

One to One Meeting Record

Name:	Suzanne Winter
Line Manager:	Simon Hutchinson
Date of meeting:	17/09/2013
One to One period covered:	02/08/2013 to 17/09/2013

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

- **Celebrate:**

Received an invitation from the **Secretary of State for NI The Rt Hon Theresa Villiers MP** requesting the honour of my company at her annual Garden party in Hillsborough Castle. HRH Prince Edward was special guest. Wonderful day.

Success regarding the safety and movement of CViT vehicles during the major civil unrest in NI involving cultural flag events and sectarian marching. The success was due to full engagement with PSNI, City councils, customers and stakeholders.

Understand Priorities:

The significant impact the Second Sight review may have on my POL cases and for future investigations.

Imagine:

Good time management to meet delivery target dates for investigation files.

Priorities this month -

Fortwilliam Extortion case: Continue to pursue updates with PSNI and keep Network updated re threat against spm.

Centre: Assist with Centre investigation and resolve the issue by next 121.

NT Programme: Continue assisting the team with review of risk assessments for offices in the programme.

NI Legal Advisor: Ongoing liaison with NI Solicitor and organise Horizon Training.

Ballynafeigh: progress case to PPS.

North Kenton: progress legal advice regarding witness request for original exhibits.

Stripe: exercise to be completed asap.



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

Crime Prevention/Detection:
 Attended meetings with PSNI Organised Crime Unit due to a perceived serious threat of attack on Post Office CViT vehicles in West Belfast. Liaised with CViT Managers and task force to ensure safety of crew and vehicles. (Members of the Organised gang have been arrested and charged).
 Attended meetings with Serious Organised Crime Agency (SOCA) re alleged drug trafficking activity in NI.
 Counterfeit Coin: Alerted offices re poss counterfeit coin in escalation border region.
 Moy: Met with spm as had reported concerns of £22k loss after a member of staff had went on sick absence. Arranged audit and ongoing liaison with police.
 CviT Robbery: GV alert to BT area as stained notes from robbery circulating in shops.
 Security Visits: office visits conducted within time scale.

Crown Office Support:
 Industrial Action at Crown Offices: Supported Belfast City Crown Office during staff industrial action.
 Londonderry: ongoing liaison with Romec and managers due to previous thefts ensuring security processes are robust.

Audit Support:
 Allistragh: attended office during audit as loss identified. Discussed security processes.

EOS Workshop: attended EOS workshop which enabled me to voice any concerns, issues etc.

Progress against objectives	Next milestone
On Target	Buddy visits to be progressed. Continue to conduct security/ tiger kidnap briefing to new

	entrants
Training and Development Programme".	On hold. NI Programme to be transferred to SW to assist SH.

Areas for development/Support required/Time management	Activity Plan	Progress
TOIL to be kept below the max of 15 hours.		

Action Points and Line Managers comments
All Action points from previous One to One completed
Continued mentoring of Simon Hutchinson
Training Programme: discuss with Simon Hutchinson as already in hand with Katie Barber. Suggest be given responsibility of NI programme.

Fraud case update; (cases causing issues delays etc).
Ballynafeigh : decision to be taken if second interview to be conducted as unable to locate assistants.

Annual Leave : GRO
<p>Team Leader Comments:</p> <ul style="list-style-type: none"> • Fantastic opportunity re invitation from the Secretary of State for NI to attend the annual Garden party in Hillsborough Castle. HRH Prince Edward was special guest. • GRO continued engagement with the PSNI regarding on-going civil unrest and terrorist activity across the province • Further engagement with PSNI Organised Crime Dept re potential CViT attacks and subsequent Supply Chain to mitigate acknowledged • Assisted SOCA in an on-going Drugs importation investigation seen as very good law enforcement engagement for Pol Sec <p>Suzanne has had a recent increase in Police Liaison cases in Northern Ireland, which are being progressed accordingly.</p> <p>Simon Hutchinson 17/9/13</p>