

FINAL

**MINISTRY OF DEFENCE POLICE AND GUARDING AGENCY**

**AGENCY MANAGEMENT BOARD**

**MINUTES**

MDPGA/AMB/M/9/05

AMB Secretary  
Business Development  
Room 108/Bldg 1071

Distribution: AMB Members and Advisers

12 Jul 05

**MEETING HELD IN THE CONFERENCE ROOM, BUILDING 1070, MDPGA WETHERSFIELD AT 1300 HRS ON 27 JUN 05**

Present:	DCC D Ray QPM ACC G McAuley Mr S MacCormick ACC R Chidley  Ms K de Bourcier Ch Supt R Morrison Det/Ch Supt G Nicholls Mr S Farthing Mr P Nealon Mr F J Connolly	Chief of Staff (COS) - Chair Director Divisional Operations (DDO) Director Regional Operations (DRO) Director Personnel and Professional Development (DPD) Head of Personnel Services Head of Business Development Head of CID Head of IT and Telecommunications Head of Corporate Communications AMB Secretary
In attendance	Mr J Straw	Div Ops Business Manager
Apologies	CC S Love Mr S W Beedle  ACC J Bligh QPM Ms K Denwood	Chief Executive (CE) – T200 Director Resources and Planning (DRP) – Annual Leave Director Operational Support (DOS) – T200 Head of Finance – Maternity Leave.

<b>Item (a)</b>	<b>Discussion and Decision (b)</b>	<b>Action (c)</b>
1 Opening Remarks and Apologies	1. See above. The Board wished to record its congratulations and best wishes to Kirsty Denwood on the birth of her baby son.	
2 Confirmation of Any Other Business	<u>IT Equipment Procurement</u>  1. Hd IT&T reminded the Board that IT hardware to be funded in 05/06 should be ordered in good time so that his staff could ensure that procurement costs fell within the current financial year.	<b>ALL</b>
3 Matters and Actions	1. <u>Minutes (Main)</u> . The minutes were agreed without redaction,	

**FINAL**

<p>arising from AMB on 23 May 05 MDPGA/AMB/M/8/05 and MDPGA/AMB/8/05 (Addendum) Dated 2 Jun Apr 05</p>	<p>but subject to DPD clarifying the wording on the NRA note at Item 12.</p> <p>2. <u>Matters Arising</u>.</p> <p>a. <u>Item 5 – Efficiency Programme</u>. T/Hd Fin advised that the draft Efficiency Programme had been circulated to AMB Members and Advisers for comment, prior to formal submission to the Board for endorsement.</p> <p>b. <u>Item 6 – Wethersfield Site Security</u>. AMB Sec advised that DRP had written to the DPF and TUs to advise that Conditions of Service searches would be re-introduced on 1 Aug 05.</p> <p>c. <u>Item 7 – Access to CJX</u>. Hd IT&amp;T advised that the paper was still to be prepared.</p> <p>3. <u>Minutes (Addendum)</u>. These minutes were agreed but would not be published under the MOD’s Publication Scheme on the Internet due to the security classification.</p> <p>4. <u>Matters Arising – Deadly and Determined Attackers</u>. Hd CID advised that a meeting had been held with D Def Sy, on the Protocol, on which COS would be briefed after the AMB. In view of DOS’s absence, the actions to revise the paper would be reviewed at the next AMB.</p>	<p><b>DRP</b></p> <p><b>HD IT&amp;T</b></p> <p><b>DOS</b></p>
<p>4 Financial Performance Report for Accounting Period 2 (AP2) 05/06 MDPGA/AMB/P/23/0 5 Dated 17 Jun 05</p>	<p>1. T/Hd Fin stated that, having achieved an outturn for 04/05 within less than 1% of allocation, it was hard to understand that the combined BLB forecasts for AP2 for 05/06 was predicting an over-spend of £20.851M. There were areas, such as external training and Project Contact, where the potential for overspend was known, but there was no evidence of significant new business that would justify reporting the current forecast.</p> <p>2. T/Hd Fin advised that the forecast was not realistic and Portfolio Holders were asked to review the AP2 forecast with a view to building in realism for reporting AP3 to 2<sup>nd</sup> PUS. T/Hd Fin would be issuing advice shortly to assist Portfolio Holders with pointers on how to build realism into the forecast their forecasts. AP3 would be discussed at the AMB on 25 Jul 05 and used as the basis of CE’s bi-lateral with 2<sup>nd</sup> PUS.</p>	<p><b>AMB Members</b></p> <p><b>T/Hd Fin</b></p>
<p>5 MDPGA Complementing Authority and Methodology MDPGA/AMB/P/24/0</p>	<p>1. Hd BD advised that this issue had been discussed at the Strategic Seminars in Sep 04 and Jun 05, when it had been agreed in principle that the complementing process should be standardised across the Agency, with COS acting as the complementing authority for all Agency staff.</p>	

**FINAL**

<p>5 Dated 17 Jun 05</p>	<p>2. The Agency Consultancy Services (ACS) were trained to undertake consultancy reviews based on the mandated Cabinet Office methodology. It was intended that the ACS Team would be supplemented by an MGS officer, who would be trained in consultancy, but the recent JOB had failed to attract suitable applications. It was intended to re-advertise but remove that it was essential for candidates to have an MGS background.</p> <p>2. DRO stated that he was content with the paper's proposals and while he had confidence in MGS staff to assess how to meet customer requirements, consistency of approach throughout the Agency was necessary, but recognising that the solutions can vary. DDO added that, instancing the recent Sandhurst incident, the ACS Team could be utilised as an MOD resource to assess the appropriateness of the security arrangements out-with the Agency's current customer base.</p> <p>3. The AMB endorsed the paper's recommendations, on which the TUs would be consulted before implementation. The Terms of Reference of the Complementing Board would be revised to reflect the changes to the complementing process.</p>	<p style="text-align: right;"><b>Hd BD</b></p>
<p>6 Senior Police Officers' Annual Conference 16/17 Mar 05. Feedback Action Plan MDPGA/AMB/P/25/0 5 Dated 17 Jun 05</p>	<p>1. Hd BD advised that this paper proposed an action plan to address the feedback from delegates at the SPOs' Conference in Mar 05 to demonstrate senior management support for the success of conferences and seminars.</p> <p>2. Delegates' major concern centred on the standard of accommodation and it was suggested that Hd Corp Comms should advertise the measures that were being taken to improve accommodation standards and that cleanliness of the accommodation and bed linen would be ensured. While the survey was very useful, less than 50% of the Questionnaires were returned. To encourage a greater response, COS suggested that their return offered an entry into a cash prize draw paid for from non-public funds.</p> <p>3. The Board endorsed the paper and the Action Plan, except that a Feedback Questionnaire would be issued annually at the Senior Managers' Seminar in Jan.</p>	<p style="text-align: right;"><b>Hd BD</b></p>
<p>7 MDP Bonus Payments Scheme MDPGA/AMB/P/26/0 5 Dated 17 Jun 05</p>	<p>1. DPD advised that the paper reviewed the operation of the Bonus Scheme since its introduction in Jan 04, with the recommendation that it should continue and reviewed in Apr/May 06.</p> <p>2. DDO stated that the money available in his Portfolio for this scheme was insignificant and he had increased line managers awareness of the facility and developed a structured approach to encourage greater use of the scheme.</p>	

**FINAL**

	<p>3. COS added that the statistics demonstrated that the best use of this scheme was not being made by line managers, who should be actively considering their staffs' activities that merited an award.</p> <p>4. The AMB endorsed the paper and its recommendations, including the issue of the guidance notice to advertise the bonus scheme.</p>	<b>DPD</b>
<p style="text-align: center;">8 Senior Managers' Seminar Draft Programme for 14 Jul 05</p>	<p>1. The AMB discussed and amended the programme as at Annex A.</p>	<b>Hd BD</b>
<p style="text-align: center;">9 Issues for Monthly Report to CTLB for Jul 04.</p>	<p>1. It was agreed that the MGS Under-funding issue would be raised. Input from DRO was required by Hd BD by 29 Jun 05.</p>	<b>DRO Hd BD</b>
<p style="text-align: center;">10 Next Meeting</p>	<p>1. Mon 11 Jul 05 at 1300 hours in the Conference Room, Building 1070 to consider:</p> <ul style="list-style-type: none"> <li>a. CTLB Management Issues for Jul 04.</li> <li>b. HR Business Partner Structure for MDPGA.</li> <li>c. "People Programme".</li> <li>d. MGS/MDPGA HQ Integration.</li> </ul>	<b>AMB Sec  ALL DPD DPD DRO</b>

F J Connolly  
AMB Secretary

**MINISTRY OF DEFENCE POLICE AND GUARDING AGENCY**  
**SENIOR MANAGERS' SEMINAR**

MDP(BD)14/8/2

Conference Coordinator  
Room 102/Bldg 1071  
Business Development

5 Jul 05

**PROGRAMME FOR THE SENIOR MANAGERS' SEMINAR TO BE HELD IN THE**  
**BRIEFING CENTRE, MDPGA WETHERSFIELD ON 14 JULY 2005 AT 0830 HOURS**

<b>Time</b>	<b>Event</b>	<b>Speaker</b>
0830	Coffee in Briefing Centre Foyer	
0900	Photographs – Parade Ground (tunics to be worn)	All
0930	Opening Brief	CE/MDPGA
1010	MGS/MDPGA HQ Integration	DRO
1040	Coffee in Briefing Centre Foyer	
1100	G8/T200 Debrief	DOS/DDO
1145	KT2 Crime Investigation “Health Check” (2 minute silence at 12 noon)	Hd CID
1215	FOI & DPA Training	Hd Sec
1230	Lunch in Social Centre	
1330	DPD Update	T/Ch Supt Goldmith & Sergt Cameron
1415	People Programme Update	Hd Personnel
1500	Coffee in Briefing Centre Foyer	
1515	Occupational Health Issues	Dr Marcus Navin
1550	Open Forum	All
1620	Closing remarks	CE/MDPGA
1630	Seminar ends	