

Meeting Date: 17/09/14 : Meeting Called by: HL Meeting Lasted \_\_\_\_\_ Minutes

Ad-Hoc Meeting - Ad-Hoc Meeting

**#52456 Ad-Hoc Meeting**

☐ VST

☐ VANDAGRAPH

☐ VIAMED

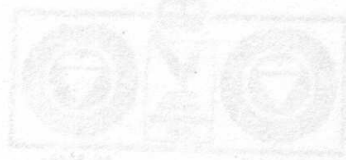
|                                                |                                        |                                        |                                                  |                                          |
|------------------------------------------------|----------------------------------------|----------------------------------------|--------------------------------------------------|------------------------------------------|
| <input type="checkbox"/> Catherine Spence      | <input type="checkbox"/> Catrin Hird   | <input type="checkbox"/> Derek Lamb    | <input checked="" type="checkbox"/> Emily Hanson | <input type="checkbox"/> Emma Clark      |
| <input checked="" type="checkbox"/> Helen Lamb | <input type="checkbox"/> Jean Lamb     | <input type="checkbox"/> John Lamb     | <input type="checkbox"/> Jonathan Connor         | <input type="checkbox"/> Keith Taylor    |
| <input type="checkbox"/> Linda Shearing        | <input type="checkbox"/> Lisa Leggoe   | <input type="checkbox"/> Michael Green | <input type="checkbox"/> Michael Lamb            | <input type="checkbox"/> Philip Crossley |
| <input type="checkbox"/> Robert Connor         | <input type="checkbox"/> Ruth Hardaker | <input type="checkbox"/> Ryan Swaine   | <input type="checkbox"/> Sophie Lines            | <input type="checkbox"/> Steve Hardaker  |
| <input type="checkbox"/> Steve Nixon           | <input type="checkbox"/> Xhibition     |                                        |                                                  |                                          |

formal work review

Re Complaints against  
Emily Hanson

See attached for  
what was discussed.

Issue sent summarising  
these to Emily.



HL EH 17-974

Formal review of working practices  
in office by Emily Henson.  
after complaint from SN + RS.

Independently work. - find work, don't  
zone out - wait for it. - POFing

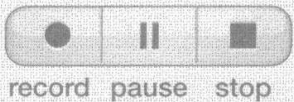
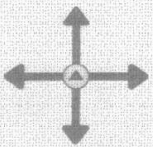
priorities - ORDERS.

communication - Tell people when  
Jobs are done

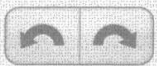
- Ash - don't sit like  
a cabbage

We think this is when she  
is doing the pofing of invoices  
~~and~~ As she is not aware of  
'zoning out' she is going to  
be aware or see.  
TO be renewed

Amend Contract 12.25 - 5.25 re Las



record pause stop



jump



bookmark



0% jump to position 100%



playback speed



volume

Zone out for 10 mins at a time

Can't leave stuff half done - finish job before leaving desk.

priorities - Orders must come first.  
filing is last lowest.  
Speed.

Need to tell person when job is complete  
communication needed.

Letting team down 25% not doing  
work show so ~~that~~

Lisa finishes 3:30pm evening should be  
able to work independently, without  
being stood over.

SN + RS complained, CH noticed not forwarded  
RS call.  
poor standard of work

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Comes across as lazy laid back  
non responsive slow

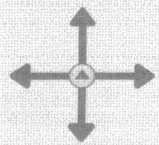
Sarcastic why asked to do a job.

Need to prove yourself Look forward

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Leaving time 5:30 if not manage  
need to re schedule content to do 5  
mins extra at start 12:25 - 5:35.

Find work don't sit and wait for it.



record pause stop



jump



bookmark



0% jump to position 100%



playback speed



volume