

**One to One Meeting Record**

<b>Name:</b>	Simon Hutchinson
<b>Line Manager:</b>	Helen Dickinson
<b>Date of meeting:</b>	26/02/2014
<b>One to One period covered:</b>	2014

**Celebrate key activities/Understand priorities/Imagine what you need to deliver activities****Priorities this month -**

- 'Adopt a Post Office' NI 2014 Scheme initiated in liaison with the PSNI Crime Prevention lead and Crime Prevention/Police Neighbourhood Officers across the province.
- Negotiate with PSNI to assist NI PO Supply Chain in updating their current SLA's.
- Organise a meeting with GMP strategic decision makers re CViT police cover post withdrawal from SaferCash.
- Continue to liaise with the PSNI regarding civil sectarian unrest and the impact that it has on POL CViT movements and the security of Post Office branches.
- Develop NI Task Force activity to include TORCH and Cross Pavement Observations.
- Engage with NI NFSP to establish an 'Information Sharing Agreement', as driven by Katie Barber
- Update Post Office Northern Ireland Risk Assessment to Crime Threats

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

- **Adopt a Post Office** - I have recently met with the head of the PSNI's Crime Prevention Dept to instigate 'Adopt a Post Office' across NI. I have subsequently been informed that this has been disseminated to all officers in the PSNI with an early and encouraging response.
- **POL Security support to Supply Chain NI** - I recently organised a MOU, in association with PSNI and the Dept of Rural Development (DRD), to allow POL CViT vehicles access to new public transport bus lanes giving greater and timely movement in and around Belfast City Centre. This was after Supply Chain personnel approached me to see what could be done to resolve the issue as this was having a significant impact on timings and the safety of POL CViT activities.
- **Dynamic Conflict Resolution** - I was recently contacted by the head of POL Security in relation to a complaint from a SPM in Belfast which came via the office of the NFSP General Secretary. A dynamic and what appeared to be a difficult and aggressive conflict was taking place between a SPM in Belfast and a uniformed Police Officer, who was threatening to arrest the SPM. I quickly discovered that the officer was attempting to retrieve property which was now the subject of postage. I immediately contacted the officer's supervisor and made him aware that the officer was acting without legal authority and that his behaviour was not only unprofessional but unacceptable. The matter was resolved very quickly with a forthcoming apology from the

PSNI.

- **Dept of Justice Ministerial Security Briefing** - I have continued to attend crime prevention events hosted by the NI Business Crime Partnership, including Crime Prevention PSNI and Trading Standards. These briefings focus on the protection of our assets with associated intelligence briefings from relevant stakeholders. I subsequently asses and pass on relevant information to appropriate stakeholders.
- **Team Leader Role** - I have been acting as temporary Team leader of Sec Ops Team North. This has come at an exceptionally busy time with significant impact to daily investigations into theft/fraud of POL assets, regarding the recent 2<sup>nd</sup> sight report into POL Horizon. Subsequently case file governance has taken significant management in order to pave the way to better investigative leadership. Coupled with my every day Team Leader role I further take on my responsibilities as Security Manager NI.
- **Tiger Kidnap** - Continue to develop, along with Toni Sless, national Tiger Kidnap protocols in liaison with the National Crime Agency (NCA)
- **Civil Unrest NI** - Liaise with the PSNI's strategic Gold Group regarding on-going community tension/public disorder and the potential impact to all Post Office activities
- **NI NFSP Engagement** - Develop formal relations with the NI NFSP and sign off on an Information Sharing Agreement with Post Office Security.
- **TK Training** - Carried out TK training to vulnerable external stakeholders (InSafe) who travel to and work in Northern Ireland.
- **TK Incident** - Liaised with PSNI and contributed to POL Sec Crises Management Team regarding a recent potential TK incident in Northern Ireland. I continue to liaise with the PSNI and have visited with the potential victim on a number of occasions including issuing a (new) Lone Worker Device.
- **NI Risk Assessment SPV's** - Along with Supply Chain NI, I am to produce a Risk Map of NI depicting Go/No Go areas for the deployment of POL Single Person CViT Vehicles (SPV).
- **Law Enforcement Engagement** - I have organised a meeting between POL Sec SLT with GMP strategic decision makers regarding CViT police cover, post withdrawal from SaferCash, in the Greater Manchester area.

Progress against objectives	Next milestone
On Target	Second Buddy Post Office contact  Continue to conduct security/ tiger kidnap briefing to new entrants and Supply Chain
NI Programme 2014	Updated and submitted February 2014

Areas for development/Support required/Time management	Activity Plan	Progress
<b>Further Education</b> - I am at present two thirds of the way to completing an International Security Managers Diploma, which includes completing a module and exam every month for a year. This will greatly assist me in my present role as a Security Manager.	Monthly Modules and Exam	On Target
<b>Presentation Skills Workshop</b> -	Delivered by Jonathan Bacon at Old Street, London on 25/02/14	
<b>Attending Security Skills Workshop</b>	Over two days at Chesterfield on 19 <sup>th</sup> /20 <sup>th</sup> March 14	

Action Points and Line Managers comments:
<b>All Action points from previous One to One completed</b>
OOH access to SAP for NI

Fraud case update; (cases causing issues delays etc).

Annual Leave:	<b>GRO</b>