

FINAL
MINISTRY OF DEFENCE POLICE AND GUARDING AGENCY

AGENCY MANAGEMENT BOARD

MINUTES

MDPGA/AMB/M/7/06

AMB Secretary
 Business Development
 Room 114 Bldg 1071

Distribution: AMB Members and Advisers

6 Jun 06

MEETING HELD IN THE CONFERENCE ROOM MDPGA HQ WETHERSFIELD AT 1300 HRS ON 22 MAY 06

Present:	CC S Love Mr S W Beedle ACC G McAuley Mr S MacCormick ACC R Chidley Ms K Denwood Ms K de Bourcier Ch Supt R Hoblin Mr S Farthing	Chief Executive (CE) - Chair Director Resources and Planning (DRP) Director Divisional Operations (DDO) Director Regional Operations (DRO) Director Personnel and Professional Development (DPD) Head Finance Head of Human Resources Head of Business Development Head of IT and Telecommunications
In Attendance	Mrs K Thompson Supt T McClenaghan Mrs L Bell Mr A Oughton Mr Harvey Moore Ms T Tran Mr M Donelien	Hd Secretariat Ops Support Dep Hd Finance Head Assurance Team Budget Manager CB Fin Account Manager CB Fin Account Manager
Apologies	DCC D Ray QPM ACC J Bligh QPM Det/Ch Supt G Nicholls Mr P Nealon	Chief of Staff (COS) Director Operational Support (DOS) Head of CID Head of Corporate Communications

Item (a)	Discussion and Decision (b)	Action (c)
1 Opening Remarks and Apologies	1. <u>Apologies</u> . See above.	
2 Confirmation of Any Other Business	1. None.	

<p>3 Minutes and Actions arising for the meeting on 8 May 06 MDPGA/AMB/M/6/06 Dated 9 May 06</p>	<p>1. <u>Minutes</u>. The minutes were agreed, with redaction at Item 5 paragraphs 1 and 2.</p> <p>2. <u>Matters and Actions Arising</u>. The review of outstanding actions is recorded on Annex A.</p>	<p>AMB Sec</p>
<p>4 Corporate File Planning MDPGA/AMB/P/27/06 Dated 17 May 06</p>	<p>1. Hd Secretariat summarised the paper that outlined the Agency's response to replacing the traditional filing system with electronic document recording that was being driven by DII. The proposals were an initial response to a CTLB request that, while committing the Agency to the MOD Corporate File Plan at levels 1 to 3, the structure at levels 4 and 5 could be modified if required through experience. However, the Corporate File Plan would not prejudice the on going discussion on the suitability of DII for the Agency.</p> <p>2. The Board endorsed the paper's proposals for the initial planned structure for the MDPGA element of the MOD Corporate File Plan.</p>	
<p>5 STP 07 Screening D/MDPGA/2/3/2 Dated 16 May 06</p>	<p>1. CE welcomed the CTLB representatives, Ms Tran and Mr Donelien, to the MDPGA Screening.</p> <p>2. CE advised that the screening would be conducted in the context of meeting 2nd PUS's direction to close the gap between the Agency's funding and expected output. The causes of the gap were historical and the key ones were the under-funding of the MGS; the inadequacy of the relieving margins for the MDP and the MGS; the inherited and inadequate MGS manpower; and under-funding of SCAPE. These issues were described in some detail in the Screening Pack.</p> <p>3. The consequences of managing the gap had led to the need to inject in-year cash relief; authorised and unauthorised excesses; not meeting customer tasks; less training and high overtime costs. CE was discussing with DGS&S and DGCB measures designed to close the gap.</p> <p>4. Following a brief outline by each Budget Holder of their STP07 submission, the Board assessed individual savings measures and additional bids. This assessment was based on a template that ranked the proposal against its relative risk to the Agency. Hd Finance would produce a revised STP07 bid, that was still subject to ratification, pending the DMB decision on STP07 resourcing across TLBs, with the exception of the</p>	<p>Hd Finance</p>

	<p>recruitment of MGS SHEF officers, which should proceed.</p> <p>5. CE also flagged up wider issues that were under development that would impact on the Agency resourcing. These were the preparation for the End-to-End Review of Agency status; the implications on Finance staff of Simplify and Improve; and CE's initiative to establish an MDP Serious Offence Crime Squad that would seek to minimise the crime against the Defence budget.</p> <p>6. An assessment of the screening process and its outcome concluded that the lessons learnt were:</p> <ul style="list-style-type: none"> a. Budget Holders should receive copies of their colleagues submissions to ensure consistency on cross Agency issues. b. All Budget Holders must attend the screening to present their own submission personally. c. Projects were failing to deliver predicted cash efficiencies. d. Some of the bids were found to be insufficiently mature. e. Deadlines for submission were unrealistic, compounded by the lack of CTLB instructions and timetable. <p>7. On a positive note, the screening had been successful through:</p> <ul style="list-style-type: none"> a. The hard work and commitment by the Finance staff. b. The structured pre-screening levels, which had fully engaged Budget Holders in the preparation of submissions. c. The comprehensive screening pack that contained the right amount of relevant information. d. The non-confrontational positive approach to the screening that had encouraged full engagement in the process. <p>8. CE stated that he was pleased overall with the outcome and thanked the Board, Finance staff and the CTLB Account Managers for their contribution today.</p>	DPD
--	--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------	------------

FINAL

6 Any Other Business	1. None.	
-------------------------	----------	--

7 Next Meeting	<p>1. The next AMB will be on Mon 5 Jun 06 at 1300 hours in the Conference Room, Building 1070 to consider:</p> <ul style="list-style-type: none"> a. Fraud Squad Presentation b. National Police Uniform c. Internet Access – Implementation Progress Report d. MDP Internal Resourcing Strategy e. Review of Board Effectiveness 	<p>DOS DOS COS</p> <p>DPD DRP</p>
-------------------	---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------	----------------------------------------------------------------------------------