



## Action Points



Date:	20 <sup>th</sup> / 21 <sup>st</sup> March 2013	
Location:	148 Old St	
Attendees:	Andrew Daley	Andy Hayward
	Rob King	Keith Gilchrist
	Helen Dickinson	Darrell Kennedy
	Dave Posnett	

### Security Operations Lead Team Meeting

Number:	Action:	Lead:
1	Invite Tony Newman to upcoming SOLT meeting (May, June or July) in respect of credit check developments. Will be June or July ... once we know meeting dates/venues.	Dave Posnett
2	Circulate the 15 Security priorities/programmes to members of the Sec Ops Lead Team. Done – cascaded to team.	Rob King
3	Ascertain current workloads of the team and bring to the table at each SOLT meeting (including any sensitive cases/pressures).	All
4	Set up a policy for rewards in conjunction with police and Crimestoppers. Rob to decide how to progress. To be included as agenda item for SOLT meeting of 15 <sup>th</sup> May.	Keith Gilchrist / Rob King
5	Brief John Scott on Security Operations training proposals (including recent delivery and future aspirations/plans). Done – proposals okay but need to capture other data; categories for attendees (job requirement, H&S, refresher, N/A, etc), certificates (detailing hours of training, who delivered, what content was). Also to note that HR hold training budget and we have to justify training (e.g. more punchy/mandatory type titles).	Dave Posnett
6	Liaise with John Scott re an invite to upcoming Sec Ops Lead Team meeting (May, June or July). Completed	Andy Hayward
7	Email all Security Managers, requesting they feed back any ideas re Security, Compliance & Safety operations (Stripe) for 2013/2014. Done – article in Security weekly bulletin issue 18.	Sharron Jennings
8	Ensure that Paragon routes in high risk and/or hot spot areas are continuously varied. Done.	Keith Gilchrist / Darrell Kennedy
9	Invite Mike Stanway to upcoming SOLT meeting (May, June or July) in respect of Programme of activities re network robbery. Will be June or July ... once we know meeting dates/venues.	Dave Posnett
10	Email the previous Burglary Project Initiation Document to Darrel for Ashlies' use in completing for 2013/2014. Done	Helen Dickinson
11	Liaise with Andrew Wise to ensure one Security Sharepoint site is in use and accessible by persons of relevance. Done – emailed both links to both sites and asked Andrew to 'establish which one is relevant and check that all Sec Ops have access to the one of relevance'.	Dave Posnett
12	Liaise with SLT and establish which Security Strand will own Fraud Risk Programmes for 2013/2014. Done – Commercial Security to own Fraud Risk, Sec Ops to own/assist in delivery of programmes.	Rob King





13	Speak to Claire re Crown Losses programme – to ascertain/agree proposals for 2013/2014, including Sec Ops involvement. Done – I'm now on the 'Crown Loss Board' and will get first hand knowledge of proposals involving Sec Ops (e.g. security reviews, compliance checks, etc). Proposals to be fed into SOLT for concurrence before committing to Sec Ops involvement.	Dave Posnett
14	Establish whether CIT Dynamic risk assessment training is relevant / fit for purpose for all Security Managers and facilitate attendance if applicable. Done - Course was pilot run and deemed relevant and appropriate for wider security ops team roll out ... awaiting confirmation from Supply Chain re further courses that we can latch onto (free of charge)	Helen Dickinson
15	Prepare and deliver presentation on G8 summit in NI to John, Rob and Andy on 22 <sup>nd</sup> April. Done - SLT fully briefed, ongoing updates from police will be provided, next update due 28 <sup>th</sup> May.	Keith Gilchrist
16	Liaise with Grapevine Analyst Team re additional attention to be paid to the 70 crowns earmarked for conversion (increased risk of losses). Done - Elaine and Claire have already put in place systems to monitor.	Helen Dickinson