

Post Office Ltd Security In Confidence

Security Operations ;
Casefile Governance meeting31st July 2013

	Present: John Scott (JS) Darrell Kennedy (DK) Kevin Ryan (KR) Dave Posnett (DP)	Apologies: Rob King (RK) Helen Dickinson (HD) Andrew Daley (AD)
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Summary of Discussion / Action Points			
Ref	Action	Lead	Status
31/07/13			
01	Review Case Closure Forms to ensure appropriate detail and summary of case is detailed within (include within A Wise case-file review).	AH	AH to discuss with A Wise casework review programme. Completed
02	Include column on spread sheet, with brief summary detailing M.O.)	KR	Completed
03	Process required to manage and review Cartwright King "pulled/under review cases".	JS	To agree with CK & Legal team
04	Produce Template to assist security managers for investigation interviews (questions to include "spmr training, Induction, support")	DK/KR	Draft document by 09/08 meeting
05	'Cases for Advice': case-file papers on whether to proceed for prosecution/or not to be forwarded to JS/Legal team (Jarnail Singh), rather than C-King	DK/KR	Advice security managers Completed
06	Ensure details are noted/completed on activities undertaken during case file (i.e. liaison/request for information/offender reports that can be undertaken in advance of a future request).	DK/KR	Advice security managers Completed
07	Cascade to security managers: Requirement to <u>censure e-mails</u> , particular with reference to Second Sight review/Horizon and any personal/opinionated comments and that could become public/requested under the freedom of information act.	DK/KR	Advice security managers Completed
08	Liaison Cases: Ensure security managers have oversight and are aware of third party operations (Royal Mail/Police), that could impact on the second sight review/Horizon Integrity.	DK/KR	Advice security managers Completed
09	Scotland Cases: A process is to be agreed with BTO for case file progression	JS	Confirm John will discuss with BTO/Jarnail
10	Confirm with Security Admin team that ALL closed cases (including non-prosecution), are forwarded to JS	AH	Completed
11	Add column on spread-sheet to highlight Scottish and N.Ireland cases.	KR	Completed
Case File Updates:			

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File Ref	Branch/Name	Action required	Lead	Update
POLTD/121 3/0128	SOUTHWICK/ King	Confirm who gave authority to proceed with prosecution	DK	Case was reviewed and authorised by JS on the 3 rd of April 13
POLTD/101 1/0100	WINLATON/Wyli e	Review of Papers	KR	To be discussed with SM at next 121
POLTD/080 9/0169	NORTH KENTON/Brown	Critically review case following its withdrawal	KR	Went through case with Suzanne and went through the reasons for delay. Explained the need to progress expediently and not to be messed around by police.
POLTD/121 3/0137 POLTD/121 3/0196 POLTD/131 4/0003	CROFTAMIE/ Hopper CROY/Kelly DIRLETON/Brow n	Robert to send to Jarnail for advice	KR	Robert instructed to progress with Jarnail asap.
	JORDANTHORP E	Case returned to Chris by John Scott relating to customers being short changed.	KR	Flag case has now been raised on this. PM was interviewed by Chris and denied. Contracts Manager reinstated on a final warning. New complaints are undated so its unclear if these are after the reinstatement.

Date of Next Meeting

Date	Start Time	Location
09/08/2013	09:30 – 12:00	Old St.