

MINISTRY OF DEFENCE POLICE AND GUARDING AGENCY
AGENCY MANAGEMENT BOARD MINUTES

01042008-AMB Minutes U

Business Development
Room 108 Bldg 1071

Distribution: AMB Members and Advisers

01 April 2008

MEETING HELD IN THE CONFERENCE ROOM MDPGA HQ WETHERSFIELD AT 14-00 HRS
ON 31 MARCH 2008

Present:	CC S Love DCC D Ray QPM ACC J Bligh QPM ACC R Chidley Mr S MacCormick Mr D Applegate D/Supt S Mace Mr P Nealon Mr J Oliver Ms L McCarthy Mr D Bodle Mr P Adams Ms K Thompson Mr F Connolly Mrs J Rowley	Chief Executive (CE) - Chair Chief of Staff (COS) Director of Operational Support (DOS) Director Personnel and Professional Development (DPD) Director Regional Operations (DRO) Director Resource and Planning (DRP) CID Head of Corporate Communications Head of Finance Div Ops Business Manager HR Business Partner Secretary Secretary HR attending for item 8 HR attending for item 9
Apologies	ACC G McAuley Ch Supt R Hoblin Supt R Allen Mr P Taylor	Director Divisional Operations (DDO) Head of Business Development D Def Sy Head of Human Resources

Item (a)	Discussion and Decision (b)	Action (c)
1 Opening Remarks and Apologies	1. CE opened the meeting by welcoming all attendees and guest speakers.	
2 Confirmation of Any Other Business	1. None raised by board members	
3 Minutes and Actions arising from AMB on 25 Feb 08 (20080222-AMB 02 2008)	1. The minutes were agreed for publication with the amendment of one typing error on page 2, paragraph 7. 2. All actions from previous meeting were complete.	
4 Finance Update MDPGA/AMB/P/32/06	1. CE introduced the paper and invited Hd Fin to raise any points of note and noted the positive change in forecast commenting on the new outturn being level. 2. Hd Fin directed the board to the recommendations within the paper.	

	<p>3. CE invited the board to comment on the paper and direction of procurement</p> <p>4. COS highlighted that the procurement spend within his portfolio was on target.</p> <p>5. DOS raised the possibility that there could be 4 outstanding vehicles which could cause an under spend of £81k.</p> <p>6. DRO advised the board that the under spend in Region 4 would increase to £1.6M with many factors contributing to this and advised the CE that measures had been taken to amend processes to prevent poor forecasting from occurring in the next financial year.</p> <p>7. CE noted that the NAO management letter was good news for the Agency and was an excellent achievement.</p> <p>8. CE noted that for December with the compliance in line manager audits that there was no improvement in Agency performance. However, it was recognised that it was December where the issues were identified and that there would be a lag time of up to three months for the improvements in process to cascade within the Agency. It was expected that performance would improve for January and beyond.</p>	
<p>5 Closing the Gap</p>	<p>1. CE introduced the report and was pleased with the timeliness of the information contained. Thanks were passed to all directors.</p> <p>2. CE passed his thanks to Scotland Division for the effective trial of the CARMS system.</p> <p>3. DDO is to confirm the timescales for the delivery of the associated reports for objectives 1.6, 2.5 & 3.3.</p> <p>4. CE to review surge capacity proposal from DRO and provide comment.</p> <p>5. The Closing the Gap risk register would be fully reviewed at the next AMB.</p> <p>6. The CE commented to all Board Members on the helpfulness of the information contained within the report.</p>	<p>DDO</p> <p>CE</p>
<p>6 20080331-AMB 03 – DCCR & CCR Procedures and Processes-U</p>	<p>1. Paper withdrawn by DOS to undergo further staffing. Paper to return to AMB at a later date once staffing is completed.</p>	
<p>7</p>	<p>1. CE introduced the paper and highlighted that a</p>	

<p>20080331-AMB 03 Attendance Management Report-U</p>	<p>detailed response on the paper would be forwarded to HR. The paper would come back to AMB once all directors had fully reviewed the report.</p> <p>2. The CE would circulate Annex B for information to all directors.</p>	<p>CE</p>
<p>8 20080331- AMB 03 Reserved Non-Reserved Posts-U</p>	<p>1. CE introduced this paper highlighting the difficulty of the decision facing the board but that it was a decision the Agency must make.</p> <p>2. DPD provided additional background to the paper explaining the rationale behind the paper and the circumstances the Agency has to deal effectively with the issue of reserved posts for MDP officers.</p> <p>3. CE invited all board members to discuss the options within the recommendations in full to establish the best course of action for the Agency.</p> <p>4. The AMB debated the paper in full covering issues with vetting, reserved posts, specialist posts and surge capacity issues relating to any change in recruitment processes.</p> <p>5. CE thanked Frank Connolly for his work on the paper to ensure that the Agency had time to deal with the issue effectively.</p> <p>6. The AMB accepted recommendation A of the paper to set up a project to identify establishments, roles and numbers that require reserved status. The likely surge scenarios would also be explored and the business benefits/disadvantages to all courses of action would be highlighted. The Agency would also benchmark its process with other organisations and a report would be submitted for AMB attention on the results of the work carried out.</p>	<p>DPD</p>
<p>9 20080331- AMB 03 Superintendent Performance and Development Review-U</p>	<p>1. CE introduced the paper highlighting the significant change in monitoring superintending rank performance, which would bring the MDP into line with other Home Office forces. The initial scheme was agreed at AMB in January 2008 and the CE asked on the progress of implementing this scheme.</p> <p>2. Julie Rowley provided an update on the progress of consultation with DPF and where the issues lay for full implementation.</p> <p>3. The suitability of the form was agreed and it was highlighted that guidelines would be issued with the form to assist with the implementation of the process. These guidelines would be based on those supplied by PNB.</p>	<p>DPD</p>

<p>10 20080331- AMB 03 Use of Wethersfield Estate-U</p>	<ol style="list-style-type: none"> 1. CE introduced the paper and asked for input from all board members on their view on the issue. 2. DPD provided background on the paper and stated this was linked to the networks developed by the DTR team to increase awareness of the Agency within the community and to follow MoD guidance of building bridges with the local community. 3. CE asked all board members to discuss the risks/benefits of the proposal in full to establish the position the Agency should take forward. 4. DRP raised a number of risks which were fully considered by the board. 5. COS raised additional issues which added to the concerns of DRP. 6. The risks raised and additional points were fully discussed by the board and it was decided that the Agency would not progress the proposed open day this year. CE was grateful for HoLD's and the DTR team's work on the proposal but having considered the range of issues and complications the Agency did not feel able to go ahead, but we are happy to keep channels open for future proposals. 	
<p>11 20080331- AMB 03 Quarterly SHEF Report-U</p>	<ol style="list-style-type: none"> 1. CE introduced the report stating he was grateful for the report. A statement will be issued to DPD on the future of the quarterly report defining the needs of the CE more succinctly to cut down the report size. 2. The work on the Balanced Scorecard for the SHEF audit report is still progressing and this will return to the AMB once completed. 	<p>CE</p>
<p>12 20080331- AMB 03 Corporate & Business Plan 08/09-U</p>	<ol style="list-style-type: none"> 1. CE introduced the completed plan for all board members to note stating it was endorsed by the OAB during their last meeting. 2. CE stated the plan was a statement on continuity for the Agency and that it was the first time the standards from the Core Brief had been linked to the plan aims. 3. Pages 22-25 had been refined to the important measures for the CE and the CE highlighted that these targets would form the basis of the AMB bi-Laterals for 08/09. 4. The Key Targets had been refined and expanded for 08/09 to keep the same direction for the organisation. 	

	<p>5. CE invited board members to provide input into the development of the 09/10 business plan outside of the meeting to inform the planning process from the start.</p> <p>6. CE thanked BD for the completion of the plan to timescale.</p>	
<p>13 20080331- AMB 03 Agency Performance Pack-U</p>	<p>1. CE introduced the performance pack and had no issues to discuss with the board this month on performance.</p>	
<p>14 Any Other Business</p>	<p>1. CE took the opportunity to inform the AMB of his own top 10 priorities over the next quarter. These were:</p> <ol style="list-style-type: none"> 1) SHEF planning and MGS SHEF 2) Firearms Command and Control Rooms 3) To have CBRN Doctrine set 4) To review the budget and re-set it. 5) To get on top of how the Agency interacts with central policy and direction. 6) To have an MGS Closing the Gap savings plan in place 7) Securing a solution for casework decisions in MGS 8) MDP footprint strategy 9) To have the 1st phase of the HQ review underway 10) Presenting a costed proposal for an MDP hub for expeditionary policing. <p>2. CE thanked Mr Adams for his term as AMB secretary and welcomed Karen Thompson who is assuming the role at the next AMB in April.</p>	
<p>15 Next Meeting</p>	<p>1. The next AMB will be on Mon 21 April 2008 held in the conference room 1070 at 14:00.</p>	