

One to One Meeting Record

Name:	Christopher G Knight
Line Manager:	Helen Dickinson
Date of meeting:	12 th March 2014
One to One period covered:	February

Celebrate key activities/**Understand** priorities/**Imagine** what you need to deliver activities**Celebrate**

- Alarm information obtained from RoMEC and explained for Police – Hollings Lane Robbery
- Obtained urgent Postmaster details for Humberside FIB after received Intel on possible robbery targets (6 branches) – involved CViT Depot to supply route info.
- Meetings with the Police after Robbery at Hornsea – advice on possible reason behind robbery from PO data - obtained statement from Cash Management – arranged audit and attended on day of arrests to facilitate. Bail date 19th May 2014.
- 5th February with Depot Manager David Frank we hosted 6 members of the Armed Response Team at Hull CViT Depot – showed them our vans with logos and security equipment. Further dates to be arranged for the other ART's.
- West End POe1 extensive stakeholder engagement leading to an intervention at the branch and subsequent monitoring with FSC. Overcame hurdles of other stakeholders having little knowledge of POe1s. Overcoming no suspension policy – result = no closure, procedural failing identified & reported, no loss.
- Supported Mark Dennett to ensure he understood Poe1 model for similar Goudhurst case.

Priorities this month

- Attend 2 days Security Skills Workshop.
- To establish what programme Andy H has allocated – ATM or CAC and to prepare TOR & initial Stakeholder engagement.
- To conclude POE's.
- Ensure all recent incidents have been updated.
- Complete Trent Boulevard site survey.

Imagine -**How you demonstrate our Directorate Behaviours – Care, Challenge, Commit****Care -**

Challenge – West End POe1 – I challenged the method of intervention (just an audit) but realised that it was through a lack of understanding of the type of branch format. Held a conference call with stakeholders to discuss and formulate a plan of action within boundaries and taking in to account limitations. Resulted in the branch being highlighted as a procedural failing.

Commit – I am committed to engaging with other stakeholders outside of security so that I can perform my job effectively but also assist them to achieve their target.

Progress against objectives

Next milestone

TO COMPLETE	TO COMPLETE as ACHEIVED

Areas for development/Support required/Time management	Activity Plan	Progress
TOIL – low level		

Action Points and Line Managers comments		
Recognition	GRO	
GRO		
<p>All cases are up to date or closed with NFA letters sent. Notebook checked. Chris has had a very productive year and continues to build up some excellent external contacts. He has a sound understanding of POL processes and the implications of his decisions. He is a trusted and reliable member of the team but needs to self-promote the good work that he does to ensure that he increases his visibility. I anticipate Chris will be awarded GRO marking at levelling.</p>		

<p>Fraud case update; (cases causing issues delays etc.) 3 x cases closed following review by Cartwright King -NFA letters sent and copied to Jarnail</p>
--

Individuals comments:
