

MINISTRY OF DEFENCE POLICE AND GUARDING AGENCY
AGENCY MANAGEMENT BOARD MINUTES

26 July 2010

20100726 - AMB 07 Minutes Draft -U

Secretariat
MDPGA HQ
26 July 2010

Distribution: AMB Members and Advisers

Present:	CC S Love DCC G McAuley Mr D King Mr D Wray ACC J Bligh ACC R Chidley T/ACC D Allard Mr A MacCormick Mr J Oliver Mr P Taylor T/Ch Supt D Long T/D Ch Supt Mace Supt M Foulger Supt Pawley Non Executive Members Mr E Keating Mr S Robinson Karen Thompson	Chief Executive/Chief Constable Deputy Chief Constable (DCC) Agency Secretary (AS) HUG Professional Development (PD) Operational Support (OS) Divisional Operations (DO) MGS Head of Profession (HOP) Hd Finance (Item 4 only) Hd HR Hd Agency Business Services (Hd ABS) Hd CID Hd IMOA DBR Policing Defence Police Federation (DPF) Trade Unions (TU) Secretary (Sec)
Apologies		

Item	Discussion and Decision	Action
1 Opening Remarks and Apologies	1. No apologies were offered.	
2 Confirmation of Any Other Business	1. No any other business was noted.	
3 Minutes and Actions arising from AMB on 28 June 2010	1. The minutes were agreed as an accurate record and approved for publication. 2. Progress on actions arising from the previous meeting was reported as follows; <ul style="list-style-type: none"> • 4.2 Completed • 7.1 Completed 	

	<ul style="list-style-type: none"> • 8.2a DCC confirmed that he had reviewed Hd HR and Rachael Scott's paper on reducing sickness and will be including the paper's proposals in the discussions at the next bi-lateral process. Hd HR and Rachael will hear more about their proposals in due course. • 8.2b ACC PD updated the meeting saying that attendance criteria was not taken into account when deciding on promotions or deployments, but it was used in Special Priority Payments, Competency Related Threshold Payments, and Supt's Performance Related Payments. CE asked that a paper be produced for AMB detailing current usage of attendance criteria and recommendations on possible other uses of it. • 8.2c ACC PD confirmed that a paper on recuperative/restricted duty officers had been prepared for the Police Committee (PC), but was currently being updated following discussions with the MOD Centre. CE asked that the revised paper be submitted to the AMB for information/discussion on the 23 August AMB prior to being submitted to the PC. • 8.2d ACC PD confirmed that he had discussed with the DPF their views on approaches to reducing MDP sickness levels. The DPF agreed to document a list of their proposals for consideration in conjunction with those proposed by Hd HR and Rachael Scott (see also 8.2a above). • 9.2 Completed • 9.3 DPF consultation is in-hand. • 10.1 Completed • 11 All actions completed. <p>3. The Outstanding Action List was not discussed.</p>	<p>DCC</p> <p>ACC PD</p> <p>ACC PD</p> <p>DPF</p>
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<p>4 Finance 20100726 – AMB 07 Finance - U</p>	<p>1. CE recorded his appreciation for the new style Finance report that opened up issues for useful discussion.</p> <p>2. AS updated the meeting to say that a further £4m cut/savings requirement had been taken and therefore the agreed overspend this year of £15m was now £19m. He went on to say that the cost of running a 24/7 operation was still impacting overtime and the strategic reserve had been severely cut. AS asked that where financial commitment was likely to slip that this be identified early and the funding transferred to the reserve.</p> <p>3. The forecast changes in month showed that a start of year error had been identified at AWE and now that the updated capitation rates were in place the forecast was now £80k pcm over the budget allocation. This led to discussion about responsibility for forecast data and it was agreed that the Finance team would assume final responsibility for the forecast in consultation with delegated budget holders.</p>	
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	<p>4. AS indicated that the income position was improving. Transfer requests had been made and most were expected to be successful, including for Gibraltar (which falls under the transfer limit but would still be progressed). AS confirmed to the DCC that a further month would be needed to see what transfer requests were not supported by customers and what remedial action, including reallocating resources to high priority funded tasks would be needed.</p> <p>5. Wastage rates were currently running at a rate higher than anticipated but the position was likely to smooth out as the year progresses.</p> <p>6. Page 6 showed that there was unexpected overtime being undertaken in support of dog welfare. ACC DO commented that where kennel staff were not available dog handlers were required to exercise the dogs. This was being achieved on overtime. ACC DO agreed to develop a proposal to reduce dog welfare costs in year to the budgeted level.</p> <p>7. Page 7 showed planned commitments and AS expressed concern over a number of projects. CE asked the AS and the Finance staff to meet with each portfolio head to establish the degree of confidence in each of the project areas with regard to planned spend.</p> <p>8. Page 8 was a new page that had recently been presented to the Owner's Advisory Board (OAB).</p> <p>9. Page 16 showed the progress being achieved so far to implement recommendations to improve financial control. CE asked that where recommendations had been seen at his level only that these now be made available to AMB.</p> <p>10. The DPF asked about the Permanent Public Interest (PPI) budget. AS confirmed that it was included in the Agency budget but agreed to identify the values and drawdown in future AMB finance reports.</p>	<p>ACC DO</p> <p>AS</p> <p>All</p> <p>AS</p>
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<p>5 PR11 Update - Verbal</p>	<p>1. AS said the Agency continues a close dialogue with the MOD Centre; initial submissions had been lodged assuming continued wastage and commitment controls, subject to the further saving measures to be agreed.</p>	
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<p>6 20100726 - AMB 07 Performance Report - U</p>	<p>1. CE commented that the year is beginning to take shape as more data becomes available. The data on page 5 showed that non-nuclear overtime levels had increased in Scotland and the North East. ACC DO confirmed that this was to cover the national infrastructure tasking where officers were not yet in place. This additional expenditure was being recovered from the customer.</p> <p>2. HUG asked if overtime hours per officer was the right measure</p>	
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	<p>to look at given that the number of officers was reducing. CE confirmed that it would be appropriate to continue to use the measure for the short term.</p> <p>3. CE went on to introduce the DG HRCS styled report addition to the pack and he explained the importance of developing an effective system for the establishment of mandatory training requirement, the recording of requirement on personal training plans, the achievement of the training and the updating of training plans to show that training had been undertaken. ACC PD confirmed that this was now being undertaken by T/Supt Spiers.</p>	
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<p>7 20100726 - AMB 07 Agency Roadmap Report - R</p>	<p>1. CE commented that the new style of highlight reporting for Roadmap projects was good. He also asked for a further update on the 2012 Olympic Match Fitness (Annex F) to address planning for possible MDP surge requirements either into HDPFs or directly to MOD Olympic support. ACC PD was able to provide this verbally as the meeting to confirm intended plans had taken place last week. ACC OS confirmed that the report next month would capture the information.</p> <p>2. CE commented that he had not seen the draft MDP Marine Operations Manual. ACC DO confirmed the draft is still with Div Ops.</p> <p>3. CE was very pleased to announce the Centre's support of the Defence wide crime strategy and that a formal Defence Wide Crime Board had been established under DG Fin.</p>	
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<p>8 20100726 - AMB 07 Agency Sickness Data - U</p>	<p>1. AMB noted the report.</p>	
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<p>9 20100726 - AMB 07 Work Programmes and Reviews - U</p>	<p>1. CE discussed the status of the reviews listed in the AMB update. On serial 2 CE asked that the DCC send a copy of the Defence Wide Crime Board terms of reference and membership to Richard Clancy in DBR.</p> <p>2. On serial 5 Supt Pawley confirmed that the document draft by Major Ian Pruden (DBR) should be available for comment. DCC agreed to seek clarification on who is conducting the review of JSP 440 (serial 17) by way of the Agency reviews co-ordination team.</p> <p>3. DCC also agreed to seek involvement in the Safety Mitigations associated with Armed Guarding by Military Provost Guard Service (MPGS) and regular service personnel by way of the reviews co-ordination team.</p>	<p>DCC</p> <p>DCC</p> <p>DCC</p>
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	<p>4. AMB noted that Jonathan Evans is scheduled to talk with AMB at the August meeting on Optimising HR and Next Generation HR (serial 8).</p> <p>5. On serial 15 CE said that AMB members will have seen the Grimstone recommendations and CE was following up on where Grimstone saw Police & Guarding services as sitting.</p> <p>6. Serial 18 (Defence Reform Unit) was a work strand to take forward SofSs views on the organisation of MOD, again it was not clear where police & guarding services would sit.</p> <p>7. Serial 19 HQ Review had published TORs that were with the DPF and TUs for comment. It was confirmed that Supt Paul McLaughlin would lead on this from 8th Aug.</p> <p>8. Serial 20 confirmed that CID were progressing plans to implement the reconfigured CID review along the CID hub concept.</p>	
10 Programme and Project Management	<p>1. Hd ABS stated that the proposed changes to Programme and Project Management Policy were not suitable for AMB presentation and that further work needed to be done to take the DIA findings into account within the revised policy. The policy would come to AMB when this was complete. The secretary agreed to schedule the paper into a future AMB meeting.</p>	Sec
11 20100726 - AMB 07 Corporate Risk Register – R	<p>1. The Corporate Risk Register was noted and it was suggested that reference to specific PRs be amended to say 'Planning Round (PR)' as we had moved rapidly from PR09 to PR11.</p> <p>2. CE noted that the Audit Committee would be using this version of the Risk Register at their meeting on 29th July.</p>	AS
12 20100726 - AMB 07 Your Say Action Plan–U	<p>1. CE introduced the paper and commented that serial 11 was MDP specific and serial 12 was the equivalent for MGS. HUG confirmed that MGS have a one page, seven entry action plan which had begun to be implemented. He drew AMB attention to an MGS blog which had raised some interesting ideas and comments.</p> <p>2. Hd HR confirmed that when the CTLB advises on the process for reporting on progress on the MDPGA Your Say Action Plan, he would provide it.</p>	Sec
13 20100726 AMB 07 Operational Assurance Report – R	<p>1. Hd IMOA introduced the Operational Assurance Report but also expressed concern regarding the effort that it had taken to produce the report. This had led to a recommendation being included in the paper to suspend the Operational Assurance self-assessment questionnaire for 2010 and look for a less intensive method of assurance. AMB agreed.</p>	

14 Any Other Business	1. None.	
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15 Next Meeting	<p>1. The next AMB is scheduled for Monday 23rd August 2010.</p> <p>2. Items currently planned for the next meeting are:</p> <ul style="list-style-type: none"> • Finance Report AS • PR11 verbal update AS • Performance Report DCC • Sickness Data Pack PD • Roadmap Report DCC • Reviews & Work Programmes affecting Agency CE • Next Generation HR/Optimising HR presentation/discussion – Jonathan Evans DCP PD • Information Assurance Update DCC • Attendance Management Strategy (Qtly) PD • Recruitment & Retention Allowances PD • Restricted/Recuperative Duties (copy of paper prepared for Police Committee) PD 	
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