

MINISTRY OF DEFENCE POLICE AND GUARDING AGENCY

MGS MANAGEMENT BOARD MINUTES

Distribution: MGSMB Members and Advisers

21st October 2010

MEETING HELD IN WETHERSFIELD 0900 HRS ON 21st October 2010

Present:	Mr S MacCormick Mr D Wray Mr M Shreeve Mr J Bills Mr J Egan Mr M Cairns Mr P Brennan xxxxxxxxxxxxxxxxx Mrs K Malough Mr S Ruddick Mr A Murphy Ms R Scott Miss E Fenn Mrs A McKay	HOP (Chair) Hd UG MGS B2 Ops Snr Ops Mgr RM1 RM2 RM3 RM4 RM5 R5 Area Mgr MGS Fin Offr Snr HR BP MGS HR BP Secretary
Ad Hoc Members	Mrs C Roberts Mrs E Lee Mr K Graham Mrs J Rowley Mr G Lynch	MGS HQ Bus Mgr Reg 3 Business Mgr ACT Temp Hd HR Inspr CIS
Apologies	Mr T McKinnon	MGS B2 CD&C

Item	Discussion and Decision	Action
1 Opening Remarks and Apologies	The Chair welcomed those present and received apologies for members not attending.	
2 Confirmation of any other business	The Chair confirmed items for AOB 1. Dogs in the work place 2. Exercise Rolling Progress 3. Statement of Agency Staffing 4. CAM Visits/CSO3 Process Review	

Item	Discussion and Decision	Action
3 Minutes and Actions arising from MGSMB 28 th July 2010	Minutes of the last meeting on 28 th July 2010 were discussed and were passed as ready for publication. There were no points arising.	
4 Standing Items		
DII Issues	The Business Case for funding for Dii for MGS HQ is with the Agency Secretary and HOP will pursue the matter and report to the Board	HOP
Absence Management	1. CE is content that MGS Absence Management is under control at present and is, therefore, concentrating on MDP absence. 2. The wording of the absence objective in the Portfolio Plan (Target 2.1.1a) may not be clear. HOP to clarify target with Snr HR BP. 3. It would be helpful if the routine absence reports could distinguish between long-term and short-term sickness, provided that would not require too much effort.	HOP Snr HR BP Snr HR BP
Quality Objectives	No change	
Agency Key Targets	No change	
HR Issues	1. Long Term Tem Promotion (LTTP/TMP). HOP had written to RMs with guidance for the treatment of MGS staff currently in LTTP or TMP posts. It was agreed that the post-Christmas steps needed to be decided soon. HOP to discuss way ahead with B2 Ops and B2 CD&C 2. Redeployment Pool (RDP) – Strong Business Case required for staff in RDP if the Agency is to fund their exit. The recently announced Early Release Scheme taking effect from Apr 11 may affect current RDP cases.	HOP All
Financial Performance Report	1. MGS is currently forecasting fractionally under its Resource Control Total. 2. It is vital to track accurately where overtime costs are being incurred. RMs	

Item	Discussion and Decision	Action
	<p>were thanked for work so far and asked to ensure that overtime remained closely controlled and accurately recorded to MGS HQ</p> <p>3. The PR11 process is well under way, with Options for costing being prepared. Firmer information on Options being adopted should be available in Jan 11.</p> <p>4. Managers are to discuss Christmas and New Year staffing levels with HOEs with a view to reducing it to the minimum possible level. The first steps would be for HOP to raise the issue with PSyAs and the TUs.</p>	<p>RMs</p> <p>HOP</p>
Risk Management	The Portfolio Risk Register was discussed, and Hd UG will circulate a revised version incorporating the amendments agreed, and also two candidate risks on operational failure and inappropriate use of data.	Hd UG
5 CSO4 Post Mapping	1 st Appeal with B2 Ops, MGS HR BP to produce précis for RMs and pack for Panel. Approx 70 appeals, 20 upheld, 50 rejected. 50 can appeal to 2 nd Review Panel in November. Consultation with TUs begins after the appeal process is complete.	MGS HR BP B2 Ops
6 Communications Audit	<p>1. The Chair thanked John Egan for his comprehensive Report. All 15 recommendations were endorsed by the Board.</p> <p>2. After discussion, it was agreed that RM1 would produce an Action Plan and Progress Report for circulation to HQ and RMs by end Nov 10. This will then go to the next MGSMB for endorsement.</p>	RM1
7 Internal Audit Procedures	<p>1. Snr Ops Mgr to set up a Data Base of actions arising from Internal Audit Procedures.</p> <p>2. RMs 3 and 5 already have a system in place and will forward their spreadsheets to Snr Ops Mgr.</p>	<p>Snr Ops Mgr</p> <p>RMs 3 and 5</p>
8 Mobile Phones	MI to be distributed by Snr Ops Mgr, after minor amendment.	Snr Ops Mgr
9 Performance	RM1 said that his report on performance measurement was in hand and would include a revised Unit Monthly Performance Report (UMPR). The target date of end November remained achievable.	RM1
10	1. Lessons from 2009 Have Your Say Action	All

Item	Discussion and Decision	Action
Have Your Say Survey	Plan to be reviewed. 2. RMs to encourage those who have not completed the Survey this year. 3. RMs to provide Hd UG with names and addresses of Your Say Champions.	RMs RMs
11 Group Managers Bi Lateral Reports	1. R3 to continue using their current format. 2. Rgns 1, 2, 4 and 5 to examine their processes with a view to adapting the Rgn 3 process to their needs – probably doing the business at Area Manager level. It was agreed that it would be useful to include overtime data in the proforma. It was agreed that the Board would review the subject in 6 months time and again in a year's time.	RM3 RMs 1, 2, 4 and 5 Sec
12 Fit for Purpose Uniform	Noting misgivings of RMs 3 & 4 the Board agreed that the long-term aim (with funding and timing yet to be established) would be: 1. White shirts for all uniformed staff. 2. Standard traditional trousers (RN variant to be investigated) agreed for all uniformed staff. 3. Cargo trousers for use by dog handlers and those on dirty duties only, MGS BM to circulate definition of dirty duties. 4. MGS BM to investigate MDP dog handler uniform with view to utilising their supplier. 5. The Board agreed in principle to consider holding a pool of formal tunics and trousers for special purposes; decisions to be made on quantities and locations. 6. B2 Ops and MGS BM to produce an action plan on MGS Uniform Issues. 7. Uniform Paper 032/09 was reviewed and the Board agreed CSO3s must wear uniform in day to day duties and CSO1/2s have the option of uniform or civilian dress.	MGS BM MGS BM B2 Ops B2 Ops and MGS BM
13 Best Practice	RM1 introduced an idea for best practice, made by a member of MGS from his Region, on how best to record a request by police for personal data. The Board agreed that this would a useful form for use in conjunction with MI 025/10 and endorsed its introduction. RM1 to invite the suggester to design and forward via RM1 to Snr Ops Mgr.	RM1
14 CSO Title	Paper 031/09 was reviewed and the Board agreed the title Civilian Security Officer(CSO) should remain. Staff should	All

Item	Discussion and Decision	Action
	be referred to by the normal title of Mr/Mrs/Ms etc and reference to the grade should be after the surname.	
15 Information Asset Management	Hd UG reported that the R5 trial of the Information Asset Management document pack had shown that it was effective and not unduly burdensome. However, the trial had identified some weaknesses in the use of information, and some notes defining best practice (and bad practice) would be developed by the R5 team.	RM5
16 AOB	a. HQ Review – A Report is due with AMB at the end of this week	
	b. Dogs in the Workplace. It was quickly made clear that this item referred to all pets, not just dogs. After discussion, the Board agreed that an MGS policy on this matter was needed. RM3 undertook to circulate the Region’s policy to other RMs and MGS HR Bp was to find out if there was an Agency Policy on the subject. MGS Ops B2 would find the DE policy. Once information has been gathered MGS HQ will issue draft policy for comment.	RM3 MGS HR BP MGS Ops B2 Snr Ops Mgr
	c. Exercise Rolling Progress – Hd UG tabled a paper on the outcomes of syndicate discussion that attracted greatest support from managers and an Action Plan, which was approved by the Board. Hd UG would circulate the paper.	Hd UG
	d. Statement of Agency Staffing – Hd UG will investigate the problems of continued inaccuracy in the document and engage with the document owner in order to get it corrected.	Hd UG
	e. CSO1 ACT, K Graham, updated the Board on his work on CAM visits and on a review of CSO3 workload.	
	f. MGS Fin Offr to take lead MGS HQ on JBA discussions as they are renewed/ reviewed.	MGS Fin Offr
21 Next Meeting	1. The dates for the HOP’s bi laterals with the CE are as follows: 23 rd Nov 10	

Item	Discussion and Decision	Action
	<p>23rd Feb 11 25th May 11</p> <p>2. RMs bi laterals with HOP followed by the MGSMB are as follows:</p> <p>Wed/Thu 26/27 Jan 11 Wed/Thu 11/12 May 11</p> <p>[Post-meeting note: MGS BM is developing a schedule of reporting requirements to support deconfliction of other activities, which will inform the dates of meetings later in 2011.]</p>	