

One to One Meeting Record

Name:	Christopher G Knight
Line Manager:	Simon Hutchinson
Date of meeting:	12/09/2013 (Stockport 13:40 – 14:20)
One to One period covered:	August / Sept

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

<ul style="list-style-type: none"> • <p>Priorities this month – Statement from Tracy Stephenson – Ravenshead – DONE Progress case papers swiftly.</p>
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How you demonstrate our Directorate Behaviours – **Care, Challenge, Commit**

<ul style="list-style-type: none"> • Challenging – • Care – 2nd visit to elderly customers who had made complaints about Pmr who were using a branch. Engaged with Head of Contracts (North) with suggested way forward which was agreed. • Commit –
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Progress against objectives	Next milestone
On target	

Areas for development/Support required/Time management	Activity Plan	Progress
Delivering Courtroom Confidence with Mark Dennett		02/09/2013 – Cardiff FSAs – DONE
Delivering Courtroom Confidence with Mark Dennett		14/10/2013 to FSA Team Newcastle

Action Points and Line Managers comments

Recognition -**Case Files –**

Croxton Kerrial – Police Liaison – Trial due on 9th Sept – attended on day but adjourned until w/c 10/02/14

Heeley – email from CLT advising NFA

South Lynn – Prepaid CCard info received – data being analysed after conversion to Excel (every entry had to be verified after conversion – statements taken from Ex-pmr and his mother which complimented new data evidence.

Montrose Ave – CLT advice received via email (prosecution) – awaiting papers to be returned

Gressenhall – awaiting Prosecution Authority

Rillington - awaiting CLT advice

Ravenshead – statement taken from T Stephenson – email advice from CLT (prosecution)

All cases dealt within reasonable timescales and submitted accordingly.

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

Individuals comments:

Kevin Ryan explained at August One 2 One that at the 3 monthly levelling CK was scored as a **3** but this was levelled to a **2** marking. CK concerned which affected enjoyment of 2 weeks leave. CK to understand reduction and is working towards obtaining a **3** marking at 6 monthly Appraisal stage.

Team Leader Comments:

- Christopher, along with Mark Dennet, is involved with Court Room Confidence Training for FSA teams nationally and is presenting such training in October 2013.
- Christopher informed to support Colette McAteer and act as her Security Operations Mentor which will allow for a smooth transition for Colette from her previous role to her present position as a Security Manager (Secondment).
- Cases on hand discussed and advice given on how to progress. In particular the complex case of South Lynn and how a pre interview plan is essential, particularly with the difficult issues around the evidence that was captured on differing IT systems.
- I informed Christopher to ensure that he maintains control of the movement and storage of Files and Exhibits, from around our different sites, to permanent storage in Chesterfield. It is important that the integrity and security of the storage is assured and that he should control access to the storage until otherwise directed.
- Christopher has raised an issue as being levelled at a **2** score. I informed Christopher as being new to the TL post I was not aware of particular level score, but I will look into the matter.

Simon Hutchinson 12/09/13