

One to One Meeting Record

Name:	Simon Hutchinson
Line Manager:	Kevin Ryan
Date of meeting:	28 th June 2013
One to One period covered:	30/05/2013 to 30/06/2013

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

- Celebrate:
 - Success of the G8 Summit passing off without incident
 - Success of the Security Events

- Understand:
 - Both understand and accept the value of prioritising work loads, particularly when matters concern the health & safety of staff and customers may become an issue.

- Imagine:
 - The need to deliver up to date assessments to risk as this could have a detrimental impact to the safety of both human resources and assets.

Priorities this month –

1. Revision of Taskforce NI Risk Assessments with Kings Security Systems re potential increase in threat towards Task Force NI
2. Preparing the last Security Event at the Hilton Hotel, Templepatrick
3. Continued investigation of potential criminality at Bessbrook and Craigavon Post Offices
4. Meeting with PSNI to progress the effectiveness on ANPR and to utilise ANPR as a crime prevention tool for CVIT
5. Move forward with iBox Tracking for POL NI along with POL Physical Security
6. Increase Torch visit in line with POL Sec policy
7. Ongoing liaison with POL Sec NI Solicitor re completion and submission of prosecution files

How you demonstrate our Directorate Behaviours – Care, Challenge, Commit

Increase Torch Visits: Visits completed within target time.

Technical Skills Workstream: During a recent face to face Workstream meeting at Manchester (24.6.13) we revised our terms of reference. We believe we have captured new and up to date issues and will deliver a Questionnaire to POL Security soon.

POL NI Security Events: Presented Tiger Kidnap security advice to SPM and staff at two events, Portadown and Belfast.

5*5*5 Intelligence Training: I have delivered 5*5*5 intelligence gathering training to Grapevine staff at Bradford, Kings Security

Organised Task Force NI: Attended the launch of the NI Org Crime Task Force Annual Report with the NI Justice Minister and PSNI Chief Constable as key note speakers.

Investigation Training: Attended crime investigation training at Cartwright King Birmingham with emphasis on significant statements by SPM at time of audits

G8 Security: Organised the security of POL CVIT and PO branches in NI during the G8 event and associated demonstrations.

National Network Meeting: Supported POL Physical Security Manager at a National Network senior managers meeting in Belfast re network transformation security issues.

NFSP Meeting Belfast: Meeting with NI reps of the National Federation for Sub Postmasters to discuss issues around network transformation and

physical security issues.

POL Sec Development Centre: Attended the first POL Sec development centre at Hinkley under the management of Dave Wood with encouraging and positive feedback from assessors.

Portrush PO Security Visit: Security visit to Portrush PO at the request from the SPM after her attendance of our security event at Ballymena a few days before. Security advice supplied re protection of presises.


NI POL Solicitor: Meeting with Mr Ernie Waterworth, new POL NI Solicitor, to progress our investigation and prosecution issues.

Security Conference: Attended two day POL Security Conference in London.

Progress against objectives	Next milestone
On target	<ul style="list-style-type: none"> - Completion of the last Security Event at the Hilton Hotel, Templepatrick - PSNI ANPR crime prevention tool for CVIT agreed - Agreed iBox Tracking for POL NI between POL Physical Security and supply company - Confirmation of Taskforce NI Risk Assessments revision

Areas for development/Support required/Time management	Activity Plan	Progress
Continued support required from PSNI and POL re Security Events	<ul style="list-style-type: none"> - Security Event - iBox Tracking - Progress ANPR with PNSI - Revision Taskforce Risk Assessment 	On Target

Action Points and Line Managers comments
Simon to liaise with Kings re Task Force Risk Assessment Revision
Simon to progress ANPR issue with PSNI Crime Prevention Lead
Simon to "buddy" up with one Crown and one Sub Office

Fraud case update; (cases causing issues delays etc).
 C:\Documents and Settings\simon.i.hutcl

Individuals comments
Thanks to Suzanne for her continued support and mentoring.

Thanks to security event Network helpers.