

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

**28 June 2010**

20100628 - AMB 06 Minutes Final -U

Secretariat  
MDPGA HQ  
28 Jun 2010

Distribution: AMB Members and Advisers

Present:	CC S Love DCC G McAuley Mr D King Mr D Wray ACC J Bligh ACC R Chidley T/ACC D Allard Mr A MacCormick Mr J Oliver Ch Supt R Hoblin T/D Ch Supt Mace Supt M Foulger Supt Pawley  Non Executive Members Mr E Keating Mr S Robinson  In attendance  Julie Rowley Ch Supt D Long Matthew Lowden  Karen Thompson	Chief Executive/Chief Constable Deputy Chief Constable (DCC) Agency Secretary (AS) HUG Professional Development (PD) Operational Support (OS) Divisional Operations (DO) MGS Head of Profession (HOP) Hd Finance (Item 4 only) Hd Agency Business Services (Hd ABS) Hd CID Hd IMOA DBR Policing  Defence Police Federation (DPF) Trade Unions (TU)  For Hd HR With Hd ABS Operational Support (For Item 9)  Secretary (Sec)
Apologies	Mr P Taylor	Hd HR

Item	Discussion and Decision	Action
1 Opening Remarks and Apologies	1. CE opened the meeting by welcoming Steve Robinson to the position of non-executive member of the AMB. AMB recognised that Mr Robinson represents the Trade Unions and is a full time representative of the PCS. Apologies were also accepted.	
2 Confirmation of Any Other Business	1. No any other business was noted.	
3 Minutes and Actions arising	1. The minutes were agreed as an accurate record and approved for publication.	

<p>from AMB on 24 May 2010</p>	<p>2. Progress on actions arising from the previous meeting was reported as follows;</p> <ul style="list-style-type: none"> <li>• 3.2 Completed</li> <li>• 6.1 Completed</li> <li>• 6.2 Completed. The Key Target will be measured through customer account management meetings and Owner's Advisory Board meeting discussions</li> <li>• 7.1 Completed</li> <li>• 8.4 Will be addressed as part of the sustainability work area</li> <li>• 9.2 Will be addressed as part of the PD portfolio development</li> <li>• 10.1 Transferred to the outstanding action list</li> <li>• 11.2 Transferred to the outstanding action list as an action for OS</li> <li>• 12.3 Completed</li> <li>• 12.4 Transferred to the outstanding action list</li> <li>• 12.5 Transferred to the outstanding action list</li> <li>• 12.6 Completed</li> <li>• 13.1 Completed</li> <li>• 15.1 Completed.</li> </ul> <p>3. The Outstanding Action List was not discussed.</p>	
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<p>4 Finance 20100628 – AMB 06 Finance - U</p>	<p>1. AS introduced a new dashboard styled report to AMB stressing the importance of tight collective financial management and AMB ownership and debate.</p> <p>2. In discussing the data of the first page AS agreed that it would be useful to identify the change from previous month data and also to show the aggregate position for MDP.</p> <p>3. AMB looked at the areas for concern (red indicators) including the projected overspend of £15M, failure to meet KT8 and the growth in portfolio budget requirements that had to be constrained and which would require unspent monies to be made available for corporate risk management. On page 2 HUG explained that a combination of May Bank Holidays and a 5 weekend month had affected the data but this would balance out over time. He also explained that a technical adjustment had been made to correct the double counting of income in the budget setting process.</p> <p>4. On page 3 AS pressed AMB colleagues to manage the TLB transfer position so that we could move quickly when the transfer window opens at AP3. Fin expressed concern about the transfers being sought for Longtown and Marchwood.</p> <p>5. Page 4 detailed income.</p> <p>6. Page 5 showed wastage. CE questioned the commentary for the civilian wastage and Finance agreed to explain it more fully next month.</p>	<p><b>AS</b></p>
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	<p>7. Page 6 showed overtime and Travel and Subsistence controls. HOP reminded the meeting of the difference between discretionary and non-discretionary overtime and the fact that the customer is able to dictate weekend working and overtime requirements by specifying the tasking. DO said that in order to deliver the customer tasking, stations were using the training element of the relieving margin.</p> <p>8. CE expressed his appreciation to Justin Oliver, Harvey Moore and Natalie Grenville-Smith for their work on developing the new style of report.</p>	
5 PR11 Update - Verbal	<p>1. AS explained that the Finance team were heavily engaged with the Centre on a regular basis. He stated that more pressure will come to further reduce costs beyond the 25% target. AMB recognised that the current savings targets could be met through natural wastage but it would take several years. It was also recognised that we couldn't meet the current requirement and it will be the DBR reviews that reset the requirement. HUG commented that we were moving towards an unsustainable security position in some areas.</p>	
6 20100628 - AMB 06 Performance Report - U	<p>1. CE introduced the Performance Report and pointed out the new section on the last 2 pages which replicated the good management objectives that the Agency reports on each quarter to the HLB.</p>	
7 20100628 - AMB 06 Agency Roadmap Report - R	<p>1. CE asked that AMB discuss the Roadmap report at Monday's Op Brief Part 2. The Secretary agreed that publication would be delayed until after the Op Brief meeting.</p>	<b>Sec</b>
8 20100628 - AMB 06 Agency Sickness Data - U	<p>1. CE commented that the MDP sickness data was showing a worrying upward trend. He observed that as well as slowly eroding operational output the trend may develop into a significant risk to our reputation. CE commented that the current data did not include information on the number of staff in restricted/recuperative duties.</p> <p>2. CE asked:</p> <p>a. DCC to look consider the chain of command accountability including the good ideas in Rachael Scott's paper of 9/4/10 on tackling absence</p>	<b>DCC</b>

	<p>b. ACC PD to report on current policy and practice on the inclusion of attendance criteria in decisions on Special Priority Payments, deployments, promotions etc.</p> <p>c. ACC PD to obtain information on restricted/recuperative duty staff</p> <p>d. And ACC PD to seek the views of the DPF on how to get MDP sickness down.</p> <p>3. It was noted that the Agency has lost its dedicated occupational health team and is unable to address occupational health matters directly; however, HR was contributing to a work study on the impact of police uniform and equipment on muscle and bone conditions.</p> <p>4. IMOA commented on the classification of the document, given that it may be possible to identify staff by virtue of the small numbers being reported. The Secretary confirmed that the report was not routinely published but available by request only. This was considered sufficient protection.</p>	<p><b>ACC PD</b></p> <p><b>ACC PD</b></p> <p><b>ACC PD</b></p>
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<p>9 20100628 - AMB 06 National Police Uniform - U</p>	<p>1. ACC OS introduced the paper setting the scene for consideration of a national police uniform (NPU). Mr Matt Lowden joined the meeting and he had arranged for three officers to wear the different uniform options. AMB confirmed that there was no change to the requirement for hats, boots and shoes.</p> <p>2. After significant discussion, CE commented that the MDP was promoted as an operational police force and that officers working in a non-operational role were still operational police officers. AMB decided that NPU will be the standard uniform for all MDP. The pace of the roll-out would, of course, be defined by funding and that if initial supplies are limited; they should go first to those with the greatest operational need. The roll-out programme will be circulated outside of the meeting to AMB members and progress will be monitored through Ops Brief Part 2.</p> <p>3. Formal consultation with the DPF will be required.</p>	<p><b>ACC OS</b></p> <p><b>ACC OS</b></p>
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<p>10</p>	<p>1. This item on programme and project management update was withdrawn before the meeting and will be rescheduled for the July AMB.</p>	<p><b>Sec</b></p>
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<p>11 20100628 - AMB 06 Reviews and Work Programmes—</p>	<p>1. CE introduced a paper which captured the known reviews and programmes that are being undertaken and that may have an impact for the Agency.</p> <p>2. DPF questioned the logic of the reporting dates in the DBR reviews and encouraged AMB to challenge them.</p>	
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U	<p>3. Each review was discussed and the following actions identified:</p> <ul style="list-style-type: none"> <li>a. CE to ask Agency Owner to write to the DPF regarding the Terms and Conditions of Service (Woolley) review.</li> <li>b. CE to distribute the Strategic Defence and Security Review (SDSR) 42 work stream details to AMB including non-executive members.</li> </ul> <p>4. Other reviews were identified and will be added to the list.</p> <p>5. CE confirmed that AMB is the “Gold group” for this work and that AMB would address the issue at future monthly meetings. Secretary will schedule this new standing agenda item at future AMB meetings.</p> <p>6. A list of the reviews would be held and the terms of reference for each review would be circulated to the group.</p> <p>7. This list would be open to the DPF and TUs.</p> <p>8. The Gold group would identify an internal lead for each review.</p> <p>9. AMB would develop a ‘core script’ that all these leads will have in their possession..</p> <p>10. Each review would be tracked and changes would be discussed by the Gold group (i.e. AMB).</p> <p>11. CE is working on a communication strategy.</p> <p>12. CE also agreed that the Gold group would agree on priorities.</p> <p>13. DCC agreed he would provide the support group for this work in the ABS area. This support group would control tasking, co-ordination and information flow with the DCC acting as the check on data release.</p> <p>14. CE agreed that serials 4, 5 and 6 were closely linked and that the DCC should lead on a proposal to DBR (to be discussed further outside of the meeting).</p> <p>15. It was agreed that portfolio leads should stress the high priority of the work with their staffs.</p> <p>16. AS would continue to engage with the CTLB on PR11.</p> <p>17. DPF also suggested the benefit of having staff based in Main Building.</p>	<p><b>CE</b></p> <p><b>CE</b></p> <p><b>Sec</b></p> <p><b>CE</b></p> <p><b>CE</b></p> <p><b>DCC</b></p> <p><b>DCC</b></p> <p><b>All</b></p>
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13 20100628 -	1. This paper was not discussed but will be rescheduled for the July meeting of AMB.	<b>Sec</b>
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AMB 06 Corporate Risk Register – R		
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15 Any Other Business	1. None.	
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16 Next Meeting	<p>1. The next AMB is scheduled for <b>Monday 26th July 2010.</b></p> <p>2. Items currently planned for the next meeting are:</p> <ul style="list-style-type: none"> <li>• Finance report AS</li> <li>• PR11 AS</li> <li>• Performance report DCC</li> <li>• Sickness Data Pack PD</li> <li>• Roadmap report DCC</li> <li>• Reviews &amp; Work Programmes CE</li> <li>• Presentation on the DIA consultancy findings and recommendations on PPMA DCC</li> <li>• Programme and Project Management Policy DCC</li> <li>• Programme Board Update DCC/ABS</li> <li>• Probationers Pay PD</li> <li>• Corporate Risk Register quarterly update AS</li> <li>• Recruitment &amp; Retention Allowances PD</li> <li>• Your Say Action Plan progress CE</li> <li>• Operational Assurance Report DCC</li> </ul>	
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