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**MINISTRY OF DEFENCE POLICE AND GUARDING AGENCY**  
**AGENCY MANAGEMENT BOARD MINUTES**  
**23 August 2010**

20100823 - AMB 08 Minutes Draft -U

Secretariat  
MDPGA HQ  
23 August 2010

Distribution: AMB Members and Advisers

Present:	CC S Love ACC J Bligh T/ACC D Allard Mr A MacCormick Mr P Taylor T/Ch Supt D Long T/Det Supt J Greig Supt M Foulger Supt G Branagh Mr H Moore Mrs J Rowley Mr A Clapp  Non Executive Members Mr E Keating Mr S Robinson  Visitors Mr J Evans Mr S Putland Mr S Hall  Bryony Rees-Cook	Chief Executive/Chief Constable Professional Development (PD) Divisional Operations (DO) MGS Head of Profession (HOP) Hd HR Hd Agency Business Services (Hd ABS) CID Hd IMOA Operational Support (OS) D/Hd Finance HR SHEF (for Item 17 only)  Defence Police Federation (DPF) Trade Unions (TU)  DCP – Presentation (for Item 10 only) DCP (for Item 10 only) CTLB HR BP (for Item 10 only)  Secretary (Sec)
Apologies	DCC G McAuley Mr D King Mr D Wray ACC R Chidley Mr J Oliver T/D Ch Supt Mace Supt Pawley	Deputy Chief Constable (DCC) Agency Secretary (AS) HUG Operational Support (OS) Hd Finance Hd CID DBR Policing

Item	Discussion and Decision	Action
1 Opening Remarks and Apologies	1. CE welcomed DCP and thanked him for attending to provide a presentation on Optimising HR and Next Generation HR. 2. Apologies were received from those above.	
2 Confirmation	1. No any other business was noted.	

of Any Other Business		
3 Minutes and Actions arising from AMB on 26 July 2010	<p>1. The minutes were agreed as an accurate record and approved for publication.</p> <p>2. Progress on actions arising from the previous meeting was reported as follows;</p> <ul style="list-style-type: none"> <li>• 3.2 CE requested 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.</li> <li>• 4.6 The issue relating to overtime being taken in support of dog welfare is due to be discussed outside of the AMB.</li> <li>• 10.1 The Programme and Project Management Policy will come to AMB when complete. The secretary agreed to schedule the paper into a future AMB meeting.</li> </ul> <p>3. The Outstanding Action List was discussed as follows:</p> <ul style="list-style-type: none"> <li>• Item 2 – The Attendance Strategy due to be brought to the AMB in August, to be brought in the September meeting.</li> <li>• Item 4 – SHEF to discuss different risks with Portfolio leads – Completed.</li> <li>• Item 5 – SHEF to develop a process for the real-time reporting of major injuries to portfolio leads – Completed.</li> </ul>	<p><b>DPF</b></p> <p><b>CC/ ACCDO</b></p> <p><b>Sec</b></p> <p><b>Sec</b></p>
4 Finance 20100823 – AMB 08 Finance - U	<p>1. D/Hd Finance presented the AP4 Finance Report updating the meeting on the current financial position of the Agency. He informed the AMB that there would be an exercise at AP6 to review the status of committed spends in order to review budget allocations.</p> <p>2. D/Hd Finance went on to explain the Agency is forecasting an overspend of £18.3m, an improvement of £0.6m from last month. There are a number of risks that D/Hd Finance suggested are likely to reduce the forecast further by approximately £1m-£1.5m</p> <p>3. D/Hd Finance noted that some repayment invoices had not been presented to customers. He explained that this could become a critical issue if not addressed before AP6. ACC DO agreed to investigate and take action to ensure invoices were presented to the customers.</p> <p>4. Wastage rates are currently 9 MDP and 11 MGS per month. This is higher than Portfolio forecasts and should assist the Agency later in the year.</p> <p>5. D/Hd Finance noted that overtime was being undertaken in support of dog welfare and the relieving margin. He went on to explain that the only way to reduce or eliminate this overtime was to reduce tasks at the affected sites.</p>	<p><b>ACC DO</b></p>

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<p>5 PR11 Update - Verbal</p>	<p>1. D/Hd Finance outlined the PR11 timetable. All options are to be submitted to the Centre by December 2010, with considerations by the Defence Board taking place in January 2011.</p>	
<p>6 20100823 - AMB 08 Performance Report - U</p>	<p>1. CE commented that the report confirms the Agency position he expects. There is overtime being incurred to cover the CNI sites during the holiday period, as only 33% of recruitment has taken place. There is also holiday period overtime required at nuclear sites.</p> <p>2. CE went on to discuss the DG HRCS styled report.</p>	
<p>7 20100823 - AMB 08 Agency Roadmap Report - R</p>	<p>1. CE commented that had he been informed of the delays relating to CNI procurement and consultancy, he could have stepped in at a much earlier point.</p> <p>2. CE requested that he be passed the draft Firearms Command Policy from PD.</p> <p>3. In relation to the MOD Wide Crime Strategy, CE stated that there should be a 5<sup>th</sup> operational standard for the CID, in relation to assessment of jurisdiction. He also requested that the question "What is the UK's capability gap for investigating serious economic crime against UK and allied government interests overseas?" be removed, with the response to be provided as a report through the Head of CID.</p> <p>4. It was requested that Annex E (Nuclear Security Policing) be removed from the roadmap document: agreed</p> <p>5. Supt Branagh (OS) discussed the position of the Olympic planning group meeting in September. Finance requested to be involved within the meeting. PD asked whether the mutual aid request had been received, but at this time there is no clarity.</p> <p>6. In regards to the Defensive Armed Marine Policing manual, a meeting will be taking place in regards to the final draft. No date specified.</p> <p>7. A request for an update from CE to PD was made in regards to mandatory training. This will take place outside of the meeting.</p>	<p><b>ACC PD</b></p> <p><b>ACCOS</b></p> <p><b>DCC</b></p>
<p>8 20100823 - AMB 08 Attendance Management Data - U</p>	<p>1. CE stated he appreciated the work carried out in recent months to reach the current format of the AMB Sickness Data Pack. He currently had no issues within the MGS area, but there was a rise in sickness levels in respect of non-uniformed civilians. He said he had asked the HR Dept to analyse the information for this category of staff and report directly to him on the matter.</p> <p>2. For the MDP, he noted the increase in sickness. CE has spoken with some SPOs to see how they are working towards reducing MDP</p>	

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	sickness. ACC DO stated that he was pursuing this through his bi-lateral process.	
9 20100823 - AMB 08 Work Programmes and Reviews - U	1. CE discussed and up-dated the status of the reviews listed in the AMB update.	
10 Presentation Optimising HR and Next Generation HR	1. DCP (and two colleagues from his Directorate and the CTLB) provided a presentation on the MOD's Optimising HR and the cross-Government Next Generation HR initiatives.  2. A number of matters were raised and discussed, including the benefits of simplifying policy throughout HR which might be forthcoming.	
11 20100823 - AMB 08 Police Committee Report – U	1. The Police Committee Chairman's Annual Report to Secretary of State was produced for the AMB to note. CE noted that the report provides clear assurance of the MDP's role and work and reflects well on the Force.  2. The Report was noted.	
12 20100823 - AMB 08 Defence Crime Board – R	1. The Defence Crime Board terms of reference were produced for the AMB to note. CE said thank you to OS and CID for their hard work.  2. The document was noted.	
13 20100823 – AMB 08 MDPGA Attendance Strategy – U	1. Referred to next meeting as it requires further input from CC/CE.	<b>CE/ ACCPD</b>
14 20100823 – AMB 08 Information Assurance Update – U	1. It was stated that the Information Assurance document was not accurate as there were still elements of red on the DGHRCS document, in regards to Protecting Information. Sec is looking into this.	<b>Sec</b>
15 20100823 – AMB 08 Recruitment	1. 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.	<b>ACCPD</b>

<p>and Retention Allowance Paper – U</p>		
<p>16 20100823 – AMB 08 Recuperative/ Restricted Duty Officers Paper – U</p>	<p>1. The Recuperative/Restricted Duty Officers paper had been produced for the AMB to note prior to its submission to the Police Committee at it's meeting on 14 September 2010.</p>	
<p>17 20100823 – AMB 08 SHEF Management Plan Update – U</p>	<p>1. ACC PD introduced the quarterly ASMAP report covering the period April to June 2010. He stressed that the reporting process via Portfolio Heads was in its infancy and whilst the report was a good first effort, he expected that future ASMAP reports would be much more succinct, yet all embracing, and cover all aspects of each ASMAP Objective/Target satisfactorily. However, one should not lose sight of paragraph 5e on page 7 of the report from which it was clear that real progress is being made with the majority of Top and Secondary Objectives/Targets on course to be met.</p> <p>2. 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.</p> <p>3. ACC/DO stated that staff in his Portfolio need training on and more understanding of the ASMAP, and the reporting process, to enable a better input to the quarterly reports.</p> <p>4. Hd SHEF highlighted the revised and more comprehensive format of the accident statistics table and supporting text contained in the ASMAP report. He said he had produced for reporting areas some documentation to provide clarity on accident reporting, as there had been some confusion.</p> <p>5. CE stated that the accident record analysis was most useful.</p> <p>6. Hd SHEF referred to a breach of regulations in relation to the transportation of dangerous goods of which he had been made aware, and advised that a strategic working group has been set up to address this matter. As MGS do not transport such goods, any training found necessary will be specific to MDP</p> <p>7. Hd SHEF confirmed that meetings with each Portfolio Head would be arranged as soon as possible to discuss the new ASMAP reporting process and to provide advice and clarity where necessary.</p> <p>8. ACCPD will report on whether difficulties at 2-6 above have been resolved, as part of the next SHEF quarterly report.</p>	<p><b>ACCPD</b></p>

18 Any Other Business	There was no Any Other Business	
19 Next Meeting and items planned	<p>1. The next AMB will be on <b>Monday 27 September 2010</b> and will consider the following:</p> <ul style="list-style-type: none"> <li>AS Finance</li> <li>AS PR11</li> <li>CE Reviews/Work Programmes affecting MDPGA</li> <li>DCC Performance Report</li> <li>DCC Roadmap Report</li> <li>PD Sickness Data Pack</li> <li>AS Business Risk Management Policy</li> <li>DCC Programme Board Update</li> <li>DCC DII-lite paper</li> <li>AS Corporate Risk Register</li> <li>PD Special Priority Payments – Force Firearms Instructors</li> <li>PD Attendance Strategy</li> </ul>	