

FINAL

MINISTRY OF DEFENCE POLICE AND GUARDING AGENCY

AGENCY MANAGEMENT BOARD

MINUTES

MDPGA/AMB/M/2/05

AMB Secretary
Business Development
Room 108/Bldg 1071

AMB Members and Advisers

28 Feb 05

**AMB MEETING HELD IN THE CONFERENCE ROOM, BUILDING 1070, MDPGA
WETHERSFIELD AT 1300 HRS ON 31 JAN 05**

Present:	DCC D Ray QPM ACC J Bligh QPM ACC G McAuley Mr S MacCormick Mr S W Beedle ACC R Chidley Ms K de Bourcier Ms K Denwood Ch Supt R Morrison Mr P Nealon Mr P Yule Mr J Straw Mr F J Connolly	Chief of Staff (COS)- Chair Director Operational Support (DOS) Director Divisional Operations (DDO) Director Regional Operations (DRO) Director Resource & Planning (DRP) Director Professional & Personnel Development (DPD) Head of Personnel Services Head of Finance Head of Business Development Head of Corporate Communications Head of Station Administration Head of IT Support AMB Secretary
In attendance	Mr R Clancy Supt C Goldsmith Sgt N Stinchcombe	Head of Personnel Policy and Industrial Relations - Item 10 SO1 Change Manager DCPA – Item 4 Ops Support – Item 5
Apologies	CC D L Clarke QPM Det/Ch Supt G Nicholls Mr S Farthing	Chief Executive Head of CID Head of IT and Telecommunications

Item (a)	Discussion and Decisions (b)	Action (c)
1 Opening Remarks and Apologies	1. See above.	
2 Confirmation of Any Other Business	1. See Item 10.	
3	1. Agreed subject to Hd Personnel amendment:	AMB Sec

<p>Record of Decisions at AMB 10 Jan 05 MDPGA/AMB/D/1/05 Dated 11 Jan 05</p>	<p><u>Item 4</u></p> <p><u>Paragraph 1c Line 2.</u> After “DPD” delete all and replace with “should proceed but clarification of funding would be needed through the internal STP06 review.”</p>	
<p>4 Matters and Actions arising from AMB on 10 Jan 05 MDPGA/AMB/M/1/05 Dated 18 Jan 05</p>	<p>1. <u>Minutes.</u> Agreed, with no redaction, subject to the following amendments:</p> <p><u>Item 4.</u></p> <p><u>Paragraph 1 Line 3.</u> After “Improvement” insert “and”. After “Policy” insert “Development”.</p> <p><u>Paragraph 2 Lines 5/6.</u> Delete “the vehicle”. Delete “would” and replace with “was expected to”. <u>Line 8.</u> Delete “ would include” and replace with “including”.</p> <p><u>Paragraph 3 Line 2.</u> Delete “ support would be provided” and replace with “could do for”. <u>Line 5.</u> After “but” add “ that so far”.</p> <p><u>Paragraph 4 Line 8.</u> After “in” insert “ the internal”.</p> <p><u>Paragraph 5c Line 2.</u> After “DPD” delete all and replace with “should proceed but clarification of funding would be needed through the internal STP06 review.”</p> <p>2. <u>Matter Arising – Defence Training Review (DTR).</u> Supt C Goldsmith, SO1 Change Manager DCPA, provided an update on the status of the project. Supt Goldsmith stated that the Agency would be involved in the technical evaluation of the bids but would need specialist support from within the Agency. While the AMB supported this, the Agency would also have to be involved in the financial evaluation to consider technical compliance in relation to affordability. A key meeting of the DTR Rationalisation Project Board on 8 Mar 05, which CE attends, clashed with the AMB Strategic Seminar on 7/8 Mar 05. COS would raise the conflict with CE to allow both to take place as planned.</p>	<p>AMB Sec</p> <p>COS</p>
<p>5 Baton Gun Implementation Presentation MDPGA/AMB/P/5/05</p>	<p>1. DOS reminded the AMB that it had approved the introduction of the baton gun on 2 Aug 04, promulgated in LP 94/04 dated 1 Sep 04. The weapon was fully compliant with ACPO firearms doctrine and Sgt N Stinchcombe, Ops Support, was a member of the National Equipment and Weapons Forum to ensure consistency with the baton gun’s use and tactics for</p>	

	<p>deployment.</p> <p>2. Sgt Stinchcombe reviewed the roll-out of the baton gun across the Agency and the following key points were made:</p> <ul style="list-style-type: none"> a. The roll out and training for the baton gun would be completed by XX XXX XX. b. XXX trained Divisional and SEG staff, excluding trainers, will provide XXXX response. <p>3. In response to Hd Fin, DOS advised that there was no charge to the Agency's budget for the baton gun and its ammunition, under a loan agreement with Land Command and armourer and maintenance support was provided by the Army. A copy of the Loan Agreement was to be provided to Hd Fin. Sgt Stinchcombe confirmed that there were sufficient rounds for the baton gun until the replacement round was available. DOS added that the baton gun itself was due to be replaced and there would be cost to the Agency. However, the programme timetable had slipped and costs were not yet known, for which provision would need to be made in the STP. It was agreed that an article should be prepared for "<i>Talk Through</i>" on the Baton Gun roll-out.</p>	<p>DOS</p> <p>DOS Hd Corp Comms</p>
<p>6 CBRN Facial Hair Policy MDPGA/AMB/P/3/05 Dated 21 Jan 05</p>	<p>1. DOS advised that there was no Agency policy concerning officers with facial hair, trained to respond to a CBRN incident, on which HSE Inspectors have raised concerns. This could compromise the operational effectiveness of the mask and put the officer and colleagues at risk. The draft amendment to the MDP CBRN Policy and Procedures Manual to correct this omission had been consulted on widely, including ACPO, the Defence Police Federation and the National Black Police Association, none of whom had issues with the proposed policy or its wording.</p> <p>2. It was generally agreed that the policy was sufficiently flexible that did not require officers to be completely clean shaven. It addressed the key issue that staff who were required to wear respirators during the course of their duties had to maintain that part of their face, which may affect the reflex seal, free from hair. There may be challenges to the policy but they would be addressed at the time, and for the future, the recruitment process would make this requirement a condition of service.</p>	<p>DPD</p>

FINAL

	<p>3. The AMB endorsed the proposed draft amendment to the MDP CBRN Policy and Procedures Manual.</p>	<p>DOS</p>
<p>7 Financial Performance Report AP9 MDPGA/AMB/P/7/05 Dated 21 Jan 05</p>	<p>1. The AP 9 Report dated 21 Jan 05 had been overtaken by the discussions at CE's bi-laterals between 24 and 28 Jan 05, with a reduction in the FOO by about £3M. This was a key report for FY04/05 and was to be discussed with the CTLB on 1 Feb 05, in preparation for the bi-lateral between CE and 2nd PUS on 3 Mar 05. Paper 7/05 would be amended and re-issued. Hd Fin wished to record her thanks for the effort by budget managers in the preparation of this report.</p>	<p>DRP</p>
<p>8 Efficiency Strategy MDPGA/AMB/P/2/05 Dated 21 Jan 05</p>	<p>1. DRP reminded the Board that the Efficiency Strategy had been discussed at the Strategic Seminar in Sep 04 and the resultant papers had been issued by Dep Hd Fin on 3 Dec 04 in preparation for AMB discussion. The aim of the strategy was to identify a programme of work for the newly set up Efficiency Team to assist Portfolio Holders in identifying savings measures from FY05/06.</p> <p>2. The Board reviewed the detail in the Annexes to the paper, which recorded the brainstorming sessions at the Seminar. The issues were not fully developed, and there was a need to allow Heads of Departments to contribute to identifying efficiency measures.</p> <p>3. It was agreed that Annexes A and C of the AMB/P/2/05 would be retained as working documents only to inform the development of Annex A, which would be used as the basis of the final paper to the AMB for identifying the 05/06 efficiency programme for portfolio holders.</p>	<p>DRP</p>
<p>9 Estate Management Strategy MDPGA/AMB/P/4/05 Dated 21 Jan 05</p>	<p>1. DRP stated that the aim of the Estate Management Board's (EMB) strategy was to bring order and discipline to the management of the Wethersfield site, increase its value and the investment in the site, which would require re-allocation of Agency funds, to redress the previous 14 years of neglect. The Establishment Works Consultant's (EWC) current Forward Maintenance Plan (FMP) has been costed at some £4M, ranging from legal and SHEF to cosmetic requirements. £1.8M has been set aside in STP05, some £500K short of satisfying legal requirements.</p> <p>2. DRP reminded the Board that Defence Estates had recently advised that it was now not intended to dispose of the site and, as any impact of DTR is some 7/8 years off, the Agency could with confidence put in place</p>	

	<p>measures to render the Wethersfield site better fit for its purpose. DRP added that he had consulted Defence Estates on the EMB strategy with which they were content.</p> <p>3. The Board agreed that the EMB Report was a comprehensive and much needed assessment of the site's utilisation. The Board supported the need for rationalisation of the site and while there was support for the commercial development of the site, the strategic emphasis must be on meeting the Agency's core business needs. There needed to be careful management of marketing the site because a more aggressive approach might dilute security benefits enjoyed through relative anonymity. DRP replied that DE would market the site sensitively, based on our core activities.</p> <p>4. The Board agreed that the fabric and facilities required refurbishment not only to meet staff and student expectations but also for presentational purposes that properly reflected the professionalism of the MDPGA. DRP stated that an aim was also to enhance the general appearance of the site, including improvements to the site entrance.</p> <p>5. COS was concerned that under the proposed outsourcing arrangements for works the Agency's ability to influence investment might be diluted by competing demands. DRP stated that under Prime Contractorship, the Agency would continue to identify its requirements through the EWC, who would continue to work for and argue the Agency's requirements with Defence Estates.</p> <p>6. The Board was content with the rezoning of the site married quarters but were concerned that there was no policy on march-in/out procedures that was the norm within the military community. DRP advised it had been the MOD's original intention to sell off the houses on the site and therefore none of the MDPGA staff have any entitlement to a married quarter. It was the intention, with DE support, to seek Ministerial approval to remove the houses from the DE disposals list. In the meantime, allocation of married quarters would become more transparent and be based on individual circumstances and approved by DRP.</p> <p>7. The AMB endorsed the EMB's strategy to render the Wethersfield site better fit for purpose. All recommendations were endorsed except</p>	<p>DRP</p> <p>DRP</p>
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FINAL

	<p>recommendation “f” with regard to the airfield being placed out of bounds. It was agreed that DRP would develop an arrangement that de-conflicted operational and recreational usage.</p>	
<p>10 MDP Competence Related Threshold Payment Scheme MDPGA/AMB/P/96/04 Dated 16 Dec 04</p>	<p>1. Hd PP&IR advised that the paper fulfilled a remit to report regularly to the Board about the introduction of the Competence Related Threshold Payment (CRTP) Scheme in Apr 03. However, he added that he was not fully confident in the statistics provided by the Pay and Personnel Agency (PPA). Further work was being undertaken to provide more robust statistics, including reviewing the discrepancies between the levels of applications and payments.</p> <p>2. Hd Fin stated that there was a need to be more predictive in establishing future funding requirements for the CRTP Scheme. It was agreed that PPA would be approached to provide details of staff at the eligible salary levels and for DDO, as the Agency’s major employer, to review Personal Folders for eligibility numbers.</p> <p>3. The AMB noted paper 96/04 and that a further paper was being prepared to review the CRTP Scheme in the light of the introduction of the revised PDR system for the MDP.</p>	<p>DPD DDO DPD</p>
<p>11 Next Meeting</p>	<p>1. Mon 14 Feb 05 at 1300 hours in the Conference Room, Building 1070 to consider:</p> <p>MDPGA input to Police Committee on 3 Mar 05 Crime Definition for Key Target 3 Rationale Training Module for Dogs CTLB Management Issues for AP10</p>	<p>AMB Sec CE DOS DOS ALL</p>