

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

Distribution: MGSMB Members and Advisers

16 May 2011

**MEETING HELD IN WETHERSFIELD  
0900 HRS ON 12<sup>TH</sup> May 2011**

Present:	Mr D Wray	Hd UG, Chair
	Mr M Shreeve	MGS B1 Ops
	Mr J Bills	Snr Ops Mgr
	Mr J Egan	RM1
	Mr M Cairns	RM2
	Mr P Brennan	RM3
	Mrs K Malough	RM5
	Miss E Fenn	MGS HR BP
	Mrs C Roberts	MGS HQ Bus Mgr
	Mr K Graham	ACT
	Mrs A McKay	Secretary Cust & Res Mgr
Ad Hoc Members	Mrs S Cook	MGS L&D Mgr
	Mrs C Sievwright	HR BP HQ DIV REG OH
	Mr S Ruddick	R5
	Mr A Boyling	R4
	Mr D Chatfield	R4 (rep RM4)
Apologies	Mr T McKinnon	MGS B2 CD&C
	XXXXXXXXXX	RM4
	Mr A Murphy	MGS Fin Offr
	Ms R Scott	MDP-HQ Workforce Plan Prog Mngr C1

<b>Item</b>	<b>Discussion and Decision</b>	<b>Action</b>
1 Opening Remarks and Apologies	The Chair welcomed those present and received apologies for members not attending, as listed above.	
2 Confirmation of any other business	The Chair confirmed items for AOB a. I M Passport b. Hotel Booking Service c. ACT reports	

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Item	Discussion and Decision	Action
3 Minutes and Actions arising from MGSMB 27 <sup>th</sup> January 2011	Minutes of the last meeting on 27 <sup>th</sup> January 2011 were discussed and were passed as ready for publication and points arising were as follows:	
	<b>B/F from meeting 21 Oct 10</b>	
	<b>Item 7-Int Audit</b> – RM3 & RM5 to forward spreadsheets to Snr Ops Mgr to establish best practice by 31 May 11. Confirmation to be sent to the Secretary.	RMs 3 & 5
	<b>Item 12-Uniform</b> B1 Ops to go through the Action Plan and submit to the MGSMB ex-committee by 31 May 11.	B1 Ops
	<b>Item 15-Information Asset Management</b> -The report of the R5 work would be ready for the next meeting of MGSMB 28 Jul 11.	RM5
	<b>B/F from meeting 27 Jan 11</b>	
	<b>Item 4-Standing Items</b>	
	<b>Absence Management</b> - Snr HR BP to investigate the definitive answer to the position of staff on LTTP with relation to them being placed in the Redeployment Pool six months prior to the end date of their LTTP: to be circulated out of committee by 12 Jun 11.	HR BP HQ Div Reg OH
	<b>NSI Gold B/F-</b> . Regional Managers are to ensure that current outstanding observations are cleared by 31 May 2011.	Snr Ops Mgr RMs
	<b>Risk Management</b> - d. should read RM1 to send extract from RM1 Risk Register to other RMs.	All
<b>4 Standing Items</b>		
DII Issues	MGS Role Naming Standard, Paper 043/11, deferred until MGSMB Meeting 27 Oct 11.	IMOA
Absence Management	The PRG on Absence Management is being reviewed.	
Quality Objectives	No Change. Quality Objectives to be circulated with the Agenda before the next MGSMB	Secretary

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NSI Gold	Selected Business Plan Objectives to go into the Quality Manual. Snr Ops Manager is to prepare a Frequently Asked Questions (FAQs) for the next issue of Flashlight – suggestions for Questions to Snr Ops Mgr by 31 May 11	Snr Ops Mgr Snr Ops Mgr All
Agency Key Targets	Hd UG gave an overview of performance against the Agency Key Targets	
HR Issues	Hd UG outlined the latest position on VERS.  Hd UG agreed to discuss the MGS outstanding recruitment cases with DCTLB. MGS HR BP to provide a précis to Hd UG.	Hd UG/HR BP
Financial Performance Report	The MGS FOO at AP13 is 0.98% under spent against control total.	
Risk Management	The Risk Register will be amended and circulated.	Hd UG
5 SDSR	Hd UG reported that SofS was expected to make a Parliamentary announcement about PR11 shortly. Work was in train to secure Ministerial approval for consultation on implementation of the PR11 security measures. Further measures would be prepared for PR12, including a re-examination of the proposed MPGS expansion, which had been rejected in PR11 on technical grounds.	
6 Sp Agency Notice	Special Agency Notice 048/11 Reporting and Recording Accidents is to be implemented and brought to the attention of all members of MGS	RMs
7 SHEF	The recommendations in Annex A to Paper 044/11 were discussed and the results are as follows: 2.1 Already in place, as discussed (see Item 6 above) 2.2 Handover procedures are to be included in Audits.  2.3 Already doing, and no evidence of shortfall in the paper. 2.4 and 2.5: There was insufficient evidence in the paper of risks that would be mitigated to justify the resource these recommendations would require. 2.6 Obvious defects ought to be observed and actioned in advance of inspections. Staff are not qualified to find hidden defects. No further action. 2.7 i already in hand as part of Communication Audit ii this is an Agency mandatory requirement and	Snr Ops Mgr



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	<p>subject to local consultation.</p> <p>B1 Ops will prepare an article on Minimum Staffing for the next issue of Flashlight</p>	B1 Ops
14 CSO4 Post Mapping	Consultation on implementation of the post-mapping proposals has started. The Trade Unions have asked for an extension of the consultation to 24 June 2011 and it has been agreed.	
15 Communication Audit	The Cascading Information Audit is to be on the Agenda for the next MGSMB in July	Secretary
16 Duplication of Requests for Information	HOP investigated and no need for any action. Any increase in incidents to be reported to HQ.	RMs
17 Group Managers Bi Lateral Reports	These reports are in use in R3 and RM1 is to start using them and report back to the Board in 6 months	RM1
18 HOP	Marc Shreeve has been formally appointed as Head of Profession for the MGS. The Head of Profession Terms of Reference will be published on the MGS web-site. Marc will not use the title HOP but will remain as MGS B1 Ops.	
AOB	<p>1. The October AMB is the day before the RM Bilaterals, so it would be a convenient opportunity for one RM to attend. Volunteers to Hd UG</p> <p>2. CSO1 ACT went through reports of his visits to units.</p> <p>3. CSO1 ACT to forward the CSO3 Report to B1 Ops by 31 Jul 11</p> <p>4. Hotel/Travel Booking Service: All staff to note the following extracted from Defence Travel Newsletter:</p> <p>“Online booking will result in significant savings through reduced transaction fees” compared to telephone booking. Therefore all booking should be made using the EBIS tool</p> <p>5. The programme for the MGS Roadshow is attached.</p>	<p>RMs</p> <p>CSO1 ACT</p> <p>RMs HQ staff</p>
21	1. The dates for the HUG/B1 Ops bilaterals with the	

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Next Meeting	<p>CE, are as follows:</p> <p>9th Jun 11 (HUG/B1 Ops)</p> <p>2. The next RMs' strategic meeting with Hd UG and bi laterals with B1 Ops, followed by the MGSMB, is scheduled on:</p> <p>Wed/Thu 27/28 Jul 11  Wed/Thu 26/27 Oct 11  Wed/Thu 25/26 Jan 12</p>	