

Draft
MINISTRY OF DEFENCE POLICE AND GUARDING AGENCY
AGENCY MANAGEMENT BOARD MINUTES
SEPTEMBER 2009

20090928 - AMB 09 Minutes Draft -U

Secretariat
MDPGA HQ

Distribution: AMB Members and Advisers

28 September 2009

Present:	<p>CC S Love DCC G McAuley Mr D Applegate Mr D Wray ACC R Chidley T/ACC W Benson Mr A MacCormick Mr J Oliver Mr R Clancy Ch Supt R Hoblin</p> <p>In attendance Ms J Rowley D/Supt D Dinnell Mr H Moore Ms C Siewwright</p> <p>Karen Thompson</p>	<p>Chief Executive (CE) - Chair Deputy Chief Constable (DCC) Agency Secretary (AS) Head of Unarmed Guarding (Hd UG) Professional Development (ACC PD) Divisional Operations (ACC DO) MGS Head of Profession (HOP) Hd Finance (Hd Fin) Hd Performance Secretariat & Communications (HdPSC) Hd Agency Business Services (Hd ABS)</p> <p>For Hd HR For OS and CID For Item 4 For Item 11</p> <p>Secretary (Sec)</p>
Apologies	<p>ACC J Bligh Mr P Taylor T/D Ch Supt Mace D/Supt Dunlay</p>	<p>Operational Support (ACC OS) Hd HR Hd CID DBR Policing</p>

Item	Discussion and Decision	Action
1 Opening Remarks and Apologies	1. CE opened the meeting by welcoming all attendees.	
2 Confirmation of Any Other Business	1. There were three items of Any Other Business declared.	
3 Minutes and Actions arising from AMB on 24 August 2009	<p>1. The minutes were agreed as accurate however, it was decided that the text associated with 8.2 Annexes B and I should be removed before the minutes are published. The minutes were then approved for publication without further redaction.</p> <p>2. Progress on actions arising from the previous meeting was</p>	Sec

	<p>reported as follows;</p> <ul style="list-style-type: none"> • 3.1 Completed • 5.1 Completed • 6.1 Transferred to the outstanding actions list • 6.2 Transferred to the outstanding actions list • 8.2 All Completed. HUG also confirmed that SIA training would be mandatory. • 9.2 Transferred to the outstanding actions list • 10.3 Transferred to the outstanding actions list • 11.4 Completed • 15.1 Completed (SEC Check Info Assurance is quarterly) <p>3. The Outstanding Action List was not discussed.</p>	
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<p>4 Presentation - The General State</p>	<p>1. Harvey Moore discussed the current problems with both the accuracy and reputation of the current Agency General State and then went on to present a potential replacement document/spreadsheet. The new spreadsheet would record Complement (MDP/MGS/Civilian) Funded complement (MDP/MGS/Civilian) Strength (MDP/MGS/Civilian) Specialisms Relieving margin Numbers of vehicles Number of dogs and other attributes</p> <p>The new format would enable data to be viewed at station level or any higher grouping.</p> <p>2. The new spreadsheet will be called the Statement of Agency Staffing and it would be published on the intranet with Guidance Notes. It would depend on source information from each relevant portfolio. Ops support for fleet and animal data, HR for strength data, finance for funded complement data, complementing for relieving margin data etc.</p> <p>3. AMB thanked Harvey Moore for his excellent development work and recommended that the project to go forward to a validation exercise and the development of Guidance Notes.</p>	
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<p>5 Finance Update</p>	<p>1. The finance paper for AP05 showed that the Agency was forecasting an overspend of 1.01%. The paper also listed the key financial risks which include the PR09 measures that were proving difficult to implement.</p> <p>2. HOP asked if Risk FR2 was MDP specific or included MGS. Hd Fin agreed that the action column was inaccurate and it would be amended to reflect that it was an MDP risk only.</p>	<p>Hd Fin</p>
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	<p>3. The risks were discussed and CE commented that there is a possible further risk that protracted TU and DPF consultation would slow the implementation of PR09 measures. Hd Fin agreed to monitor this.</p> <p>4. AMB remarked that the pay agreement would see a large number of staff (those with greater than 8 year's service) receive an extra spine point increase of 6%, which is much greater than the pay inflation factor increase in the resource total. This would have greater impact the MDPGA because of the large percentage of Band E/CSO5 staff with long service.</p> <p>5. AS reminded the Board that this forecast was internal only but AP06 would be reported to MOD and would need to include a description of how the Agency would meet its financial target.</p>	Hd Fin
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<p>6 Attendance Management Standing Item – 20090928 AMB 09 Sickness Data Pack - U</p>	<p>1. HOP reported that the regional managers were reporting anecdotally that short term absences were increasing as the PR09 measures were impacting but this has not been reflected or confirmed in the HRMS data. ACC Div Ops confirmed the same anecdotal reporting for the MDP.</p> <p>2. CE commented that the Long Term absences had dropped back to the previous level of 48.</p>	
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<p>7 Agency Performance Report August 2009 – U</p>	<p>1. AMB noted that operational tasking is being impacted by PR09 measures as expected. CE asked that the graphs on page 2 be amended to include the actual monthly data as well as the year to date data. Hd PSC agreed.</p>	HD PSC
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<p>8 20090928 AMB 09 Agency Roadmap Report - U</p>	<p>1. CE wanted to review the roadmap updates after the meeting and he asked that The AMB moves to the new list of Roadmap projects for the roadmap Reports as identified in this months Roadmap introduction.</p> <p>2. AMB also made the following comments:</p> <ul style="list-style-type: none"> • Annex C – DII. Hd ABS said that the Agency had withdrawn from briefing the System Control Board. Also the issue of a payment being required for Atlas to undertake any scoping work is not yet resolved. • Annex E – MGS. HOP advised that the indicative data from the alternative roster trial have been collated and are now being consulted. Early indications are that savings could be achieved. • Annex G – MDP Fitness for Purpose. ACC Div Ops 	Sec
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	<p>commented that physical short notice bleep tests conducted as part of project research were reporting a higher than expected failure rate.</p> <ul style="list-style-type: none"> Annex H – MOD Wide Crime Strategy. D/Supt Dinnell advised that DE&S were establishing a business case to establish an MDP dedicated CID complement at Abbeywood, but whether it would be successful was unknown. 	
<p>9 20090928 AMB 09 Agency Risk Register- U</p>	<p>1. Hd PSC explained that the Agency Risk Register is reported now as a baseline and would come to AMB each quarter. It would be also used as the basis for discussion with Defence Internal Audit (DIA).</p>	
<p>10 20090928 AMB 09 Normal Retirement Age – Protect</p>	<p>1. Julie Rowley explained to AMB that it is likely that a statutory retirement age will be removed and MDP would need to ‘objectively justify’ any form of compulsory retirement age it maintained. Home Department Police forces already do this and they have an ‘objective justification’ which is based on their role being one which confronts criminals and requires a level of physical ability.</p> <p>2. AMB agreed recommendation 3.1 - that MDP would maintain a normal retirement age in line with current MDP conditions of service. They also agreed 3.2 to advise the Agency Owner of the MDP position. However, on 3.3 CE asked to see the current Home Department objective justification before agreeing to further work.</p>	<p>CE</p>
<p>11 20090928 AMB 09 – MDPGA Guidance on Recuperative and Restrictive Duties – U</p>	<p>1. Carol Sievwright explained that the paper aimed to bring together disparate policy in PRGs into one draft Agency Notice to assist managers when managing staff back to work after long term sickness. It was stressed that this did not change any policy but brought it together in an authoritative place.</p> <p>2. ACC Div Ops supported the paper and the proposed Agency Notice commenting that the terminology was important and the consistent use of terminology was welcomed with a move away from the term Restricted Duties.</p> <p>3. AMB discussed the paper and CE asked that further clarification that he had seen in the PRG on disability be included in the FAQ annex to the Agency Notice. CE agreed to provide the information that he required. It was also suggested that a reference on the Defence People Portal to the Agency Notice for MDPGA staff to would be useful. ACC PD agreed to seek this when the Agency Notice is published.</p> <p>4. With the further information included AMB approved the paper and commented that although formal consultation was not</p>	<p>CE</p> <p>ACC PD</p>

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	<p>necessary because it was not a change to policy it would be appropriate for the TUs and DPF to be formally advised of the draft Agency Notice.</p> <p>5. AMB expressed their thanks to Carol Sievwright for a very worthwhile piece of work.</p>	
<p>12 Any Other Business</p>	<ol style="list-style-type: none"> 1. There were three items of Any Other Business. 2. Hd PSC informed the AMB that the Agency may agree an extension to the current Agency Framework agreement rather than seek a new one. All relevant approvals would be sought via Ministerial Submission managed by the Secretariat team. 3. HOP commented that the delays in harassment investigations were resulting in significant fines being imposed by Employment Tribunals. He advised AMB that MGS would consider using individuals from the recently retired list rather than wait for a PPPA appointed harassment investigations officers which was currently adding significant delay to the process for Agency MGS cases. 4. CE formally notified AMB that this would be Daniel Applegate's last AMB meeting as he was moving on to DBR to oversee the implementation work required for the Hutchinson and Woolley reports, before taking up his next permanent SCS position outside the Agency. 5. CE commented that Daniel had started in the Agency in early 2007 with Closing the Gap and was finishing with PR09. He thanked Daniel for his valuable work as Agency Secretary and described him as an asset to the MDPGA. 6. In the interim Hd PSC and Hd Fin will manage the portfolio aspects of the AS role whilst HUG would undertake all 1* functions. 	
<p>17 Next Meeting</p>	<ol style="list-style-type: none"> 1. The next AMB will be on Monday 26th October 2009. 2. Items currently planned for the next meeting are: <ul style="list-style-type: none"> • Finance report AS • Performance report AS • Attendance Management ACC PD • Roadmap report CE • Redeployment Process ACC PD • Police National Database Presentation ACC OS from NPIA • CNI/Home Office Policing Review update ACC DO 	