

# MINISTRY OF DEFENCE GUARD SERVICE (MGS) MANAGEMENT BOARD

## TERMS OF REFERENCE

The membership of the **Ministry Of Defence Guard Service Management Board (MGSMB)** will be:

Director Regional Operations (DRO)  
Deputy Director Strategy  
Deputy Director Conduct Discipline & Change  
Senior Human Resources Business Partner  
MGS Human Resources Business Partner  
Head of Finance  
MGS Operations Manager  
Regional Manager 1  
Regional Manager 2  
Regional Manager 3  
Regional Manager 4  
Regional Manager 5  
CSO1 London

Ad hoc members:

Head Human Resources  
Head of Learning & Development  
Head Closing The Gap  
Head Occupational Health Service  
MGS Business Manager  
DRO Budget Manager

Secretary:

Customer & Resources Focus Manager

### **Remit:**

To develop, approve and implement policy and strategy relating to the management and operation of the MOD Guard Service. This will include, inter alia:

- Implementation of policy directives from the Agency Management Board
- Endorse proposals for improved operational effectiveness
- Agreement and implementation of CTG review proposals
- Approval of MGS Instructions
- Review and implement the recommendations of all internal/external assurance and inspection reports
- Training and development regimes for MGS personnel
- Endorsement and implementation of culture change programme proposals
- Development of HR policy within the MGS
- Implementation of HR initiatives within MGS
- Implementation of effective Health & Safety
- Development of an effective communications strategy
- Champion equality and diversity within MGS
- Maintenance of a financial overview

## **Reporting**

The MGSMB will report to the AMB for endorsement of decisions out of committee. A silence procedure will apply.

The AMB may direct broader discussion of MGSMB proposals at AMB before implementation.

MGSMB members will assume collective responsibility for the decisions of the Board and will ensure implementation of such decisions consistently across the MGS

The MGSMB may consider individual issues out of committee, using a silence procedure as a means of endorsement.

The minutes of the MGSMB will be published through Agency Notices and copies distributed widely throughout MGS.

## **Secretariat**

The MGSMB will meet directly after the regional Managers bilaterals.

The MGSMB will act upon papers provided by members delegated to do the task. The papers will follow a standard format of Issue; Timing; Recommendation; Background; Options. Papers will be submitted to MGSMB members through the Secretary no less than 10 working days before Board meetings.

The minutes of meetings will be issued within 10 working days.