

Our Ref: MHB/jlr/187

Keith Baines  
Post Office Counters Ltd  
20-23 Greville Street  
London  
EC1N 8SS



24<sup>th</sup> May 2000



Dear Keith

**POCL ACCESS TO AUDIT INFORMATION**

I am writing in response to the action placed at the recent Contract Administration Board meeting to confirm the arrangements we discussed at our meeting on 29<sup>th</sup> March.

My record of the actions from the meeting was that you were going to discuss the matter within POCL and then confirm back to me if those arrangements were acceptable, hence my not having written to you sooner. My apologies if that was not the case.

My record of the tentative agreement we arrived at was:

1. ICL Pathway will provide up to 50 audit data extractions per annum for audit and security investigation purposes, with a maximum of 7 in any calendar month. The annual target will be measured over a rolling 12 month period.
2. Any additional extractions will be charged for on the basis that, on average, each such extraction will take 1.5 man days of senior consultant time (at £1299 per man day) plus expenses. This will cover all work, including physical extraction of tapes at the Data Centre, loading onto machines, rebuilding the Correspondence server as necessary, searching for data, extraction and recording onto an appropriate medium.
3. All requests for extractions will continue to be channeled through ICL Pathway's Audit Manager who is now Brian Mooney, as set out in the Horizon System Audit Manual.

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If this is acceptable to POCL, please sign and date both copies of this letter, retain one for your files and return the original to the undersigned. I shall then ensure that we apply the agreement with immediate effect.

Yours sincerely,

**GRO**

Martyn Bennett  
Director, Quality & Risk Management

Cc: Tony Oppenheim ✓  
Brian Mooney

**ICL**

Signed for and on behalf of Post Office Counters Limited:

Keith Baines  
Head of Horizon Commercial

Date: