

One to One Meeting Record

Name:	Suzanne Winter
Line Manager:	Keith Gilchrist
Date of meeting:	
One to One period covered:	13/04/2013 to 30/05/2013

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

- Celebrate:
- Understand: Priorities at present are completing Ballynafeigh prosecution File
- Imagine:

Priorities this month – Preparing Security Events at Killyhevlin Enniskillen and four other locations

Progressing evidential file for Newtownstewart through PPS
Progressing evidential file for Ballynafeigh
Closing Avoch

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

Torch Re Visits. Revisits completed within target

Technical Skills Workstream...the group is up to date with their targets. Conference call was on Friday...

Greyabbey: requested update from Sheila McCann as spm holds a Skyguard unit sue to previous incidents.

New Entrant Training: delivered Consequences of Theft to new trainees. (Kells and Fallaghloon)

Branch Manager Security Presentation: delivered presentation to Branch Managers (NI & Scotland)..

NI Legal Process: Ernie Waterworth (EW)_ (solicitor) is now official legal advisor for NI POL Security Team. Newtownstewart Prosecution file has been handed over to EW. EW meeting DPP to establish if police can be taken out of the handing over process and EW deal directly with DPP. .

Barrack Street: evidence requested by PPS has been collated with covering statements. Police have been contacted to arrange collection.

Security Events: Londonderry/Enniskillen Security Event was well supported and received good feedback On both occasions a representative from Crime Prevention Unit gave a ten minute talk and provided hand outs.. Dates have been arranged for the remainder four events. Portadown, Templepatrick, Ballymena and South Belfast.

***North Kenton: all requested evidence and statements have been forwarded to Cartwright King.

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Progress against objectives	Next milestone
On target	The remainder four security events have been arranged. Regularly liaison with PSNI regarding G* Summit and have provided 24 hour emergency contact for the three city branches Mentoring Simon with Fraud induction both in N. Ireland and Scotland
Presented NI Programme to John Scott, Rob King and Andy Hayward	Complete the programme within time scales

Areas for development/Support required/Time management	Activity Plan	Progress
Support required for admin work re Security Event	Security Event	On target

Action Points and Line Managers comments
Suzanne to liaise with Simon and complete organisation of the four remainder Security Events by 4 th July
Suzanne to identify learning points from May Event and examine best way forward with them for the next event.
Suzanne to mentor Simon Hutchinson and identify areas for development

Fraud case update; (cases causing issues delays etc). North Kenton: is scheduled for court in June. Please see comments above***
 C:\Documents and Settings\suzanne.win Case updates

Individuals comments
Thanks to security event helpers.
Thanks from Andy Hayward regarding visit to NI.