

Progress Report Following the Inaugural Planning Meeting of Syl Standards and Best Practice Working Groups, Nuneaton, 24 June 2009, chaired by David Cresswell, Director Responsible for Standards and Best Practice, Syl

1. General

A meeting of those interested in the Syl Standards and Best Practice Initiative was held at Nuneaton on 24 June 09. This document details the outcomes of that meeting. The meeting was chaired by David Cresswell, Board member responsible for Standards and Best Practice. The following were in attendance:

Di Thomas, General Manager
Graham Bassett, Consultant
Peter Fullerton, Cotswold Risk Management
John Little, Shearwater ECM
Danie Adendorff, Consultant
Bob Knights MBE, Knights International Consultancy Ltd
Dave Wilson, Glasgow Community & Safety Services

Raili Maripuu, Whiterock
Nick Jordan, Security Protection International
Chief Inspector Paul Seery, Metropolitan Police (CT)
Alan Marsh, Virgin Media
DS Andrew Pennock, Kent Police (Maritime)
Mike Hurst, HJA

2. Rationale for the Initiative

- To place Syl at the centre of the development of best practice for the UK Security industry, an essential pre-requisite for chartered status application.
- To establish Syl as the logical custodian of the knowledgebase for security management best practice in the UK.
- To establish liaison with other relevant groups also involved in this type of activity, eg. SfS, BSI, ASIS International, ASC, SSIAB etc.
- Through membership engagement, to develop pools of expertise within Syl.
- To engage and grow Syl membership.
- To feed best practice into the Syl Diploma and Certificate projects, via the Academic Board.

3. Agreed Working Group Common Objectives

- To review and collate what is already published.
- Where appropriate*, to produce a “good practice” guideline of between 8,000 – 10,000 words, using a common template and format.
- To liaise with any external relevant bodies and, where appropriate, to collaborate by contributing to their working group initiatives and publications, eg NOS.
- To develop a pool of expertise, proactively and reactively.
- To proactively engage the membership.
- To provide speakers for Members Evenings, in liaison with Events Management and General Manager.

- To produce articles for the security media, with the specific objective of raising the profile of Syl.
- To put forward specialist speakers for Syl seminar events.
- To put forward specialist speakers to represent Syl at internal and external conferences.
- To report progress to Board via David Cresswell, prior to Board meetings. Progress report to be accompanied by 250 word text for Syl website.

* It is recognised that some organisations already have in publication good practice which it may be illogical to compete with or replicate. In this case, the objective of the particular Syl w/g will be as a significant contributor (with Syl logo) or joint venture.

4. Working Groups for Which There Are Potential Volunteers

- Corporate Response to Terrorism
- Business Continuity Management
- Crisis Management
- Background Screening
- CCTV
- Technical Surveillance Countermeasures
- Security Risk Assessment
- Workplace Fraud Risk Management
- Law
- Corporate Event Security
- Business Travel Security
- Recruitment
- Contract Security Services
- Maritime Security
- Security and Human Rights
- Close Protection
- Aviation Security
- Investigations

5. Working Groups to Be Established Immediately

- Corporate Response to Terrorism
- Business Continuity Management
- Recruitment
- Physical Security
- Technical Surveillance Countermeasures
- Security Risk Analysis
- CCTV
- Law
- Investigation
- Close Protection
- Contract Security Services
- Maritime Security?

Once the initial tranche of working groups is active and productive, additional working groups will be established in 2010.

6. Working Groups to Be Established in 2010

- Crisis Management
- Background Screening
- Security Risk Assessment
- Workplace Fraud Risk Management
- Corporate Event Security
- Business Travel Security
- Security and Human Rights?
- Aviation Security?
- Business Espionage?
- Designing out Crime

7. Consideration to Be Given to the Following Additional Groups, Proposed by GM

- Integrating Security Systems
- Security Consultancy
- Security and Climate Change
- Security for Facility Managers
- Security and Human Rights in Areas of Conflict
- Personal Development – to be offered to Maria Cox on AB?*
- Management of Intellectual Property

* The Academic Board would effectively be the working group for a Personal Development Guideline.

8. Guideline Specifics

- Editor to be appointed.
- Common format and appearance.
- 8,000 – 10,000 words.
- Common unformatted MS Word 2003 template to be provided by David Cresswell.
- To be DTP'd and published in PDF by sponsor (s), to be found. *
- No specific product advertising.
- Short, concise title, under the general heading "Security Institute Good Practice Guideline".
- To be reviewed for "academic" rigour and validity by Academic Board.
- Each to be launched at a special event.
- To be made available to membership through member extranet.
- After period, to be determined, to be made publically available.

* Any sponsor to be approved by David Cresswell in liaison with Board.

9. Guidelines for Publication by End 2009

- Technical Surveillance Countermeasures
- Corporate Investigations
- Recruitment
- Possibly Contracting Security Services (reissue)

10. Guidelines for Publication by End 2010

- Corporate Response to Terrorism
- Security Management and UK Law
- Physical Security
- CCTV (reissue)
- Security Risk Analysis
- Close Protection

11. Working Group TORs

- To meet objectives as outlined in para 3, under coordination of Working Group Coordinator.
- Maintenance and updating of guidelines already in print, in liaison with Editor.
- To meet as and when required, as determined by leaders, but no more often than quarterly. It is intended that much of the work can be achieved by email and conference call.
- Structure should be loose enough to allow for new members, when volunteers come forward.
- Groups to be dissolved and reconstituted each two years.

Note: It is regretted that no financial support can be made available at this time.

12. Action Plan – Immediate

- Complete management structure for initiative. David Cresswell is Board Lead. Danie Adendorff is Working Groups Coordinator. Guideline Editor post to be filled (David Cresswell action).
- Finalise make-up of working groups as listed in paragraph 4 (Danie Adendorff).
- Establish working group leadership (Danie Adendorf in liaison with David Cresswell).
- Use Skills Matrix to furnish additional information to Danie Adendorff for targeted approach to potential members (David Cresswell).
- Produce a common template for guidelines (David Cresswell / Editor).
- Find a sponsor (David Cresswell).
- Continual call-outs via Newsletter (David Cresswell).
- Working groups listed in para 5 to begin work immediately, under the initiation of Danie Adendorff. Progress reports to David Cresswell by 28th July.
- Engage David Greer (SfS) to link in new working groups to any current NOS initiatives (David Cresswell).

13. Comprehensive List of Members Who Have Responded with an interest in Participating in a Working Group

Corporate Response to Terrorism	<i>John Gribben, Graeme Steven, Jamie Stephen, Lynne Carr, Paul Seery, Glen Kitteringham, Barrie Stewart, Bob Knights, Alan Farley</i>
BCM	<i>Amanda Seevaratnam, Allan Hildage, Bob Knights</i>
Background Screening	<i>Amanda Seevaratnam, Jamie Stephen</i>

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Physical Security	<i>John Gribben, Lynne Carr, Craig Goodwin, Glen Kitteringham, Mike Palmer, Steven Bennett, Bob Knights</i>
TSCM	<i>Crispin Sturrock, Mike Moran, John Little, Emma Shaw</i>
Risk Assessment	<i>Jamie Stephen, Phil Moch, Lynne Carr, Craig Goodwin, Glen Kitteringham, Alan Marsh, Barrie Stewart, Bob Knights, Mark Chapple</i>
Crisis Management	<i>Jamie Stephen, Allan Hildage, Bob Knights</i>
Fraud	<i>Steve Betts?</i>
CCTV	<i>Gordon Tyerman, Danie Adendorf, Mark Bouldin, Tanya Shepherd</i>
Law	<i>Lynne Carr, Peter Camilletti, Adrian Maxwell, Roy Millard</i>
Corporate Event Security	<i>Lynne Carr</i>
Business Travel Security	<i>Lynne Carr</i>
Recruitment	<i>Graham Bassett, Mike Hurst</i>
Contract Security Services	<i>Dave Wilson, Di Thomas</i>
Maritime Security	<i>Andrew Pennock, Adrian Smith, David Corrin</i>
Security and Human Rights	<i>Oliver Broad</i>
Close Protection	<i>Murray Perrett, Richard Hewetson</i>
Aviation	<i>Bob Knights, Iain Jack</i>
Investigations	<i>David Gill, Angus Darroch-Warren</i>

Additional volunteers not yet committed to specific groups:

Alex Roth, Peter Fullerton, Bob Martin