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MINISTRY OF DEFENCE POLICE AND GUARDING AGENCY
AGENCY MANAGEMENT BOARD MINUTES
AUGUST 2009

20090824 - AMB 08 Minutes Draft -U

Distribution: AMB Members and Advisers

Secretariat
MDPGA HQ
24 August 2009

Present:	CC S Love DCC G McAuley Mr D Applegate Mr D Wray ACC R Chidley ACC J Bligh T/ACC W Benson Mr J Oliver Mr R Clancy Ch Supt R Hoblin In attendance Ms J Rowley Mr A Bluck Mr I Pemberton Karen Thompson	Chief Executive (CE) - Chair Deputy Chief Constable (DCC) Agency Secretary (AS) Head of Unarmed Guarding (Hd UG) Professional Development (ACC PD) Operational Support (ACC OS) Divisional Operations (ACC DO) Hd Finance (Hd Fin) Hd Performance Secretariat & Communications (HdPSC) Hd Agency Business Services (ABS) For Hd HR CTLB Facilities Partnership Team Representing the training company TQ Secretary (Sec)
Apologies	Mr A MacCormick Mr P Taylor T/D Ch Supt Mace D/Supt Dunlay	MGS Head of Profession (HOP) Hd HR Hd CID D Sy Pol

Item	Discussion and Decision	Action
1 Opening Remarks and Apologies	1. CE opened the meeting by welcoming all attendees.	
2 Confirmation of Any Other Business	1. There were no items of Any Other Business declared.	
3 Minutes and Actions arising from AMB on 20 July 2009	1. It was agreed that the second sentence of paragraph 9.1 should be deleted. The minutes were then approved as correct and available for publication without redaction. 2. Progress on actions arising from the previous meeting was reported as follows; <ul style="list-style-type: none"> • 3.1 Completed 	Sec

	<ul style="list-style-type: none"> • 3.3 Completed • 4.3 Completed • 4.5 Completed • 5.1 Completed • 6.2 Completed • 6.3 Completed • 8.5 Completed • 10.1 is to be taken forward by the PR09 Gold Group <p>3. The Outstanding Action List was updated.</p> <ul style="list-style-type: none"> • Issue 1 - The AMB paper is currently being worked up following research into the recommendation. It should be ready for submission to the AMB in September. • Issue 2 - Occupational Health updated the Care Programme and issued Agency Notice 75/09 on 10/06/09. Next steps will be to seek involvement in the MOD review MOD Keeping in Touch (KIT) scheme. In the mean time MDPGA will publish the currently available best practice advice and check that the KIT review covers our requirements. 	
4 Presentation - Commercial Partnership	The presentation given by Ian Pemberton of TQ was to aid the AMBs understanding of how MOD commercial partnerships work. Mr Andrew Bluck CTLB Facilities Management Team joined the discussion by way of the video conference link.	
5 Finance Update	<p>1. The finance paper showed the reset forecasts to budget allocations from the Centre TLB. It also identified the savings that would be monitored as part of PR09. Hd Fin identified that the graph on page 5 was incorrect and a new version would be issued.</p> <p>2. CE commented that he had issued letters of delegation but recognised that as the portfolio responsibilities change then the financial allocations would need to be amended. He commented that the text of the delegation letters was correct and should be followed.</p>	Hd Fin
6 Attendance Management Standing Item – 20090824 AMB 08 Sickness Data Pack - U	<p>1. CE commented that the general position for MDP and MGS was holding steady although the difference between the South East Division MDP figures differed significantly from North East Division. CE stated that he would like the HR Business Partner team, in October, to investigate why absence in South East Division is nearly double North East Division?</p> <p>2. CE briefed that he is then going to ask the HR Business Partner to dip sample a number of the greater than 6 month absence cases and audit them to ensure that they were all being proactively managed.</p>	Hd HR CE

7 Agency Performance Report July 2009 – U	1. AMB noted the monthly performance report.	
8 20090824 AMB 08 Agency Roadmap Report - U	<p>1. AMB welcomed the Roadmap report as it provided very useful update information. CE went on to comment that the topics for Roadmap reporting may change next year, but this would be discussed at Strategic Seminar.</p> <p>2. CE made the following comments:</p> <ul style="list-style-type: none"> • Annex A - CE report. CE added that he would be reviewing the PR09 Gold Group. • Annex B – Vintage. • Annex C – DII. CE advised that there would be an update for Strategic Seminar in September. • Annex D – Firearms Command. CE asked when the Combined Firearms Command Policy would be available. ACC OS advised that a draft would be available by November 2009 and this would be tested by way of two planned exercises. Changes would be incorporated as necessary and the policy would then be available for publication. CE also asked that the roadmap report indicate how much training was still required to be done. • Annex E – MGS. CE asked Hd UG to consider whether back conversion of the Security Industry Accreditation (SIA) training needed to be mandatory in the present PR09 climate. Hd UG undertook to provide a response. • Annex F – Unarmed Guarding Business Improvement Programme was noted. • Annex G – MDP Fitness for Purpose. CE asked for confirmation that the data that the team was trying to obtain from Lilleshall Consultancy could be obtained from other sources. ACC DO confirmed that it could. • Annex H – MOD Wide Crime Strategy. CE commented that there was commendable crossover between the Crime Strategy and International Policing on the topic of corruption and fraud in theatre. The capability to investigate fraud in theatre was being developed. • Annex I – AWE Full Operational Capability. 	ACC OS Hd UG
9 20090824 AMB 08 Wethersfield Recruitment	<p>1. AMB discussed the effectiveness of the Wethersfield Recruitment and Retention Allowance (RRA) and the case to retain the allowance was agreed.</p> <p>2. AMB agreed Option A which would retain the Wethersfield</p>	

and Retention Allowance - U	<p>RRA unaltered. AMB also agreed that a review of all other Agency RRAs (including functional and other geographic RRAs) is now required.</p> <p>Secretary's Note: Hd HR and AS have provisionally agreed that the review of all RRAs (see 9.2) should be achieved by the end of the year 31 December 2009.</p>	ACC PD
<p>10 20090824 AMB 08 Superintendent Post Rotation – U</p>	<p>1. CE reflected that the procedure for Superintendent Post Rotation was agreed in September 2008 but publication had been delayed as the consultation with the Defence Police Federation (DPF) was not concluded. CE asked that AMB agree the current paper so that it could be used as the basis for Strategic Seminars unless or until there is a product from an alternative proposal which our superintendents are working up which would be considered by the MDPGA when it becomes available. The current paper would be formally consulted with the DPF.</p> <p>2. HD ABS asked that the paragraph from the Performance Development Report (PDR) be included in the guidance. AMB decided to retain the guidance as it is currently written but suggested amendments could be made during the consultation stage.</p> <p>3. AMB approved the paper and agreed that consultation would be managed by ACC PD.</p>	ACC PD
<p>11 20090824 AMB 08 – Initial Gate Business Case for an Agency Commercial Partner – R</p>	<p>1. CE commented that the opening paragraph of the paper was incorrect. It was the AMB meeting of the 14th July (not 21st) where the AMB approved the Expression of Interest (EOI) document for an Agency commercial partner (AMB did not approve a formal procurement of a commercial partner).</p> <p>2. ACC PD introduced the paper by explaining that if the Agency continues towards a commercial partner contract, the next stage would be to evaluate the proposals made by potential partners (currently two) and select a preferred partner/bidder. That partner would then work with the Agency for a period of six months to develop a partnership contract. There would be a “go/no go” decision point for both parties on the completion of the six month development work.</p> <p>3. AMB discussion centred on the ability of the Agency to be clear about the training requirement given the uncertainties engendered by the Woolley and Hutchinson reports, PR09 and PR10. It was agreed that potential commercial partners needed as much clarity as possible in order to be able to put forward viable proposals and that any unclarity would be reflected in higher prices. It was agreed that the future size and shape of the Agency would be clearer by the end of the year.</p>	

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	<p>4. CE concluded the discussion by saying that AMB agreed that partnering could present significant opportunities for the Agency. CE also noted that partnering was common in MOD (i.e not novel or contentious) and that a partnership could allow the Agency to move forward quickly. Therefore AMB welcomed the paper and CE undertook to establish 2nd PUS and DGHR&CS appetite for the proposal.</p> <p>5. CE suggested that the EOI document be available to the Strategic Seminar.</p>	<p>CE</p>
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<p>12 20090824 – AMB 08 MDP Gold Strategy for CBRN – U</p>	<p>1. This item was withdrawn.</p>	
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<p>13 20090824 AMB 08 Police Dog Procurement – U</p>	<p>1. The paper circulated for AMB was withdrawn by ACC OS. He explained that the original paper proposed becoming independent of the Defence Animal Centre (DAC) at Melton Mowbray, but two events had impacted on that proposal. Firstly, HM Treasury (HMT) had issued an efficiency report (Annex A page 50 point 1) that indicated that HMT will be looking at DAC and other government departments to see if efficiencies can be generated. Secondly, that DAC have formally acknowledged that the requirement standard for police dogs was different to that for military dogs.</p> <p>2. ACC OS briefed the AMB that DAC and MDP had proposed a small trial of police dog training that will see DAC continue to supply dogs trained to an agreed basic standard that will then be passed to the MDP for police specific training. The advantage of this trial would be that the Agency could test the capability and feasibility of running an in-house dog system from sourcing, through life to retirement whilst contributing to the HM Treasury review.</p> <p>3. It was agreed that the trial was a portfolio matter and the outcomes would be reported to AMB later.</p>	
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<p>14 20090824 AMB 08 Policy for Physical Security at MOD Sites -R</p>	<p>1. AMB noted DBRs commissioning note to Mark Hutchinson on the Policy for Physical Security at MOD Sites.</p>	
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<p>15 20090824</p>	<p>1. CE asked AMB to note the Accounting Officers' Framework in the MDPGA Information Assurance document which also identified</p>	
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<p>AMB 08 MOD Information Assurance Programme – U</p>	<p>responsibilities for CE, DCC, IMOA and portfolio holders. The Information Assurance programme would report quarterly to AMB (Sec agreed to schedule the reports in the AMB programme).</p>	<p>Sec</p>
<p>16 20090824 AMB 08 People Champion Report –U</p>	<p>1. AMB noted the People Champion Report but concluded that it did not need to come to AMB in the future.</p>	
<p>17 Next Meeting</p>	<p>1. The next AMB will be on Monday 28th September 2009.</p> <p>2. Items currently planned for the next meeting are:</p> <ul style="list-style-type: none"> • Finance report AS • Performance report AS • Attendance Management ACC PD • Roadmap report CE • Redeployment Process ACC PD • Compulsory Retirement Age ACC PD • Managing return to work from long term sick on recuperative/restricted (reasonable adjustments) duties ACC PD 	