

Manager Work Plan

Area	Task/Objective	Target / Progress Review Date
<p>Policy/Corporate</p>	<p>Liaison</p> <p>Attend all regional (West Midlands) NHS SMS meetings on behalf of Trust. Attend Safer Shrewsbury Shop/Pub Watch meetings.</p> <p>Reporting</p> <p>Complete annual report for current financial year and work plan for next financial year. Prepare quarterly report for Health, Safety & Security Committee. Prepare for annual NHS Violence Against Staff (VAS) submission Prepare and participate as required in the annual NHS VAS (external) audit</p> <p>Committee Work</p> <p>Organise and administer security aspects of Health, Safety & Security Committee.</p> <p>Attend all Risk Group Meetings.</p>	<p>Meetings are held quarterly Meetings are held bi-monthly</p> <p>1-5-11</p> <p>Meetings are held quarterly 1-6-11 1-7-11</p> <p>Meetings are held quarterly¹.</p> <p>Meetings are held monthly</p>

¹ SATH to host July 10 meeting at the SECC.

<p>Protecting People</p>	<p>Incident Review</p> <p>Continue with daily review of incident reports and security staff assignment logs and complete all necessary investigation/follow up action and partner agency (police/SMS) liaison.</p> <p>Security Staffing</p> <p>Progress and implement business case for increased numbers of security staff including additional staff for patrol/response element as well those for CCTV/alarm monitoring to include responsibilities for:</p> <ul style="list-style-type: none"> • Security aspects of project board for combined approach to the centralisation of the switchboard function and development of security services within the Trust. • Security contract re-tender process. <p>Monitor contract performance and compliance with contract and assignment instructions; maintain liaison with and attend monthly contract meetings with contract security company.</p> <p>Police Liaison</p> <p>Maintain effective liaison with local police teams and provide support to investigate work and prosecution as required.</p> <p>Sanction & Redress</p> <p>Assess, investigate and formulate an appropriate response all security related incidents.</p>	<p>Through year task</p> <p>1-12-11</p> <p>Through year task.</p> <p>Through year task.</p> <p>Through year task.</p>
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	<p>Lone Working</p> <p>Continue to oversee completion of training schedules and monitor/investigate usage of 276 devices - liaison with and attend monthly contract meetings with tri-partite partners (NHS SMS & Reliance Protect).</p>	<p>Through year task.</p>
<p>Protecting Property & Assets</p>	<p>Security Advisory Visits & Risk Assessment</p> <p>Continue to provide assistance to managers at all levels on security reviews and annual security risk assessment work, providing where appropriate full reports to provide management with a means for evidencing risks and developing departmental action plan. Where issued liaise and review progress at regular/appropriate intervals.</p> <p>Provide regular advice and guidance on day to day security issues to allow introduction of minor improvement plans to work areas.</p> <p>CCTV</p> <p>Monitor equipment serviceability and output standards. Deal with partner agency requests to assist (police, social services etc.) and inquiries from general public. Pro-actively monitor security incident reporting to identify occasions where CCTV evidence may be available to support investigations/prosecutions.</p> <p>Oversee security aspects of project board for combined approach to the centralisation of the switchboard function and development of security CCTV monitoring at both sites.</p>	<p>Through year task.</p> <p>Through year task.</p> <p>Through year task.</p> <p>1-12-11</p>

	<p>Access Control</p> <p>Oversee completion of 28K work undertaken to see urgent improvements to existing card access control management system at RSH and address historical weaknesses in access control arrangements in the RSH Maternity building.</p> <p>Oversee and co-ordinate 50K capital grant for 2011-12 to see expansion of higher grade access control systems at both sites.</p>	<p>30-6-11</p> <p>31-3-12</p>
<p>Communications Awareness & Training</p>	<p>Written & Verbal Briefings</p> <p>Continue to generate regular articles for Staff News/Team Brief, provide advice/briefings to staff groups (inc Corporate induction) as required.</p> <p>Alerts & Warnings</p> <p>Distribute and originate as appropriate security alerts and warnings.</p> <p>SAM</p> <p>Provide lead on Security Awareness Month activities.</p> <p>Project Argus (Counter Terrorist awareness training for Health Dep staff)</p> <p>Work with management lead for Resilience and West Mercia Police to see cascading down to staff of Project Argus counter terrorist awareness training.</p> <p>Conflict Resolution Training</p> <p>Support Training & Development Staff with delivery of training and training needs analysis review.</p>	<p>Through year task.</p> <p>Through year task</p> <p>30-11-12</p> <p>30-3-12</p> <p>Through year task</p>

	<p>Induction</p> <p>Carry out twice monthly corporate security induction training and support to medical trainee's and medical staffing rotations as required/advised.</p>	<p>Through year task</p>
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