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MINISTRY OF DEFENCE POLICE AND GUARDING AGENCY
AGENCY MANAGEMENT BOARD MINUTES

20080429-AMB Minutes Amended U

Secretariat
MDPGA HQ
29 April 2008

Distribution: AMB Members and Advisers

MEETING HELD IN THE CONFERENCE ROOM MDPGA HQ WETHERSFIELD AT 14-00 HRS ON 21 APRIL 2008

Present:	CC S Love DCC D Ray QPM Mr D Applegate ACC R Chidley (Item 7) ACC G McAuley Mr S MacCormick Mr J Oliver Mr R Clancy Ch Supt R Hoblin Mr P Taylor Ch Supt G Branagh Ch Supt R Morrison T/Ch Supt C Goldsmith D/Supt S Mace Supt R Allen Ms K Thompson	Chief Executive (CE) - Chair Chief of Staff (COS) Director Resource and Planning (DRP) Director Personnel and Professional Development (DPD) Director Divisional Operations (DDO) Director Regional Operations (DRO) Head of Finance Head of Closing The Gap Project Head of Business Development Head of Human Resources Representing DOS Div Cmdr Western Division (by video link) Representing DPD (Items 1-6) CID D Def Sy Secretary
Apologies	ACC J Bligh QPM	Director of Operational Support (DOS)

Item (a)	Discussion and Decision (b)	Action (c)
1 Opening Remarks and Apologies	1. CE opened the meeting by welcoming all attendees.	
2 Confirmation of Any Other Business	1. None raised by board members	
3 Minutes and Actions arising from AMB on 31 Mar 08 (01042008-AMB 03 2008)	1. The minutes were agreed for publication. 2. Progress on actions from previous meeting was as follows: <ul style="list-style-type: none"> • 5.3 CTG - action complete • 5.4 CTG – action complete • 7.2 Attendance Mngt report – action complete • 8.6 Reserved/Non-Reserved posts – The action ‘the project is to report’ to the AMB is transferred to the AMB action list. 	Sec

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	<ul style="list-style-type: none"> • 9.3 Supt Performance & Development Review – the action ‘to issue guidelines based on those issued by the PNB’ is transferred to the AMB action list. • 11.1 Quarterly SHEF report - action complete • Marine Policing Doctrine is to be rescheduled for the next AMB meeting. 	<p>Sec</p> <p>Sec</p>
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<p style="text-align: center;">4a Finance Update MDPGA/AMB/P/32/06 Final Outturn 07/08 dated 18 April 08</p>	<p>1. Hd Fin directed the board to the recommendations within the paper.</p> <p>2. It was noted that the final outturn for 07/08 represented an underspend of £2.6m, which was within the Key Target tolerance of +/- 1%. The CE expressed his thanks for this achievement. Board members noted that achieving the final outturn required significant effort at the end of the financial year.</p> <p>3. The reports recommendations were accepted by the Board and it was noted that the planned Procurement Paper was to come to AMB.</p>	<p>Hd Fin</p> <p>Hd Fin</p>
<p style="text-align: center;">4b MDPGA/AMB/P/32/06 Financial Performance Report AP0</p>	<p>1. Hd Fin introduced AP0 and discussed the cost drivers behind the forecast. AMB were invited to accept the recommendations in the report.</p> <p>5. The Board noted the risk areas identified in the report and a seven point plan was agreed as:</p> <p style="padding-left: 40px;">i) Fin to liaise with the Ops Support portfolio to get visibility of planned purchases.</p> <p style="padding-left: 40px;">ii) Fin to issue interim letters of budget delegation to budget holders in order to get early forecasts at all levels.</p> <p style="padding-left: 40px;">iii) Fin to work with Operations (DDO/DRO) budget staff to assist in forecasting costs.</p> <p style="padding-left: 40px;">iv) CE to review the financial performance via the bilateral process at AP3 and not wait till AP6.</p> <p style="padding-left: 40px;">v) Fin to work with Ops Support portfolio to identify priority spend options that can be initiated at short notice and develop a ‘quick gain’ list.</p> <p style="padding-left: 40px;">vi) Fin to standardise the capitation rates to be used in in-year forecasts.</p> <p style="padding-left: 40px;">vii) Fin to identify the risk areas and ring fence them as part of the strategic reserve and therefore track them throughout the year.</p>	<p>Hd Fin/ DDO</p> <p>Hd Fin</p> <p>Hd Fin/ DDO/ DRO</p> <p>CE</p> <p>Hd Fin/ DOS</p> <p>Hd Fin</p> <p>Hd Fin</p>

	<p>6. The AMB noted points 2a – 2c in the AP0 report and Hd Fin agreed to initiate the seven point plan (above) with portfolios and report back to the next AMB meeting.</p>	<p>Hd Fin</p>
<p>5 Closing the Gap Progress Report April 08</p>	<p>1. CE thanked Hd CTG for the report and the clarity of information within it.</p> <p>2. CTG Item 1.5 MDP Rosters. CE asked for an update in light of the CARMS system trial being complete and found to not meet our requirement. DDO has the final report and will circulate to AMB.</p> <p>3. DDO reported that it is unlikely that a commercial off the shelf product would meet our requirement because of MDP ‘Z’ days. DDO will liaise with Hd BD and CIS to see what options are now available.</p> <p>3. DDO will also initiate a review of MDP rosters based on the a manual rostering system as part of the CTG programme.</p> <p>4. CTG Item 2.1 HQ Review. The CE confirmed that he would take ownership of this action and update the AMB at the next meeting. The CTG report will reflect this change.</p> <p>5. CTG Item 2.5 Functional Competence and Management Training. The next AMB meeting was to include reports on Delivery of Agency Function Competence Training and Management Training Delivery.</p> <p>6. DRP reported that Defence Internal Audit (DIA) have reviewed the CTG project and reported it positively. One DIA recommendation is to review MDP rosters – which is planned (see 5.3).</p>	<p>DDO</p> <p>DDO</p> <p>DDO</p> <p>CE</p> <p>CTG</p> <p>HoLD</p>
<p>6 20080421 AMB 04 Dynamic Risk Assessment - U</p>	<p>1. CE stated that there were 5 issues the AMB should look to resolve for Dynamic Risk Assessment (DRA) in the Agency.</p> <p>a) What problem are we trying to solve? b) Do we need a DRA tool? c) If so, which one? d) Is any specialised training required? e) Should there be a recording system?</p> <p>2. All Board members contributed to the discussion and it was agreed that the term Dynamic Risk Assessment is commonly used and officers (MDP and MGS) will be required to make decisions in situations for which they</p>	

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	<p>have not being trained. This is when DRA is necessary. No specific model or training has been used in the Agency.</p> <p>3. It was decided that no specific model, training package or recording system was required. However, the Agency should make it clear to all officers and staff in the course of their work, dynamic risk assessments will need to be undertaken and in these situations they must:</p> <p style="text-align: center;"><i>‘apply their training, use common sense, assess the situation and think about safety before acting’.</i></p> <p>4. HoLD agreed to ensure that this was covered in all relevant training delivered.</p> <p>5. NB It was not decided how the Agency would notify/inform current operational staff of the DRA position. This action is not currently allocated.</p>	<p style="text-align: center;">HoLD</p> <p style="text-align: center;">CE</p>
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<p style="text-align: center;">7 20080421-AMB 04 Changes to Internal & External Recruitment Process for MDP - U</p>	<p>1. CE brought to the attention of the AMB the already published PRG, available on Defence Intranet, that has been in place since 7 April 08 regarding internal recruitment for MDP. Hd of HR confirmed that although the PRG is published, the PPPA will not take any action in line with the PRG, until the AMB have agreed the internal recruitment position at this meeting.</p> <p>2. CE also noted that, although the majority of the PRG was fit for purpose and very useful, there were some significant points of difference between the published PRG and the proposed Force Order contained in the AMB paper. These differences were, notably,</p> <ul style="list-style-type: none"> • Use of nominee in place of line manager. • Whether references ‘will be’ provided or ‘asked for’. • When it is possible to appoint without need for interview. <p>Hd of HR stated that DGCP (MOD policy owner for all PRGs) were content that the draft Force Order was compliant with the PRG. CE agreed to assess with differences with Hd of HR independently of the AMB meeting.</p> <p>3. CE outlined the decision options that were available to the AMB as a) approve the draft Force Order; b) approve the draft Force Order subject to revision/required amendments; c) not approve the draft</p>	<p style="text-align: center;">CE/Hd HR</p>
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	<p>Force Order; or d) suspend action.</p> <p>4. The Board discussion brought out the following points:</p> <ul style="list-style-type: none"> a) The involvement of the Line Manager (LM) would have a detrimental impact on operational effectiveness and customer tasking. b) The training burden would be significant. c) Abstraction coverage, for training, would be difficult to achieve and increase the security risk at establishments. d) The local LM was not best placed to see the changing footprint of MDP with the various policing/security and complement reviews. It is possible that a post would be recruited into when it was required for 'managed moves' as a result of redeployment from reducing stations. e) LM decisions on recruitment would not recognise the impact on the Agency borne PPI budget. f) It is important to have consistent policy at PRG and Force Order level to avoid grievances and Employment tribunal risk. g) Recruitment process should not take priority over operational policing. h) Divisions already operate a recruitment process that involves divisional staff and SPO's – not necessarily LMs. i) Recruitment into posts has used a matrix system for sift and interview purposes. This should be allowed to continue and not be in contravention of the policy. j) Do the Divisional Budget Manager and Business Manager both need to approve recruitment initiation. k) DGCP will probably be very reluctant to changing the PRG. <p>5. It was agreed to approve the draft Force Order with the following amendments:</p> <ul style="list-style-type: none"> Para 3d to include reference to MDP Force Orders Para 4 to delete 'budget manager' Para 6 Make clear the waiver described is permanent and does not expire 1 April 09 Para 6 Make clear the role of the LM and nominee in the process described. <p>6. It was also agreed to continue the existing internal recruiting process as an emergency short term measure ensuring that moves (especially operational moves)</p>	<p>Hd HR</p> <p>DPD</p>
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	<p>continue.</p> <p>7. CE wished to explore with Hd of HR and DPD whether we can agree with DGCP and PPPA to use the Force Order as an 'interpretation note' to the PRG.</p> <p>8. If the 'interpretation note is not possible the CE will raise the issue with DGCP for resolution.</p> <p>9. CE thanked everyone involved for their hard work on this difficult issue.</p> <p>Secretary's Note</p> <p>10. Since this AMB meeting , CE has approved on behalf of the AMB, a revised Force Order on internal and external recruiting in the MDP, taking account of those of the suggested amendments at paragraph 5 above which on further consideration proved to be appropriate. This Force Order has subsequently been published.</p>	<p>CE/DPD/ Hd HR</p> <p>CE</p>
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<p style="text-align: center;">8 Agency Performance Report</p>	<p>This report was not available for the meeting and will be circulated ex-committee.</p>	<p>DRP</p>
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<p style="text-align: center;">9 Any Other Business</p>	<p>None.</p>	
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<p style="text-align: center;">10 Next Meeting</p>	<p>1. The next AMB will be on Tuesday 27 May 2008 held in the conference room 1070 at 14:00.</p> <p>2. Items currently planned for the next meeting are:</p> <ul style="list-style-type: none"> • Finance Update • CTG Update • Agency Performance Report • Marine Policing Doctrine • DTR Gold Strategy • L&D Restructuring Plans (paper and presentation) • Attendance Management 	
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