

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

Distribution: MGSMB Members and
Advisers

08 May 2009

**MEETING HELD IN THE BLUEBERRY HOTEL BRAINTREE
0900 HRS ON 08 May 2009**

Present:	Mr S MacCormick	HOP
	Mr D Wray	Hd UG
	Mr M Shreeve	MGS B2 Ops
	Mr T McKinnon	MGS B2 CD & C
	Miss A Leverett	MGS HR BP
	Mr J Bills	Snr Ops Mgr
	Mr J Egan	RM1
	Mr M Cairns	RM2
	Mr P Brennan	RM3
	xxxxxxxxxxxxx	RM4
	CSO2 D Halford	Representing RM5
	Mr D Coates	CSO1 London
	Mr R Clancy	Hd PS&C
Ad Hoc Members	Mrs C Roberts	MGS Business Mgr
	Mrs E Lee	Reg 3 Business Mgr
	Supt A Kirkwood	HoLD
	Mr K Graham	CSO1 ACT
	Mr A Clapp	Sn SHEF Mgr
	Mr H Moore	Fin Plan Mgr
	Mr A Murphy	MGS C1 Fin designate
	Mrs A McKay	Secretary
Apologies	Mrs K Malough	RM5
	Mr J Oliver	Hd Fin
	Ms R Scott	HR Partner Snr Mgr

Item (a)	Discussion and Decision (b)	Action (c)
1 Opening Remarks and Apologies	1. The Chair welcomed those present and received apologies for members not attending. He then introduced new members to the board.	
2 Confirmation of any other	The Chair confirmed items: 1. Standing Orders 2. Use of Contract	

business	<p>3. Industrial Action 4. Protection of Information Trg for MGS 5. MGS Commendation Scheme Form 6. Removable Media Census and Encryption</p>	
<p>3 Minutes and Actions arising from MGSMB 30th January 2009</p>	<p>Item 3 b. HR BP will append her answer to these minutes with regards to RTO's accessing training data. c. Draft MI on max tour lengths—ongoing. d. Chair to check if Hd Fin included feasibility of job swaps at C2 level—ongoing. h. HR BP will pass Job Description to RMs.</p> <p>Item 5 Exchange programme-ongoing</p> <p>Item 6 a. Stressors in the Workplace-withdrawn b. Absence Management – Agency now have a paper on this matter-MGS will await outcome</p> <p>Item 8 1. As part of Personnel Development as many managers as possible should do Internal Audit Training – complete. 2. There is a need to dip sample the Operational Assurance Forms and in future RMs may be asked to assist. 3. The NSI Auditor has asked for amendments to the Quality Manual and when complete it will be issued. 4. The Quality Manual is to be a standing item on the Agenda.</p> <p>Item 10 b. Supervisor Training-L&D Mgr to append update on the inclusion or not of SHEF to these minutes. c. Recording qualifications on HRMS-Chair to take up with L&D Manager d. RM & AM to decide if Gp Mgrs need to</p>	<p>HR BP HR BP HOP HR BP B2 CD&C Snr Ops Mg L&D Mgr HOP</p>

	<p>attend USO courses on an individual and personnel development basis.</p> <p>Item 11</p> <p>b. Chair to take up Audit Failures and methods of recording with Hd Fin</p> <p>Item 12</p> <p>e. Chair to take up DIIF problems with OAB.</p> <p>f. Chair to be informed when CIS refuse to deal with MGS IT problems</p> <p>h. Report for next MGS MB on volunteer secondment to PPPA</p> <p>i. RMs to purchase plaques themselves, there is no central funding. Hd PS&C to check on Corporate Identity paper.</p> <p>n. L&D to append information on cancellation to Foundation Courses to these minutes.</p>	<p>HOP & Hd Fin</p> <p>HOP</p> <p>All</p> <p>HR BP</p> <p>Hd PS&C</p> <p>L&D Mgr.</p>
4. SHEF	<p>1. Sn SHEF Officer to ascertain facts on asbestos at Corsham and who is responsible for classification of whether asbestos or not. CSO2 Projects to check on above also.</p> <p>2. Hd SHEF report on the footwear due 1st July.</p> <p>3. Chair said work on SHEF issues should be proportionate.</p> <p>4. A review of the divisions of SHEF responsibilities should take place after 1 year.</p> <p>5. The Chair stated the procedure for resolving SHEF problems was two pronged i.e. through Agency SHEF Committee and through LM Chain.</p> <p>6. Hd SHEF to check on duplicate reporting of accidents.</p>	<p>Hd SHEF</p> <p>Hd SHEF</p> <p>Hd SHEF</p> <p>Hd SHEF</p> <p>Hd SHEF</p>
5. Protection of	<p>HoLD informed the meeting this training was mandatory for all MGS and Civilian</p>	

Information Training for MGS	staff and had to be complete by October this year, HoLD and B2 CD&D to discuss and HoLD to produce guidance by 31 st May on how training will be done. All Managers on MGSMB to have completed this training by the time of the next MGSMB	HoLD & B2 CD&C All
6 MGSMB TOR	Board and Ad Hoc Membership to be examined. Timetable for papers etc. Comments by end May, revised paper to be issued end June and final paper to go out with Agenda of next meeting	All
7 Best Practice Paper	Paper 026/09 on Best Practice was circulated before the meeting and endorsed by the board. B2 Ops to draft a Mandatory Instruction.	B2 Ops
8 Key Targets	1. The Agency Key Targets are to remain on the Agenda as a standing item. 2. The Chair and Hd PS&C to discuss including Customer Satisfaction on the monthly returns instead of the annual Customer Satisfaction Survey also to check on duplicate requests for information. B2 Ops to pass list of duplication of requests for information that was submitted by RM3 to HOP.	HOP & Hd PS&C B2 Ops
9 Roster Trial	1. B2 CD&C agreed to design a survey form for the roster trial sites that will enable hard evidence to be gathered of the view of those experiencing the trial in order to ensure that all stake holders are aware of the facts.	B2 CD&C
10 Sick Absence	1. The Chair stated proper counting of attendance was the main problem. MOD are currently looking at rewarding attendance-MGS will await outcome. The Chair will check if AMB are content for MGS to volunteer for the Trial. 2. Hr BP to check if any action being done to treat sick leave on 12 hour day the same as an 8 hour day and if not to request action.	HOP HR BP
11 Apprentiships	Paper 027/09 on Apprentiships was circulated before the meeting and endorsed by the board. Pilot started in Region 2 and B2 CD&C will report at the next meeting.	B2 CD&C
12 Competition	Hd UG stated that a Business Improvement Programme was what had to precede a decision on competition and there needed	

	to be shown a clear cost benefit. He expressed his view that competition was more likely than not but that improvements to the MGS were still fundamental to its success.	
13 Financial Performance Report	Fin Plan Mgr stated the final outturn of 872K was within 1% of the budget which was green. He pointed out the increase in Forecast between AP11 and AP12 was due to the pay rise being higher than expected. He said the recruitment plan in AP0 was too high and asked RMs to revisit it and decide if it is realistic. He said PR09 was not yet finished but that the in year savings were £14M for the Agency. He said all managers would need to help the customer to reduce the requirement. He said the RM spreadsheets would go out to RMs when finalised.	All All BM
14 Communications	1. The paper on Cascading Information is to be circulated out of committee. 2. Articles for Flashlight must be in on time as the MGS are now using an outside agency to produce the magazine.	Secretary All
15 AOB	1. Standing Orders (SO) – In future the SOs will be known as Assignment Instructions. RMs to submit their best SOs to Sn Ops Mgr who will write to RM with a best example and timetable for change. 2. RMs to ensure applications to use Call off Contract are correct and justifiable prior to signing them off. 3. Industrial Action -The Chair is to write to RMs seeking their views on the treatment of industrial action and dealing with customers, this is to be an Agenda Item for discussion at the next MGSMB. 4. Commendation Scheme – Sn Ops Mgr will issue a template following discussions with RMs. 5. Medicals – The Board directed HR BP to put forward their point of view that MGS recruits should undergo the same medical procedure as other Broader Banded Civil Servants. In the meant time recruits will be taken on at risk, when appropriate. 6. Sn Ops Mgr to append to minutes length of time it is necessary to keep the quarterly returns.	RM Sn Ops Mgr RM HOP Sn Ops Mgr HR BP Sn Ops Mgr

	7. Hd of UG explained there is currently a census of removable media in the department. He asked members of the Board to use the documents he passed out "Removable Media Census and Encryption" as a signal to do the preliminary work that would be required by the paper. Hd of UG will check what Agency Notice is to be issued.	All
16 Next Meeting	1. The dates for the HOP's Bi Lateral with the CE are as follows: 06 th August, 17 th November 2. RMs Bi Laterals with DRO followed by the MGSMB will be as follows: 3. 22/23 July, 3/4 November	

Appendices to MGS MANAGEMENT BOARD MINUTES OF 8TH MAY 2009

HR BP to give update on RTOs accessing training data:

The short term solution is that RTOs can have access to the data through the L&D Manager. HRMS are in the process of granting the permissions necessary though no timescale is yet known.

L&D Manager to give update on the inclusion of SHEF matters on the Supervisor Training:

MGS Course Design response: He has been in contact with Hd SHEF and discussion are ongoing. Further updates may be available at the next MGSMB

L&D Manager to give update on why Foundation Courses were cancelled:

The Foundations courses for March and April were cancelled due to the unavailability of accommodation for these courses as a result of the closure of the MGS Training Wing.

Sn Ops Manager to investigate length of time necessary to keep quarterly returns:

All official MGS Forms are currently being reviewed and the new revision will be circulated in the near future with retention times added.