

Draft
MINISTRY OF DEFENCE POLICE AND GUARDING AGENCY
AGENCY MANAGEMENT BOARD MINUTES
27 September 2010

20100927 - AMB 09 Minutes Draft -U

Secretariat
MDPGA HQ

Distribution: AMB Members and Advisers

27 September 2010

Present:	CC S Love DCC G McAuley Mr D King Mr D Wray ACC R Chidley T/ACC D Allard Mr A MacCormick Mr J Oliver Mr P Taylor T/D Ch Supt Mace T/Ch Supt D Long Supt Pawley Non-Executive Members Secretary Karen Thompson	Chief Executive/Chief Constable Deputy Chief Constable (DCC) Agency Secretary (AS) HUG Operational Support (OS) Divisional Operations (DO) MGS Head of Profession (HOP) Hd Finance Hd HR Hd CID Hd Agency Business Services (Hd ABS) DBR Policing None attending Secretary (Sec)
Apologies	ACC J Bligh Supt M Foulger Non-Executive Mr E Keating Mr S Robinson	Professional Development (PD) Hd IMOA Defence Police Federation (DPF) Trade Unions (TU)

Item	Discussion and Decision	Action
1 Opening Remarks and Apologies	1. CE welcomed everyone. Apologies were received from those above and CE asked that the Secretary inform the non-executive members of the AMB representing the Defence Police Federation (DPF) and Trade Unions (TU) that they were welcome to send a representative when they were not able to make a meeting but CE asked that he be approached in advance. CE also asked that if the non-executive members wished to bring an observer to an AMB meeting then it would be possible but again asked that he be approached ahead of the meeting.	Sec
2 Confirmation of Any Other Business	1. CE confirmed that he wished to discuss the MOD Your Say survey at any other business.	

<p style="text-align: center;">3</p> <p>Minutes and Actions arising from AMB on 23 August 2010</p>	<p>1. The following changes were requested to the minutes</p> <ul style="list-style-type: none"> • Paragraph 15.1 to read “As Centre is looking into the subject of Recruitment and Retention Allowance, the paper is remitted until the November AMB. HOP said that if the AMB were to decide to cease RRA at any station, then Wethersfield RRA would have to be included in the consideration”. • Paragraph 17.2 to read “HOP stated that the MGS had not provided a response in regards to the plan. He had not had the staff capacity to deal with the matter without dropping other work. He said that he would be seeking a solution but that not everything that needed to be done could be done within his existing resources.” • Paragraph 9.1. To remove the action on CE as there was no action required. • Paragraph 17.1. To remove the action on ACC PD as there was no action required. <p>2. It was also agreed to redact paragraph 8.2 and remove the names of the divisions that were affected by increasing sickness levels. The minutes were then agreed as an accurate record and approved for publication.</p> <p>3. Progress on actions arising from the previous meeting was reported as follows;</p> <ul style="list-style-type: none"> • 3.2 The action that the views from the DPF on approaches to reducing MDP sickness levels should be discussed between the DPF and Hd HR outside of AMB is to be considered business as usual. • 3.2 The action to discuss overtime being taken to support dog welfare is complete. • 3.2 The action to reschedule the Programme and Project Management Policy is complete. • 3.3 The action to reschedule the Attendance Strategy is now deferred until the Attendance Gold Group is convened. • 4.3 was completed as part of Op Bandsman. • 7.2 was completed. CE now has the Firearms Command Policy. • 7.3 was completed with amendments to the roadmap questions being implemented. • 7.4 was completed. The roadmap report on Nuclear Security Policing has been removed from the update list. • 13.1 will be absorbed by the Attendance Gold Group. • 14.1 Sec was not aware of any reason why the Information Assurance update should not be presented to AMB. It will be rescheduled. • 17.8 will be reported as part of the SHEF quarterly report to AMB. 	
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	<p>4. The Outstanding Action List was discussed but not changed.</p> <p>5. The papers originally intended for this meeting but not presented were discussed:</p> <ul style="list-style-type: none"> • Business Risk Management Policy is deferred until the changes to the policy reflect CEs desire to keep the Risk Policy very brief. • DII – lite. This paper was originally was sought when progress on DII was very unclear. CE asked that ACC PD consider the point at which an AMB report would be appropriate. • Special Priority Payments – Firearms Instructors was deferred to coincide with the RRA review paper scheduled for November 2010. • Attendance Strategy will be absorbed by the Attendance Gold Group. 	ACCPD
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<p>4 Finance 20100927 – AMB 09 Finance - U</p>	<p>1. AS presented the AP5 Finance Report highlighting the current ‘informal’ overdraft position of nearly £19m in year. He stressed that AP6 is a key reporting point and significant effort would be put into obtaining the most accurate spend and forecast position for reporting to the Centre. Deputy AS confirmed the process for internal discussion and data collection for the AP6 submission.</p> <p>2. AS showed the actual spend is tracking below forecast levels.</p> <p>3. AS was concerned that some TLB transfers were unlikely to succeed. AS confirmed that the transfer for Marchwood was probably going to happen but Longtown looked much riskier. AS stated that DG HRCS and 2nd PUS might take these up if they have significant impact for the higher budget levels. Funding has been secured for Sandhurst and Andover.</p> <p>4. CNI income was still causing concern as raising the bills and subsequent payment was behind schedule and the Agency must avoid overstating CNI income especially where the costs of provision are largely fixed. ACC DO agreed to discuss this with AS separately.</p> <p>5. AS confirmed that wastage rates were running very close to forecast levels with non-uniformed civilians leaving at a slightly higher rate than anticipated.</p> <p>6. AS showed that travel and subsistence (T&S) and permanent public interest (PPI) move expenses spend were significantly lower than forecast but this was to be expected.</p> <p>7. CE concluded the discussion on the Finance paper by seeking views as to the viability of having the report projected on the large</p>	ACCDO /AS
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	screen for AMB discussion rather than a printed version being circulated. No decision was made.	
5 PR11 Update - Verbal	<p>1. AS introduced the strategic context to this year's planning round (PR11). The focus of the Strategic Defence and Security Review (SDSR) is wider than defence alone, as led by the National Security Council, but it will set the size and shape of the Armed Forces, the force framework best able to provide the capabilities needed to meet the most critical national security threats. The SDSR would be reflected in the Comprehensive Spending Review (CSR) in which HM Treasury will announce the spending limits for defence and other departments, set for 20th October. The PR11 process sees MOD prepare for and then implement the CSR and SDSR, the focus is on the budget allocation of the first 4 years, but also looks ahead 10 years from 2011/12.</p> <p>2. AS stressed PR11 options would trump all other study work, but that we should expect a debate on risk and consequence and that this would be best managed for MDPGA by DBR taking the collective view on policing and guarding options through to the Defence Board, in parallel with the PR11 process.</p> <p>3. AS concluded that the position will be very uncertain all the way through to the beginning of the next financial year; revisions and review, driven by whether the books were balancing across defence and a continuing debate over priority and detail. Some of this would spill over into later planning rounds.</p>	
6 20100927 - AMB 09 Performance Report - U	1. AMB noted the Performance Report and CE commented that it very much reflects the position we expect.	
7 20100927 - AMB 09 Agency Roadmap Report - R	<p>1. CE commented that the roadmap reports were demonstrating that a significant amount of detailed operational development was being achieved in the Agency.</p> <p>2. ACC OS confirmed that any requests to support the 2012 Olympics would be received from PNICC (the Home Office system for co-ordinating police mutual aid requests) and that each request for MDP services would be discussed with the MOD Olympic team before deciding whether or not to accept the task. CE added that a new Brigadier (Cowan) is heading up the MOD - Olympic support team.</p> <p>3. CE said that he had some questions on the mandated training roadmap report which he would take up with ACC PD outside the meeting.</p>	

<p>8 20100927 - AMB 09 Attendance Management Data - U</p>	<ol style="list-style-type: none"> 1. CE stated that he was establishing an Attendance Gold Group and was drafting the terms of reference, including the framework of questions to address, for the group. The initial meeting is scheduled for 20th October 2010. 2. CE reported that the MOD Police Committee was questioning non-uniformed civilian sickness data which is increasing and higher than the norm for MOD civilians. CE will require action reports from colleagues. 3. CE commented that long term sickness for the MDP is relatively low. 4. CE chaired a discussion on the level of detail that needed to be reported to AMB. AMB members confirmed that the same level of detail for their individual portfolios but that the AMB report need only contain the summary position. CE confirmed that the detailed analysis would need to be carried and reported to portfolio heads. CE will identify the graphs that are still required by AMB. 	<p>CE</p>
<p>9 20100927 - AMB 09 Work Programmes and Reviews - U</p>	<ol style="list-style-type: none"> 1. CE sought an update on the DBR led reviews (serials 1-7) and asked the DCC and ABS team to pressure DBR into formal copies of the final papers. 2. Serial 9 Terms and Conditions of Service (Woolley). CE confirmed that a Home Office review into terms and conditions of service would be announced shortly and much of the Woolley work would be dependent on the HO review. CE indicated that the reporting timescales for the Home Office review was likely to be quick wins and key issues early in 2011 and the full report by the summer of 2011. 3. ACC OS agreed to table an update on the CID review (serial 20) at an appropriate time. 4. AS asked if we should identify PR11 as a work strand/review in the list. CE agreed to update the list of reviews. 	<p>ACCOS</p> <p>CE</p>
<p>10 20100927 – AMB 09 Sustainability Update – U</p>	<ol style="list-style-type: none"> 1. AS introduced Ros Gourgey as the lead for Wethersfield on sustainability and he drew AMBs attention to the progress being achieved on targets that cascade down through MOD Centre to the Agency. The sustainability update summarised the current position on some of the items that were discussed at the May 10 AMB meeting when the MOD CESO gave a presentation to AMB. 2. AS confirmed that MOD targets were challenging and we anticipate a further Prime Minister energy saving target of an additional 10%. 3. AS reminded AMB of the 2008 sustainability award for the Agency 	

	<p>and CE supported going forward with 2 entries for this year's awards.</p> <p>4. Ros Gourgey updated AMB on the investigation into a biomass boiler for the site and the feasibility of wind turbines and solar array options. She also reminded AMB that our contractual partners (Babcocks locally) are refurbishing with sustainability as a major consideration. The refurbished accommodation block is fitted with automatic timed motion sensitive lights.</p> <p>5. Ros Gourgey also updated AMB on the community cohesion plans that were being taken forward with the support of family accommodation residents.</p> <p>6. DCC stated that he is fully supportive of the progress being made at Wethersfield but he wondered how to best take forward an Agency-wide initiative because operational activities have significant environment impact. CE agreed that AMB should reflect on this.</p> <p>7. It was decided that the sustainability update should come to AMB 6 monthly. Sec agreed to schedule.</p>	Sec
<p>11 20100927 - AMB 09 Programme Board update - U</p>	<p>1. The Programme update report was noted.</p>	
<p>12 20100927 - AMB 09 Corporate Risk Register - R</p>	<p>1. CE introduced the Corporate Risk Register. Only one update was identified which would see the establishment of the Attendance Gold Group as a mitigation action against serial 12.</p>	
<p>13 Any Other Business</p>	<p>1. CE confirmed that the MOD Your Say survey was launched today and that data on responses would be available to the Agency weekly. He encouraged all staff to take part.</p>	
<p>18 Next Meeting and items planned</p>	<p>1. The next AMB will be on Tuesday 26 October 2010 and will consider the following:</p> <p>AS Finance AS PR11 DCC Performance Report DCC Roadmap Report PD Sickness Data Pack CE Reviews/Work Programmes affecting MDPGA CE Your Say quarterly update</p>	

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	PD	Feedback from the Attendance Criteria paper taken at the 23 August 10 meeting	
	OS	Optical Stills and Video Camera Policy	