

**MINISTRY OF DEFENCE POLICE AND GUARDING AGENCY
MGS MANAGEMENT BOARD MINUTES**

Distribution: MGSMB Members and Advisers

16 February 2011

**MEETING HELD IN WETHERSFIELD
0900 HRS ON 27th January 2011**

Present:	Mr S MacCormick	HOP (Chair)	
	Mr D Wray	Hd UG	
	Mr M Shreeve	MGS B2 Ops	
	Mr T McKinnon	MGS B2 CD&C	
	Mr J Bills	Snr Ops Mgr	
	Mr J Egan	RM1	
	Mr M Cairns	RM2	
	Mr P Brennan	RM3	
	xxxxxxxxxxxx	RM4	
	Mrs K Malough	RM5	
	Mr A Murphy	MGS Fin Offr	
	Ms R Scott	Snr HR BP	
		Mrs A McKay	Secretary
	Ad Hoc Members	Mrs C Roberts	MGS HQ Bus Mgr
Mrs S Cook		MGS L&D Mgr	
Mr K Graham		ACT	
Mrs C Sievwright		HR BP HQ DIV REG OH	
Mr M Robertshaw		Bus Mgr/Dep Hd CDT	
Mr M Brett		IMOA ISO A	
Guest Presenter	Mr P Prideaux	CTLB	
Apologies	Miss E Fenn	MGS HR BP	
	Supt M Spiers	Hd CDT	

Item	Discussion and Decision	Action
1 Opening Remarks and Apologies	<p>The Chair welcomed those present and received apologies for members not attending:</p> <p>1. Ms E Fenn MGS HR BP 2. Supt M Spiers, HoLD</p> <p>He then introduced Mr Paul Prideaux CTLB, IM Future Capabilities</p>	

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<p style="text-align: center;">2</p> <p>Confirmation of any other business</p>	<p>The Chair confirmed items for AOB</p> <p>a. Customer Survey b. Duplication c. Minimum Staffing d. Well Being e. One Minute Digest f. Trousers</p>	<p>HOP HOP B2 Ops RM2 Hd UG RM2</p>
<p style="text-align: center;">3</p> <p>Minutes and Actions arising from MGSMB 27th January 2011</p>	<p>Minutes of the last meeting on 21st October 2010 were discussed and were passed as ready for publication and points arising were as follows:</p> <p>Item 4 HR - Authority to recruit into a number of LTTP/TMP posts, that have achieved Agency authorization, is currently stalled at CTLB level. RM3 stated that he had been advised that staff on LTTP are not to be placed in the RDP. Snr HR BP OH is to establish the facts.</p> <p>Item 7 (2) Int Audit – RM3 & RM5 to forward spreadsheets to Snr Ops Mgr to establish best practice.</p> <p>Item 12 – Uniform – Action Plan to be produced by end March 11.</p> <p>Item 14 – Paper 031/09 – Agreed.</p> <p>Item 15 – Info Asset Mgt – This is to be put into the Business Plan.</p> <p>AOB – Dogs in the Workplace – RM3 to circulate Region 3 Policy. Snr Ops Mgr to produce MGS Policy and circulate.</p>	<p>Snr HR BP OH</p> <p>RM3 & RM5</p> <p>B2 Ops</p> <p>RM5</p> <p>RM3 Snr Ops Mgr</p>
<p style="text-align: center;">4</p> <p>Standing Items</p>		
<p>Dii Issues</p>	<p>a. Mr Paul Prideaux, CTLB, gave a presentation on iMoss (Microsoft Sharepoint Services).</p> <p>b. Managers, who are Standard Dii Users, are to achieve the IM Passport. It was agreed that all MGS staff who are standard users would be encouraged to achieve the IM Passport.</p> <p>c. Moss is due to be rolled out to those in the MDPGA who have Dii by next August</p>	<p>All</p>
<p>Absence Management</p>	<p>MGS HQ and HR are working together to improve the Absence Management Target wording to make it more specific and</p>	<p>MGS HR BP & HR Snr</p>

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	relevant for the MGS business need.	BP
Quality Objectives	No Action	
NSI Gold	NSI Internal Audits – Snr Ops Mgr is to ensure that RMs are in the communication loop. RMs are to ensure that they are engaged in the process and, in particular, ensure that deadlines to respond to observations are met. If the 3 week response time is too tight they are to contact the Snr Ops Mgr for an extension.	Snr Ops Mgr RMs
Agency Key Targets	Hd UG gave an overview of performance against the Agency Key Targets.	
HR Issues	There were no HR issues discussed.	
Financial Performance Report	The current MGS FOO at AP09 is 0.23% under spend against control total.	
Risk Management	<ul style="list-style-type: none"> a. The Business Manager is to check if the Risk Management Strategy can go on the intranet. b. The Risk Management Strategy is to be issued c. The Risk Register format is to be revised to come into line with the Agency format. d. RMs to continue to include risk on Airwave in Regional registers. 	Bus Mgr Hd UG Hd UG RM
5 SDSR	<ul style="list-style-type: none"> a. The possibility that the MGS might become part of the new Defence Infrastructure Organisation (DIO) was briefed. b. The 2 Tier Workforce policy, which was one of the obstacle to outsourcing, has now been rescinded by the Government. The other obstacles, concerning pensions on outsourcing, are within the scope of Lord Hutton's review, which is due to report in March. c. JSP440 is likely to be changed, specifying different security policy requirements supporting an increased security risk 	All

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	<p>appetite and reduced security cost.</p> <p>d. Strategic Seminar discussion of HQ review– decision taken to postpone definition of the future MGS management structure until the context was clearer.</p> <p>e. ERS – The Consultation Document is with the TUs and has been copied to RMs for info.</p> <p>f. Skills Profile for all managers and non-uniformed staff to be updated on HRMS. Best efforts to meet the target for guards, as in business plan, to continue.</p> <p>g. RMs to ensure no guards/staff speak to the press with regards to SDSR</p> <p>h. HR BPs will remain, physically, in position for the time being however they will be working for PPPA wef 01 Apr 11</p>	
6 Terms of Reference (TORs)	The TORs for the MGSMB are to be amended and reissued for approval at the next MGSMB	Secretary
7 Performance Measurement	<p>The Performance Measurement and Task Weighting Report was discussed. HOP expressed his appreciation for the hard work put in by RM1 in preparing the document. There remained a number of contentious points and HOP reiterated his preference for a measurement of output as opposed to input, while recognizing that input criteria were important to give the overall picture. After much useful discussion, the Board noted the paper and directed RM1 to conduct a 6-month trial, beginning 01/04/11, in Region 1; a ‘critical friend’ from another Region would assist. The Board directed that one large and one small site be used. RM1 is to write the TORs for the trial which are to be circulated and cleared out of committee by the end of February 11. Both systems are to be run in tandem during the trial.</p>	<p>RM1</p> <p>RM1</p>
8 Communication	The Communications Audit Action Plan was discussed and RM1 is to revise the plan and circulate out of committee by end February 11.	RM1
9 Managers	The paper on a 4 th Stage for the Managers Course was discussed. After much discussion, the Board noted the paper but	

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Course	decided that a 4 th stage should not be added to the Managers Course routinely. The process was to be developed as part of the Continuous Improvement Programme. Senior MGS managers hearing managers' projects would decide which were to be progressed locally and which were to be considered for further action by the Board. The separate, but linked, issue of apparent managerial skills gaps was to be reviewed through the audit process; the Board would decide what action, if any would be required.	
10 AOB	a. Customer Survey – Copies are to be sent to the relevant Regional Manager	Secretary
	b. Duplication – HOP undertook to write to RMs with his findings on Regions' reports of the duplication of requests for information. This was a follow-up action from Ex ROLLING PROGRESS. Fuller analysis awaited but early indications were that the problem was more apparent than real. RMs reported fewer instances in recent months, which was welcomed by all.	
	c. Minimum Staffing: i). The Consultation Document has been sent to the TUs. ii). It is the intention to revert to minimum staffing during the Bank/Privilege Holidays in April/May 2011. RMs are to ensure that all staff are notified by 18 February 2011 and that a fair method of selection is attempted to be agreed with local TUs.	RMs
	d. Well Being: It was noted that R2 had conducted a successful wellbeing audit at Longtown. They engaged with staff, to get their buy in, absorbing their ideas and it had a successful outcome. A further audit is to be conducted by R2. B2 CD&C is to report the result to the Board at the next meeting.	RM2 B2 CD&C
	e. CSO1 ACT reported DE&S will review all DE&S Complementing Reviews together and then comment.	
	f. Following MI 037/10, Exceptions to Wearing Standard Uniform, RM2 said he had had many request to wear Combat Trousers and has informed all concerned that a Business Case would be required for	

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	his consideration.	
	g. The Pilot of the One Minute Digest has been issued on 1 st December 2010 and the next issue will be on 1 st February.	
21 Next Meeting	<p>Hd UG noted that this was HOP's last MGSMB and expressed his appreciation for his work over the past seven years.</p> <p>1. The dates for the HUG/HOP bilaterals, with the CE, are as follows:</p> <p>23rd Feb 11 25th May 11 (HUG only)</p> <p>2. The next RMs' bi laterals with Hd UG, followed by the MGSMB, is scheduled on:</p> <p>Wed/Thu 11/12 May 11</p> <p>Provisional dates for the rest of the year are:</p> <p>Wed/Thu 27/28 Jul 11 Wed/Thu 26/27 Oct 11 Wed/Thu 25/26 Jan 12</p>	