

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

Distribution: MGSMB Members and Advisers

08 August 2011

**MEETING HELD IN WETHERSFIELD
0900 HRS ON 28TH July 2011**

Present:	Mr D Wray	Hd UG, Chair
	Mr M Shreeve	MGS B1 Ops
	Mr J Bills	Snr Ops Mgr
	Mr J Egan	RM1
	Mr M Cairns	RM2
	Mr P Brennan	RM3
	Mrs K Malough	RM5
	xxxxxxxxxxxxxx	RM4
	Miss E Fenn	MGS HR BP
	Mr A Murphy	MGS Op Analyst
	Mrs C Roberts	MGS HQ Bus Mgr
	Mr K Graham	ACT
	Mrs S Cook	MGS L&D Mgr
	Mr M Allen	Trg Design Mgr
Mrs A McKay	Secretary Cust & Res Mgr	
Ad Hoc Members	A Kinnish	HR BP Reg 3
	E Jermy	Ops Sp Mgr R3
	M Brett	IMOA
	Mr D Halford	R5 AM
	Mr N Hague	R5 GM
	Mr M Scollan	R1 AM
Apologies	Mr T McKinnon	MGS B2 CD&C
	Ms R Scott	MDP-HQ Workforce Plan Prog Mngr C1
	Mrs C Sievwright	HR BP HQ DIV REG OH

Item	Discussion and Decision	Action
1 Opening Remarks and Apologies	The Chair welcomed those present and received apologies for members not attending, as listed above.	
2 Confirmation of any other	1. Wellbeing 2. Security Clearances 3. Update on Unit Visits	RM2 RM4 CSO1 ACT

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business	4. Draft Paper 046/11 MGS Notice Board 5. Employee Relations	Hd UG RM5
3 Minutes and Actions arising from MGSMB 12 th May 2011	<p>Minutes of the last meeting on 12th May 2011 were discussed and were passed as ready for publication and the points arising were as follows:</p> <p>a. Dii Issues: MGS Role Naming Standard, Paper 043/11, deferred until MGSMB Meeting 27 Oct 11.</p> <p>b. HR Issues: Hd UG agreed to discuss the MGS outstanding recruitment cases with DCTLB. MGS HR BP to provide a précis to Hd UG, carried fwd (c/f)</p> <p>c. Your Say Action Plan: Serial 1 c/f Serial 7b In progress B2 CD&C to ask HR DEU HD to produce an article for next issue of Flashlight (c/f)</p> <p>d. 2011 Managers Conference: Ideas for syndicate topics to B1 Ops by 14 Aug 11</p> <p>e. Minimum Staffing: The action has not been cleared. See item 14 below.</p> <p>f. Group Managers Bi Lateral Reports: These reports are in use in R3 and RM1 is to start using them and report back to the Board in 6 months b/f MGSMB 27 Oct 11</p> <p>g. RM2 volunteered to attend October AMB</p> <p>h. CSO1 ACT to forward the CSO3 Report to B1 Ops by 31 Aug 11</p>	<p>IMOA Hd UG/HR BP</p> <p>B2 CD&C RMs All</p> <p>RM1</p> <p>RM2 CSO1 ACT</p>
4 Standing Items		
Dii Issues	<p>a. Update on Dii Implementation and MOSS</p> <p>(i). IMOA gave an overview and asked for the definition of Folder Contents to be clarified.</p> <p>(ii). The MOSS Course on DLP is essential for all to complete.</p> <p>(iii). There will be about 1 year to upload docs onto Dii</p> <p>(iv). MGSMB to decide what folders they wish to have locked down and inform CDC L&D Sp Officer (Elaine) by 15 August 2011. B1 Ops to consider the requests to ensure consistency.</p> <p>(v). Regional Managers to advise B1 Ops, by 15 August 2011 to what groups, MOSS targeted messages should be sent.</p> <p>(vi). Board Secretary to propose who should see MGSMB Drafts</p>	<p>IMOA B1 Ops All</p> <p>All B1 Ops</p> <p>RMs</p> <p>Secretary</p>

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Absence Management	<p>b. Covered by Hd UG – Department want sick days reduced.</p> <p>(i). RM4 and RM1 to compare actions on sick to spot differences.</p> <p>(ii). All to notify Hd UG or B1 Ops where ATOS response to Long Term Sick (LTS) cases is preventing progress by 4 Aug 11.</p> <p>(iii). Sick analysis to be b/f at the next MGSMB</p>	<p>RM4 & RM1</p> <p>All</p> <p>Secretary</p>
Quality Objectives	<p>c. Quality Policy and Quality Objectives to be circulated for all MGSMBs</p>	Secretary
NSI Gold	<p>d. Covered by Senior Operations Manager (Snr Ops Mgr)</p>	Snr Ops Mgr
Agency Key Targets	<p>e.</p> <p>4e Regional Manager (RM) 2 to check why repayment customer task completion is below 100%</p> <p>4f Voluntary Early Release Scheme (VERS), B1 Ops to advise RMs where VERS Vacancies will be filled from another site</p>	<p>RMs</p> <p>B1 Ops</p>
HR Issues	<p>f.</p>	
Financial Performance Report	<p>g. AP4 is a work in progress (WIP)</p> <p>(i). Wastage is up by 2 staff per month creating a reduction of 182K in FOO</p> <p>(ii). £118k to be reduced for T&S</p> <p>(iii). There is still uncertainty about the £250 payment for the lower paid staff and this could impact on the FOO by £900k</p> <p>(iv). Op Analyst and Snr Ops Mgr will be undertaking deep dive audits to ensure that resilience funding is being spent efficiently.</p>	<p>MGS Op Analyst</p> <p>Snr Op Mgr</p>
Risk Management	<p>h. Risk Register is to be reviewed for every MGSMB.</p> <p>(i) No changes submitted. All to review risk register before next MGSMB and bring comments to meeting.</p> <p>(ii). Operational Risk Register is to have an extra column to show what tasks have not been achieved.</p> <p>(iii) Operational Risk Register – RMs to update, and report any anomalies by 15 Aug 11 with the next submission of the Unit Monthly Performance Tasking Report</p> <p>(iv) Operational Risk Register to be b/f next MGSMB</p>	<p>All</p> <p>RMs</p> <p>Secretary</p>

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5 PR 11/12	<p>(i) Planning Round (PR) 11 – The measures taken in PR11 have not closed the gap and the Agency is required by Central Top Level Budget (CTLB) to make a further £60M saving by Year 4. Director Business Resilience (DBR) has prepared some possible policy-led and efficiency measures, which will be staffed with a view to a submission to the Defence Operating Board in September or October.</p> <p>(ii) PR12 – The PR12 process has not yet started, but more savings are almost certain to be expected. However, PR11 may have used up all the acceptable ideas, leading to interesting discussions.</p> <p>(iii) Defence Reform – Following decisions to have a smaller, more focussed Head Office, there will no longer be a CTLB. The Agency, as a whole or split into the two organisations, will have to be transferred to another Top Level Budget (TLB): the leading candidates are Defence Equipment and Support (DE&S), LAND, the new Defence Infrastructure Organisation (DIO) or the even newer Joint Forces Command (JFC). There will be no early impact on activity on the ground.</p>	
6 Information Asset Management	<p>(i) Information Asset Management – The Pilot that ran in Region 5 was successful and will be rolled out to the rest of the Ministry of defence Guard Service (MGS).</p> <p>(ii) The Restricted Management classification to be removed from Paper 047/11, Information Asset Management, which was endorsed by the Board</p> <p>(iii) The report on Information Asset Management is to be classified Restricted Management</p> <p>(iv) Hd UG to reissue the paper from last year</p> <p>(v) L&D Mgr to produce follow up elearning on this subject.</p>	Secretary Secretary Hd UG L&D Mgr
7 CSO4 Post Mapping	B1 Operations (B1 Ops) will inform RMs, after Trade Union response, when the implementation of the CSO 4 Post Mapping is to take place.	B1 Ops
8 Cascading Information Audit	<p>(i) Snr Ops Mgr to check with NSI where, on the very odd occasion a face to face visit is not possible, if a phone call will suffice and draft the policy on this.</p> <p>(ii) B2 CD&C is to draft an article for Flashlight on the MGSMB</p>	Snr Ops Mgr B2 CD&C
9 2011 Exercise Rolling Progress 11	Authority to proceed with Exercise Rolling Progress II is still subject to financial approval. If held, the syndicates will form Continuous Improvement Teams and consider selected work from the CI grids. The subject matters will be decided once analysis of the grids is complete.	

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10 Olympics	<p>(i) RMs to give consideration to how they intend to manage during the period when the Olympics are taking place, taking into account those who have already got tickets to see the games, Annual Leave etc. Annual Leave will be restricted to the 10% margin during the games.</p> <p>(ii) RMs are to check with customers if working hours will be changed during this period and what impact this will have on MGS duties and whether they need to change the rosters temporarily.</p> <p>(iii) B/f to the next MGSMB for progress</p>	<p>RM's</p> <p>RM's</p> <p>Secretary</p>
11 Training Design Policy	MGS Training Design Policy Paper 039/10 was endorsed by the Board	
12 Assurance Audits	<p>(i) Paper 045/11, Assurance Audits – Response and Actions was endorsed by the Board.</p> <p>(ii) The Assurance Team are to copy RMs in when letter goes to Line Management (LM) and letters to be sent electronically.</p> <p>(iii) B2 CD&C is to look at Advance Of Salary and Overtime audit failures and develop a list of common problems and causes of failure.</p> <p>(iv) B2 CD&C to commission a 'how to' guide on Advances of Salary</p> <p>(v) B1 Ops to do an Action Plan on the above and circulate by 31st Aug 11</p>	<p>MGS Op Analyst</p> <p>B2 CD&C</p> <p>B2 CD&C</p> <p>B1 Ops</p>
13 MGS Forms	Snr Ops Mgr to talk to Audits NSI to explore the possibility of reducing the number of forms used	Snr Ops Mgr
14 Minimum Staffing Roster Reviews	Regional Managers are to either submit rosters which do not need amending or start the consultation process for all rosters on L1 and L2 sites to Snr Ops Mgr by 14 August 2011.	RM's
AOB	<p>1. Wellbeing – RM2 to forward copy of presentation to append to these minutes</p> <p>2. Security Clearances – RM1 to forward email on breakdown from DBA/PPPA and RMs to keep progressing the request</p> <p>3. Update on Unit Visits – To be added to the Agenda in future</p> <p>4. Draft Paper 046/11 MGS Notice Board to be recirculated for next Board and RM2 to forward picture of Notice Board for circulation</p> <p>5. Employee Relations - The 2nd pilot training course took place in Region 5 and was successful. The programme will now be rolled out to the rest of the</p>	<p>RM2</p> <p>RM1</p> <p>Secretary</p> <p>Secretary RM2</p>

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	<p>MGS</p> <p>6. Farewell The Members of the Board thanked Emma Fenn, HR BP, for her work on behalf of the MGS over the past year and bid her farewell and wished her good luck in her new post of HR Policy with the Dept of Works and Pensions.</p> <p>The Members also said farewell to Annita McKay, Board Secretary, and thanked her for her work for the Board since its inception in 2008, they wish her well in her retirement.</p>	
<p>21 Next Meeting</p>	<p>1. The dates for the HUG/B1 Ops bilaterals with the CE, are as follows:</p> <p>2. The next RMs' strategic meeting with Hd UG and bilaterals with B1 Ops, followed by the MGSMB, is scheduled on:</p> <p>Wed/Thu 25/26 Oct 11 Wed/Thu 25/26 Jan 12</p>	