

MGS MANAGEMENT BOARD

TERMS OF REFERENCE

The membership of the MGS Management Board (MGSMB) will be:

Board Members

Head of Unarmed Guarding (Hd Of UG)
MGS B2 Ops
B2 CD and C
Senior Human Resources Business Partner
Sn Human Resource Manager OHSS
MGS Human Resources Business Partner
Regional Manager 1
Regional Manager 2
Regional Manager 3
Regional Manager 4
Regional Manager 5
MGS Senior Operations Manager
MGS Fin Officer
MGS Business Manager
CSO1 ACT

Secretary: MGS Customer and Resource Focus Manager

Ad hoc members:

Head Human Resources
Head Learning and Development
MGS Learning and Development Manager
Hd CIS
IMOA ISO A
Finance Plan Manager
HR Head of SHEF C1

Remit:

To develop, approve and implement policy and strategy relating to the management and operation of the MOD Guard Service. This will include, inter alia:

- Implementation of policy directives from the Agency Management Board
- Endorse proposals for improved operational effectiveness
- Approval of MGS Mandatory Instructions
- Training and development regimes for MGS personnel
- Endorsement and implementation of culture change programme proposals
- Development of HR and Operational policy within the MGS

- Implementation of HR initiatives within MGS
- Implementation of effective Health and Safety
- Development of an effective communications strategy
- Champion equality and diversity within the MGS
- MGS Performance Measurement
- Attendance Management
- Agreed implementation of continuous Improvement Measures.

Reporting

The MGS MB will report to the AMB for endorsement of decisions, impacting on the Agency, out of committee. A silence procedure will apply.

MGSMB members will assume collective responsibility for the decisions of the Board and will ensure implementation of such decisions consistently across the MGS

The MGSMB may consider individual issues out of committee, using a silence procedure as a means of endorsement.

The minutes of the MGS MB will be published on the MGS Intranet.

Secretariat

The MGSMB will meet at venues to be advised directly after the Regional Manager bilaterals.

The MGSMB will act upon papers provided by members delegated to do the task. The papers will follow a standard format of Issue; Timing; Recommendation; Background; Options. Draft papers are to be submitted to the Board Secretary 6 weeks prior to the date of the next meeting. The papers will be circulated, for comment, to MGSMB 4 weeks prior to the date of the next meeting and final papers will be submitted to MGSMB members through the Secretary no less than 10 working days prior to the Board meetings.

Bullet points of the MGSMB will be issued within 48 hours of the meeting and the minutes will be issued within 10 working days.