

MEETING AT MUHSANA HUSSAIN – 12 DECEMBER 2025 17:11

14th November 2025 – Normal Checks took place, and too many errors was reported. Punctuality was also raised at the time of the checks and urgent improvements advice was given in respect of this

Late, Making amendments late and amendments were not even amended correctly

5th August 2025 – Punctuality and General Work Performance

Initiate Group Discussion causing distraction. Normally the person that starts this causing distraction in work place sometimes for long period of time

8th October 2025 – Too much noise in Chambers

Bickering over who picks up phone Calls

Swear words picked upon in the work place

Blazee attitude

14th November 2025 – A meeting being requested taking place on the 12th December 2025

3 Meetings in 3 months NOTED

- Logging Notes in diary - Needs Improvement – **improved**
- **Punctuality - averaging 9:15am – improved – No further action , maintain time currently going well**
- Attendance Note -uploading Documents, wordings , double checking contents , lack of mistakes - **WILL REQUIRE MORE CHECK AS NOTES NOT PICKED UP IN EMAILS**
- Disruption in the work place - especially when busy , also singing especially when work being done – **Same level or less , try to be less destructive**
- Bundles, uploading NOH and also ensuriing the content of emails prepared is correct and subject lines , e.g. if video , hybrid etc
- uploading documents in general to diary
- **Less mistakes made on bundles although the very odd mistake i..e Changing Category**

- Speed of Emails needs to be a bit quick, although noted phone calls - ***EF TO CHECK ON THIS WITH MH**

On 11th December 2025 not much emails nor bundle done , this is because SBD spoke with MH requesting an update from MH and Blues and Listing Request and Phone line was busy . Also did listing after break . Also had to sort out Akshats delay and request Video for him

- **Checking over emails before sending - proofreading** – MH claims to proof read her emails

- **Tag yourself in emails (Commonly not seeing your tag)** – EF TO CHECK IF SHE TAGS HERSELF AT LATER CHECKS WITH MH

Check subjects, outstanding documents and additional work when dealing with bundle, take time to check and upload before sending and replying PROOFREAD

MH checks to forget checking ADDITIONAL WORK when emailing barristers their bundle , This is A MUST. **You need additional work when sending barristers their bundle**

Attendance Note – Adding additonal work done by Counsel is mostly not done . **MH accepts that she mostly forgets**

- **SCREENSHOTS BUILDING THIS MEANS NOT FOCUSING ON NEW TASKS - LOTS OF ERRORS**

MH was spending too much time catching up with a lot of mistakes, meaning she was not able to attend to new tasks she had to do. **That needs urgent improvement.**

LISTINGS – Tends to miss Counsels out on this sometimes, **that needs to improve**

Distructions – Do others distract you ? MH mentions her colleagues

Does BR distract you most times in the work place No.

Flag up - Dyspraxia & Dyslexia UNDIAGNOSED

Does this affect your performance in the work place? Yes when putting numbersin the log and dealing with numbers with people

Names and spellings can affect her .

Does putting details in diary from court bundle affect you ? Sometimes yes especially when they cannot copy it directly

Does it slow them down? Yes, if they do not double check stuff

Towards the end of Day mistakes tend to be abit grave. Would she agree? MH responds depending on the day and tasks

In a different Role ? As Receptionist ? MH says no , doesn't accept and strongly declines as she feels it will be a downgrade

How do we improve rectify mistakes where you are to correct such mistakes? MH trying and improving not to make mistakes

TAKE TIME TO AMEND AMENDMENTS - DOUBLE CHECK AMENDMENTS BEFORE MEETING CHECKS

PUNCTUALITY SHOULD CONTINUE AS IMPROVED

TRY TO MAKE LESS MISTAKES AND DOUBLE ERRORS BROUGHT TO ATTENTION

LESS DISTRACTION IN THE WORKPLACE

CHECK EMAILS THOROUGHLY , IN TERMS OF BUNDLES AND WHEN DOING ATTENDANCE NOTE (ATTACH DOCS TO DIARY , LOOK OUT FOR NEW DATES , **ADDING ADDITIONAL WORK DONE BY COUNSEL**)

- Requested that EF also asks others to also consider distraction

End of Meeting