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Security Project Initiation Document (PID)

Project Title:	Security Compliance and Safety
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1 Background

1.1 Project Aim

The programme aims to provide a series of initiatives across the Supply Chain aimed at monitoring the effectiveness, or otherwise, of access, control and security processes within Post Office Ltd Supply Chain and its cash operation sites, This will in turn mitigate the threat to our people and assets.

The programme also aims to test the integrity and compliance of Supply Chain Security procedures through the following programmes:

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1.2 Project Scope and Benefits

In Scope:

Operation Stripe Testing:

- Ascertain the effectiveness, of access, control and security within the Post Office Ltd Supply Chain
- Ensure that Post Office Ltd Supply Chain staff are adhering to business standards and procedures
- Raise awareness of threats to Supply Chain in order to reduce risk to people and assets
- Develop a calendarised plan of activity for the financial year 2013/2014 based on identified risk (Criminal and Geographical based assessment)
- Ensure Security and Supply Chain to work together in a collaborative way to improve Security processes and procedures.

Surveillance:

- Develop a calendarised plan of activity for the financial year 2013/2014 based on identified risk (to be agreed and delivered by Security and Supply Chain)
- Monitor and review end to end operational procedures, to include Matrix loading, patrols, cross pavement surveillance
- Monitor and review management information with agreed action plan to mitigate identified risks
- Inclusion of ad hoc patrols in line with emerging risks and the capturing of information for M.I. and analysis
- Develop a clear set of guidelines for dealing with non-compliance (major and minor)
- To include Taskforce reports of non-compliance

Premises Attack Plan

- Ensure 100% depot adherence to the PAP requirements
- Ensure all depots have a calendarised plan showing one PAP per quarter, with Security Manager attendance for at least one PAP

Security Inspections

- Review to ensure no duplication
- Agree a calendarised plan of Security Inspections based on identified risk
- Ensure at least 90% adherence

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In Scope – Generic:

- Provide communication channels to highlight the key areas around non conformance and good performance
- Create a sharepoint site for results, accessible by Security and Supply Chain
- Create a working group to deal with monitoring, measuring and analysis of results

Out of scope:

- Network Operation Torch
- Grapevine Taskforce deployment *(apart from surveillance reporting noted above)
- Cash Centre monitoring
- Tiger Kidnap
- Training delivery
- Whistleblower

Benefits:

- Improve conformance and adherence to business standards in scope
- Ensure 100% adherence to PAP's
- Ensure 90% conformance to Security Inspections
- Reduce risk to people and assets
- Greater collaboration between Supply Chain and Security

2. Project Phases

This is an ongoing project throughout the financial year, the key phases/milestones are:

- Develop calendarised plan for each area
- Engagement with all stakeholders
- Review current processes for Surveillance
- Deployment of activities
- Create sharepoint site and relevant forms
- Communications to support all of the above
- Quarterly governance review
- Working group review

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3. Project Organisation Structure**3.1. Organisation Team**Working Group

Sharron Jennings

Phil Furness

Andrew Scott

Rebecca Portch

Tracey Bond

Andy McCabe

Gordon Grant

Robert Daily

Bradley Edwards

Nominee for Simon Cassar

Nominee for Simon Eldridge

Governance Group

Andy Hayward

Keith Henderson

Simon Eldridge

Simon Cassar

3.2. Roles and Responsibilities

There are a number of individuals who will play an important role in ensuring the success of this Project:

Andy Hayward	Provide strategic direction and governance of the Project
Sharron Jennings	Overall management of the Project
Phil Furness	Supply Chain Compliance lead
Andrew Scott	Security/Supply Chain lead
Andrew S McCabe	Overall lead on Surveillance
Gordon Y Grant	Overall lead on PAP's and Security Inspections
Robert Daily	Security Team North lead
Bradley Edwards	Security Team South lead

4. Project Finance

This will be BAU activity in support of the programme.

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5. Project Assumptions, Risks and Constraints

- Where processes are concerned, ownership by senior managers within Supply Chain is required to promote a consistent approach and accountability from all members of the Supply Chain estate
- Assumption that Security activities will be embraced and supported by Supply Chain
- Cultural shift maintained on compliance
- Correct use of Conduct Code
- Unknown additional priorities (i.e. staffing issues, achieving targets etc)
- Education element required to support. The training team of Supply Chain to provide robust TTL packages in line with current threats and crime trends
- Completion of operational intervention will be subject to T & S constraints and the availability of resource
- Other prioritised workload, emerging threats