

**MINISTRY OF DEFENCE POLICE AND GUARDING AGENCY
MGS MANAGEMENT BOARD MINUTES**

Distribution: MGSMB Members and Advisers

29 April 2010

**MEETING HELD IN WETHERSFIELD
0900 HRS ON 29th April 2010**

Present:	Mr S MacCormick Mr D Wray Mr M Shreeve Mr T McKinnon Mr J Egan Mr A Bloxham Mr P Brennan xxxxxxxxxxxxxx Mrs K Malough Miss A Leverett Ms R Scott	HOP (Chair) Hd UG MGS B2 Ops MGS B2 CD&C RM1 Representing RM2 RM3 RM4 RM5 MGS HR BP Snr HR BP
Ad Hoc Members	Mrs C Roberts Mrs S Cook Mrs A McKay Mr D Hay Mrs E Lee	MGS Bus Mgr L&D Mgr Secretary ROSM Reg 3 Business Mgr
Apologies	Mr J Bills Mr M Cairns Mr K Graham Mr A Murphy C/Insp R Stewart	Snr Ops Mgr RM2 ACT MGS Fin Offr IMOA

Item	Discussion and Decision	Action
1 Opening Remarks and Apologies	The Chair welcomed those present and received apologies for members not attending. He explained, as Hd UG had to leave early the Agenda Items would be taken out of order.	
2 Confirmation of any other business	The Chair confirmed items: a. Mentoring b. Calculation of sick absence c. Limited Mobility	

Item	Discussion and Decision	Action
3 Minutes and Actions arising from MGSMB 05 th November 2010	Minutes of the last meeting on 28 th January 2010 discussed were passed as ready for publication.	
	Item 9.4 - Sn Ops Mgr to confirm risk assessments carried out for Kennel Assistants.	Sn Op Mgr
	Item 13 - HOP to draft a note for the Agency informing all that the title CSO is not to be used when addressing MGS Officers	HOP
	Item 15 – Bus Mgr Reg 3 to pass MGS Standard Unit Folder for use by all Regions to Sn Op Mgr who will forward them to the Secretary for circulation	Bus Mgr Reg 3 Sn Ops Mgr Secretary
	HR is to be a standing item on the Agenda	Secretary
4 DII Issues Standing item	There were no updates on DII issues .	
5 PR09/10 and Hutchinson Report	a. The PR09 structural and management re-organisation has been completed with no major issues raised. HOP congratulated all who were involved.	
	b. RMs to ensure staff are informed that the Board appreciates the way they have borne the PR09 cuts.	RMs
	c. The Defence Operating Board (DOB) took a paper on the ownership of the security risk and decided there would be a collegiate approach with all TLBs involved in sharing the ownership.	
	d. The DOB decided the military will be working towards greater use of MPGS with £15m being made available for recruitment. £2m of this money was to be made available for limited MGS overtime. Hd UG to draft a paper on the prioritising the £2m split.	Hd UG
	e. It was acknowledged by the Board that the recategorisation of sites was the most important part of this work and it would enable future planning for the MGS.	
6	a. There are two new key targets for the	

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Agency Key Targets	MGS for 10/11: (1) Key Target 1 – JBAs to match resources- Tasking to be brought in line with funding, in conjunction with TLBs.	
	(2) Key Target 6 - MGS to maintain external accreditation and compliance to the following standards: NSI Gold SIA Training	
	b. The Board discussed Key Target 3 and noted a number of HOEs appear to hold MGS responsible for the PR09 cuts instead of realising it was Government action.	
7 Competition	a. The BIP recommendation that the OAB agreed will not be put to ministers until a submission on Guarding more generally is prepared.	
	b. RM2 is to keep the MGSMB updated with regards to Imphal Barracks and commercialization.	RM2
8 Your Say Survey	a. 70% of all managers are to be trained in E&D by 1 st Oct 10. 100% are to be trained by 31 st Dec 10,	All
	b. In order to meet the E&D target staff are to complete the 'All Clued Up' on-line training package but must be released to attend a workshop if at all possible.	All
	c. All to note the E&D training is to be updated every 3 years alternating between the workshop and Clued Up on line.	All
	d. The 'Your Say' survey results had low scores for management visibility. A target for Group Managers to meet 100% of their staff (including those on long-term sick leave who were willing to be visited) each quarter was agreed as feasible. To improve recognition of the meetings, Group Managers were to record them in the guards' notebooks. Any meetings with guards by Area and Regional managers, and by HQ staff, should be recorded in the same way.	
	e. Service Improvement – An MGS Blog has been created and the target is 10 MGS members to write into the blog per month.	

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	f. Communications – RM1 is conducting an audit and the report should be with MGSHQ by the end of August 2010.	
	g. RM2 to liaise with HR to get the Reg 2 results of the Your Say Survey	RM2
	h. Chip and Pin - Snr HR BP has negotiated with PPPA Account Manager to obtain chip and pin licenses for our staff with poor or nil connectivity to access HRMS using a home or internet café pc. An initial roll out of access is being afforded to Regions 3 & 4 (138 in scope and with PPPA for processing) with further requests being scoped and requested for the rest of the agency (interest now received and being processed by HR). Snr HR BP to confirm that chip and pin access will indeed allow access to HYS surveys for 2010.	Snr HR BP
9 Risk Management Standing Item	a. The Risk Register is to be reviewed by RMs and comments, changes are to be sent to Hd UG and the Bus Mgr by 14 th May	RMs
	b. Regions to review Regional Risk Registers and to be a standing item at Regional Meetings	RMs
10 Quality Objectives Standing item	RMs to look at Business Plan Objectives and Quality Objectives and comments to B2 Ops by 14 th May, nil returns are required.	RMs
11 Quality Manual	Sn Ops Mgr, in liaison with Bus Mgr R3, to ensure Quality Manual is in line with JSP101.	Sn Ops Mgr R3 Bus Mgr
12 NSI Gold Standing item	Quality Manual to be put into a single document on line.	Sn Ops Mgr Stats Offr
13 SHEF	Draft MGS Policy on footwear to be completed by 28 th May and circulated out of committee prior to TU Consultation.	MGS Bus Mgr
14 Financial Performance	a. The final outturn for 0910 was over RCT by 1.36%.	

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Report		
	b. Initial allocations for the current year have been sent out.	
	c. All must continue to bear down on costs and overtime must be justified and approved	RMs
15 Advance of Salary	Regional Managers are to ensure that advances of salary are properly monitored and audited, in accordance with the PRG. The Assurance Team will be undertaking a 100% check. If someone applies for an advance of salary and does not use it for the purpose intended, they open themselves up to the possibility of disciplinary action for Fraud. Applicants also have to spend the money for the correct purpose in the same month that they are paid the advance. Failure to do so also has the potential to result in a charge of Fraud. RMs are to ensure that their management teams are aware of policy.	RMs
16 CSO4 Post Mapping	B2 Ops stated that he had returns from all Regions except Regions 2 and 4. His next step is to review comments and come back to RMs where there is still disagreement prior to any consultation with TUs. HR BP is developing guidance on the post-mapping process to enable Group Managers to start discussions with staff.	RM 2 & 4 B2 Ops HR BP
17 Review of RTO LM	Paper 034/09 Review of RTO Line Management. – The recommendations in the paper were not taken by The Board and it was decided to maintain the current structure on RTOs until after the HQ Review outcome is known. If necessary, the position will be reviewed and a new paper will be written.	
18 Review Gp Mgr Bi Lat Paper	a. A Review of Paper 038/09 Group Managers Bi Lateral Report was carried out by ROSM Reg 2. The Board agreed that Region 2 ROSM and Region 3 Business Manager are to consult and develop a document of this type to be adopted and completed by all Group Managers.	ROSM Reg 2 & Bus Mgr Reg 3
	b. Regions are to examine the paper and review and report any duplication of work to	RMs

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	B2 Ops.	
	c. RMs to feed comments and preferences to ROSM Reg 2 and Bus Mgr Reg 3, with supporting arguments, by 28 th May 10.	RMs
	d. ROSM Reg 2 and Bus Mgr Reg 3 to produce final version of paper and circulate out of committee.	ROSM Reg 2& Bus Mgr Reg 3
	e. Final version to be circulated out of committee by 30 th Jun 10 and put on Agenda for next Board meeting in Jul 10	ROSM Reg 2& Bus Mgr Reg 3
19 E&D Training	All MGS managers are to complete E&D Training and lead by example within the current operational and financial constraints. RMs to ensure that action is taken.	RMs
20 AOB	a. Mentoring – A mentoring scheme is being developed by R5 RTO and HQ Course Design Manager. RMs are to encourage staff to take up the mentoring scheme when available.	RMs
	(1) Workbooks to aid mentors will be ready by July.	
	b. Calculation of Sick Absence – Members of the Board were informed the Agency is dealing with the difference in recording Sick Absence.	
	c. Limited Mobility – The Board acknowledged the ongoing formal disagreement with TUs on the application of the limited mobility obligation. However, managers should continue to use limited mobility until further notice. If an individual refuses to move to another unit within the terms of their mobility obligation, as a last resort, disciplinary action may be taken. Prior to getting to that point, RMs must seek advice from either HOP or B2 Ops.	
	d. Awarding Managers – All RMs and LMs are to ensure managers have the awarding obligation and timeframe included in the standing PAR objective on line management responsibilities.	RMs
	e. MGS Conduct Date Base - The Board was informed the Data Base is complaint with FOI	

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	<p>f. LTTP - The MDPGA Resourcing and Development Manager attended the e-recruitment project which is currently underway and due to deliver an e-recruitment solution to MOD by mid July 2010 and out across Government as the project progresses. She has produced a brief following her attendance at a project workshop in Bath last week the statement below is lifted from this. (The full brief is copied to D Wray).</p> <p><i>“It is anticipated that the existing Band B assessment centre will remain, however, with the funding and resources withdrawn for the Band D assessment centre, it is likely that this will be replaced with some form of on-line testing that candidates would complete when applying for a Band D post or equivalent. This is a separate work stream that will be ironed out prior to the go live of the site”.</i></p> <p>This does not address the issue of those on LTTP and how they might gain their tickets. HR are in discussion with CTLB regarding the possible multiple taking of Band D assessments on line and thereby if achieved the process by which they gain their substantive grade in their post considering the recruitment restrictions. HR are also in discussion with MGS Training on how to take forward a system of training to support staff whether on LTTP or otherwise in their application on line for Band D. It has been muted that LTTP will cease in the future, however details have yet to be advised. In the meantime, it was confirmed that those on LTTP who reach the 3 year point will be eligible to compete for the post if it is advertised.</p>	
<p>21 To Note</p>	<p>The Board and HOP wish it to be noted their appreciation of Angela Leverett, MGS HR BP, for her work with MGS and wish her well in her new post.</p>	
<p>21 Next Meeting</p>	<p>a. The date for the HOP’s Bi Lateral with the CE are as yet unknown:</p>	

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	b. Provisional dates of RMs Bi Laterals with HOP followed by the MGSMB are as follows: Tue/ Wed 27/28 Jul 10 Wed/Thu 20/21 Oct 10 Wed/Thu 26/27 Jan 11	