legal: DR & Brands)• Mark Underwood (Head of Portfolio: Legal, Risk & Governance)	
Start Time	Finish Time				
17.00hrs	18.00hrs				
Location					
Room 1.19 Wakefield					
Agenda Item		Action Needed	Purpose	Lead	Timings
1.	Terms of Reference	Noting	To note the ToRs which have gone to the Board for approval on 27 March 2018.	Jane MacLeod	17.00
2.	Litigation timetable & suggested dates for future meetings	Noting	To note the timetable & suggested dates for future meetings.		17.05
3.	Update on developments since January board meeting: <ul style="list-style-type: none">• Scope of disclosure• Scope of Horizon hearing• Appointment of IT expert• Application for security for costs.	Noting	To receive and discuss updates and developments.		17.10
4.	Protocol for engagement with UKGI	Decision	To agree the protocol for engagement with UKGI.	Jane MacLeod	17.40
5.	Contingency planning	Discussion	To discuss.		17.45
6.	CCRC				17.50



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Agenda Item		Action Needed	Purpose	Lead	Timings
7.	AOB <ul style="list-style-type: none">timing of meeting with Counsel to discuss interim merits opinion.	Noting			17.55
CLOSE					

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Postmaster Litigation Board Subcommittee

1. Purpose & Responsibilities

- 1.1 Post Office is the defendant in *Alan Bates & Others v. Post Office Limited*, High Court of Justice Queen's Bench Division, Claim No. HQ16X01238 (the "Claim").
- 1.2 A subcommittee of the Post Office Limited Board is established to receive legal advice on the Post Office's Defence in the Group Litigation as it proceeds to final resolution.
- 1.3 The subcommittee will be disbanded at the final resolution of the Group Litigation, or upon the instruction of the Board, whichever is sooner.

2. Membership

- 2.1 At its meeting on 29 January 2018 the Board appointed Tim Parker (Post Office Chairman) Chairman of the Subcommittee, Ken McCall (Senior Independent Director) and Tom Cooper (Non-Executive Director and Shareholder Representative) as members, together with Paula Vennells (Group Chief Executive) and Alisdair Cameron (Chief Finance & Operating Officer).
- 2.2 The Company Secretary (Jane MacLeod) will act as Secretary to the subcommittee and may nominate a deputy in her absence.

3. Organisation

- 3.1 The subcommittee shall meet as often as required.
- 3.2 The quorum shall be two Non-Executive Directors.
- 3.3 The subcommittee may meet in person, by telephone or by electronic means so long as each member can contribute to the business of the meeting simultaneously.
- 3.4 Meetings may be convened by the Secretary, at the request of the Chairman, or by any member at any time. Notice of each meeting shall be given to all members and, unless there are special circumstances, shall be given at least three working days before each meeting.
- 3.5 The Secretary (or a nominated deputy) shall attend meetings and keep minutes. Other Post Office employees and or relevant external consultants and lawyers may attend for part or the whole of the subcommittee meeting at the invitation of the Chairman.
- 3.6 The Secretary shall be accountable to the Chairman for the provision of relevant and timely information and for ensuring regular reporting from the subcommittee to the full Board.

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Date	Trial	Activity	Whom
28.02.2018	CIT	Stage 1 Disclosure and Inspection	Both Parties
01.03.2018	NA	PLSG CALL	NA
02.03.2018	CIT	Agreement of 6 Lead Claimants from Potential 12 Lead Claimants by 4pm	Both Parties
07.03.2018	CIT	Claimants shall serve upon the Defendant a statement of the Factual Matrix	Claimant
12.03.2018	HIT	Counsel to have met to agree Horizon issues	Both Parties
16.03.2018	HIT	Defendant to have provided a demonstration of Horizon	Defendant
16.03.2018	NA	PLSG CALL	NA
26.03.2018		BOARD SUBCOMMITTEE MEETING	
26.03.2018	HIT	CMC to determine Horizon issues and date ranges for Stage 2 Disclosure	Both Parties
27.03.2018	NA	Board Meeting	NA
28.03.2018	NA	PLSG CALL	NA
30.03.2018	CIT	POL to provide Claimants with hierarchy of management positions	Claimant
30.03.2018	HIT	Claimants to have requested up to 100 Horizon documents	Claimant
06.04.2018	CIT	Defendant shall serve upon the Claimant a statement of the factual matrix	Defendant
11.04.2018	NA	PLSG CALL	NA
13.04.2018	CIT	Lead Claimants to file and serve Particulars of Claim by 4pm	Claimant
13.04.2018	HIT	Defendant to provide disclosure of 100 Horizon documents	Defendant
19.04.2018	HIT	Parties and experts to have met to agree scope for further information / documents required and processor inspecting Horizon	Both Parties
24.04.2018	NA	PLSG SteerCo Meeting	NA
30.04.2018	NA	Security for Costs Hearing	Both Parties + Therium
30.04.2018	CIT	Merits Opinion	NA
01.05.2018	NA	PLSG SteerCo Meeting	NA
04.05.2018	CIT	Parties file at Court a statement of the factual matrix	Both Parties
15.05.2018	NA	PLSG Call	NA
18.05.2018	CIT	File and serve Individual Defences in respect of the Lead Claimants by 4pm	Defendant
18.05.2018	CIT/HIT	Stage 2 Disclosure and Inspection	Defendant
22.05.2018		PROVISIONAL BOARD SUBCOMMITTEE MEETING: TBC	
24.05.2018	NA	Board Meeting	NA
30.05.2018	NA	PLSG Call	NA
12.06.2018	NA	PLSG Call	NA
15.06.2018	CIT	Lead Claimants to file and serve Replies to Defences by 4pm	Claimants
22.06.2018	HIT	IT experts to have commenced meetings and discussions	Both Parties
25.06.2018	NA	PLSG SteerCo Meeting	NA
26.06.2018	NA	Board Meeting Away Day	NA
27.06.2018	NA	Board Meeting Away Day	NA
06.07.2018	CIT	File an agreed Statement of Facts in respect of Common Issues by 4pm	Both Parties
12.07.2018	NA	PLSG SteerCo Meeting	NA
18.07.2018	HIT	Claimants to serve provisional / outline document setting out the nature of the allegations in relation to Horizon	Claimants
24.07.2018	NA	PLSG SteerCo Meeting	NA
26.07.2018		PROVISIONAL BOARD SUBCOMMITTEE MEETING: TBC	
31.07.2018	NA	Board Meeting	NA
01.08.2018	NA	PLSG SteerCo Meeting	NA
08.08.2018	NA	PLSG SteerCo Meeting	NA
10.08.2018	CIT	File and serve Witness Statements in respect of each Lead Claimant and Common Issues by 4pm	Both Parties
31.08.2018	HIT	IT experts to have produced first joint statement	Both Parties
13.09.2018	NA	PLSG SteerCo Meeting	NA
14.09.2018	CIT	Updated Merits Opinion	NA
14.09.2018	HIT	Claimants to serve expert Report	Claimant
19.09.2018	HIT	CMC for outstanding pre Horizon Trial issues	NA
24.09.2018		BOARD SUBCOMMITTEE MEETING	
25.09.2018	NA	Board Meeting	NA
30.10.2018	NA	Board Meeting	NA
02.11.2018	CIT	Defendant to serve expert report	Claimant
05.11.2018	CIT	Common Issues Trial (listed for 20 days)	Both Parties
23.11.2018	CIT	End of Common Issues Trial	Both Parties
26.11.2018		BOARD SUBCOMMITTEE MEETING	
27.11.2018	NA	Board Meeting	NA
14.12.2018	HIT	Parties shall meet to hold preliminary discussion about their reports	Both Parties
18.01.2019	HIT	Exchange supplemental expert reports	Both Parties
28.01.2019		BOARD SUBCOMMITTEE MEETING	
29.01.2019	NA	Board Meeting	NA
20.02.2019	HIT	Parties experts to have produced second joint statement	Both Parties
22.02.2019	HIT	Pre Trial Review	Both Parties
11.03.2019	HIT	Horizon Trial (listed for 20 days)	Both Parties
26.03.2019	NA	Board Meeting	NA