

**One to One Meeting Record**

<b>Name:</b>	Suzanne Winter
<b>Line Manager:</b>	Simon Hutchinson
<b>Date of meeting:</b>	05/12/2013
<b>One to One period covered:</b>	30/10/2013 to 05/12/2013

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

Attended the re-opening of Portstewart Post Office after refurbishment in the NT Programme. Gregory Campbell, MLA was guest of honour.

**Understand Priorities:**

Support Robert Daily with Flag ship case. (St Georges X)

Support Robert Daily collating statements re Gorbals.

**Imagine:**

The necessity to provide risk assessments as this could have a detrimental impact to the safety of human resources and business assets

**Priorities this month –****Fortwilliam Extortion case:**

No change. Awaiting PSNI advice.

**Ballynafeigh:**

Second Interview took place 22/11/2013. No admissions. Address details provided for the assistants. Statements to be requested. Step by step instructions received regarding “withdraw limit” transaction.

**North Kenton:**

Legal advisor has advised to send witness his original exhibits with a covering letter requesting they be securely stored.

Liaising with Wendy Mahoney re mediation.

**Buddy visits:**

Next planned visits are scheduled for January 2014

**Scotland support:**

Providing ongoing support to Robert Daily in Scotland.

Attended meeting with solicitor regarding concerns raised with legal team regarding discrepancies in audit figures at Gorbals.

Attended further meeting with solicitor and PF regarding concerns on integrity of the audit.

**Supply Chain Support:**

Volunteered to assist Supply Chain with regard to Industrial Action

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

**Crime Prevention/Detection:**

**PSNI:**

Events Gold: New group set up Area Commander PSNI to monitor tensions in the lead up to Christmas and beyond. All Public Order problems and potential Public Order problems will be assessed and action directed by this group. Crime prevention will provide regular updates on situations and is also our vehicle for raising any issues/concerns we may have.

Police POCA Derry:

Assisted police in obtaining information with regard to alleged unauthorised withdrawals from a POCA

Flag Protest/Dissident attacks/Fire Bomb

Regular updates provided by police. Reminder of fire bomb precautions sent to Crown offices.

**Crown Office Support:**

Belfast Crown Office:

Investigating losses total amount of £2k in bureau over the last few months.

Supporting Belfast City Crown Office during staff industrial action.

Ballymena:

new case raised re £1k cash loss

**NT Programme:**

Killycomain and Pond Park: to develop my knowledge of the NTP process I attended a number of meetings involving these offices. This has been beneficial in giving me an insight to security issues that arise during the process.

**NI Legal Advisor:**

Arranged Horizon training for Ernie Waterworth to give him an overview of the computer system and identify areas of concerns for pending cases.

Arranged presentation by Ernie Waterworth, Legal Advisor to FSA Team (NI). Statements, court attendance and evidence on agenda.

**Royal Mail Security:**

Working with Royal Mail Security with regard to an office (Lagmore) allegedly not returning call /collect items to RM after non collection of the items.

Liaising with Royal Mail Security re 500+ S/D packages underpaid. (Ardglass)

**SBRC.**

The draft pledge will be proposed to the group on 6<sup>th</sup> Dec and once implemented, it would be

important that monitoring and review of the pledge takes place. Again, a responsible group would require to be identified to carry out this task.

**Glengormley;**

Sub postmaster had concerns regarding cash losses. Provided support and advice.

**BOI Fraud Team...**

Assisted AskFraud team with regard to an allegation of suspected fraud by the Anti Money Laundering Team, Germany against a Post Office in Wiltshire. Initiated a meeting, collated the information and forwarded the information to Post Office Security.

**An Poste Security Team:**

“Hands across the border”. Visited An Post security to examine the capabilities of the Fimak Deposit. Also opportunity to compare Post Office security mechanisms with another country. Very successful meeting.

**Castlereagh Post Office:**

Spm reported concerns regarding loss of two thousand euros. I visited the office and offered advice and provided guidance on checking procedures etc. Spm appreciative of the support

**Second Sight:**

I established Peter Todd (NI) will be working on a special project with Second Sight in the New Year. I have arranged to meet with Peter to explain investigation processes and Credence and assist his understanding

**ONCH over £200k.**

Due to Christmas payments and pre-empting cash remittances offices were holding high volumes of cash. I arranged with Cash management to provide me with a daily list of NI offices holding in excess of £200k overnight. I met with police and agreed I provide this information every morning by email. The info will then be disseminated to the relevant police divisions.

**Christmas Maker:**

Supported Belfast City

Progress against objectives	Next milestone
On Target	Buddy visits to be progressed in the New Year

	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.	10 hours accrued	

Action Points and Line Managers comments
All Action points from previous One to One completed
Continued mentoring of Simon Hutchinson
Training Programme: Suzanne to assist with NI Programme

Fraud case update; (cases causing issues delays etc).
Ballynafeigh: assistants to be contacted

Annual Leave : <b>GRO</b>
<p>Team Leader Comments:</p> <ul style="list-style-type: none"> <li>Continued engagement with the PSNI, including the new Gold Group, regarding on-going civil unrest and terrorist activity in Northern Ireland. Particular attention places on the security and protection of POL network and supply chain. All POL NI network informed and brief on how to deal with a 'fire bomb' threat regarding a recent attack in Belfast city centre.</li> <li><b>GRO</b> Suzanne has attended recent senior law enforcement and governmental events to ensure the on-going cooperation with POL and the protection of our assets.</li> <li>Discussed recent activity such as – Crown losses, Horizon training for NI Solicitor, RMG liaison investigation and the over-view of branch ONCH's over £200K over the Christmas period. <b>GRO</b></li> <li>Suzanne continues to support Robert in the SBRC, particularly with her involvement in producing a 'Pledge' for consideration by the project team in December 13.</li> </ul> <p>Simon Hutchinson 5/12/13</p>
