



# Ministry of Defence Police and Guarding Agency



## Annual Report and Accounts 2009-2010







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Presented to the House of Commons pursuant to section 7 of the Government Resources  
and Accounts Act 2000

Ordered by the House of Commons to be printed 27 July 2010



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ISBN: 9780102967500

Printed in the UK for The Stationery Office Limited on behalf of the Controller of Her Majesty's Stationery Office

ID P002375266 07/10

Printed on paper containing 75% recycled fibre content minimum.



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# Foreword

## Stephen Love, Chief Constable and Chief Executive

■ Our year has not been dissimilar to many other organisations in central government, with a continuing emphasis on reducing costs and optimising outputs with less resource. In the MOD especially, it has been a question of ensuring that resources were prioritised for the Main Effort, which is of course the Afghan theatre of operations. MOD Police officers continued to play their part in the programme to train and mentor the Afghan National Police, and our deployments to Afghanistan, though small, were regular and valued by the military. One of our female officers received extensive media coverage for her work with women police officers in Helmand, for which she received several awards.

Her achievements epitomise the way in which MDP supports the Defence Mission, working alongside the military, supporting them professionally wherever we can, and deploying our specialist skill sets where they are most needed.

Recruitment remained largely frozen all year, with few exceptions, for both the MDP and the MOD Guard Service. Nonetheless my frequent visits to the stations where we deploy our resources, especially on the security side, reassured me that both police officers and guards were making exceptional efforts to ensure our resilience despite the harshness of the financial restrictions. No undue risks have been taken, and there is no gap in our ability to fully protect key defence assets. That is a result, in a challenging resource climate, which has won the respect of the MOD.



Resource scarcity made it all the more remarkable that the MGS has achieved the National Security Inspectorate (NSI) Gold Standard. This is the highest level of accreditation that an in-house or commercial security guarding organisation in the UK can get to. It means that the MGS are the equal of, or better than, anyone else in the guarding business. This achievement is probably the most important in the MGS's history.

MDP has achieved its NPJA/ACPO firearms licence. This places us firmly at the level where we meet the national standard for firearms training and accreditation, which is essential given the armed status of our police officers. A number of Home Department forces have not yet met this exacting standard, and we are the only non-Home Office force so far to do so. In the same year, we have achieved Full Operational Capability at the Atomic Weapons Establishment (AWE) where we deploy a considerable number of armed officers. This is one of the most significant operational achievements of the MDP in recent years. We have re-engineered almost every element of the MDP role and capability, from training, tactics, equipment and weaponry right through to deployment, command and top level national capability.

In year, we formally opened another police station in Norfolk where our task is to provide armed security for the gas terminal there as part of our specialised role protecting elements of the national infrastructure (a role known as CNI). We thereby completed our suite of new stations and put the CNI tasking on a well established basis. This is the combination of three years' work where many hundreds of MDP officers have rotated through the task to get us to where we are now.

We have succeeded in raising the profile of our work on crime that seriously harms the Defence capability and the Defence budget. Our CID had notable successes in the courts and in the coming year we will be taking further opportunities to demonstrate the value to the Department of the MDP's investigative skill sets.

None of this would be possible without good people. It is especially pleasing that in common with so many other police forces, our good people become more diverse, and reflect increasingly the world around us. Minorities have to feel included if they are to be a normal

part of the policing by consent tradition of this country. Our national diversity ratings for ethnicity, disability, sexual orientation and gender are Silver, Gold, Top 100 and Gold respectively. Our Divisional Support Group in Scotland gained a national award for how they managed the arrest of disabled anti-nuclear protesters who had to be arrested. In December MDP officers won two of the five *MOD People Awards* presented by the Permanent Secretary in competition with all 80,000 of the rest of the MOD and one of those two has also taken the British Association of Women Police's national leadership award.

The review of the MDP, its role and functions, and the terms and conditions of its officers, continues from last year when it began. We may not necessarily like all that it recommends in due course, but we have to accept that what we have to offer must be affordable at a time of restraint and even self-denial. It will give us a clear answer as to our future footprint, functions and numbers, and we can then start to move towards it. The MDP's direction of travel is, I believe, firmly set towards our providing specialist, niche and high value policing services, including top end capabilities, that other forces have difficulty providing and which meet the present and future needs of Defence and other government customers.

On the guarding side, new guarding tasks are likely to be exposed to competition, with the MGS allowed to compete. Defence and the Defence estate has a substantial and continuing need to be guarded, capably and professionally.

Next year we will have to do as much as we do now with less money and indeed we may even be expected to do more. In that respect we are likely to be in the same position as many others. However, it is when things turn tough that reputations are made or lost. I intend that ours should be made.



**Stephen Love**  
Chief Constable and Chief Executive



**Susan Scholefield,  
Ministry of Defence**

# Introduction by the Agency Owner

■ As Chair of the Owner’s Advisory Board I represent the Secretary of State, whose powers in relation to the Agency are delegated to me. The Board supervises Agency resources and performance much as any departmental agency is supervised by the parent Department.

This Report describes what the Agency has accomplished over the year as part of its commitment to combat the security and crime risks faced by the MOD and our Armed Forces.

The MDPGA provides specialist, niche and high value policing and professional guarding services and capabilities to Defence sites nationwide. These include a significant marine policing capability, one of the largest fraud squads in the UK police service and Defence community policing that supports and reassures Service families.

The MOD’s people and assets represent a significant investment in the security of mainland UK and the UK’s wider defence interests across the world. The delivery of the MOD’s operational and business outputs relies on the effectiveness of this investment and the protection provided by organisations such as the MDPGA.

The MDPGA’s successes and achievements of the last year have been made against the backdrop of a very demanding financial environment and various studies into future requirements and MDP terms and conditions of employment. Notable successes for the Agency included the MDP achieving a full licence for firearms training from the National Police Improvement Agency and the award of Gold accreditation to the MGS by the National Security Inspectorate, for excellence in guarding.

The MDPGA continues to be a highly professional, disciplined organisation, with strong leadership and committed officers and civilian staff, dedicated to service delivery for and on behalf of the Ministry of Defence.

**Susan Scholefield CMG  
Director General HR and Corporate Services, MOD**



## Vision, Role and Outputs

### STRATEGIC VISION

In support of the UK's defence to deliver, by use of Constabulary powers, high quality defensive armed and specialist capability policing; and unarmed guarding.

### AGENCY ROLE

Delivering effective Policing and Guarding as a part of the UK's Defence capability.

### AGENCY OUTPUTS

The Defence Board, the Agency Owner's Advisory Board, the principal Agency stakeholders and all those who work within the Agency are agreed that the main crime and security risks, which the Ministry of Defence and Armed Forces face, are:

- Terrorist attack and the threat of such attacks
- Disruption and disorder caused by protesters
- Theft of, and damage to, key assets and materiel
- Major financial fraud and corruption
- Unauthorised intrusion onto the Defence Estate

The Agency directly supports the Military Covenant between the Government and the Armed Forces through the community policing service that is provided to service families in an increasing number of locations around the UK.

We will combat the crime and security risks faced by the Ministry of Defence and the Armed Forces through the Agency's 8 key outputs:

**Policy:** contributing to Defence policing and guarding policy.

**Uniformed Policing:** the effective use of police powers to deter, detect and respond to crime and disorder.

**Defensive Armed Policing:** the capability to deter and to respond to an armed attack on our customers' assets.

**Protection** of the Strategic Nuclear Deterrent.

**Crime Investigation:** the prevention, detection and investigation of crime that impacts significantly against Defence capability and recovery of stolen assets.

**Defence Business Continuity:** the ability to reinforce the protection of Defence personnel and property.

**International Capability:** the contribution of specialist policing and guarding expertise in support of wider Defence and foreign policy objectives.

**Guarding:** the provision of unarmed guarding and access control to Defence personnel and property.

In delivering these outputs we will directly contribute to the Defence Vision of being a Force for Good in the world, providing a policing and guarding service fit for the challenges of today, ready for the tasks of tomorrow and capable of building for the future.

## The Ministry of Defence Police Committee

### LIST OF MEMBERS

**David Riddle**

Independent Chairman

**Sir Keith Povey QPM**

Police Adviser (England and Wales)

**Andrew Brown CBE QPM**

Police Adviser (Scotland)

**Dr Marie Dickie OBE**

Independent Member

**Caroline Mitchell**

Independent Member

**Dr Parvaiz Ali**

Independent Member

**Susan Scholefield CMG**

Agency Owner

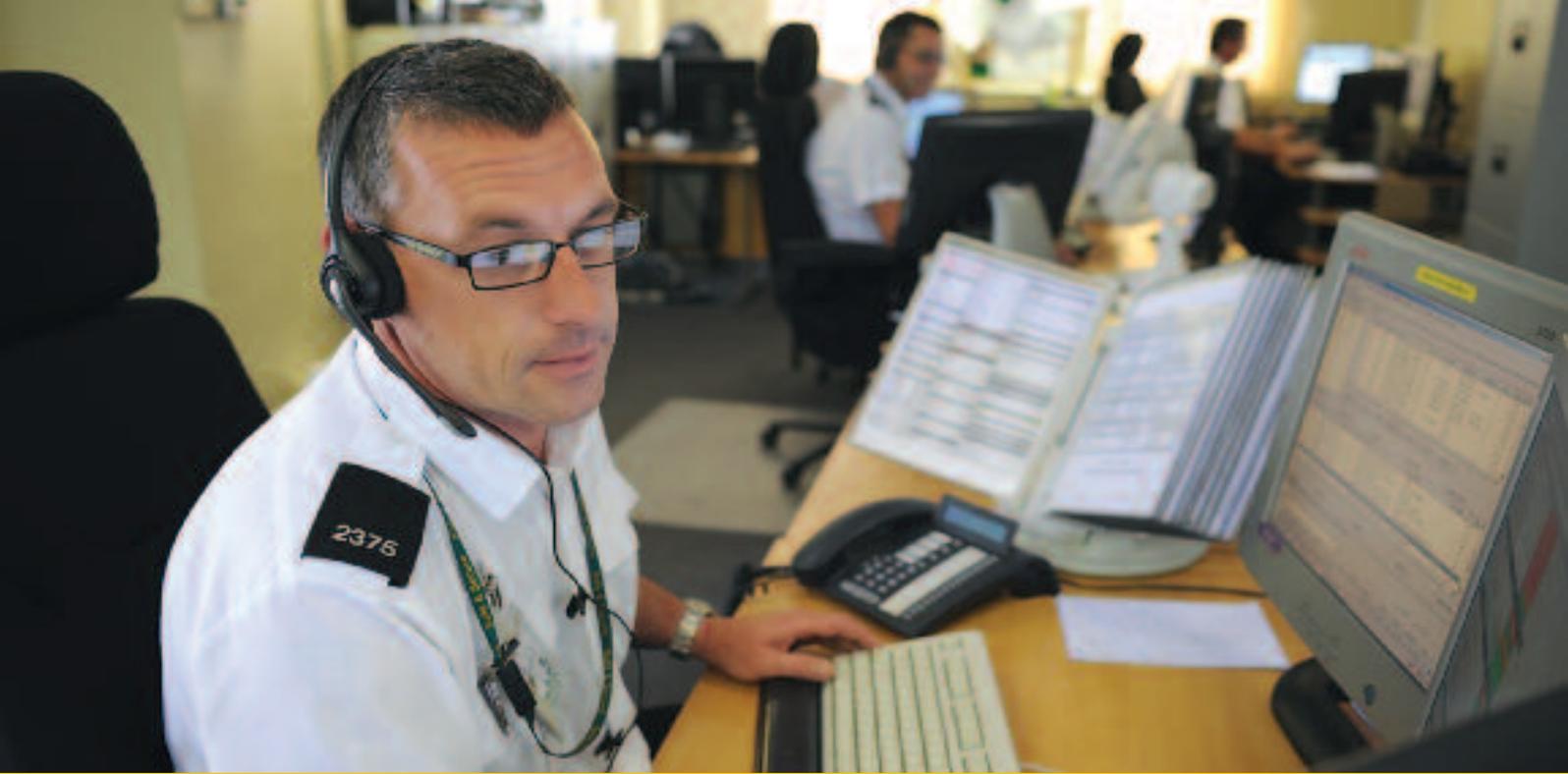
Director General, Human Resources and Corporate Services  
Ministry of Defence

**Mark Preston**

Director, Business Resilience, Ministry of Defence

**Karen Feather**

Clerk to the Committee, Ministry of Defence



## End of Year Key Target Report

The Agency draws upon Agency task completion data and costs as well as customer assessment and other external performance information to judge achievement by key target. This is validated and reviewed monthly by the Agency Management Board and quarterly or as required with senior customers through the Owner's Advisory Board.

### KEY TARGET 1

This target was to deliver at least 95% of MDP and MGS agreed UK customer tasks. This target remained challenging for the Agency, especially given the impact of Departmental financial savings measures and constraints. The MDP delivered an average of 91.89% and the MGS an average of 89.2% of agreed customer tasks.

### KEY TARGET 2

This target was to maintain or improve an MDPGA customer satisfaction rate with the services provided by the MDP and MGS at the levels achieved during 2008/09, which were 88% for the MDP and 85% for the MGS. This target was partially achieved, with an MDP customer satisfaction rate of 89.1% and an MGS satisfaction rate of 65.8%. However, the low response rate to the customer satisfaction survey exercise means that the results should be viewed in the context of a potential error rate of +/-10%. MGS low score was due to the disproportionate effect of Departmental savings and recruitment freezes on the non-mobile civilian workforce of the MGS.

### KEY TARGET 3

This target required the MDP to achieve a detection rate for crime that significantly impacts on the Defence capability of at least 55%. This target was exceeded and the MDP achieved a detection rate of 57.3% during 2009/10.

### KEY TARGET 4

This target required the Agency to achieve all of its international tasks and was fully achieved in-year through the delivery of international policing tasks requested by the Foreign and Commonwealth Office in support of wider defence and UK foreign policy initiatives.

### KEY TARGET 5

This target required the Agency to agree with Top Level Budgets (TLBs) new Joint Business Agreements (JBAs) in which taskings match available resources. Due to financial pressures, JBAs were suspended in June 2009 by the Agency Owner when restrictions were put in place on recruitment and overtime. It was recognised that these measures would affect the output performance of the Agency in meeting the agreed security and policing taskings of TLB customers and the Agency would therefore be unable to completely fulfil any obligations under JBAs. Realignment of tasks with funding available in 2010/11 is still subject to a wider MOD security review.

### KEY TARGET 6

This target required the Agency to raise the Diversity Excellence Model baseline score from 355 to 390 points. This target was fully achieved within the required timescale and resulted in a baseline score of 430 points which the Agency will maintain or continue to strive to improve during 2010/11.

### KEY TARGET 7

This target was to deliver specified outputs within 1% of authorised out-turn. The target was fully achieved and at the end of 2009/10 the Agency was within 0.9% of its authorised out-turn.

# Priorities for 2010/11

## **PRIORITY 1**

By 31 March 2011 to have ensured that the customer requirement for MDP and MGS services is matched with available resources, through proactive engagement with TLBs.

## **PRIORITY 2a**

By 31 March 2011, to have delivered at least 95% of MDP agreed UK customer tasks.

## **PRIORITY 2b**

By 31 March 2011, to have delivered at least 95% of MGS agreed UK customer tasks.

## **PRIORITY 3a**

By 31 March 2011, to have improved MDP customer satisfaction using the 2009 survey results as a baseline.

## **PRIORITY 3b**

By 31 March 2011, to have improved MGS customer satisfaction using the 2009 survey results as a baseline.

## **PRIORITY 4**

By 31 March 2011, to have achieved a detection rate of at least 55% of recorded crime that significantly impacts on Defence capability.

## **PRIORITY 5**

By 31 March 2011, to have achieved all agreed international tasks.

## **PRIORITY 6a**

By 31 March 2011, to have met and maintained external MDP accreditation and compliance for:

- a. NPIA Firearms Training Licence
- b. Professionalising Investigation Programme Compliance
- c. ACPO accreditation for Police Dog Training Instructors
- d. Management of Police Information
- e. Home Office Counting Rules for Recording Crime/Scottish Crime Recording Standards
- f. National Standard for Incident Reporting

## **PRIORITY 6b**

By 31 March 2011, to have met and maintained external MGS accreditations for:

- a. The National Security Industry Gold Standard
- b. The Security Industry Authority Standard

## **PRIORITY 7**

By 31 March 2011, to have maintained or raised the Diversity Excellence Model score for the Agency using the results of the 2009/10 assessment as the baseline.

## **PRIORITY 8**

By 31 March 2011, to have delivered specified outputs within Resource Control Totals.



# Deputy Chief Constable

## DCC Gerard McAuley

■ I took up post in July 2009 succeeding David Ray QPM who retired in year.

In addition to performance oversight of the ACC portfolios, and monitoring the realisation of our key “roadmap” projects, my portfolio consists primarily of Information Management and Operational Assurance (IMOA) and the MDP Professional Standards Department (PSD). The Deputy Chief Constable holds the specific personal roles of Senior Information Risk Owner (SIRO) and ‘Appropriate Authority’ for PSD matters.

### Information Management

Developments in information management, from both police and MOD perspectives, continued to gather pace during the year. Significant progress was made in the development of the Review, Retention and Disposal Unit. Crime files from across the Force have been brought together and recorded in a dedicated facility at the Agency HQ, prior to review under the NPIA Management of Police Information (MoPI) guidelines.

In accordance with Cabinet Office guidelines, processes for managing non-police information are measured against the Information Assurance Maturity Model (IAMM). Agency achievement of IAMM Level 1 was confirmed by a MOD peer review team in March 2010. Information assets have been identified and recorded, management processes put in place, training delivered and reporting requirements fulfilled. However, considerable work remains to be done, with a number of significant deadlines to be met in the year ahead.

### Operational Assurance (OA)

Work in the OA department continued apace during 2009/10. A study of Agency ‘match fitness’ was undertaken and showed the operational readiness of both MDP and MGS to have improved on the previous year, stepping up from 91% to 92% overall. The report

contained enough depth to assist managerial staff to encourage continuous improvement through effective action planning.

Assurance work with HM Inspectorate of Constabulary covered a thematic inspection on Public Order and an inspection of the Critical National Infrastructure (CNI) sites contained in the ‘Operation Vintage’ report. The continuous assessment and quarterly visits carried out by HMIC focused on Crime Review and Race and Diversity.

The OA department also facilitated the MOD’s Information Assurance Maturity Model (IAMM) requirements by undertaking a self assessment at Level one, and latterly facilitating the IAMM Team with their Level two inspection programme in December 2009. The report was very favourable and provided grounding for completion of IAMM by April 2012. Further assistance was offered to the Defence Internal Audit in respect of scoping a potential audit of the MDP duty shift rostering system.

The Force Crime Registrar continued to conduct compliance audits of the Force recorded crime against the requirements of both the National Crime Recording Standards (NCRS) in England and Wales and the Scottish Crime Recording Standard (SCRS) in Scotland.

During the reporting year, the three divisional Crime Support Units were amalgamated into one central Criminal Justice Unit (CJU) at the Wethersfield HQ. The Crime Bureau function has been transferred to the CJU and the automotive link between the Force Incident and Crime systems activated. Whilst this has had a slightly negative effect on the Force’s compliance since its activation, this was expected in the short term, but necessary in reforming the Force crime recording process.

Audit results from the Scottish Division continue to be excellent; once again, the Division has maintained, and in some areas of recording, exceeded the very high levels of performance achieved during 2007 and 2008.



DCC McAuley pays his respects at a repatriation in Wootton Bassett



The Force Crime Registrar monitored recording procedures for Key Target 3a – Crime that Impacts Significantly against Defence capability. The most recent audit results show a very creditable 85.8% compliance with the operational guidance issued on this target.

### Agency Consultancy Team

This small team had another very busy year, undertaking 22 separate complementing reviews. The complementing methodology has changed and now incorporates the ‘conflict management model’ where a thorough analysis of the customer’s needs are reviewed and a broad range of supporting evidential material is provided by way of a concise but detailed final report. To date there has been a receptive response to this new way of doing input-related business.

### Professional Standards (PSD)

The MDP’s new conduct and appeals regulations were laid before Parliament in November 2009 and came into force on 1st December 2009. Early indications are that the

implementation, in terms of devolved management responsibility and early resolution of disputes has been successful.

Agreement was also given by MOD Centre for the Force to move away from MOD restoring efficiency procedures to statutory police performance procedures known as UPP. We were again successful in seeking a slot in a future Armed Forces Bill which will be the primary enabling legislation used to enact UPP.

In early 2010 PSD launched a new ‘lessons learned’ bulletin designed to provide, on the basis of cases which had been dealt with, learning opportunities for individuals and the organisation as a whole, with the intention of improving all areas of our performance and in turn customer satisfaction.

Professional standards in the Force have been elevated to a strategic level with the introduction of the new Professional Standards Steering Group. This forum, which I chair, meets quarterly and provides strategic direction. It also links dynamically into Operational Assurance activity ensuring that there is a framework for compliance, audit and improvement.



## Assistant Chief Constable, Operational Support

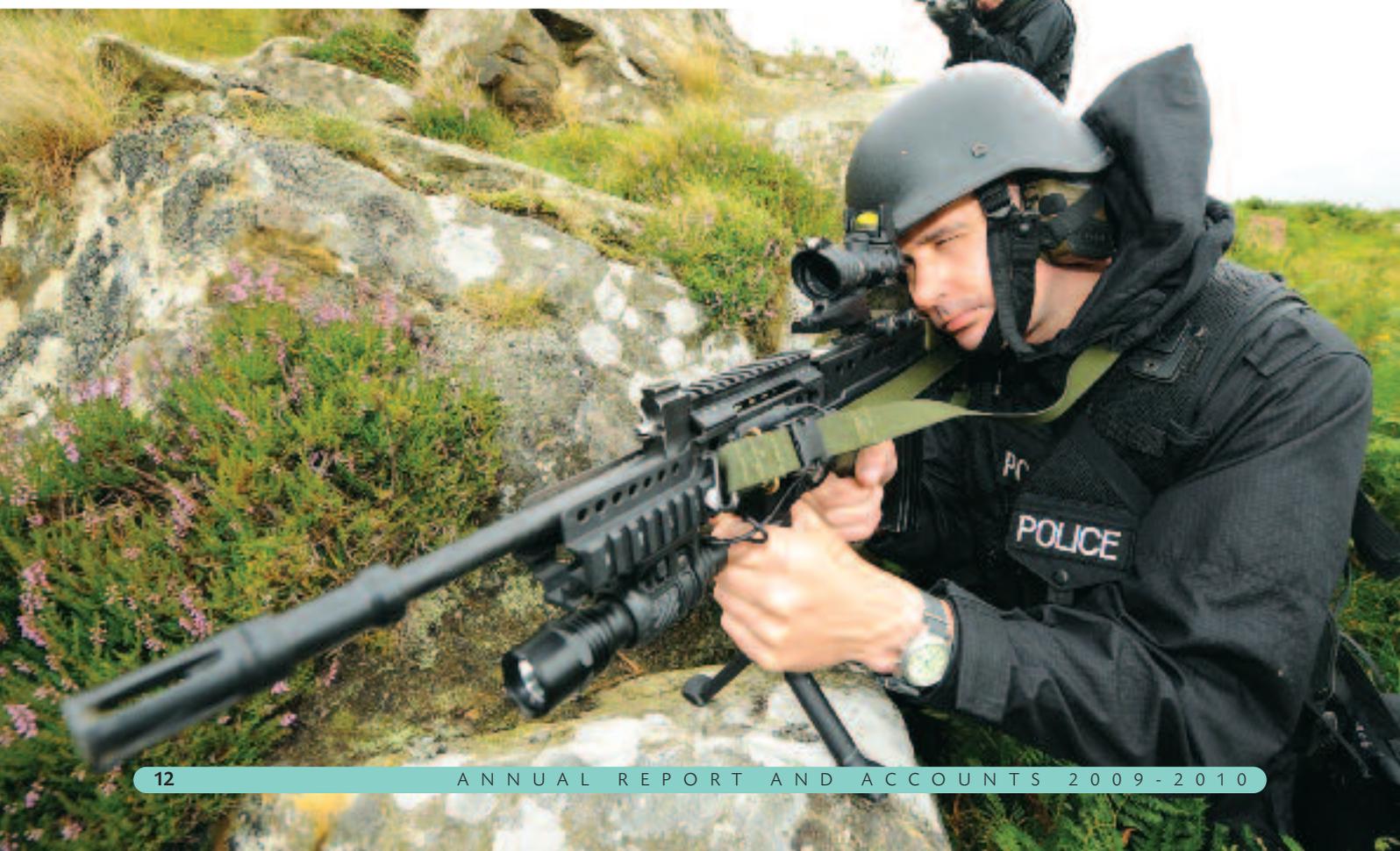
**ACC Robert Chidley**

### Operational Support Units (OSU)

■ The role of the two specialist OSU police units based at York and HQ Wethersfield is to provide specialist skills and to form a large component of the Force's 'surge' response to incidents. These can include counter terrorism searches performed at venues prior to high profile events. Searches carried out by OSU North included Munster Barracks prior to a visit by HM the Queen to award Elizabeth Cross honours and recognising the Regiment's 250 years service. Another was assisting North Yorkshire police by performing the same role prior to the Yorkshire Regiment freedom parade through York on its return from Iraq. By the end of this calendar year it is expected that the move of OSU

North to its new location at RAF Linton on Ouse will have been completed. The upgraded accommodation will increase the effectiveness of the Unit, and specialist garaging for the Unit vehicles will increase their operational life expectancy.

OSU South hosted and played a major part in planning Exercise Icen 5, the largest public order training event in the UK in year, involving 300 officers from ten different forces. A female police officer's successful career progress in OSU South featured as an example in the 2009 spring issue of Grapevine, the magazine of the British Association for Women in Policing (BAWP).





## Special Escort Group (SEG)

The strategic imperative to move nuclear weapons means that this highly specialised unit is responsible for the safe and secure transport of Defence special nuclear materials and weapons between MOD establishments. As a result of merging two core business areas within the Group in 2009, people and resources are now better aligned, and further initiatives will focus on identifying additional benefits including increased security, increased safety and value for money.

A recent promotion process unique to the SEG identified two exceptional candidates to be promoted into the SEG as convoy commanders at Chief Inspector rank.

## Vehicle Fleet Management

The MDP Fleet Management department became members of the National Association of Police Fleet Managers (NAPFM) this year. This allows access to the National Police Improvement Agency (NPIA) procurement frameworks which is expected to bring savings in both procurement of vehicles and maintenance contracts.

## Firearms

The end of 2009 saw the completion of the project to create a 24/7 firearms Silver incident command capability within the Central Control Room (CCR) at HQ Wethersfield. This provides a capability for the MDP to take tactical control at HQ of a firearms incident within its jurisdiction.

A key milestone was the further procurement of Tasers. These will be rolled out to MDP divisions to provide an addition to other 'less lethal' options to increase the range of armed defensive policing at MOD establishments.

National accreditation by the National Police Improvement Agency, a major achievement for the Force, is covered elsewhere in this Report.

## Police Dogs

For the first time the Eastern Region dog trials took place at HQ Wethersfield as a venue for the crowd control phase. This included hosting for all the competitors taking part and as a base for the trials officials.

Following protracted negotiations with the Defence Animal Centre (DAC), the MDP began initial police dog training courses at Wethersfield on 25 January 2010. This is

planned to be a two year trial which allows the MDP to train dogs on-site and in accordance with policing rather than military requirements.

## Exercise Planning

The Exercise Planning Team (EPT) created a business continuity exercise based on an adverse weather event (coastal flooding) which was run at all MDP divisions. Police resilience based exercises were drawn up to provide a series of demanding workshop based scenarios and this was presented successfully at the annual Senior Police Officers Conference at the Agency HQ in 2010.

The EPT have been heavily involved in a multi-force New Salesman exercise. A member of staff from Essex Police has been based at HQ Wethersfield and an MDP officer has been seconded to one of the regional forces involved to assist in the creation of the exercise scenario.

## International Policing

### Kosovo

The UN Mission in Kosovo finally came to an end with the transfer of responsibility to the European Union. This brought an end to MDP involvement in the longest running and most complex of executive policing missions in the history of the UN. Throughout almost ten years under a UN banner, MDP made significant contributions to the success of the Mission with individual officers taking command roles at stations, regions and HQ departments and in one case as Acting Deputy Police Commissioner. Over the Mission period, officers served in all five Kosovo regions and in specialist units, engaging in day to day operational policing and becoming involved in some harrowing investigations, such as dealing (in the early years) with mass exhumations of human remains and (later) human trafficking.

The majority of officers in post at the handover to the EU transitioned to the EULEX Mission. Then following an overall reduction in the size of the UK contribution to the EULEX mission, MDP numbers were reduced and there are now only five senior officers in mission in the region.

There have been a range of international postings for small groups of officers over the past 5-10 years, including Sierra Leone, the Sudan, Kenya, Bosnia and others. But it was Kosovo which established the MDP as a leader in the field of post-conflict international policing. The Force forged a reputation and were consistently invited back by the UN.



### Afghanistan

The MDP main effort switched first to Iraq and then to support for Operation Herrick and Afghanistan. Op Herrick is without doubt the most demanding of any international policing missions, since it is not a post conflict role so long as the insurgency is active. In this environment MDP has officers deployed to the Forward Operating Bases where they are delivering mentoring and operational training to the Afghan National Police (ANP) at this level. Engagement with ANP at district level gives MDP a unique insight into Afghan communities and an opportunity to meet with community leaders at the Shura to discuss local issues and the quality of policing service being delivered by ANP. This level of contact is invaluable in providing feedback as part of the mentoring process, and we have seen a number of step change improvements in the quality and effectiveness of ANP.

MDP also has three officers serving at the interim Helmand Police Training Centre (iHPTC) at Lashkar Gah delivering training to ANP recruits and middle managers as part of the Focused District Development programme. The initial intake of 150 ANP recruits per course has quickly risen to 450 and additional courses for middle and senior managers will be added in line with developing iHPTC and ANP capacity. The graduates of the initial courses have now been deployed to their stations and are receiving on the job training to develop their operational policing skills to enable them to work effectively as part of a team.

### Criminal Investigation Department

The CID role is to investigate crimes which significantly impact on the Defence capability. The Force has a Fraud Squad which focuses on the recovery of monies defrauded, or otherwise stolen, from the defence budget. Both roles are underpinned by the Force Intelligence Bureau (FIB) which is responsible for developing intelligence support to all parts of the Force. This structure provides an effective response against Defence crime and related threats affecting the MOD estate.

The MDP Policing Protocol (Home Office Circular 28/2008), which has now been in force for over a year, and which defines the relationship between the MDP and Home Office Police Forces, radically changed the position in relation to CID activity, in that the Force now has the authority to deal only with crime that is judged detrimental to the MOD's interest - termed "impact significant" crime. Following publication of a MDP Crime Strategy which

reflected the requirements of the Home Office protocol and outlined CID's core business to stakeholders and customers, an MDP objective has been adopted to develop a MOD Wide Crime Strategy (Defence Crime Strategy), in partnership with the Defence Management Board, the MOD Police Committee, top level customers and the Service Police.

Whilst the MOD is justifiably proud of the low levels of reported crime within the Defence community, it is the view of those who conduct investigations into criminal allegations that the introduction of a MOD Wide Defence Crime Strategy is an essential building block to enhance prevention, detection and prosecution of criminality.

### DIR Cell

CID works closely with the Defence Irregularity Reporting Cell (DIR Cell) which is the central pan-MOD point to which all suspicions of irregularity, including fraud, theft and corruption involving civilian personnel, contractors or other external bodies should be reported. During the year its remit was extended to include suspicions involving Service personnel and civilians subject to military jurisdiction. The table below shows the number of referrals to the Cell, and those accepted by MDP for further investigation.

#### DIRC REFERRALS FY09/10:

| Month        | 2009-2010  | MDP Referrals 2009-2010 |
|--------------|------------|-------------------------|
| APRIL        | 58         | 22                      |
| MAY          | 69         | 41                      |
| JUNE         | 74         | 39                      |
| JULY         | 85         | 36                      |
| AUGUST       | 61         | 29                      |
| SEPTEMBER    | 90         | 46                      |
| OCTOBER      | 70         | 30                      |
| NOVEMBER     | 120        | 54                      |
| DECEMBER     | 57         | 27                      |
| JANUARY      | 69         | 40                      |
| FEBRUARY     | 84         | 39                      |
| MARCH        | 117        | 52                      |
| <b>TOTAL</b> | <b>954</b> | <b>455</b>              |



## Economic Crime Course

The CID has during the year developed a bespoke Economic Crime Course, concentrating on Defence crime. Attendees have included members of the MOD Defence Fraud Analysis Unit (DFAU), and Service Police. The course has been accredited by Teeside University and enables attendees to gain a Certificate in Fraud Management.

## Investigations

Operation Embroil is an ongoing investigation into the sale of MOD equipment which should not lawfully be available in the public domain. To date, recovered 'battlefield' critical equipment has included night vision aids, body armour, radios and respiratory equipment including CBRN equipment. Convictions included a Royal Marine and his partner who were involved in the theft and sale of MOD Special Forces equipment. The equipment recovered included under-armour body vests, boots and desert combat clothing. The Royal Marine pleaded guilty to the theft of £30,000 of MOD property, and his partner pleaded guilty to converting criminal proceeds.

The MOD Joint Personnel Administration system (JPA) is used by 191,000 Service personnel. One investigation concerned two Royal Navy ratings who, over an 18 month period, defrauded MOD of £200,000 by submitting numerous false travel and subsistence claims using the JPA system. Both offenders pleaded guilty and were sentenced to terms of imprisonment.

In 2009, a retired employee of the MOD's People, Pay and Pensions Agency was arrested and admitted fraud carried out whilst she was a clerk at the agency, where she processed claims, to the value of £172,514.15p. She was subsequently charged, pleaded guilty, and was sentenced to 16 months imprisonment.

CID Officers conducted an investigation into allegations that a civilian had falsely claimed to be an officer in the Regular Army, and that he had obtained a job as a TA Regimental Medical Officer, but did not have the relevant qualifications. He had also carried out a medical examination on a TA member. As a result of the investigation, he was charged, pleaded guilty to two charges of battery and pretending to be registered as a medical practitioner, and was sentenced to 16 weeks in prison.

An investigation into an £81,000 war pension deception resulted in a 14 month jail sentence for the offender. CID officers established that the claimant of the war pension had died in February 2004, and that his son had withdrawn the money from his dead father's bank account.

A joint MDP and Hampshire Police investigation into a prolific burglar resulted in a jail sentence of three and a half years for the offender, and led to a dramatic fall in the number of break-ins to Service family accommodation in the Gosport area of Hampshire. The offender was charged with eleven counts of burglary and asked for a further 40 burglaries to be taken into account, more than half of them of married quarters.

An investigation into a series of bomb threats received by a Naval warship berthed at HM Naval Base Devonport and at HMS Drake – a Naval shore establishment in Plymouth – resulted in a 12 month jail sentence for the offender. The calls led to bomb threat procedures being put in place by the Royal Navy and MDP, resulting in the evacuation of a large area of the Dockyard, which subsequently caused significant disruption to a number of business activities being undertaken by both the RN, commercial contractors and other agencies.



**David Wray**  
Head of Unarmed Guarding

## MOD Guard Service



**Sandy MacCormick**  
Head of Profession, Unarmed Guarding

### National Security Inspectorate (NSI) accreditation

■ It has been a very successful year for the MOD Guard Service (MGS) in achieving NSI Gold accreditation. Achieving this standard very soon after applying (nine months ahead of target) is a demonstration of the high professional standards that were already in place within the MGS organisation. NSI Gold accreditation provides our defence customers with an assurance that the MGS meets all relevant British and European Standards for technical performance including the ISO 9001 Quality Management System, and operates formal, inspected and internally audited processes.

The audit system is being developed further to encompass a series of internal, rather than just NSI external, audits. These internal audits are conducted by suitably trained area managers who look at activities in a region other than their own, and their work is co-ordinated by HQ MGS operations staff. It is the intention to monitor progress using the existing bi-lateral and MGS Management Board processes. Quality is already a standing agenda item for the Board.

### Customer satisfaction and performance

The year has been very difficult for the MGS because of the severe financial restrictions imposed on the organisation. From the beginning of August 2009, normal recruitment was largely frozen and overtime substantially restricted. This had a significant consequential impact on tasking, and many customers have had to accept a reduction in MGS performance. There have been some increases to MGS business, however, most notably at

RNAD Coulport in support of a wider nuclear security initiative and at RAF Innsworth in preparation for the move of HQ ARRC from Germany.

The current disruption of Guard Service provision will gradually worsen until decisions are made on the future of Defence guarding. Nevertheless, the MGS will continue to strive to provide the best possible service to the customer within the financial and staffing restrictions.

### Training

The MGS Foundation Course continued to provide an excellent start for new recruits. This course, which has been compressed into two weeks as a contribution to the cost reductions demanded of the Service, meets the requirements of the Security Industry Authority (SIA) as well as the MOD's specific needs, and equips all new MGS officers with the tools that they require to provide an effective unarmed guarding service as soon as they have completed the site-specific induction at their establishment. SIA training for existing staff continues, with more being undertaken at a Regional level in order to increase throughput, and to save the travel costs of bringing staff to the Wethersfield HQ from distant units.

The Manager Course continued to bring benefits in ensuring a consistent approach to the management of MGS. This has now been enhanced by the development of the MGS Supervisor Course which was successfully piloted in November 2009. For new staff an induction pack has been developed to ensure a consistent approach at all establishments. In addition conciliation training has been piloted in Region 4. The trade unions have continued with their training programme for representatives. This is helping to develop a culture of working closely with the trade unions in moving forward MGS business.



### Organisational structure

As an efficiency measure, part of MGS Region 2 is being merged into Region 3. There have also been reductions in the number of managers and administrative grades and work has progressed on the review of supervisory grades. A programme of assessing each supervisor post is being developed with positive input from the trade unions. The trial of an alternative roster to enhance the efficiency of output was successful, but the pace with which it can be deployed nationally is being reviewed in the light of the current recruitment restrictions.

### Dog evaluation

The appointment of MGS Dog Evaluation Officers has had a very positive impact on the standard of dog training and welfare. They have worked closely with customers to ensure that facilities provided meet the mandated Departmental standards, and have audited the

performance of MGS dog sections to ensure that high professional standards are maintained.

### Culture Change Programme

Progress on the change programme continued to be hampered by the level of casework diverting the programme leader away from developing initiatives, but some advances were made. The revision of learning and development in the MGS is a cornerstone of the programme. The next step is to develop continuation training to bring up-to-date development opportunities to the whole workforce, which it is anticipated will drive change. An MGS Head of Profession Commendation Scheme has been introduced to recognise effort, innovation and dedication. MGS Senior Management continue to have regular, informal meetings with national trade union representatives to discuss emerging issues and to ensure that we jointly lead the way in providing best practice in maintaining positive employee relations.





## Assistant Chief Constable, Professional Development

### ACC John Bligh QPM

■ The Professional Development portfolio has been rationalised in year, both to reflect changes in the operating environment and in order to better meet increasing demands within a reducing budget. Thus, the Communication and Information Systems department was brought into the Portfolio where it has matured its Modular Data Centre project and initiated user liaison forums. The focus of the portfolio now and into the future is on bringing a police and guarding operational perspective to all the services provided by Professional Development, whilst outwardly the Agency concentrates on providing the highest quality niche capabilities to the MOD. The endorsement by the Agency Management Board in year of an agreed mandatory training strategy, a revised health and safety action plan and training

strategy, a renewed Diversity Strategy and a Drugs and Alcohol Policy, as well as a revised focus on key HR policies, will bring considerable benefit in the coming years.

There have been many areas of improvement and many achievements over the last twelve months, and I am particularly grateful to all staff for their continued hard work and commitment to supporting and improving our front line service to the MOD.

#### Human Resources Management

The HR Department Business Partner team devoted a good deal of attention to the Agency Management Board's aim to reduce levels of sickness amongst MDP, MGS and non-uniformed staff. Business areas were provided with the





tools to address high levels of sickness and some significant success has been achieved within all areas of the Agency, with more to come hopefully next year.

MDP Policy and Business Support Teams continued to provide strategic and transactional services to Agency senior management, to MDP Divisional and MGS Regional business areas, and to individual staff in accordance with the MOD's People Programme.

The HR Department has led on the Agency's contribution to the MOD's submission for Investors in People (IIP) re-accreditation. IIP reviews covering over 300 staff were forwarded to MOD Centre in year, and the Agency Management Board will be using the IIP findings, together with the October 2009 MOD *Have Your Say* survey results, to consider improvements to management, leadership, communications and training and development in the Agency.

### Recruitment and Promotion

Fifty new police officers were recruited in year following attendance at the Agency Training Centre at the Wethersfield HQ. 29 officers were recruited as transferees from other police forces. The sole focus of police recruitment activity was in support of AWE Aldermaston/Burghfield and of the CNI sites. 31 Constables gained promotion to Sergeant, and 7 Sergeants gained promotion to Inspector. One senior rank promotion process was completed in year resulting in 2 Inspectors gaining promotion to Chief Inspector. All MGS and non-uniformed civilian recruitment and promotion is centrally handled through the MOD's People, Pay and Pensions Agency (PPPA).

### SHEF (Safety, Health, Environment and Fire)

There has been a notable change in SHEF management within the Agency. The Chief Executive has personally overseen the development of a risk-based Agency SHEF Management Action Plan (ASMAMP), covering the two calendar year periods 2010-2011, and has linked them to the Corporate Risk Register. Targets within the ASMAMP are 'owned' by Portfolio Holders, and they will implement the ASMAMP through their chains of command. A comprehensive Agency SHEF Training Strategy was also developed which addresses all the mandatory training that is needed by staff according to their roles. It is expected that both documents and their associated processes and training requirements will improve general awareness of

SHEF across the Agency at all levels and ensure the mitigation of unsafe actions.

The Agency adopted the MOD Incident Reporting Information System (IRIS) which has resulted in an improvement in accident reporting.

The MGS SHEF Advisers have completed their first wave of workforce health checks. This is being followed by a programme of assisting line management to undertake workplace inspections on a biennial basis. This is seen as a significant shift in line management accepting responsibility for SHEF management to achieve a safe place of work and reduce accidents.

I have established a new Strategic SHEF committee to address SHEF issues at the Agency level. This will operate above the established Divisional, Regional and Wethersfield site committee structure. In support of these formal consultative committees, a SHEF Working Group comprising all the Agency SHEF Advisers has been set up.

A Sustainability Manager has been appointed for the Wethersfield HQ site, and the Carbon Trust has undertaken an energy survey. The site has completed 95% of Fire Safety Management Plans (FSMPs) for all occupied buildings, and an FSMP site cost survey has been undertaken. A rolling site fire evacuation programme was undertaken during the year. This is seen as a significant shift in line management accepting responsibility for SHEF management to achieve a safe place of work and reduce accidents.

### Learning and Development

During 2009, MDP became associate partners of the NCALT Service which produces and delivers local and national e-learning and immersive learning solutions for the Police Service across England and Wales. MDP therefore has access to national programmes, as well to those designed by other police forces or developed in house. Two mandatory courses, Level 1 and 2, have been designed in house to introduce police officers to the new Conduct and Standards of Professional Behaviour and are both available on NCALT. Currently, all MDP Officers have registered for an NCALT account and since its launch in July 2009, 3191 courses have been completed.

The installation of a fixed "Hydra" Suite at Wethersfield is now complete, and includes the installation of Hydra software. This system is computerised simulation training and allows delegates to participate fully in immersive learning techniques. The Hydra software simulates real events in a safe learning environment allowing

developmental training for commanders in the management of critical incidents.

From March 2009, a total of 104 students successfully completed the MDP Initial Learning and Development Programme within the Agency Training Centre. 181 students successfully completed the MGS Foundation course, and 554 completed and passed the Security Industry Authority course for guards. Almost 800 officers have received Driver Training, ranging from Basic training (ILDLP) to Advanced.

In October 2009 the Force was subject to inspection by the National Police Improvement Agency firearms licensing team and in November 2009 successfully achieved the full Firearms Training Licence, the first non Home Office / Scottish Force to achieve such accreditation. This ensures that MDP is able to operate nationally to the highest standards.

Successful collaboration by the MGS with the Prince's Trust has allowed the use of spare training capacity to generate income. In addition to being good business practice, this initiative also helps unemployed young people develop life and employment skills and opportunities, and allows the Agency to make a contribution to the wider community.

## Commercial Development Team

The Agency has been involved with the Defence Training Review Package 2 (DTR P2) since 2003. In January 2010, however, MOD took the decision that DTR P2 was unaffordable. This news had been expected and, as a contingency, the Agency has been exploring fallback options, in particular a commercial partnership with industry to secure long term training and infrastructure capability, within the MOD's overall corporate approach to training and acquisition strategy.

The Agency liaised with MOD Commercial and with Defence Estates to identify the most beneficial procurement route for such a partnership. An Initial Gate Business Case (IGBC) and Expression of Interest (EOI) for an MDPGA Commercial Partner have been produced. These have been sent to Commercial HQ in Glasgow for review. In addition, unsolicited bids have been received from industry and these were also forwarded. The current position is that the Agency has put the IGBC on hold to re-visit the fundamental business needs of MDP to re-assess the affordability of developing options, given the significant financial challenges the MOD faces for the foreseeable future.

## Communication and Information Systems (CIS)

Perhaps the most important CIS development has been the installation of the Modular Data Centre at Wethersfield, providing the Agency with a great deal more IT resilience. The MDP network can now run at full capacity for a full three days with no outside power. The building was completed in January 2010 and the process of migrating all other servers and applications into it is ongoing.

In response to the financial constraints of Planning Round 2009/10, plans have been initiated to bring Airwave management in-house. This will bring considerable savings to the Agency and an improved service to Airwave users.

Improvements to Agency communication with the wider MOD will be made when the replacement of obsolete CHOTS with the new DII-F system is completed. A new equipment room has been designed and built, the network infrastructure installed and the server infrastructure is nearly complete, enabling the first user to access the system in April 2010. Subsequently 28 machines will be available across the Agency.

Around the country a number of smaller, but important, projects have been successfully undertaken. Recently installed Airwave equipment means that the MGS control rooms at Abbeywood and Northwood are now able to communicate securely and reliably with their officers on patrol. At Whitehall a fallback communications system has been installed, ready for any emergency and at AWE the control room has been refurbished. A video, telephony and conferencing (VTC) suite has been installed at the Wethersfield HQ, saving time and money by cutting out unnecessary journeys.

Two new police launches, the *Rona* and the *Jura*, which were launched at HMNB Clyde, are each fully equipped with Airwave handsets and maritime radios, and at Fort Halstead a speedy ADSL link has replaced the old dial-up connections. As part of the CID move from Uxbridge to Northolt, CIS ensured that all telephony and RLI connections were ready.

Many of these changes required a considerable degree of planning and it is with a view to enabling future projects to proceed smoothly that CIS has initiated a series of customer liaison forums. These will provide each department with the opportunity to discuss future requirements; enabling obstacles to be noted and opportunities identified at an early stage.



# Diversity and Equality

■ The year has been a significant one for the Agency – and most importantly, our staff – in gaining external recognition for diversity achievements. We have continued to benchmark in external exercises, achieving Silver Standard in the *Race for Opportunity* benchmark, Gold Standard in the *Employer's Forum on Disability* (EFD) Standard and maintaining a Top 100 place for the third year running in the *Stonewall Workplace Equality Index*.

In October 2009 staff in the Scotland Divisional Support Group were highly commended in the EFD awards for their handling of the arrest of disabled protesters. ACPO now regard MDP's approach as best practice for policing nationally.

In November 2009, two of our police officers won the first MOD People Awards against strong opposition from across Defence, including the Armed Services. PS Janice McManus won the "Coaching" award for her work with female Afghan police officers and PC Andy Bowen won the

"Engagement and Involvement" award for his work with the Fijian community at ATR Marchwood.

In March 2010 it was announced that Janice McManus had also won the "Leadership" category in the British Association of Women in Policing awards and that she had been shortlisted for the "Champion" award in the *Opportunity Now* awards – an accolade won just two years ago by another MDP officer, Chief Superintendent Wendy Benson.

Two members of the Agency Support group for Minority Ethnic staff (ASME) were also recognised this year. The group Chair, PS Nathan Gabriel-Lovell, was featured in the widely distributed promotional DVD for MERLIN, a programme run by Business in the Community (BITC) providing role models for minority ethnic schoolchildren. This arose because of the hugely positive feedback from ethnic minority pupils BITC received from a London school which Nathan had visited. Vice Chair Vic Christopher, an



MGS training manager, received the MBE from the Queen earlier in 2009, in part for his work on diversity.

The Chief Executive, as the Agency's diversity champion, gives visible top level commitment and ensures that diversity is fully considered in planning and decision-making on both service delivery and employment issues. Our diversity work is overseen by a Diversity Programme Board (DPB) with broad representation from Agency departments, the trades unions and the Defence Police Federation, and our support groups for women, ethnic minorities, disabled staff and lesbian, gay and bisexual (LGB) staff. The Agency's Diversity Strategy includes six strategic goals, representing the key areas in which we need to succeed. These goals underpin our Diversity Action Plan, against which there has been good progress in year. Key achievements under each goal include:

### Our workforce and workplace

This goal revolves around valuing difference and we were proud that, for the first time ever, a group of LGB officers marched in uniform in the London Pride march as part of the overall Defence contingent, which included members of the Armed Forces. We have also begun to supplement the information we have on people's experiences of diversity from the MOD "Your Say" staff survey with a quarterly diversity survey, which tests the views of a random sample of Agency staff. Both surveys provide us with a picture of the "lived experience" of diversity and are used to shape targets in our Diversity Action Plan.

### Our representation, recruitment and retention

For the third time we ran the much praised *Springboard* women's development programme. We particularly aim this at non-management level women, with the objective of encouraging more women to go for promotion or to take up work in specialist roles in which women have traditionally been under-represented.

### Our customers and our accessibility

We have opened discussions with the MOD minority staff networks on the possibility of running focus groups with them to explore the impact of our policing and guarding activities on minority group service users, who might have specific needs. We have published a Hate Crime guide which has been circulated to all the minority staff networks

and which emphasises our commitment to supporting work across defence to eliminate harassment and to enhance the safety of our service users.

### Our reputation and communication

In 2008/09 we established a baseline against which we could measure our progress on diversity using the National School for Government's Diversity Excellence Model™. This year work was carried out to improve our score and in March 2010 our trained internal assessors carried out a second assessment of the Agency. Their conclusion was that we had raised our score to 430 points, thereby achieving an Agency Key Target. Having issued a diversity briefing pack to all staff last year, we issued a similar pack to all contractor staff who provide services at Agency HQ, which is intended to help them understand our diversity agenda and policies.

### Our cohesion and education

New guidance material has been developed for our people on a range of diversity issues, including bisexuality, police transportation of disabled people and searching of and by transgender people. Our Diversity and Equality Unit's intranet pages were completely overhauled to make them more appealing and to include much more information on the diversity strands. Following the success of Divisional diversity newsletters, a monthly Agency-wide diversity newsletter was published (electronically) for the first time in July 2009 and continues to provide news items and articles on various diversity issues, as well as answering specific questions raised by staff.

### Our management of diversity

A key piece of work this year was the renewal of the Agency Diversity Strategy for 2010 onwards and the development of an Action Plan for 2010/11 based on the new Strategy. At a workshop event in November 2009 the DPB recognised that the changed financial environment in which we were operating called for a different focus for our diversity work. We needed to move away from work to improve representation through recruitment, toward retention of existing talent and an emphasis on ensuring that diversity considerations are absolutely central to all our change management work. A slimmer Strategy and Action plan are the result: in future the Agency will work towards just four, tighter strategic goals.



# Agency Secretary

**David King**

## Finance

■ The Agency once again achieved its Key Target to remain within 1% of authorised budget. The Finance team supported the Chief Executive and the Agency Owner in delivering the target by providing timely analysis and reporting, which has enabled flexible and effective decision making. This was achieved against a background of increasing financial pressures.

As a consequence of the vesting of the MGS into the then MDP Agency in 2004, there continues to be a £3m imbalance between the services the organisation was committed to providing and the cost of doing so. Through negotiation with defence customers, this has been reduced gradually over the years from an opening shortfall of £28m. As part of wider MOD savings measures during Planning Round '09, £35m per annum (a quarter for this year) is being removed from the budget, representing 10% of the Agency's workforce. Representatives of the Agency, customers and Defence Business Resilience (DBR) worked with the Agency Owner to seek task reductions to meet the required savings. This has precipitated a DBR-led review of policing and security of the MOD estate, which it is hoped will conclude by September 2010.

In the last quarter of the year, a further commitment control regime was imposed which has led to restrictions on budget holder delegations. The Finance team managed this in accordance with instructions from MOD Centre

whilst at the same time striving to support police and guarding operational outputs.

The International Financial Reporting Standards were successfully adopted for the first time for both the Departmental Resource Accounts and the Agency 2009/10 Accounts. Compliance and assurance testing was enhanced by the introduction of a risk-based assurance activity grid linking assurance activity at all levels to the corporate risk register. Following recommendations from Defence Internal Audit, procurement controls have also been improved through the introduction of a corporate procurement assurance manager which has improved procurement coherence and planning.

## Agency Secretariat

The Agency Secretariat handled all parliamentary business and regularly briefed MOD Ministers on important matters pertaining to the Agency. It also proactively published Agency information on the MOD Freedom of Information Publication Scheme pages ([www.foi.mod.uk](http://www.foi.mod.uk)) and responded to all written requests for information, answering 60 such requests during the reporting period. The Secretariat ensures the Agency complies with the legal requirements of the Data Protection Act 1998 by overseeing policy and conducting an audit programme. 83 Data Protection subject access requests were received and dealt with in year.





## Sustainable Development

Sustainability has risen sharply up the agenda at the Agency Headquarters and Training site at Wethersfield in Essex which covers an area not much short of 1000 acres. Targets for energy saving, waste management and conservation have concentrated minds and called for radical thinking to improve the efficiency of the site administration. A programme to raise awareness of the need for a more sustainable way of working has been followed during the year; encouraging staff to switch off appliances, to recycle more, and to order recycled office paper, to name a few initiatives.

Working closely with Aramark the commercial multi-activity contractor on the site, we achieved an overall 49% rate for recycling waste from HQ buildings. Energy saving proved more of a challenge since replacement of our old fossil fuel heating systems would be needed to address the government's Carbon Reduction Commitment. Feasibility studies were commissioned on various renewable energy systems, including a biomass boiler and a wind turbine. Financial constraints across the MOD however are likely to delay consideration of the results.

Our conservation targets require us to preserve and enhance biodiversity and habitats on site, and to formulate a programme for the future. The first essential was to initiate detailed expert surveys of the flora and fauna to build up a picture of the resident and migratory wildlife on the site.

The highlight has been a programme of bird identification and ringing carried out from December 2009 to March 2010 by licensed ringers for the British Trust for Ornithology (BTO). 174 birds of 17 species were ringed, including little owl, tree-creeper and bullfinch. This exceeded all our expectations, since most of the staff working at the site notice only the rooks which nest outside the main Headquarters buildings.

With the arrival of spring migrants, volunteers were being trained in nest identification and recording. These records on the number of eggs, fledglings or abandoned nests will be used to track population change within the BTO International databases. Lapwing, grey partridge, breeding barn owl and skylark on site are all Essex Biodiversity Action Plan (BAP) and Schedule 1 species, and are subject to special protection under EU Directives.

MDP Wildlife Crime Officer, based at RNAD Coulport, Sergt John Simpson, collected the MOD's top conservation

award – the Silver Otter trophy – from the then Under Secretary of State for Defence at a ceremony in London in October, on behalf of the Garelochhead and Clyde Conservation Group, which involves volunteers from among MOD staff – including MDP – and external agencies.

The trophy is awarded as part of the annual MOD Sanctuary Awards and recognised the collaborative effort that had resulted in a surplus piece of MOD land at Peaton Hill, between RNAD Coulport and HMNB Clyde being turned into a community nature reserve. The judges agreed that the project had delivered a broad spectrum of sustainable benefits to the local environment and community.

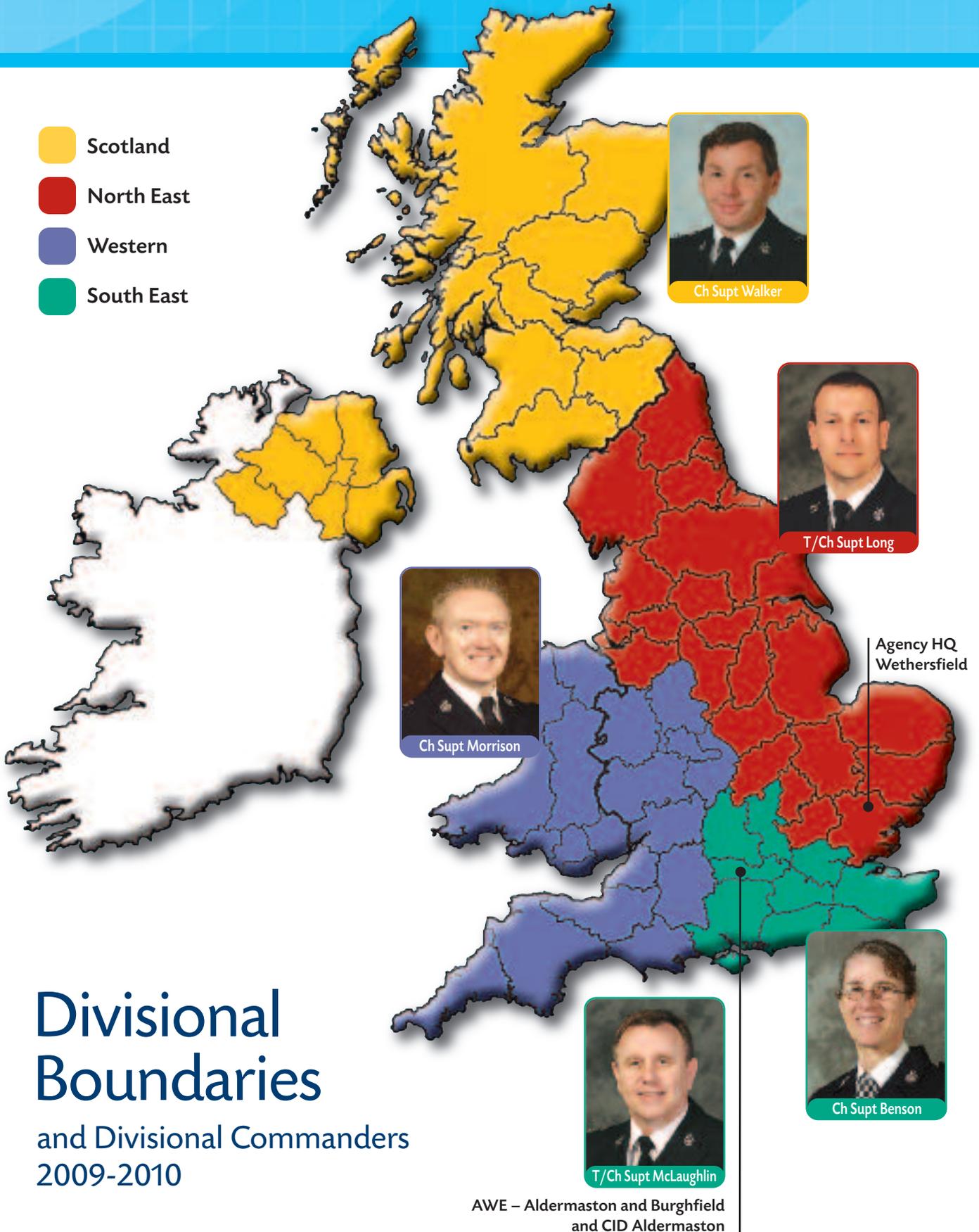
## On-site co-operation

Frequent negotiation takes place with Defence Estates and with our Regional Prime Contractor, Babcock Dyncorp, who are responsible for maintaining the site and all its buildings and facilities, to ensure that we all steer a path which balances maintenance requirements and wildlife protection. We seek to meet the MOD's sustainability targets, but recognise that maintenance commitments sometimes conflict with wildlife conservation aims. The liaison effort does pay dividends however as for example when the demolition of redundant buildings on site was delayed to allow migrant swallows, swifts and house martins to complete their breeding season. We have installed some artificial nests which we hope returning birds will use this summer and Countrywide, the Grounds Maintenance contractor, has created a mud 'scrape' close to the house martin colony for nest-building material.

## Access

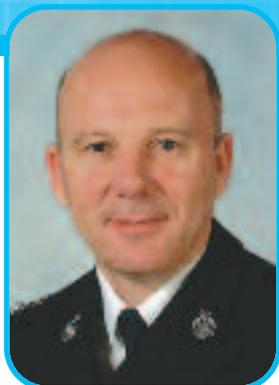
Wethersfield is the organisation's main training area for, amongst many other activities, police firearms, 4x4 advanced driving and dog training. Visiting agencies use the site for a variety of purposes including high-speed response driver training, fire engine training and gliding (trainee pilots from the RAF Volunteer Gliding Squadron use the site). All these activities need to be accommodated on site but in such a way as to limit disturbance to wildlife.

Similarly, access to the amenity of the former airfield area outside working hours for families who live on site is desirable, but has to be limited to areas and times when their safety can be assured.



# Divisional Boundaries

and Divisional Commanders  
2009-2010



## Assistant Chief Constable, Divisional Operations

**T/Assistant Chief Constable David Allard**

### Protest Activity

■ The development of new facilities within the Atomic Weapons Establishment at Aldermaston continued to attract actions by anti-nuclear protesters. In June 2009 a spontaneous demonstration involving 'lock-on' devices blockaded three of the establishment's gates. The MDP Protester Removal Team removed the protesters with skill and eleven arrests were made.

In October, approximately 160 CND protesters assembled at the Guildhall, Plymouth to march through the town and proceed around the perimeter of the Naval Base. MDP officers, assisted by Devon and Cornwall Constabulary, policed the event with no major incident being recorded.

During the year, some smaller scale protestor activity took place at RAF Welford in Berkshire, and on a weekly basis at Faslane (HMNB Clyde) but with minimum disruption to the Naval Base. Protest was periodic in Whitehall outside or near MOD HQ, with some anti war groups assembling every Monday for around 10 weeks during the summer and autumn.

Protests within our North-East Division have decreased over the last year though the Division still polices small demonstrations on a weekly basis throughout the year and prepares for and manages pre-planned annual protests at the US Air Force bases in the east of England, in particular RAF Fylingdales and RAF Menwith Hill. At some of the US bases MDP continued the transition to counter-terrorist patrols in order to recognise the need of the host nation (the UK Government through MOD) to provide an added





layer of external security for the bases. Further liaison with US security forces and local police forces will seek to develop greater inter-operability and enhance intelligence gathering processes to support protection of the bases.

### Firearms and Counter-terrorism

MDP Whitehall continued to provide high profile armed policing within the Government Security Zone. This includes the use of powers of stop and search under Section 44 of the Terrorism Act, of which there were around 100-200 stop/searches per month on average. The use of these powers, which for MDP are authorised and renewed by the Home Secretary through the Metropolitan Police, is rigorously monitored by MDP senior management and the MOD Police Committee. This helps ensure that searches are conducted on an intelligence-led basis and are effective in supporting and protecting the government community in Whitehall. Over the year, Whitehall officers also managed four incidents requiring controlled explosions or road closures, as well as a much larger number of reported suspect objects or vehicles, all subsequently assessed as safe.

At RNAD Coulport on the west coast of Scotland, MDP officers have been upgrading their armed protective policing capability to ensure they remain 'fit for purpose.' As a result, a new jointly configured MDP/Royal Marines response team, fully co-ordinated, exercised and assured, has been established, re-trained and re-equipped.

Two officers from AWE Burghfield have been seconded to work directly with AWE Plc. The first officer is embedded within the Burghfield Site Emergency Response Group as a Liaison Officer. As well as enhancing our already close relationship with AWE management, this has provided an opportunity for the MDP to contribute more easily to AWE's Emergency Response and Business Continuity planning processes at an early stage.

Outside the defence estate, the continuing requirement for the armed national infrastructure task (known as CNI) required by the Home Office and the Energy Department (DECC) was confirmed following a wide ranging external review. An uplift in MDP deployment levels was authorised, and the tasking has settled into a permanent footing. Partnership working with local police forces has been a key priority for these deployments and MDP officers achieve the same National Police Improvement Agency (NPIA) firearms training standards as their local police colleagues in order to facilitate full inter-operability. A programme of joint

exercising has been established and this continued to yield useful learning outcomes.

This unique task has now been established as 'normal' MDP business and takes its place amongst a growing number of specialist deployments within a Force rapidly becoming known for its ability to deliver high value, niche security and policing capabilities that meet Defence needs in the widest sense.

### Divisional Support Groups (DSGs)

DSG Scotland have completed marine vessel boarding training with the MDP Clyde Marine Unit, to close a capability-gap identified. The DSG were commended by the Disability Forum for their work on safe systems for dealing with disabled protesters.

The North-East Division DSG has supported the Division in a variety of ways, including policing of the Army Schools Exhibitions at Catterick Garrison and ATR Basingbourn; with numerous student Passing Out parades both at AFC Harrogate and Basingbourn; and by support to other major events such as the 4th July Independence Day celebrations at RAF Menwith Hill and at RAF Feltwell.

Divisional Support Groups have been used extensively to provide resilience at stations where financial restrictions have impacted upon the availability of officers. This included stations which find themselves short staffed due to limitations on replacing officers and restrictions on overtime. Decisions to deploy DSG officers are made on the basis of factors which include, but are not limited to, the postulated threat, known intelligence and the availability of resources.

### Marine Policing, Police Dogs and Police Training

Sergeant Matt Robertson, a Dog Sergeant at HMNB Devonport, received an MBE in the New Year's Honours list for his contribution to developing the use of dogs in policing and mountain rescue work. The second and final phase of the construction of a state of the art kennel complex at HMNB Clyde was completed and handed over to MDP.

The Marine Unit at HMNB Portsmouth has been involved in 30 rescues. This included working with HM Coastguard and other emergency services to ensure the safety of all persons, public and military, who use this busy port on a daily basis.



The Clyde Marine Unit (CMU) dealt with a number of noteworthy events over the year. In April 2009 the Chief Constable performed the naming ceremony on two new high-capability police launches, *Gigha* and *Jura*. August saw the successful trialling of the SAAB Advanced Tactical Evaluation System (ATES) which is a firearms laser simulation system afloat. CMU evaluated the system as suitable for training maritime armed protective police officers. In November, the Unit undertook a joint operation with Northumberland Police deploying armed police RIB officers during the escort of HMS Astute from BAE Barrow to the open sea. HMS Astute was further escorted by CMU safely up the Clyde two days later.

The Devonport Marine Unit rescued 11 passengers from the Mountbatten Ferry. The boat had become snagged on an illegal fishing net.

### Community Policing and Crime Reduction

The HQ Community Safety department has introduced significant changes to the management of MDP's community policing arrangements following a comprehensive Crime Reduction Review. A new (first) Head of Community Safety took up post with a revised remit which now includes both community policing and crime reduction, as well as wildlife crime and traditional community safety related activities such as road safety, schools liaison and drugs awareness. The changes, in tandem with a divisional structure for managers, allows for better support and co-ordination across the MDP.

Changes introduced across the community policing family included a change of name for the Unit Beat Officers

to Defence Community Police Officers (DCPOs). This reflects better the role they perform and allows for consistency in approach across the MOD estate.

Part of this new role includes the Head of Community Safety having responsibility for working with the Corporate Communications team to develop the MDP's own Community Policing Awards which will support the MDP's yearly nomination to the Annual Janes' Police Review sponsored national Community Police Officer Awards in London, where in 2009 PC Gary Weir of Redford and Dreghorn Barracks in Edinburgh was our excellent candidate.

In October 2009, MDP delivered its fourth National Roadshow to help support Defence Road Safety Week. The success of these events grows annually due to the hard work of the Defence Community Safety Managers, ably co-ordinated by Sergeant Alcroft, the North-East manager. In total MDP held road safety activities at 72 sites across the UK.

The MDP *Home Front* initiative, which pulls together stakeholders such as local councils and Army welfare units to liaise formally with police, by forming a local group dedicated to improving the quality of life of Service families, is now working successfully at seven locations with work in hand to extend to all locations where we have community officers.

Work continues to review the use of crime reduction and wildlife crime officers to ensure that current resources are located where we need them and are used effectively.

The new community police office in Helensburgh, adjacent to the large Naval Base at HMNB Clyde in the west of Scotland, has proved a big success. It provides a



“surgery” base for a number of local agencies, and provides the largely Service family community with a readily accessible policing focal point as well as enabling DCPOs to provide quality community policing services to support local residents and combat crime within or against the Defence estate. During the past year, Defence Estates estimate there has been a £50,000 saving in repairing vandalism as a direct result of having two active and committed DCPOs in place.

### Public Events and VIP escort

Officers from Scotland Division DSG joined colleagues from stations in a joint policing operation with Lothian and Borders Police throughout the month of August to ensure that the venue (Edinburgh Castle) for the Edinburgh Military Tattoo and its associated accommodation (Redford Barracks) were effectively policed.

MDP officers joined Tayside Police to police both a Royal Marine 45 Commando homecoming parade in May 2009, with 5,000 members of the public in attendance, and an Afghanistan Medal Parade later in the month. The latter event featured 4,000 invited guests including the families of medal winners. When such events pass safely and without incident, it is often an unsung tribute to the quiet effectiveness of the closely planned policing which accompanies and protects them. National media attention was paid to both events.

AWE Division was visited by the Rt Hon Bob Ainsworth, the then Secretary of State, by Rear Admiral Lister (Director of Submarines), Vice Admiral Matthews (Chief of Materiel, Fleet) and General Sir Kevin O’Donoghue (Chief of Defence Materiel), whose visit culminated in the award

to MDP of Full Operational Capability at the AWE Aldermaston site in November 2009.

A record crowd of more than 40,000 members of the public attended the 2009 Yeovilton Air Day, which celebrated 100 years of Naval Aviation and was attended by HRH The Duke of York. The Annual Air Show at RNAS Culdrose and the Royal International Air Tattoo at RAF Fairford in July also policed by MDP, together attracted over 190,000 visitors.

During September, HMNB Devonport opened its doors to more than 20,000 visitors for “Navy Days”. MDP Officers were involved in the planning that helped to make the events a success.

PC Andy Bowen (SMC Marchwood) was awarded an MOD People Award in November 2009. The award was granted in recognition of the outstanding work he did to help integrate the Fijian community living in his police area of responsibility.

MDP provided policing support to the annual Army Careers Exhibition for Schools and Colleges which took place at Marne Barracks, Catterick in North Yorkshire in June 2009. Around 15,000 students and 1500 staff attended over the three days.

The HQ Divisional Operations staff staged the annual Senior Police Officers’ Conference in March 2010. This year, for the first time, the Conference contained a one day counter terrorism exercise which was managed by the Operational Support Exercise Planning Team. Visiting speakers were from Essex Police, the Metropolitan Police, the National Policing Improvement Agency and the United States Air Force.



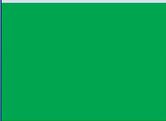
# Agency Key Targets 2007-2010

Annex A

| KEY TARGET   | 2007-2008 | 2008-2009 | 2009-2010 |
|--|-----------|-----------|-----------|
| <p><b>Crime Detection/Strategy*</b></p> <p>By 31 March 2008, to achieve a detection rate for crime that impacts significantly against Defence capability of at least 50%.</p> <p>By 31 March 2009, to have achieved a detection rate for crime that significantly impacts on defence capability of at least 50%.</p> <p>By 31 March 2009, to produce a Strategy for Defence Crime in the light of a Statement of Requirement to be produced by MOD.</p> <p>By 31 March 2010, to have achieved a detection rate of at least 55% for crime that significantly impacts on defence capability.</p> |           |           |           |
| <p><b>Diversity</b></p> <p>By 31 March 2009, to have achieved all Agency Key Diversity Objectives contained within the Agency Diversity Action Plan.</p> <p>By 31 March 2009, to have set a baseline score for the Agency using the Diversity Excellence Model.</p> <p>By 31 March 2010, to have raised the Diversity Excellence Model baseline score for the Agency to 390 points (from 355 points).</p>  |           |           |           |
| <p><b>Customer Satisfaction</b></p> <p>By 31 March 2008, to have maintained our customer satisfaction rate at the baseline level set in 2006/07.</p> <p>By 31 March 2009, to have maintained our customer satisfaction rate at the baseline level set in 2007/08.</p> <p>By 31 March 2010, to have maintained or improved an MDP customer satisfaction rate of 88% (the level achieved in 2008/09) and MGS customer satisfaction rate of 85% (the level achieved in 2008/09).</p>  |           |           |           |

\* The published detection rate is taken against the figures detected for that year. However, some crimes detected within the year are crimes that were originally reported in previous years and similarly not all crimes reported in year are detected within that year. Hence the detection figure is an ongoing "rolling" figure. The published figure gives a snapshot of the detection rate at the year end.

**KEY TARGET** 2007-2008    2008-2009    2009-2010

| KEY TARGET   | 2007-2008  | 2008-2009  | 2009-2010   |
|--|--|--|---|
| <p><b>Customer Tasking</b></p> <p>By 31 March 2008, to have delivered at least 95% of MDP and 95% of MGS agreed customer taskings.</p> <p>By 31 March 2009, to have delivered at least 95% of MDP and MGS agreed customer taskings for TLBs who have fully funded the tasks.</p> <p>By 31 March 2009, to have achieved all UK Repayment tasks.</p> <p>By 31 March 2010, to have delivered at least 95% of MDP and 95% of MGS agreed UK customer tasks.</p> |    | <br> |   |
| <p><b>Fraud Reduction</b></p> <p>By 31 March 2008, to have demonstrated the recovery or prevention of loss to the MOD of a minimum of £2M in assets based on all criminal investigation activities within the MDP.</p> <p>By 31st March 2009, to have demonstrated the recovery or prevention of loss to the Department that exceeds the cost of the MDP's Fraud Squad.</p> <p>No Key Target on Fraud Reduction in 2009/10.</p>                            |  |   |   |
| <p><b>International Capability</b></p> <p>By 31 March 2008, to achieve all International agreed tasks with the Foreign and Commonwealth Office in support of wider Defence and Foreign policy objectives.</p> <p>By 31 March 2009, to have achieved all international tasks.</p> <p>By 31 March 2010, to have achieved all agreed international tasks.</p>   |  |   |  |

# Agency Key Targets 2007-2010

Annex A

| KEY TARGET  | 2007-2008 | 2008-2009 | 2009-2010 |
|---|-----------|-----------|-----------|
| <b>Financial Management</b>   |           |           |           |
| By 31 March 2008, to have agreed a Closing The Gap Plan with TLBs and implemented the in-year elements.               | Green     |           |           |
| By 31 March 2009 to deliver specified outputs within 1% of authorised outturn.  |           | Green     |           |
| By 31 March 2009 to have agreed with TLBs a forward tasking plan based on resources provided.                         |           | Green     |           |
| By 31 March 2010, to have agreed with TLBs new Joint Business Agreements in which taskings match available resources. |           |           | Red       |
| By 31 March 2010, to deliver specified outputs within 1% of authorised outturn.                                       |           |           | Green     |

## KEY

### BSC Colour

### Definition of target achievement



TARGET ACHIEVED



MINOR DEVIATION FROM TARGET SET



MAJOR DEVIATION FROM TARGET SET



SERIOUS WEAKNESS IN PERFORMANCE AGAINST TARGET SET

# Agency Balanced Scorecard and Key Performance Indicators

## Are we delivering what our customers want?

### OUTPUTS

- 1.1 Customer Satisfaction:** To continually improve customer satisfaction with the range and quality of services delivered by the MDPGA
- 1.2 Customer Consultation:** To listen and respond to the needs of our customers, increasing their satisfaction with MDPGA services
- 1.3 Services Provided:** To meet the needs of the Department and our customers with our services as part of the UK's Defence capability

## How well are we managing our resources?

### RESOURCES

- 2.1 People Management:**  
To ensure the effective and efficient development and deployment of personnel within the Agency to deliver our outputs
- 2.2 Financial Management:**  
To remain financially viable and achieve value for money, safeguarding public funds
- 2.3 Management of Equipment and Facilities:**  
To ensure the effective use of all resources to deliver high quality services to our customers to meet their needs

### OUR ROLE

Delivering effective Policing and Guarding as a part of the UK's Defence capability

## Are we as organised as we should be?

### PROCESSES

- 3.1 Recruitment and Retention:**  
To recruit and retain a skilled and motivated workforce to deliver the outputs of the Agency, ensuring we remain capable of responding to and meeting customer needs
- 3.2 Management and Leadership:**  
To ensure effective management processes are in place to support the delivery of Agency outputs, providing clear direction for Agency staff
- 3.3 Improved Communication:**  
To ensure effective internal and external communication and improve the passage of information
- 3.4 Performance Measurement:**  
To measure Agency performance to develop, enhance and improve on services delivered to our customers

## Are we developing our people and the Agency for the future?

### DEVELOPMENT

- 4.1 Staff Development and Training:** To provide all Agency staff with the training and development opportunities they need to realise their own potential and effectively deliver Agency outputs
- 4.2 Develop Our Business:** To embrace business change and develop our outputs to enhance the services offered to our customers

# Agency Personnel Statistics

## Annex C STRENGTH AT 31 MARCH 2010

| Police                             | Total       | Male        | Female     |
|------------------------------------|-------------|-------------|------------|
| Chief Constable                    | 1           | 1           | 0          |
| Deputy Chief Constable             | 1           | 1           | 0          |
| Assistant Chief Constables         | 2           | 2           | 0          |
| Chief Superintendents              | 7           | 6           | 1          |
| Superintendents                    | 29          | 28          | 1          |
| Chief Inspectors                   | 70          | 64          | 6          |
| Inspectors                         | 143         | 132         | 11         |
| Sergeants                          | 512         | 461         | 51         |
| Constables                         | 2731        | 2458        | 273        |
| <b>Total Police Officers</b>       | <b>3496</b> | <b>3153</b> | <b>343</b> |
| <b>Total Probationers</b>          | <b>204</b>  | <b>182</b>  | <b>22</b>  |
| <b>MGS</b>                         |             |             |            |
| CSO1                               | 8           | 7           | 1          |
| CSO2                               | 24          | 21          | 3          |
| CSO3                               | 89          | 77          | 12         |
| CSO4                               | 466         | 432         | 34         |
| CSO5                               | 3059        | 2731        | 328        |
| <b>Total MGS</b>                   | <b>3646</b> | <b>3268</b> | <b>378</b> |
| <b>Civilians</b>                   |             |             |            |
| Grade 5                            | 2           | 2           | 0          |
| Band B1                            | 1           | 1           | 0          |
| Band B2                            | 5           | 5           | 0          |
| Band C1 (Senior Executive Officer) | 25          | 16          | 9          |
| Band C2 (Higher Executive Officer) | 63          | 30          | 33         |
| Investigation Officer Physical 1   | 0           | 0           | 0          |
| Investigation Officer Physical 2   | 0           | 0           | 0          |
| Band D (Executive Officer)         | 82          | 28          | 54         |
| Band E1 (Administrative Officer)   | 220         | 47          | 173        |
| Band E2 (Administrative Assistant) | 21          | 1           | 20         |
| Personal Secretary                 | 0           | 0           | 0          |
| Others                             | 50          | 18          | 32         |
| <b>Total Civilians</b>             | <b>469</b>  | <b>148</b>  | <b>321</b> |

# MDP Professional Standards

## COMPLAINTS AGAINST THE POLICE 2009-2010

|                                      | 2007/08   | 2008/09   | 2009/10   |
|--------------------------------------|-----------|-----------|-----------|
| Total number of complaints           | 30        | 41        | 30        |
| <b>OUTCOMES</b>                      |           |           |           |
| Withdrawn (Discontinued/De-recorded) | 3         | 4         | 5         |
| Locally resolved                     | 14        | 21        | 10        |
| Dispensation granted by IPCC         | 3         | 0         | 2         |
| Unsubstantiated                      | 12        | 5         | 12        |
| Substantiated                        | 6         | 3         | 5         |
| <b>Total cases completed</b>         | <b>38</b> | <b>33</b> | <b>34</b> |

## DISCIPLINARY HEARINGS 2009-2010

| Classification           | 2007/08  | 2008/09  | 2009/10  |
|--------------------------|----------|----------|----------|
| Dismissal from the Force | 2        | 0        | 0        |
| Requirement to Resign    | 0        | 0        | 2        |
| Reduction in Rank        | 0        | 0        | 1        |
| Reduction in Pay         | 0        | 0        | 0        |
| Fine                     | 2        | 0        | 0        |
| Reprimand                | 1        | 3        | 2        |
| Caution                  | 0        | 1        | 0        |
| Not Guilty               | 0        | 1        | 0        |
| <b>Total</b>             | <b>5</b> | <b>5</b> | <b>5</b> |

# Crime Statistics 2009-2010

Annex E

## OFFENCE CATEGORY

| CRIME                               | ENGLAND, WALES and<br>NORTHERN IRELAND |                      | SCOTLAND          |            | % Solved     |
|-------------------------------------|--|----------------------|-------------------|------------|--------------|
|                                     | Recorded                               | Solved               | Recorded          | Solved     |              |
| Assaults Non-Police                 | 164                                    | 45                   | 14                | 11         | 31.46        |
| Assaults on Police                  | 5                                      | 2                    | 4                 | 4          | 66.66        |
| Bomb Hoaxes                         | 5                                      | 4                    | 0                 | 2          | 120.00       |
| Burglary                            | 285                                    | 35                   | 38                | 3          | 11.76        |
| Child Sexual Offences               | 10                                     | 8                    | 0                 | 0          | 80.00        |
| Criminal Damage                     | 412                                    | 17                   | 70                | 13         | 6.22         |
| Customs Offences                    | 0                                      | 0                    | 0                 | 0          | 0.00         |
| Drugs Offences                      | 23                                     | 19                   | 0                 | 0          | 82.60        |
| Forgery                             | 23                                     | 12                   | 2                 | 0          | 48.00        |
| Fraud                               | 173                                    | 41                   | 30                | 12         | 26.10        |
| Life Threatening                    | 4                                      | 0                    | 0                 | 0          | 0.00         |
| Other Child Offences                | 1                                      | 0                    | 0                 | 0          | 0.00         |
| Other Offences                      | 167                                    | 90                   | 93                | 75         | 63.46        |
| Other Theft Act                     | 1286                                   | 106                  | 180               | 84         | 12.96        |
| Public Order Offences               | 11                                     | 6                    | 4                 | 4          | 66.66        |
| Sexual Offences                     | 19                                     | 11                   | 4                 | 2          | 56.52        |
| State Offences                      | 2                                      | 0                    | 2                 | 2          | 50.00        |
| Traffic Offences                    | 1                                      | 4                    | 8                 | 8          | 133.33       |
| <b>Totals</b>                       | <b>2591</b>                            | <b>400</b>           | <b>449</b>        | <b>220</b> | <b>20.39</b> |
| <b>United Kingdom overall total</b> |  | <b>Recorded 3040</b> | <b>Solved 620</b> |            | <b>20.39</b> |

# Extended Jurisdiction Statistics 2009-2010

## Introduction

The Anti-Terrorism, Crime and Security Act (ATSCA) 2001, came into effect in December 2001 in England, Wales and Northern Ireland, and in January 2002 in Scotland. The Act included provisions which made modest changes to the jurisdiction of the MDP by amending the Ministry of Defence Police Act 1987.

**Table 1** – This table shows a breakdown of the instances and categories where MDP officers used extended jurisdiction during the period from 1 April 2009 to 31 March 2010:

| Category                                   | Total       |
|--|-------------|
| Requests from Other Police Forces/Agencies | 628         |
| Emergency Situations                       | 203         |
| Off Duty                                   | 2           |
| Section 44 Stop and Search                 | 2164        |
| Miscellaneous                              | 25          |
| <b>Total</b>                               | <b>3022</b> |

**Table 2** – This table provides detail of the instances where MDP officers provided assistance to other Police Forces/Agencies. The information relating to instances where officers were armed should be read in the context that MDP officers are routinely armed as part of their normal duties and are subject to ACPO policy on the use and carriage of firearms:

| Category                | Total       |
|-------------------------|-------------|
| Terrorist Related       | 0           |
| MOD Related             | 115         |
| Officers Armed          | 109         |
| Police Powers Used      | 778         |
| Vehicle/Person Searches | 79          |
| <b>Total</b>            | <b>1081</b> |

**Table 3** – This provides historical information in respect of MDP use of additional powers:

| 2003/04 | 2004/05 | 2005/06 | 2006/07 | 2007/08 | 2008/09 | 2009/10 |
|---------|---------|---------|---------|---------|---------|---------|
| 1665    | 2940    | 6564    | 4627    | 7284    | 4646    | 3022    |

**Table 4** – This provides a breakdown by MDP Division of the reported use of extended jurisdiction (excludes Section 44 Stop and Search):

| Division   | Total |
|------------|-------|
| AWE        | 94    |
| Scotland   | 137   |
| South East | 200   |
| North East | 171   |
| Western    | 256   |

# Management Commentary for the year ended 31 March 2010

## History

The Ministry of Defence Police (MDP) was formed in 1971 from the amalgamation of the Admiralty, War Office and Air Ministry Constabularies, and in 1996 became a Defence Agency within the MOD. In 2004, the Agency was enlarged to include the MOD Guard Service (MGS) and was renamed the MOD Police and Guarding Agency (MDPGA). The Agency Chief Executive is also Chief Constable of the MDP, which has a statutory status under the Ministry of Defence Police Act 1987. The Act defines the jurisdiction of the Force and confers constabulary powers on its officers, a large number of whom carry firearms. The MGS was formed in 1992, following a review which identified the need for a professional unarmed guarding service across the Defence estate. Until 2004, MGS officers were tasked and managed locally by Service and MOD units. Since the creation of the MDPGA however, MGS has a corporate structure and its management is the responsibility of the MDPGA Management Board.

## Principal Activities

- **Policy:** contributing to Defence policing and guarding policy.
- **Uniformed Policing:** the effective use of police powers to deter, detect and respond to crime and disorder.
- **Defensive Armed Policing:** the capability to deter and to respond to an armed attack on our customers assets.
- **Protection:** of the Strategic Nuclear Deterrent.
- **Crime Investigation:** the prevention, detection and investigation of crime that impacts significantly against Defence capability and recovery of stolen assets.
- **Defence Business Continuity:** the ability to reinforce the protection of Defence personnel and property.
- **International Capability:** the contribution of specialist Policing and Guarding expertise in support of wider Defence and foreign policy objectives.
- **Guarding:** the provision of unarmed guarding and access control to Defence personnel and property.

## Financial Performance

The gross operating costs of the Agency for the year ended 31 March 2010 were £375.5M. Income totalled £36.0M. The balance, representing net operating costs, as detailed in the Operating Cost Statement was £339.5M. In the previous accounting period, 2008/09, net operating costs were £340.4M which when you discount for inflationary increases and salary pay rises represents a real reduction in net operating costs between 2008/09 and 2009/10. This reduction is because MOD Departmental savings measures were implemented against the MDPGA in the Planning Round 2009 funding settlement which led to controls on recruitment and restrictions on overtime costs.

Total Assets were £17.8M at 31 March 2010. This represented Total Current Assets of £5.3M and Non Current Assets of £12.5M. Total liabilities and charges were £7.0M resulting in total Net Assets of £10.8M. In the previous accounting period, 2008/09, total net assets were £8.1M and the principle difference arose from reduced payables at the year end.

The Agency is a Management Group reporting to the MOD HR Director Higher Level Budget (the Agency Owner) which is part of the Central Top Level Budget (CTLB). As such we also produce accounts for consolidation into the Departmental Resource Accounts.

## Review of Activities

These are fully described in the preceding Report. There have been no significant changes to the Agency's objectives and activities. There are issues surrounding the funding of MGS that remain unresolved, as detailed in the foregoing report by the Head of Unarmed Guarding.

There is a resource gap between that which the Agency is tasked to do and the budget allocation. This gap is to be closed through a full review of the Agency's activities by customer, to re-align tasking and funding.

MDP is subject to external assessment by HM Inspectorate of Constabulary using the baseline assessment model. MGS has qualified for the National Security Inspectorate (NSI) Gold Certificate following inspection by NSI. MGS aims to ensure all guards are trained to Security Industry Authority standards.

The strategies for achieving the Agency's objectives along with the development and performance of the Agency are highlighted in the preceding Report. Key Performance Targets and Priorities are covered on pages 8-9.

## Contractual Arrangements

The Agency has a contractual arrangement with Vivista and O2 to supply the Airwave telecommunications and command and control services as outlined in the foregoing report by the Deputy Chief Constable.

## Risks and Uncertainties

The Ministry of Defence's Defence Security Policy department is currently reviewing the requirements for security and policing across the MOD estate. It is uncertain what levels of security/guarding provision it will recommend, what sites it should be provided at and who the service provider should be. The risks to the Agency of these reviews is a permanent reduction in the number of MDP police officers employed, a restructuring of the geographical footprint of the Agency and the possible replacement of MGS and MDP officers by guards provided by the Military Provost Guard Service. If these risks materialise there will be a significant reduction in the level of budget afforded to the Agency by the MOD, staff numbers will be reduced and consequently operating costs will reduce.

Details of the Agency's policies for risk management can be found in the Statement on Internal Control.

## Equal Opportunities Policy and the Employment and Training of Disabled Persons

The Agency has a Diversity and Equality Unit (DEU), the role of which is to promote and build upon a systematic approach to diversity. A diversity programme board has been formed to shape and direct the diversity agenda. The Agency also has a Race Equality Scheme (RES) along with a Disability Equality Scheme (DES). An annual report of progress on the RES has been published as part of the overall MOD report.

Further information regarding diversity and equality can be found in the foregoing report. The Agency employed 361 disabled personnel (MDP – 124, Civilian – 237) as at 31 March 2010.

Police officers who are injured or whose health deteriorates during their career are not automatically retired. Much will depend on the overall health of the individual, the nature of the injury and the likelihood of recovery in an acceptable timescale. Each case will be considered on its merits by the Occupational Health Service. Where retention is not possible, medical retirement terms are offered.

## Management of the Agency

The day-to-day management of the Agency is carried out by the Agency's Management Board which during the year consisted of:

### Steve Love

Chief Constable and Chief Executive

### DCC Gerry McAuley

Deputy Chief Constable (promoted July 2009)

### DCC David Ray QPM

Deputy Chief Constable (until June 2009)

### ACC John Bligh QPM

Assistant Chief Constable Operational Support

### ACC Robert Chidley

Assistant Chief Constable Professional Development

### ACC Dave Allard

Assistant Chief Constable Divisional Operations (joined January 2010)

### David Wray

Head of Unarmed Guarding

### Sandy MacCormick

MGS Head of Profession

### David King

Agency Secretary (joined January 2010)

### Daniel Applegate

Agency Secretary (until October 2009)

Steve Love joined as Chief Constable and Chief Executive in May 2005. The Chief Constable was recruited through open competition and had a fixed term contract of five years with a mutually agreed extension. His appointment may be terminated in accordance with the Civil Service Management Code.

Details of Management Board members' remuneration are given in the Remuneration Report.

No member of the Management Board holds any directorships or has any other significant interests that may conflict with their management responsibilities.

The Chief Executive is also advised by the MDPGA Audit Committee which during the year consisted of:

### John Harris

Chair – Non-Executive Director (Remuneration in 2009/10: £10k)

### Paul Smith

Non-Executive Director (Remuneration in 2009/10: £5k)

### Peter Hargrave

Non-Executive Director (Remuneration in 2009/10: £6k)

Audit Committee Members are not employees of the MOD. These board members receive fees for their services as shown above.

## Policy on the Payment of Payables

All MDPGA’s bills, with the exception of a very small number of minor payments through a local imprest account, are paid through the Financial Management Shared Service Centre (FMSSC). In 2009/10, FMSSC had a target of paying 90% of correctly presented UK bills within 10 working days of receipt as part of the Government’s prompt payment initiative. Actual performance against this target was 97.7 %. No interest payments arose as a result of MDPGA activities from the implementation of the Late Payment of Commercial Debts (Interest) Act 1998.

## Staff Involvement

Employees are kept informed of all relevant matters through the Intranet, the *TalkThrough* and *Flashlight* magazines and through other periodic publications. Weekly Notices and Force Orders are issued to MDPGA staff.

Employees are represented by the Defence Police Federation, and by trade unions (membership of which is

voluntary), who are involved with negotiations including the Terms and Conditions of employment.

## Sickness Absence

During the year the days lost through long term sickness were 71,657 days (2008/09 66,185 days) and short term sickness were 41,720 days (2008/09 41,618 days) being the equivalent of 14.66 days (2008/09 13.98 days) per employee.

## Personal Data Related Incidents

In common with other government and public bodies, MOD agencies are now required to set out in their accounts a summary of any losses (or unauthorised disclosures, or insecure disposals) of protected personal data, whether formally reported to the Information Commissioner or not formally so reported but recorded centrally by the Agency.

Personal data related incidents are as follows:-

**Table 1: SUMMARY OF PROTECTED PERSONAL DATA RELATED INCIDENTS FORMALLY REPORTED TO THE INFORMATION COMMISSIONER’S OFFICE IN 2009-10**

| Date of incident (month)                  | Nature of incident   | Nature of data involved | Number of people potentially involved | Notification steps |
|---|--|-------------------------|---------------------------------------|--------------------|
|   | No incidents   |                         |                                       |                    |
| <b>Further action on information risk</b> | The Agency continues monitoring and assessing its information risks, in order to identify and address any weaknesses and ensure continuous improvement of its systems. |                         |                                       |                    |

**Table 2: SUMMARY OF OTHER PROTECTED PERSONAL DATA RELATED INCIDENTS IN 2009-10**

Incidents deemed by the Data Controller not to fall within the criteria for report to the Information Commissioner’s Office but recorded centrally within the Agency are set out in the table below. Small, localised incidents are not recorded centrally and are not cited in these figures.

| Category | Nature of incident  | Total |
|----------|---|-------|
| I        | Loss of inadequately protected electronic equipment devices or paper documents from secured Government premises.          | Nil   |
| II       | Loss of inadequately protected electronic equipment, devices or paper documents from outside secured Government premises. | Nil   |
| III      | Insecure disposal of inadequately protected electronic equipment, devices or paper documents.                             | Nil   |
| IV       | Unauthorised disclosure.  | Nil   |
| V        | Other.  | Nil   |

**Table 3: YEAR-ON-YEAR TOTAL NUMBERS OF PROTECTED PERSONAL DATA RELATED INCIDENTS PRIOR TO 2009-10**

Total number of protected personal data related incidents formally reported to the Information Commissioner's Office by category number.

|         | I   | II  | III | IV  | V   | Total |
|---------|-----|-----|-----|-----|-----|-------|
| 2008-09 | Nil | Nil | Nil | Nil | Nil | Nil   |
| 2007-08 | Nil | Nil | Nil | Nil | Nil | Nil   |
| 2006-07 | Nil | Nil | Nil | Nil | Nil | Nil   |
| 2005-06 | Nil | Nil | Nil | Nil | Nil | Nil   |
| 2004-05 | Nil | Nil | Nil | Nil | Nil | Nil   |

Total number of other protected personal data related incidents, by category number.

|         | I   | II  | III | IV  | V   | Total |
|---------|-----|-----|-----|-----|-----|-------|
| 2008-09 | Nil | Nil | Nil | Nil | Nil | Nil   |
| 2007-08 | Nil | Nil | Nil | Nil | Nil | Nil   |
| 2006-07 | Nil | Nil | Nil | Nil | Nil | Nil   |
| 2005-06 | Nil | Nil | Nil | Nil | Nil | Nil   |
| 2004-05 | Nil | Nil | Nil | Nil | Nil | Nil   |

**Auditors**

The accounts of the Agency are audited by the Comptroller and Auditor General under section 7(3)(b) of the Government Resources and Accounts Act 2000. The notional cost of the statutory audit is £85,000. The auditors received no remuneration during the year for the provision of non-audit services.

As far as I am aware, there is no relevant audit information of which the Agency's auditors are unaware; I have taken all necessary steps to make myself aware of any relevant audit information and to establish that the Agency's auditors are aware of that information.



**S B Love**  
**Chief Executive**  
 20 July 2010

# Remuneration Report for the year ending 31 March 2010

## Remuneration Policy

In the absence of a remuneration committee, the salary and pension entitlements of the senior members of the MDPGA are determined by the advice and recommendations from the Senior Salaries Review Body. The following information is subject to audit.

## Salaries and Pension Entitlements

The salary and pension entitlements of the most senior members of the Ministry of Defence Police and Guarding Agency were as follows (with comparative salary disclosures for 2008/09):

# The salary quoted is for the period up to 30 June 2009. The full year equivalent is £110,000 - £115,000.

\*The salary quoted is for the period from 18 January 2010 to 31 March 2010. The full year equivalent is £75,000 - £80,000.

† The salary quoted is for the period up to 1 October 2009. The full year equivalent is £75,000 - £80,000.

^ The salary quoted is for the period from 4 January 2009 to 31 March 2010. The full year equivalent is £85,000 - £90,000.

|                     | Salary Paid<br>2009-2010 | Salary Paid<br>2008-2009 | Real Increase<br>in Pension and<br>Lump Sum at<br>Age 60 | Total Accrued<br>Pension at<br>Age 60 and<br>Lump Sum at<br>31 March 2010 | Cash<br>Equivalent<br>Transfer<br>Value<br>(CETV) at<br>31 March<br>2009 | Cash<br>Equivalent<br>Transfer<br>Value at<br>31 March<br>2010 | Real<br>Increase in<br>CETV After<br>Adjustment<br>for Inflation<br>and Changes<br>in Market<br>Investment<br>Factors |
|---------------------|--------------------------|--------------------------|--|---|--|--|---|
|                     | £'000                    | £'000                    | £'000  | £'000   | £'000  | £'000  | £'000   |
| <b>S Love</b>       | 155 - 160                | 165 - 170                | 0 - 2.5 plus<br>Lump sum N/A                             | 10 - 15 plus<br>Lump sum N/A  | 117  | 164  | 36  |
| <b>D A Ray</b>      | 35 - 40#                 | 110 - 115                | 0 - 2.5 plus<br>0 - 2.5 lump sum                         | 10 - 15 plus<br>35 - 40 lump sum  | 290  | 295  | 9   |
| <b>G P McAuley</b>  | 110 - 115                | 100 - 105                | 2.5 - 5 plus<br>12.5 - 15 lump sum                       | 35 - 40 plus<br>110 - 115 lump sum  | 501  | 606  | 74  |
| <b>D King</b>       | 15 - 20*                 | -                        | 0 - 2.5 plus<br>0 - 2.5 lump sum                         | 0 - 5 plus<br>0 - 5 lump sum  | 715  | 712  | 7   |
| <b>D Applegate</b>  | 40 - 45†                 | 70 - 75                  | 0 - 2.5 plus<br>2.5 - 5 lump sum                         | 25 - 30 plus<br>75 - 80 lump sum  | 439  | 479  | 19  |
| <b>S MacCormick</b> | 70 - 75                  | 70 - 75                  | 0 - 2.5 plus<br>Lump sum N/A                             | 5 - 10 plus<br>Lump sum N/A   | 103  | 134  | 23  |
| <b>D Allard</b>     | 20 - 25^                 | -                        | 0 - 2.5 plus<br>2.5 - 5 lump sum                         | 25 - 30 plus<br>85 - 90 lump sum  | 526  | 543  | 26  |
| <b>J P Bligh</b>    | 105 - 110                | 100 - 105                | 0 - 2.5 plus<br>Lump sum N/A                             | 10 - 15 plus<br>Lump sum N/A  | 183  | 213  | 17  |
| <b>R Chidley</b>    | 100 - 105                | 100 - 105                | 0 - 2.5 plus<br>Lump sum N/A                             | 5 - 10 plus<br>Lump sum N/A   | 123  | 164  | 31  |
| <b>D K Wray</b>     | 70 - 75                  | 65 - 70                  | 0 - 2.5 plus<br>2.5 - 5 lump sum                         | 20 - 25 plus<br>70 - 75 Lump sum  | 415  | 467  | 25  |

None of the above other than S Love (£9.7k) received any benefits in kind.

## Pension

Pension benefits are provided through the Civil Service pension arrangements. From 30 July 2007, civil servants may be in one of four defined benefits schemes; either a 'final salary' scheme (classic, premium, or classic plus) or a 'whole career' scheme (nuvos). Classic, premium and classic plus are now closed to new members. These statutory arrangements are unfunded with the cost of benefits met by monies voted by Parliament each year. Pensions payable under nuvos, classic, premium, and classic plus are increased annually in line with changes in the Retail Price Index (RPI). Members who joined from October 2002 could opt for either the appropriate defined benefit arrangement or a good quality 'money purchase' stakeholder pension with a significant employer contribution (partnership pension account).

Employee contributions are set at the rate of 1.5% of pensionable earnings for classic and 3.5% for premium, classic plus and nuvos. Benefits in classic accrue at the rate of 1/80th of final pensionable earnings for each year of service; in addition, a lump sum equivalent to three years' pension is payable on retirement. For premium, benefits accrue at the rate of 1/60th of final pensionable earnings for each year of service. Unlike classic, there is no automatic lump sum. Classic plus is essentially a hybrid with benefits in respect of service before 1 October 2002 calculated broadly as per classic and benefits for service from October 2002 calculated as in Premium. In nuvos a member builds up a pension based on pensionable earnings during their period of scheme membership. At the end of the scheme year (31 March) the member's earned pension account is credited with 2.3% of their pensionable earnings in that scheme year and, immediately after the scheme year end, the accrued pension is updated in line with RPI. In all cases members may opt to give up (commute) pension for a lump sum up to the limits set by the Finance Act 2004.

The partnership pension account is a stakeholder pension arrangement. The employer makes a basic contribution of between 3% and 12.5% (depending on the age of the member) into a stakeholder pension product chosen by the employee from a panel of three providers. The employee does not have to contribute but, where they do make contributions, the employer will match these up to a limit of 3% of pensionable salary (in addition to the employer's basic contribution). Employers also contribute a further 0.8% of pensionable salary to cover the cost of centrally-provided risk benefit cover (death in service and ill health retirement).

The accrued pension quoted, is the pension the member is entitled to receive when they reach pension age,

or immediately on ceasing to be an active member of the scheme if they are already at or over pension age. Pension age is 60 for members of classic, premium and classic plus and 65 for members of nuvos.

Further details about the Civil Service pension arrangements can be found at the website: [www.civilservice-pensions.gov.uk](http://www.civilservice-pensions.gov.uk).

## Cash Equivalent Transfer Values

A Cash Equivalent Transfer Value (CETV) is the actuarially assessed capitalised value of the pension scheme benefits accrued by a member at a particular point in time. The benefits valued are the member's accrued benefits and any contingent spouse's pension payable from the scheme. A CETV is a payment made by a pension scheme or arrangement to secure pension benefits in another pension scheme or arrangement when the member leaves a scheme and chooses to transfer the benefits accrued in their former scheme. The pension figures shown relate to the benefits that the individual has accrued as a consequence of their total membership of the pension scheme, not just their service in a senior capacity to which the disclosure applies. The figures include the value of any pension benefit in another scheme or arrangement which the individual has transferred to the Civil Service pension arrangements. They also include any additional pension benefit accrued to the member as a result of their buying additional pension benefits at their own cost. CETVs are calculated in accordance with The Occupational Pension Schemes Transfer Values Amendment Regulations and do not take account of any actual or potential reduction to benefits resulting from Lifetime Allowance Tax which may be due when pension benefits are taken.

## Real Increase in CETV

This reflects the increase in CETV that is funded by the employer. It does not include the increase in accrued pension due to inflation, contributions paid by the employee (including the value of any benefits transferred from another pension scheme or arrangement) and uses common market valuation factors for the start and end of the period.



**S B Love**  
**Chief Executive**  
 20 July 2010

# Statement of the Agency's and Chief Executive's Responsibilities

Under section 7(2) of the Government Resources and Accounts Act 2000, the Treasury have directed the Ministry of Defence Police and Guarding Agency to prepare a statement of accounts for each financial year in the form and on the basis set out in the Accounts Direction dated 22nd December 2009. The Accounts are prepared on an accruals basis and must give a true and fair view of the Agency's state of affairs at the year end and of its net operating cost, recognised gains and losses and cash flows for the financial year.

In preparing the accounts, the Agency is required to:-

- observe the Accounts Direction issued by the Treasury, including the relevant accounting and disclosure requirements and apply suitable accounting policies on a consistent basis;
- make judgements and estimates on a reasonable basis;

- state whether applicable accounting standards have been followed and disclose and explain any material departures in the financial statements; and
- prepare the financial statements on the 'going concern' basis, unless it is inappropriate to presume that the Agency will continue in operation.

The Departmental Accounting Officer for the Ministry of Defence has designated the Chief Executive of the Ministry of Defence Police and Guarding Agency as the Accounting Officer for the Agency. His relevant responsibilities as Accounting Officer, including responsibility for the propriety and regularity of the public finances and for the keeping of proper records, are set out in the Accounting Officers' Memorandum issued by the Treasury and published in 'Managing Public Money'.

# Statement on Internal Control 2009/10

## 1. Scope of Responsibility

As Accounting Officer, I have responsibility for maintaining a sound system of internal control that supports the achievement of Agency policies, aims and objectives, whilst safeguarding the public funds and departmental assets for which I am personally responsible, in accordance with the responsibilities assigned to me in Managing Public Money.

The Ministry of Defence Police and Guarding Agency (MDPGA) is an Agency of the Ministry of Defence (MOD). The Secretary of State (SofS) for Defence has ultimate responsibility for determining the policy, financial framework and delegations of authority within which the Agency operates. However, SofS for Defence delegates day-to-day responsibility to Director General Human Resources and Corporate Services (DG HR&CS) as Agency Owner.

The Agency Owner is responsible for determining and agreeing the strategic aims and objectives of the Agency and for setting and monitoring its performance against key financial and performance targets. The Owner is consulted on the Agency's corporate and business plans and advises Ministers on the strategic direction of the Agency in the context of wider departmental or cross-governmental objectives and performance management. The Owner approves the Agency's annual budget and ensures it has the delegations and authorities necessary for effective delivery and continuous improvement. The Agency Owner chairs and is advised by an Owner's Advisory Board (OAB), whose membership consists of the Agency's key customers and stakeholders. As Agency Chief Executive, I also attend all OAB meetings.

All of the above mentioned responsibilities are set out in the Agency Framework Document.

## 2. The purpose of the system of internal control

The system of internal control is designed to manage risk to a reasonable level rather than to eliminate all risk of failure to achieve policies, aims and objectives; it can therefore only provide reasonable and not absolute assurance of effectiveness. The system of internal control is based on an ongoing process designed to identify and prioritise the risks to the achievement of Agency policies, aims and objectives, to evaluate the likelihood of those risks being realised and the impact should they be realised, and to manage them efficiently, effectively and

economically. The system of internal control has been in place in the Agency for the year end 31 March 2010 and up to the date of approval of the annual report and accounts, and accords with Treasury guidance.

## 3. Capacity to handle risk

The importance of having a well defined and effective risk management process embedded in an organisation whose business is delivering specialist policing and guarding services in support of the defence effort cannot be underestimated. My Risk Management Statement and Agency Risk Management Guidelines set out the importance that I personally place on the effective management of risk in the Agency and what I expect of managers at all levels across the organisation in terms of how they manage risk in their business areas. I require risk registers to be maintained for each Agency Management Board (AMB) Portfolio, with supporting risk registers for HQ Departments, Ministry of Defence Police (MDP) Divisional HQs, Ministry of Defence Guard Service (MGS) Regional HQs and Senior Police Officers at all MDP stations. My Risk Management Statement sets out that management should not use their risk register to list every thing that could go wrong, nor to list general problems that occur through normal management processes. The register is for the things that "keep managers awake at night" – the serious risks that could badly undermine their part of the organisation or cause us to fail in our mission.

The Agency Risk Management Guidelines are published on the Intranet so they are easily accessible to all those involved with managing risk in the Agency. Senior management, Audit Committee (AC) members and attendees took part in a Risk Management Workshop conducted by Defence Internal Audit (DIA) during the year.

## 4. The risk control framework

This has been a most difficult year for the Agency, as we have been operating against the background of a budget reduced in-year, caused by the re-prioritising of government finances, and the risks associated with a volatile economic environment. I am concerned to ensure that the financial pressures and the gap between task and resource are minimised. The Agency maintains an ongoing review to ensure that all non-MOD tasks are charged on a full cost recovery basis. I have introduced some strong measures to keep within budget, which have introduced an

added increment to the Agency's risks due to the nature in which staffing vacancies can arise. The Agency has therefore had to be very careful in how it has marshalled its resources during this period. This also means that managing our business and delivering security and policing for Defence is something we can expect to have to do more efficiently for the next few years as we will not be able to remain within budget until 2012/13.

I have invited the DIA to support us in reviewing our mitigation action in connection with the key risk of serious injury to Agency staff or members of the public as a consequence of our firearms capability. These mitigation actions include Agency Safety, Health, Environment and Fire (SHEF) plans, compliance with Association of Chief Police Officer (ACPO) standards and maintaining training to National Police Improvement Agency (NPIA) standards. This review has been included within the DIA programme of work for 2010/11.

I have also set up an Information Management Group (IMG), chaired by the Deputy Chief Constable (DCC), as Senior Information Risk Owner (SIRO), to monitor the measures we have in place to mitigate the risk of a breach in the data security of the Agency and to keep this under review. In order to ensure Level 3 compliance with the Information Assurance Maturity Model (IAMM) by December 2012 work continues in line with the published IMG Action Plan. Agency Information Asset Owners have been identified and are in the process of receiving the relevant training; and the Agency Information Asset Register has been compiled and reviewed. Information Assurance is also included as a standing item on the AC agenda.

Additionally, the Agency has fundamentally reviewed and sharpened its risk management procedures. The AMB agrees the Agency's risk appetite and maintains a Corporate Risk Register which I review every quarter to track the management of risks and identify any new areas of concern for the Business. As well as being reviewed during the bi-lateral process, risk management is a standing item on the OAB agenda, is reviewed quarterly at AMB meetings and monitored quarterly by the AC which selects a number of risks each meeting to review with the AMB. This focus on risk management has been a valuable management tool used to respond to the challenges of maintaining standards at a time of reducing resources. I have also charged Agency Secretary with a review of our financial management processes to ensure cost savings and value for money are pursued, best practice is applied and financial risk is rigorously reviewed. His conclusions are viewed monthly at the AMB.

As the MDP is a statutory Police Force within the MOD, SofS for Defence has additional responsibilities under law. Section 1(5) of the MDP Act 1987, as amended by the Anti-Terrorism, Crime and Security Act 2001, provides that SofS

for Defence shall appoint a Police Committee, whose main role is to provide an independent scrutiny and assurance to SofS for Defence that MDP is delivering policing services in accordance with the MDP Act 1987.

In order to perform this role the Police Committee is required to provide scrutiny and assurance that police powers and authority are impartially and lawfully exercised by myself as Chief Constable; confirm that MDP is meeting the standards required of a police force; validate that MDP's exercise of its authority is responsible, proportionate and impartial; validate that MOD's use of the MDP is appropriate in relation to the exercising of policing powers and authority; consider MDP's targets and performance and the Agency's corporate and business plans as required to exercise the above functions; consider all complaints made against all members of MDP Chief Officer ranks; undertake all responsibilities required of the Conduct and Appeal Regulations (Statutory Instruments) and submit an annual report to SofS for Defence on MDP's discharge of policing powers.

DIA are the MOD's Internal Auditors and provide the Agency with assurance and consultancy services. In addition, the Agency has an Assurance Team (AT) who provides an assurance function which complements the DIA, by reviewing compliance with controls within the CTLB Compliance Assurance Matrix, which sets out control requirements that are a Budget and Line Managers' responsibility. This is carried out using Control Risk Self Assessments, which are quality assured by the AT. The AT also acts as a link to the AC and provides them with a secretariat function.

## 5. Review of effectiveness

As Accounting Officer, I have responsibility for reviewing the effectiveness of the system of internal control. My review of the effectiveness of the system of internal control is informed by the work of the internal auditors and the executive managers within the Agency who have responsibility for the development and maintenance of the internal control framework, and comments made by the external auditors in their management letter and other reports. I have been advised on the implications of the result of my review of the effectiveness of the system of internal control by the Board, the Audit Committee and a plan to address weaknesses and ensure continuous improvement of the system is in place.

The AMB is responsible for the Agency's system of internal control and for reviewing the effectiveness of the system. This review is carried out on specific controls as part of the bi-lateral process with Portfolio Holders, which assess their performance on a quarterly basis, and annually by individual Portfolio Holders, who have completed and signed a Certificate on Internal Control in respect of their Portfolio.

The Agency has an AC which reports to the AMB annually on the effectiveness of the Agency's Corporate Governance. The AC meets four times a year and monitors, on my behalf as Accounting Officer, the management of significant risks, the operation of the system of internal control and the adequacy of internal/external audit and other assurance arrangements. The AC also has an additional meeting in which it reviews the financial statements. The AC consists of three Non Executive Directors as Members. All members of the AMB attend Part One of the meeting, which deals with strategic issues. I, the DCC, Head of Unarmed Guarding and the Agency Secretary also attend Part Two of the meeting, which deals with detailed control and assurance issues. Representatives of the National Audit Office (NAO) and DIA attend each meeting and contribute fully.

Within FY 2009/10 the DIA have conducted an Agency specific review on MGS Roster Management, a follow up review on Business Continuity Management and two pieces of consultancy work in connection with Programme/Project Management and Non-personnel Costs. In addition, the Agency has participated in a Central Top Level Budget (CTLB) Review on Risk Management. Within FY 2009/10 there have been 4 DIA audit recommendations implemented. The DIA's Annual Report and opinion has given me a reasonable level of assurance as, although there were a relatively small number of audits delivered across the period, the assignments did take in a range of significant business activities across the Agency. However, the Agency is in the process of enhancing arrangements with DIA and a combined three year programme of work between DIA and the AT is in the process of being developed.

Staff from MOD Chief Information Officer department conducted an IAMM peer review of the Agency in December 2009. The overall assessment was that the Agency was approaching Level 1 maturity and this was subsequently achieved in March 2010.



**S B Love**  
**Chief Executive**  
20 July 2010

# The Certificate and Report of the Comptroller and Auditor General

I certify that I have audited the financial statements of the Ministry of Defence Police and Guarding Agency for the year ended 31 March 2010 under the Government Resources and Accounts Act 2000. These comprise the Operating Cost Statement, the Statement of Changes in Taxpayers' Equity, the Statement of Financial Position, the Statement of Cash Flows and the related notes. These financial statements have been prepared under the accounting policies set out within them. I have also audited the information in the Remuneration Report that is described in that report as having been audited

## Respective responsibilities of the Chief Executive and auditor

As explained more fully in the Statement of Chief Executive Responsibilities, the Chief Executive is responsible for the preparation of the financial statements and for being satisfied that they give a true and fair view. My responsibility is to audit the financial statements in accordance with applicable law and International Standards on Auditing (UK and Ireland). Those standards require me and my staff to comply with the Auditing Practices Board's Ethical Standards for Auditors.

## Scope of the audit of the financial statements

An audit involves obtaining evidence about the amounts and disclosures in the financial statements sufficient to give reasonable assurance that the financial statements are free from material misstatement, whether caused by fraud or error. This includes an assessment of: whether the accounting policies are appropriate to the Agency's circumstances and have been consistently applied and adequately disclosed; the reasonableness of significant accounting estimates made by the Agency; and the overall presentation of the financial statements.

In addition, I am required to obtain evidence sufficient to give reasonable assurance that the expenditure and income reported in the financial statements have been applied to the purposes intended by Parliament and the financial transactions conform to the authorities which govern them.

## Opinion on Regularity

In my opinion, in all material respects, the expenditure and income have been applied to the purposes intended by Parliament and the financial transactions conform to the authorities which govern them.

## Opinion on the financial statements

In my opinion:

- the financial statements give a true and fair view, of the state of the Agency's affairs as at 31 March 2010, and of the net operating cost, changes in taxpayers' equity and cash flows for the year then ended; and
- the financial statements have been properly prepared in accordance with the Government Resources and Accounts Act 2000 and HM Treasury directions issued thereunder.

## Opinion on other matters

In my opinion:

- the part of the Remuneration Report to be audited has been properly prepared in accordance with HM Treasury directions made under the Government Resources and Accounts Act 2000; and
- the information given in the Management Commentary section of the Annual Report for the financial year for which the financial statements are prepared is consistent with the financial statements.

## Matters on which I report by exception

I have nothing to report in respect of the following matters which I report to you if, in my opinion:

- adequate accounting records have not been kept; or
- the financial statements are not in agreement with the accounting records or returns; or
- I have not received all of the information and explanations I require for my audit.
- the Statement on Internal Control does not reflect compliance with HM Treasury's guidance.

## Report

I have no observations to make on these financial statements.

### Amyas C E Morse

Comptroller and Auditor General  
National Audit Office  
157-197 Buckingham Palace Road  
Victoria  
London  
SW1W 9SP

22 July 2010

# Operating Cost Statement

for the year ended 31 March 2010

|                             | Notes | 2009/2010      |               |                 | 2008/2009      |
|-----------------------------|-------|----------------|---------------|-----------------|----------------|
|                             |       | Staff Costs    | Other Costs   | Income          | £'000          |
|                             |       | £'000          |               |                 | £'000          |
| <b>ADMINISTRATION COSTS</b> |       |                |               |                 |                |
| Staff costs                 | 3     | 2,179          |               |                 | 2,204          |
| Other administration costs  | 4     |                | 2,118         |                 | 2,570          |
| Income                      | 6     |                |               | (834)           |                |
| <b>PROGRAMME COSTS</b>      |       |                |               |                 |                |
| Staff costs                 | 3     | 308,069        |               |                 | 302,532        |
| Other programme costs       | 5     |                | 63,124        |                 | 71,158         |
| Operating income            | 6     |                |               | (35,173)        | (38,080)       |
| <b>Totals</b>               |       | <b>310,248</b> | <b>65,242</b> | <b>(36,007)</b> |                |
| <b>Net operating cost</b>   |       |                |               | <b>339,483</b>  | <b>340,384</b> |

# Statement of Financial Position

as at 31 March 2010

|  | Notes | 2010<br>£'000   | 2009<br>£'000  | 2008<br>£'000   |
|--|-------|-----------------|----------------|-----------------|
| <b>NON-CURRENT ASSETS</b>                              |       |                 |                |                 |
| Property, plant and equipment                          | 7     | 12,059          | 11,956         | 11,696          |
| Receivables falling due after more than one year       | 10    | 483             | 500            | 455             |
| <b>Total non-current assets</b>                        |       | <b>12,542</b>   | <b>12,456</b>  | <b>12,151</b>   |
| <b>CURRENT ASSETS</b>                                  |       |                 |                |                 |
| Inventories  | 9     | 1,254           | 1,269          | 976             |
| Trade and other receivables                            | 10    | 3,911           | 4,245          | 6,984           |
| Cash and cash equivalents                              | 11    | 86              | 64             | 11              |
| <b>Total current assets</b>                            |       | <b>5,251</b>    | <b>5,578</b>   | <b>7,971</b>    |
| <b>TOTAL ASSETS</b>                                    |       | <b>17,793</b>   | <b>18,034</b>  | <b>20,122</b>   |
| <b>CURRENT LIABILITIES</b>                             |       |                 |                |                 |
| Trade and other payables                               | 12    | (5,608)         | (8,241)        | (10,347)        |
| <b>Total current liabilities</b>                       |       | <b>(5,608)</b>  | <b>(8,241)</b> | <b>(10,347)</b> |
| <b>NON-CURRENT ASSETS LESS NET CURRENT LIABILITIES</b> |       | <b>12,185</b>   | <b>9,793</b>   | <b>9,775</b>    |
| <b>NON-CURRENT LIABILITIES</b>                         |       |                 |                |                 |
| Provisions   | 13    | (1,375)         | (1,679)        | (1,234)         |
| <b>Total non-current liabilities</b>                   |       | <b>(1,375)</b>  | <b>(1,679)</b> | <b>(1,234)</b>  |
| <b>ASSETS LESS LIABILITIES</b>                         |       | <b>10,810</b>   | <b>8,114</b>   | <b>8,541</b>    |
| <b>TAXPAYERS' EQUITY</b>                               |       |                 |                |                 |
| General fund   | 18    | (8,685)         | (5,968)        | (5,901)         |
| Revaluation reserves                                   | 17    | (2,125)         | (2,146)        | (2,640)         |
| <b>Total Taxpayers' Equity</b>                         |       | <b>(10,810)</b> | <b>(8,114)</b> | <b>(8,541)</b>  |



Steve Love  
Chief Executive  
20 July 2010

The notes on pages 53 to 65 form part of these accounts.

# Statement of Cashflows

for the year ended 31 March 2010

|   |       | 2009/2010        | 2008/2009        |
|---|-------|------------------|------------------|
|   | Notes | £'000            | £'000            |
| <b>CASH FLOWS FROM OPERATING ACTIVITIES</b>                     |       |                  |                  |
| <b>Net Operating Cost</b>                                       |       | <b>339,483</b>   | <b>340,384</b>   |
| <b>Adjustments for non-cash transactions</b>                    |       |                  |                  |
| Depreciation charges  | 7     | 2,974            | 2,990            |
| Impairment of non-current assets                                | 5     | –                | 104              |
| Reclassification of inventories                                 |       | –                | 8                |
| Loss on Disposal of Property, Plant and Equipment               | 5     | 512              | 137              |
| Other Non-cash Transactions (excluding Early Retirement Costs)  | 5     | 35,716           | 39,899           |
| (Increase) in Inventories                                       | 9     | (8)              | (305)            |
| Increase in slow moving clothing provision                      | 9     | 23               | 12               |
| Decrease in Receivables   | 10    | 351              | 2,694            |
| (Decrease) in Payables (excluding capital accruals)             | 12    | (2,830)          | (2,087)          |
| Inventories revaluation   | 17    | (24)             | 74               |
| Movements in Provisions for Liabilities and Charges             | 13    | (304)            | 445              |
| <b>Net Cash Outflow From Operating Activities</b>               |       | <b>(303,073)</b> | <b>(296,413)</b> |
| <b>CASH FLOWS FROM INVESTING ACTIVITIES</b>                     |       |                  |                  |
| Purchase of PPE   |       | (3,128)          | (3,516)          |
| Proceeds of disposal from PPE                                   | 5,7   | 231              | 183              |
| <b>Net Cash Outflow From Investing Activities</b>               |       | <b>(2,897)</b>   | <b>(3,333)</b>   |
| <b>CASH FLOWS FROM FINANCING ACTIVITIES</b>                     |       |                  |                  |
| Payments on Defence Resource Account                            |       | 340,252          | 340,128          |
| Receipts on Defence Resource Account                            |       | (34,260)         | (40,329)         |
| <b>Net Financing</b>  |       | <b>305,992</b>   | <b>299,799</b>   |
| <b>Net increase in cash and cash equivalents in the period</b>  |       | <b>22</b>        | <b>53</b>        |
| <b>Cash and cash equivalents at the beginning of the period</b> | 11    | <b>64</b>        | <b>11</b>        |
| <b>Cash and cash equivalents at the end of the period</b>       | 11    | <b>86</b>        | <b>64</b>        |

# Statement of Changes in Taxpayers' Equity

for the year ended 31 March 2010

|   |       | General Fund     | Revaluation Reserve | Total Reserves   |
|---|-------|------------------|---------------------|------------------|
|   | Notes | £'000            | £'000               | £'000            |
| Balance at 31 March 2008  |       | 8,700            | 2,640               | 11,340           |
| Changes in accounting policy                                    |       | (2,799)          |                     | (2,799)          |
| <b>Restated balance at 1 April 2008</b>                         | 17,18 | <b>5,901</b>     | <b>2,640</b>        | <b>8,541</b>     |
| Non-Cash items  | 18    | 39,899           |                     | 39,899           |
| Net operating cost for the year                                 |       | (340,384)        |                     | (340,384)        |
| Net/gain/(loss) on revaluation of property, plant and equipment | 17    |                  | 185                 | 185              |
| Revaluation of inventories                                      | 17    |                  | 74                  | 74               |
| Transfer between reserves                                       | 17    | 753              | (753)               |                  |
| <b>Total recognised income and expense for 2008-09</b>          |       | <b>(299,732)</b> | <b>(494)</b>        | <b>(300,226)</b> |
| Payments on Defence Resource Account                            |       | 340,128          |                     | 340,128          |
| Receipts on Defence Resource Account                            |       | (40,329)         |                     | (40,329)         |
| <b>Net financing from Defence Resource Account</b>              | 18    | <b>299,799</b>   |                     | <b>299,799</b>   |
| <b>Balance at 31 March 2009</b>                                 |       | <b>5,968</b>     | <b>2,146</b>        | <b>8,114</b>     |
| <b>Changes in taxpayer's equity for 2009-10</b>                 |       |                  |                     |                  |
| Net/gain/(loss) on revaluation of property, plant and equipment | 17    |                  | 495                 | 495              |
| Net/gain/(loss) on revaluation of inventories                   | 17    |                  | (24)                | (24)             |
| Non-cash charges – cost of capital                              | 5     | 372              |                     | 372              |
| Non-cash charges – auditor's remuneration                       | 5     | 85               |                     | 85               |
| Non-Cash items  | 18    | 35,259           |                     | 35,259           |
| Transfers between reserves                                      | 17,18 | 492              | (492)               |                  |
| Net operating cost for the year                                 |       | (339,483)        |                     | (339,483)        |
| <b>Total recognised income and expense for 2009-10</b>          |       | <b>(303,275)</b> | <b>(21)</b>         | <b>(303,296)</b> |
| Payments on Defence Resource Account                            |       | 340,252          |                     | 340,252          |
| Receipts on Defence Resource Account                            |       | (34,260)         |                     | (34,260)         |
| <b>Net financing from Defence Resource Account</b>              | 18    | <b>305,992</b>   |                     | <b>305,992</b>   |
| <b>Balance at 31 March 2010</b>                                 |       | <b>8,685</b>     | <b>2,125</b>        | <b>10,810</b>    |

# Notes to the Accounts

## 1. STATEMENT OF ACCOUNTING POLICIES

These financial statements have been prepared in accordance with the 2009-10 *Government Financial Reporting Manual (FReM)* issued by HM Treasury. The accounting policies contained in the FReM apply International Financial Reporting Standards (IFRS) as adapted or interpreted for the public sector context. Where the FReM permits a choice of accounting policy, the accounting policy which is judged to be most appropriate to the particular circumstances of the MDPGA for the purpose of giving a true and fair view has been selected. The particular policies adopted by the MDPGA are described below. They have been applied consistently in dealing with items that are considered material to the accounts.

### Accounting Convention

These accounts have been prepared under the historical cost convention modified to account for the revaluation of property, plant and equipment and intangible assets.

### a. Administration and Programme Expenditure

The Operating Cost Statement is analysed between administration and programme income and expenditure. Administration costs reflect the costs of running the Agency. Programme costs reflect non-administrative costs, including payments of grants and certain staff costs where they relate directly to service delivery. The classification of expenditure and income as administration or as programme follows the definition of administration costs set by HM Treasury except in the following instances:

- All depreciation and cost of capital are classified as programme costs.
- All notional charges are classified as programme costs.

### b. Capital Charge

A charge, reflecting the cost of capital utilised by the Agency, is included in operating costs. The charge is calculated at the real rate set by HM Treasury (currently 3.5 per cent) on the average carrying amount of all assets less liabilities, except for:

- i) Property, plant and equipment and intangible assets where the cost of capital charge is based on opening values, adjusted pro rata for in-year:
  - additions at cost
  - disposals as valued in the opening statement of financial position (plus any subsequent capital expenditure prior to disposal)
  - impairments at the amount of the reduction of the opening statement of financial position value (plus any subsequent capital expenditure)
  - depreciation of property, plant and equipment and amortisation of intangible assets
- ii) Donated assets, and cash balances with the Office of the Paymaster General, where the charge is nil.

### c. Pensions

Past and present employees are covered by the provisions of the Principal Civil Service Pension Scheme (PCSPS) and the Armed Forces Pension Scheme (AFPS). These defined benefit schemes are unfunded and non-contributory except in respect of dependents' benefits.

The Agency recognises the expected cost of these elements on a systematic and rational basis over the period during which it benefits from employees' services by payment to the PCSPS or AFPS of amounts calculated on an accruing basis.

### d. Value Added Tax

The Agency is not separately registered for Value Added Tax (VAT). VAT collected is accounted for centrally by the Ministry of Defence. The Agency's accounts do, however, include non-recoverable VAT attributable to its activities.

### e. Income

Income represents the invoiced value of transactions with the private sector, the wider public sector and government departments other than the MOD. Income is accounted for and recognised in the Operating Cost Statement net of VAT.

# Notes to the Accounts

## f. Property, plant and equipment

On 1 April 2006 the Ministry of Defence transferred responsibility for accounting for Non-current assets from the MDPGA to the Shared Service Centre. Where the Agency retains the risks and rewards of ownership of these assets they continue to be accounted for on the Agency's Statement of Financial Position in accordance with IAS 16. In all other cases the costs of the use of these assets are communicated to the MDPGA by the asset owners and charged to the operating cost statement.

### Land and Buildings

All land and buildings have been transferred to Defence Estates.

### Other Assets

Where the MDPGA retains the risks and rewards of ownership of plant, equipment, computers, boats and vehicles these are capitalised where their cost or estimated purchase price is equal to or exceeds the Agency's capitalisation threshold of £10,000 (2008/2009: £10,000) and where their useful life exceeds one year. For fighting equipment, IT and communications equipment the capitalisation threshold of £10,000 (2008/2009: £10,000) relates to grouped assets.

### Depreciation

Depreciation is calculated so as to write off the cost, or valuation, of property, plant and equipment, less their estimated residual values, on a straight line basis over their estimated useful economic lives.

The principal asset categories and their estimated useful economic lives are as follows:

|                           |                                 |
|---------------------------|---------------------------------|
| FIGHTING EQUIPMENT:       | 10 years                        |
| VEHICLES: Vehicles:       | 3-10 years                      |
|                           | (from 6 years as at March 2010) |
| Boats:                    | 6-20 years                      |
| COMPUTER EQUIPMENT:       | 3-5 years                       |
| COMMUNICATIONS EQUIPMENT: | 12 years                        |
| OTHER EQUIPMENT:          | 3-35 years                      |

Depreciation of assets under construction commences after they have been commissioned for policing and guarding activities.

### Revaluation of Property, Plant and Equipment

MDPGA's non-current assets are revalued annually using indices provided by the Defence Analytical Services and Advice (DASA).

Any reduction in valuation below historical cost arising either from the use of indices or from professional revaluation is treated by the Agency as an impairment and charged to the Operating Cost Statement.

### Disposal of Property, Plant and Equipment

Assets declared for disposal are removed from tangible non current assets only on disposal to a third party and any surplus or deficit is shown in the Operating Cost Statement under Operating Costs.

## g. Inventories

Inventories are stated at the lower of current replacement cost (or historical cost, if not materially different from current replacement cost) or net realisable value.

## h. Trade Payables

Individual payables and accruals of less than £1k are not included as they are deemed to be immaterial.

## i. Reserves

The revaluation reserve reflects the unrealised element of the cumulative balance of revaluation and indexation adjustments on property, plant and equipment.

## j. Notional and Non-Cash Charges

### Intra-Departmental Charges

Non-cash amounts are included in the Operating Cost Statement for charges in respect of services provided from other areas of the MOD. The amounts charged are calculated to reflect the full cost of providing these services to the Agency and include centrally provided training and administration costs.

With specific regard to accommodation on other sites, the costs communicated are based on actual costs supplied by the host establishment or estimates where actual costs were unavailable.

### Audit Fee

MDPGA is not charged an audit fee by the National Audit Office. The audit fee shown represents the notional charge to the Operating Cost Statement based on the cost of the services provided.

## k. Provisions

Provisions for liabilities and charges have been established under the criteria of IAS 37 and are based on realistic and prudent estimates of the expenditure required to settle future legal or constructive obligations that exist at the reporting date.

Provisions are charged to the Operating Cost Statement. All long-term provisions are discounted to current prices by the use of H M Treasury's Discount Rate, which is currently 1.8% (2.2% in 2008/09).

In accordance with Civil Service White Paper (Continuity and Change) 1994, the MDPGA has made 100% provision for liabilities to be incurred in future years relating to early retirements from 1 April 1997.

## l. Leases

Rentals payable under operating leases are charged to the Operating Cost Statement over the term of the lease.

There are no assets held on finance leases or on hire purchase agreements.

## m. Salary Advances

Where applicable, MOD staff are entitled to salary advances for house purchase, in accordance with MOD regulations. These advances are paid through the payroll system. Balances outstanding at 31 March 2010 relate to 44 staff (31 March 2009 - 49) and are included in Receivables at Note 10.

## n. Operating Income

In addition to Policing, Guarding and Criminal Investigation services provided to the MOD Estate, MDPGA also provides these services to non-MOD Customers on a repayment basis, whose contracts are being currently renegotiated annually at full cost. UK Customers include QinetiQ, Defence Science and Technology Laboratory (DSTL), Foreign and Commonwealth Office (FCO), Home Office, UK Hydrographic Office (UKHO), Meteorological Office (MO), Defence Support Group (DSG) and The Royal Mint.

The Overseas Customer is the United States Government. MDPGA provides services at sites utilised by US Visiting Forces (USVF), as per the Memorandum of Arrangement dated 20 May 2008 (amended 14 Oct 2009) negotiated by MOD Centre.

## 2. FIRST-TIME ADOPTION OF IFRS

|   | General Fund   | Revaluation Reserve |
|---|----------------|---------------------|
|   | £'000          | £'000               |
| Taxpayers' equity at 31 March 2009 under UK GAAP              | (8,775)        | (2,146)             |
| <i>Adjustments for:</i>                                       |                |                     |
| Employee Benefit Accrual as per IAS 19                        | 2,758          |                     |
| Discounting receivables as per IAS 18                         | 49             |                     |
| <b>Taxpayers' equity at 1 April 2009 under IFRS</b>           | <b>(5,968)</b> | <b>(2,146)</b>      |
| Net operating cost for year ending 31.03.09 under UK GAAP     | 340,635        |                     |
| <i>Adjustments for:</i>                                       |                |                     |
| Employee Benefit Accrual as per IAS 19                        | (251)          |                     |
| <b>Net operating cost for year ending 31.03.09 under IFRS</b> | <b>340,384</b> |                     |

# Notes to the Accounts

## 3. STAFF NUMBERS AND RELATED COSTS

### a. Staff costs comprise:

|                                   | 2009/2010      |                |           |                | 2008/2009      |                |            |                |
|-----------------------------------|----------------|----------------|-----------|----------------|----------------|----------------|------------|----------------|
|                                   | MDP            | Civilian       | Service   | Total          | MDP            | Civilian       | Service    | Total          |
|                                   | £'000          | £'000          | £'000     | £'000          | £'000          | £'000          | £'000      | £'000          |
| Wages and salaries                | 139,467        | 111,399        | 64        | 250,930        | 137,208        | 106,176        | 83         | 243,467        |
| Social Security costs (E R N I C) | 11,398         | 7,632          | 7         | 19,037         | 11,771         | 7,608          | 8          | 19,387         |
| Superannuation                    | 22,973         | 17,311         | 23        | 40,307         | 23,278         | 17,277         | 29         | 40,584         |
| Early Retirement Costs            | 19             | (45)           | –         | (26)           | 448            | 850            | –          | 1,298          |
| <b>Total</b>                      | <b>173,857</b> | <b>136,297</b> | <b>94</b> | <b>310,248</b> | <b>172,705</b> | <b>131,911</b> | <b>120</b> | <b>304,736</b> |

Civilian wages and salaries include costs of £706,000 (2008/09:£620,000) for agency/temporary staff.

**b. The Principal Civil Service Pension Scheme (PCSPS)** is an unfunded multi-employer defined benefit scheme but the MDPGA is unable to identify its share of the underlying assets and liabilities.

A full actuarial valuation was carried out at 31 March 2007 for the PCSPS. You can find details in the resource accounts of the Cabinet Office: Civil Superannuation laid before the House of Commons. ([www.civilservice-pensions.gov.uk](http://www.civilservice-pensions.gov.uk))

For 2009/2010, employers' contributions of £40,256k were payable to the PCSPS (£40,538k in 2008/2009) at one of four rates in the range of 17.1% to 25.5% of pensionable pay based on salary bands. Employers' pension contributions of £51k (£46k in 2008/2009) were payable to schemes other than the PCSPS.

The scheme's Actuary reviews employer contributions every four years following a full scheme valuation. In 2009-10, the salary bands were revised but the rates remained the same.

The contribution rates are set to meet the cost of the benefits accruing during 2009-10 to be paid when the member retires and not the benefits paid during this period to existing pensioners.

Employees joining after 1 October 2002 could opt to open a partnership pension account, a stakeholder pension with an employer contribution. Employers' contributions of £Nil (£Nil in 2008/2009) were paid to one or more of a panel of four appointed stakeholder pension providers. Employer contributions are age related and range from 3% to 12.5% of pensionable pay. Employers also match employee contributions up to 3% of pensionable pay. In addition, employer contributions of £Nil, 0.8% of pensionable pay, were payable to the PCSPS to cover the cost of the future provision of lump sum benefits on death in service and ill health retirements of these employees.

Early departure costs borne by the Agency in 2009/2010 were £(26k) (£1,298k in 2008/2009).

### c. The average number of full time equivalent persons employed during the year was as follows:

|  | 2009/2010    | 2008/2009    |
|--|--------------|--------------|
|  | Number       | Number       |
| MDP  | 3,523        | 3,490        |
| Civilian including MGS, Non-Industrials and Industrial | 4,211        | 4,220        |
| Service  | –            | 1            |
| <b>Total</b>   | <b>7,734</b> | <b>7,711</b> |

**d. Remuneration of the Members of the Police Committee**

|                                   | 2009/2010     | 2008/2009     |
|-----------------------------------|---------------|---------------|
|                                   | £             | £             |
| Sir K Povey (appointed June 2007) | 11,605        | 14,300        |
| D Riddle (appointed Oct 2007)     | 17,212        | 21,176        |
| Dr. R Dickie (appointed Oct 2007) | 13,815        | 13,325        |
| Dr. P Ali (appointed Oct 2007)    | 9,252         | 8,450         |
| C Mitchell (appointed Oct 2007)   | 6,940         | 10,725        |
| A Brown (re-appointed June 2007)  | 8,102         | 9,100         |
| <b>Total</b>                      | <b>66,926</b> | <b>77,076</b> |

Police Committee Members are not employees of the MOD. These board members receive fees for their services as shown above.

**4. OTHER ADMINISTRATION COSTS**

|                             | 2009/2010    | 2008/2009    |
|-----------------------------|--------------|--------------|
|                             | £'000        | £'000        |
| Operational Movements       | 54           | 115          |
| Utilities                   | 696          | 985          |
| Property Management         | 1,137        | 1,229        |
| IT and Telecommunications   | 25           | 16           |
| Legal and Professional Fees | 113          | 109          |
| Other expenditure           | 93           | 116          |
| <b>Total</b>                | <b>2,118</b> | <b>2,570</b> |

# Notes to the Accounts

## 5. PROGRAMME COSTS

|   | 2009/2010     | 2008/2009     |
|---|---------------|---------------|
|   | £'000         | £'000         |
| <i>Non-Cash Items:</i>  |               |               |
| MOD HQ Overhead   | 16,667        | 16,510        |
| Depreciation on Non Current Assets excluding Land and Buildings | 2,974         | 2,990         |
| Impairment of Non Current Assets                                | –             | 104           |
| Auditors Remuneration (notional charges)                        | 85            | 85            |
| Shared Service Centre costs for Non current assets              | 3,288         | 3,534         |
| Communicated costs relating to accommodation on other MOD sites | 14,958        | 19,311        |
| Cost of Capital Charge  | 372           | 147           |
| Rates   | 346           | 312           |
| Loss on disposal of Property, plant and equipment               | 512           | 137           |
| Operational Movements   | 8,928         | 10,030        |
| Fuel  | 819           | 1,006         |
| Inventory Consumption   | 997           | 1,013         |
| Inventory Provisions  | 23            | 12            |
| Charges for Operating Leases                                    | 4,220         | 4,048         |
| Service Charges   | 135           | 74            |
| Utilities   | 34            | 3             |
| Property Management   | 735           | 693           |
| Accommodation charges   | 48            | 20            |
| Hospitality and Entertainment                                   | 9             | 25            |
| Bad Debts provision   | –             | (56)          |
| Training, Safety and Welfare                                    | 1,121         | 1,591         |
| Equipment Support   | 2,139         | 4,001         |
| IT and Telecommunications                                       | 2,858         | 3,283         |
| Legal and Professional Fees                                     | 1,007         | 935           |
| Other expenditure   | 849           | 1,350         |
| <b>Total</b>  | <b>63,124</b> | <b>71,158</b> |

## 6. INCOME

|                                       | 2009/2010       | 2008/2009       |
|---------------------------------------|-----------------|-----------------|
|                                       | £'000           | £'000           |
| Repayment Work for non-MOD Customers  | (24,919)        | (25,446)        |
| Repayment Work for Overseas Customers | (10,542)        | (10,679)        |
| Other Income                          | (546)           | (1,955)         |
| <b>Total Income</b>                   | <b>(36,007)</b> | <b>(38,080)</b> |
| Administration Income                 | (834)           | –               |
| Programme Income                      | (35,173)        | (38,080)        |
| <b>Total Income</b>                   | <b>(36,007)</b> | <b>(38,080)</b> |

Other Income derives from the use of parts of the MDPGA estate by non-MOD organisations. Improvements have been made with the USVF MOA enabling the MDPGA to claim the full cost of services.

## 7. PROPERTY, PLANT AND EQUIPMENT

|  | Plant & Machinery | Transport Other | Single Use Military Equipment | IT & Comms. | Assets Under Const. | Total         |
|--|-------------------|-----------------|-------------------------------|-------------|---------------------|---------------|
|  | £'000             | £'000           | £'000                         | £'000       | £'000               | £'000         |
| Cost or Valuation as at 1 April 2009         | 755               | 25,526          | 2,096                         | 318         | 1,205               | 29,900        |
| Additions                                    | –                 | 1,085           | –                             | –           | 2,240               | 3,325         |
| Disposals                                    | (84)              | (6,966)         | (19)                          | (40)        | –                   | (7,109)       |
| Revaluation                                  | 15                | 1,052           | 13                            | 1           | –                   | 1,081         |
| Transfers                                    | –                 | 2,090           | –                             | –           | (2,090)             | –             |
| <b>Cost or Valuation as at 31 March 2010</b> | <b>686</b>        | <b>22,787</b>   | <b>2,090</b>                  | <b>279</b>  | <b>1,355</b>        | <b>27,197</b> |
| Depreciation to 1 April 2009                 | 537               | 16,487          | 654                           | 266         | –                   | 17,944        |
| Current year Charge                          | 58                | 2,679           | 205                           | 32          | –                   | 2,974         |
| Disposals                                    | (84)              | (6,242)         | –                             | (40)        | –                   | (6,366)       |
| Revaluation                                  | 10                | 571             | 4                             | 1           | –                   | 586           |
| Transfers                                    | –                 | –               | –                             | –           | –                   | –             |
| <b>Depreciation to 31 March 2010</b>         | <b>521</b>        | <b>13,495</b>   | <b>863</b>                    | <b>259</b>  | <b>–</b>            | <b>15,138</b> |
| <b>Net Book Value as at 31 March 2010</b>    | <b>165</b>        | <b>9,292</b>    | <b>1,227</b>                  | <b>20</b>   | <b>1,355</b>        | <b>12,059</b> |
| <b>Net Book Value as at 31 March 2009</b>    | <b>218</b>        | <b>9,039</b>    | <b>1,442</b>                  | <b>52</b>   | <b>1,205</b>        | <b>11,956</b> |

# Notes to the Accounts

## 7. PROPERTY, PLANT AND EQUIPMENT (Continued)

|  | Plant &<br>Machinery | Transport<br>Other | Single Use<br>Military<br>Equipment | IT &<br>Comms. | Assets<br>Under<br>Const. | Total          |
|--|----------------------|--------------------|-------------------------------------|----------------|---------------------------|----------------|
|  | £'000                | £'000              | £'000                               | £'000          | £'000                     | £'000          |
| Cost or Valuation as at 1 April 2008         | 864                  | 25,326             | 2,046                               | 1,508          | 1,085                     | <b>30,829</b>  |
| Additions                                    | –                    | 1,343              | –                                   | –              | 2,154                     | <b>3,497</b>   |
| Disposals                                    | (139)                | (3,351)            | –                                   | (1,142)        | –                         | <b>(4,632)</b> |
| Revaluation                                  | 30                   | 174                | 50                                  | (48)           | –                         | <b>206</b>     |
| Transfers                                    | –                    | 2,034              | –                                   | –              | (2,034)                   | –              |
| <b>Cost or Valuation as at 31 March 2009</b> | <b>755</b>           | <b>25,526</b>      | <b>2,096</b>                        | <b>318</b>     | <b>1,205</b>              | <b>29,900</b>  |
| Depreciation to 1 April 2009                 | 584                  | 16,742             | 441                                 | 1,366          | –                         | <b>19,133</b>  |
| Current year Charge                          | 73                   | 2,667              | 202                                 | 48             | –                         | <b>2,990</b>   |
| Disposals                                    | (139)                | (3,059)            | –                                   | (1,106)        | –                         | <b>(4,304)</b> |
| Revaluation                                  | 19                   | 137                | 11                                  | (42)           | –                         | <b>125</b>     |
| Transfers                                    | –                    | –                  | –                                   | –              | –                         | –              |
| <b>Depreciation to 31 March 2009</b>         | <b>537</b>           | <b>16,487</b>      | <b>654</b>                          | <b>266</b>     | <b>–</b>                  | <b>17,944</b>  |
| <b>Net Book Value as at 31 March 2009</b>    | <b>218</b>           | <b>9,039</b>       | <b>1,442</b>                        | <b>52</b>      | <b>1,205</b>              | <b>11,956</b>  |
| <b>Net Book Value as at 31 March 2008</b>    | <b>280</b>           | <b>8,584</b>       | <b>1,605</b>                        | <b>142</b>     | <b>1,085</b>              | <b>11,696</b>  |

## 8. FINANCIAL INSTRUMENTS

Agencies are required to provide disclosures in respect of the role of financial instruments on performance during the period, the nature and extent of the risks to which the Agency is exposed and how these risks are managed. For each type of risk arising from financial instruments, the Agency is also required to provide summary quantitative data about its exposure to the risk at the reporting date.

As the cash requirements of the Agency are primarily met through MOD funding, financial instruments play a more limited role in creating risk than would apply to a non-public sector body of a similar size. The majority of financial instruments relate to contracts for non-financial items in line with the Agency's expected purchase and

usage requirements and the Agency is therefore exposed to little liquidity risk.

The Agency is subject to credit risk in respect of its commercial customers. The carrying amount of receivables, from these customers, represents the Agency's maximum exposure to credit risk, £3,911k at 31 March 2010. Trade and other receivables consist of a large number of diverse customers spread over a diverse geographical area. Receivables are impaired where there is sufficient knowledge to indicate that recovery is improbable including the probability that the customer will enter bankruptcy or financial reorganisation, that the customer is facing financial difficulties or that economic conditions are likely to lead to non-payment. An analysis of receivables details those past their due date and the impairments made and is show in the table below:

|                            | Age beyond due date (months) |        |         |     | Total  | Total   | Total |
|----------------------------|------------------------------|--------|---------|-----|--------|---------|-------|
|                            | 0 to 3                       | 3 to 6 | 6 to 12 | >12 | <1Year | >1 Year | £'000 |
| <b>(Gross) Total £'000</b> | 92                           | 64     | –       | –   | 156    | –       | 156   |

No impairments have been made as these balances are considered to be recoverable.

### Significant Accounting Policies

Details of the significant accounting policies and methods adopted, including the criteria for recognition, the basis of measurement and the basis on which income and expenses are recognised, in respect of each class of financial instrument are disclosed in Note 1 to the financial statements.

### Categories of Financial Instruments

Details of the Financial Instruments, by category, were:

|   | Carrying Value<br>31 March 2010 | Carrying Value<br>31 March 2009 |
|---|---------------------------------|---------------------------------|
|   | £'000                           | £'000                           |
| <b>Financial Assets</b>                           |                                 |                                 |
| Receivables (including cash and cash equivalents) | 4,480                           | 4,809                           |
| <b>Financial Liabilities</b>                      |                                 |                                 |
| Payables and Accruals                             | 5,608                           | 8,241                           |

The net gains and losses in respect of Financial Instruments are taken through to the Operating Cost Statement.

### Interest Rate Risk Management

The Agency has no financial assets and liabilities on which interest is earned or paid, and is therefore not exposed to significant interest rate risk.

### Foreign Currency Risk

The Agency does not hold assets or liabilities denominated in a foreign currency, and income and expenditure denominated in a foreign currency is negligible. The Agency is therefore not exposed to significant currency risk.

### Liquidity Risk

The Agency is not exposed to significant liquidity risk, as liquidity requirements are met by financing from the Ministry of Defence Resource Account, and it has no borrowing facilities. The Department's resource requirements are voted annually by Parliament.

### Embedded Derivatives

Derivatives embedded in other financial instruments or host contracts are treated as separate derivatives when their risks and characteristics are not closely related to those of host contracts and the host contracts are not measured at fair value with changes in fair value recognised in the Operating Cost Statement. The Agency operates a commercial framework whereby it does not currently hold financial risks of this nature, and places restrictions on doing so in the future.

No embedded derivatives exist in the agreements the Agency has entered into with customers or suppliers.

# Notes to the Accounts

## 9. INVENTORIES

|   | 2010         | 2009         | 2008         |
|---|--------------|--------------|--------------|
|   | £'000        | £'000        | £'000        |
| Ammunition Stores                                 | 603          | 421          | 335          |
| Clothing Stores                                   | 724          | 898          | 679          |
| <b>Gross Total</b>                                | <b>1,327</b> | <b>1,319</b> | <b>1,014</b> |
| Less Provision for Slow Moving Clothing Inventory | (73)         | (50)         | (38)         |
| <b>Net Total</b>                                  | <b>1,254</b> | <b>1,269</b> | <b>976</b>   |

## 10. TRADE RECEIVABLES AND OTHER CURRENT ASSETS

|   | 2010         | 2009         | 2008         |
|---|--------------|--------------|--------------|
|   | £'000        | £'000        | £'000        |
| <b>Amounts Falling Due Within One Year</b>          |              |              |              |
| Trade Receivables                                   | 3,200        | 2,795        | 4,990        |
| Other Receivables                                   | 9            | 19           | –            |
| Prepayments and Accrued Income                      | 643          | 1,386        | 1,994        |
| Staff Advances Due in Less Than One Year            | 59           | 45           | 56           |
|   | <b>3,911</b> | <b>4,245</b> | <b>7,040</b> |
| Less Provision for Bad and Doubtful Debts           | –            | –            | (56)         |
|   | <b>3,911</b> | <b>4,245</b> | <b>6,984</b> |
| <b>Amounts Falling Due in More Than One Year</b>    |              |              |              |
| Staff Advances Due in More Than One Year            | 483          | 500          | 455          |
|   | <b>4,394</b> | <b>4,745</b> | <b>7,439</b> |
| <b>Intra-Government Balances</b>                    |              |              |              |
| Balances with other Central Government Bodies       | 1,265        | 199          | 2,056        |
| Balances with Public Corporations and Trading Funds | 694          | 625          | 903          |
| <b>Intra-Government Balances</b>                    | <b>1,959</b> | <b>824</b>   | <b>2,959</b> |
| Balances with bodies external to Government         | 2,435        | 3,921        | 4,480        |
| <b>Total Receivables at 31 March</b>                | <b>4,394</b> | <b>4,745</b> | <b>7,439</b> |

## 11. CASH AND CASH EQUIVALENTS

|   | 2010      | 2009      | 2008      |
|---|-----------|-----------|-----------|
|   | £'000     | £'000     | £'000     |
| <b>HM Paymaster General</b>                     |           |           |           |
| Balance at 1 April                              | 64        | 11        | –         |
| Net change in cash and cash equivalent balances | 22        | 53        | 11        |
| <b>Balance at 31 March</b>                      | <b>86</b> | <b>64</b> | <b>11</b> |

The cash balances represent recoveries made under the Proceeds of Crime Act.

## 12. TRADE PAYABLES AND OTHER CURRENT LIABILITIES

|  | 2010         | 2009         | 2008          |
|--|--------------|--------------|---------------|
|  | £'000        | £'000        | £'000         |
| <b>Amounts Falling Due within one year</b> |              |              |               |
| Trade payables                             | 20           | 54           | –             |
| Other payables                             | 761          | 1,630        | 1,938         |
| Accruals                                   | 4,827        | 6,557        | 8,409         |
| <b>Total Payables at 31 March</b>          | <b>5,608</b> | <b>8,241</b> | <b>10,347</b> |

### Intra-Government Balances

|   |              |              |               |
|---|--------------|--------------|---------------|
| Balances with other central government bodies | 16           | 35           | 38            |
| <b>Intra-Government Balances</b>              | <b>16</b>    | <b>35</b>    | <b>38</b>     |
| Balances with bodies external to government   | 5,592        | 8,206        | 10,309        |
| <b>Total Payables at 31 March</b>             | <b>5,608</b> | <b>8,241</b> | <b>10,347</b> |

Trade payables at 31 March 2010 represent 0.07% of the aggregate amount invoiced by suppliers during the year; this is the equivalent of 0.26 days.

## 13. PROVISIONS FOR LIABILITIES AND CHARGES

|                            | 2010         | 2009         | 2008         |
|----------------------------|--------------|--------------|--------------|
|                            | £'000        | £'000        | £'000        |
| Provision as at 1 April    | 1,679        | 1,234        | 978          |
| Provided in Year           | –            | 478          | 680          |
| Paid in Year               | (304)        | (33)         | (424)        |
| <b>Balance at 31 March</b> | <b>1,375</b> | <b>1,679</b> | <b>1,234</b> |

### Early Retirement Provision

This provision represents the future liability to pay officers and civilians early retirement pensions. There are some uncertainties with regard to the likelihood, timing and amounts that are due arising from assumptions made regarding the life expectancy of retirees and changes to HM Treasury discount rates.

# Notes to the Accounts

## 14. COMMITMENTS UNDER LEASES

### Operating Leases

At 31 March 2010, the Agency was committed to making the following payments under non-cancellable operating leases in the year to 31 March 2017. These leases were in respect of radio equipment.

Total future minimum lease payments under operating leases are given in the table below for each of the following periods.

|  | 2010          | 2009         |
|--|---------------|--------------|
|  | £'000         | £'000        |
| <b>Obligations under operating leases comprise</b> |               |              |
| Not later than one year                            | 4,057         | 60           |
| Later than one year and not later than five years  | 8,073         | 2,582        |
| Later than five years                              | 2,850         | 1,120        |
|  | <b>14,980</b> | <b>3,762</b> |

## 15. LOSSES AND SPECIAL PAYMENTS

There have been no identified losses or special payments during the period. (31 March 2009: £1,250k).

## 16. RELATED PARTY TRANSACTIONS

The Ministry of Defence Police and Guarding Agency is an executive agency of the Ministry of Defence.

The Ministry of Defence is regarded as a related party. During the year, the Ministry of Defence Police and

Guarding Agency had a significant number of material transactions with the Ministry of Defence and with other entities for which the Ministry of Defence is regarded as the parent department. These include the Defence Support Group and the Defence Science and Technology Laboratory.

In addition, the Ministry of Defence Police and Guarding Agency has had a significant number of transactions with the Home Office, UK Hydrographic Office, Meteorological Office, the Royal Mint and the Foreign and Commonwealth Office.

During the year none of the Board Members, key management staff or other related parties has undertaken any material transactions with the Ministry of Defence Police and Guarding Agency.

## 17. REVALUATION RESERVE

|   | 2010         | 2009         | 2008         |
|---|--------------|--------------|--------------|
|   | £'000        | £'000        | £'000        |
| Revaluation Reserve as at 1 April                             | 2,146        | 2,640        | 4,070        |
| Add: Net gain on revaluation on Property, Plant and Equipment | 495          | 185          | 1,295        |
| Net Loss on Revaluation of Inventories                        | (24)         | 74           | 12           |
| Transfer to General Fund                                      | (492)        | (753)        | (2,737)      |
| <b>Revaluation Reserve as at 31 March</b>                     | <b>2,125</b> | <b>2,146</b> | <b>2,640</b> |

## 18. GENERAL FUND

|   | 2010         | 2009         | 2008         |
|---|--------------|--------------|--------------|
|   | £'000        | £'000        | £'000        |
| General Fund as at 1 April  | 5,968        | 5,901        | 7,940        |
| Add: MOD Funding  | 305,992      | 299,799      | 284,879      |
| Non-Cash Expenditure Items (excl. movement in early retirement provision) | 35,716       | 39,899       | 34,287       |
| Less: Net Operating Cost  | (339,483)    | (340,384)    | (321,143)    |
| Transfer from Revaluation Reserve   | 492          | 753          | 2,737        |
| IFRS Accounting Changes   |              |              | (2,799)      |
| <b>General Fund as at 31 March</b>  | <b>8,685</b> | <b>5,968</b> | <b>5,901</b> |

## 19. CONTINGENT LIABILITIES

No contingent liabilities have been identified at 31 March 2010 (31 March 2009: £Nil).

## 20. EVENTS AFTER THE REPORTING PERIOD

There are no events after the reporting period ending at 31 March 2010.

The accounts were authorised for issue by the Accounting Officer on the same date as the signature on the Comptroller and Auditor General's audit certificate.



INVESTOR IN PEOPLE

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