

MINISTRY OF DEFENCE POLICE AND GUARDING AGENCY MGS MANAGEMENT BOARD MINUTES

Distribution: MGSMB Members and Advisers

7 August 2008

MEETING HELD IN THE MILL HOTEL AT 0900 HRS ON 6 AUGUST 2008

| | | |
|-----------------|--|--|
| Present: | Mr S MacCormick Mr M Shreeve Mr T McKinnon Miss A Leverett Mr J Oliver Mr J Egan Mr M Cairns Mr P Brennan Mr T Taylor Mr D Coates Mr D Halford Mr J Bills | Director Regional Operations (DRO) DD Strategy designate DD CD+C MGS HR BP. Head of Finance Regional Manager 1 Regional Manager 2 Regional Manager 3 Representing RM 4 CSO1 London Representing RM 5 MGS Operations Manager |
| Ad hoc members: | Ms S Wakeley | Secretary: Group Manager Exeter |
| Apologies | Mr R Clancy Mr P Taylor Ms L Harper Mrs K Malough Supt C Goldsmith Ms C Sievwright Mrs C Roberts Mrs S Cook Mrs A McKay | Head CTG Hd HR Snr HR BP Regional Manager 5 Head Learning + Development Hd HR OHS MGS Business Manager MGS Training Secretary: Customer + Resources Focus Manager |

| Item (a) | Discussion and Decision (b) | Action (c) |
|-------------|--------------------------------|---------------|
|-------------|--------------------------------|---------------|

| | | |
|--|--|--------------------------|
| 1. Opening Remarks and Apologies | <p>1. The Chair welcomed those present and received apologies for members not attending.</p> <p>2. Not all Board members had offered apologies for non attendance. The Chair asked all members to make every effort to attend and to submit apologies to the Secretary in good time before the meeting.</p> <p>3. The Chair's opening remarks to the Board contained an update on the recent consultation with MGS TUs. An agreed joint statement been distributed by e mail. A development from the consultation – a joint team will work to develop a 'Big Bank' option by 22/08/08. Secretary's Note. Agreement was reached with the TUs to proceed with a trial starting on or around 1st September 2008 of the alternative roster (as amended during the TIGER TEAM) set out in the original Consultation Document</p> | ALL Secretary |
|--|--|--------------------------|

| | | |
|------------------------|--|--|
| <p>4. Training</p> | <p>1. DD CD&C updated the Board on the progress of the development of MGS Training courses.</p> <p>a. Management Training Course – the process of design will continue. It will be piloted end of September and will rollout end of October. The syllabus would be MGS specific and go further than replicate existing management training.</p> <p>b. Volunteers for pilot training to speak to Mark Allen. Supervisors Training Course – under development. It will be piloted in October and rollout will be November. The training for both Managers and supervisors courses was considered ‘Business Critical’. RM3 queried the timing of the course with the CSO4 role under review and was advised that ongoing consultation was taking place as part of the development.</p> <p>c. The RTO in R3, in liaison with dbi is developing a bespoke MGS Discipline, Restoring & Efficiency course. Region 3 has volunteered to trial the course. Content will include preserving evidence, issuing correct charge letters and other processes. The Chair asked for RTOs and Regional reps to attend the pilot training.</p> <p>2. Paper 010/08 Compilation of Training Data</p> <p>The Board agreed to the recommendation that mandatory training would be undertaken in line with the requirements of the Civilian Personnel Policy Document.</p> <p>The Board agreed that the requirement for ECDL modules 1, 2 & 7 would be undertaken as DII (f) rolled out. Recording of training data had been identified as a NSI Gold requirement. To meet the requirement RTOs will require permission to access training data in the form of reports on HRMS. Currently Line Managers only have access.</p> <p>The Board agreed that data should be captured to meet the NSI Gold requirement and MGS HR BP was asked to consult with PPPA to arrange permissions.</p> <p>3. Paper 011/08 Proposed MGS Instruction on attendance on a training course.</p> <p>MGS Ops Mgr had identified the disparity of interpretation of PRGs when allocating TOIL whilst attending training. This existed across the MGS and recommendation was made for a MGS specific instruction to clarify correct policy. The Board approved the proposal. RMs to provide comments by 31/8/08</p> | <p>RMs</p> <p>L+D Manager</p> <p>MGS HR BP</p> <p>RMs/Operations Manager</p> |
|------------------------|--|--|

| | | |
|---|---|-------------------|
| <p>5. Shift Rosters</p> | <p>1. Paper 012/08 Shift Roster Design & Management</p> <p>The recent roster reviews had highlighted that a significant number of rosters in use were not fit for purpose or the most efficient use of resources. MGS Ops Mgr presented an Aide Memoire on roster design for managers and asked the RMs to study the documents and offer comments to Secretary & Ops Mgr by 12/09/08. The Board agreed that the complementing factor 5.1 was for new business and revisions of existing business.</p> <p>Copies of the document had also been forwarded to Sarah Cook and Mark Allen for use in the design of the MGS Managers course - subject to changes. The Board agreed that the Aide Memoire should be provided as a handout at the manager's course but noted that it need only be in draft for the purposes of the pilot course.</p> | <p>RMs</p> |
| <p>6. Culture Change and Programme progress</p> | <p>1. Paper 013/08</p> <p>DD CD&C reported that progress on the Culture Change programme had been affected by the amount of casework he was handling. He commented that he had had some difficulties developing performance measures (other than movement in the number of conduct and grievance cases and through surveys) and he welcomed any ideas. DD CD+C reported, in summary:</p> <ul style="list-style-type: none"> a. An increase in the number of conduct and grievance cases since the compilation of the Paper 013/08. b. The results of the survey have been put in Flashlight and will be distributed shortly. The survey will be issued annually and used to measure progress of the Culture Change Programme. c. Articles by participants in the interchange programme would be published in Flashlight. d. A draft paper on an MGS Commendation Scheme has been approved by the DRO and is with the CE for submission to the Personnel Director. e. Some work had begun on the review of the Area Manager's role. DD CD&C proposed that the work should continue at Snr level. The project should be completed by the end of the financial year. <p>The Board agreed that a study into the future role and responsibilities should be conducted at C1 level. The Board directed that the study should be completed and reported on at the next MGS MB The Board agreed that an AM could deputise for the</p> | <p>RMs</p> |

| | | |
|----------------|---|--|
| | <p>nominated C1 for the course of the study.</p> <p>The Chair asked for a C1 to volunteer to undertake the task and to report to the DD Strategy by 29th August 2008.</p> <p>f. A discussion took place about the merits of Introducing maximum tour lengths for new MGS Managers. The Board agreed that MGS should fall in line with departmental policy and MGS HR BP was asked to establish current departmental practice and develop a draft MGS Instruction on the issue for consideration at the next MGS MB.</p> <p>g. DD CD&C proposed the establishment of a sub Group of the Clothing Committee to look at the case for manager uniforms and to provide a costed options paper for consideration by the MGS MB at its next meeting. DD Strategy commented that a trial might be conducted at Abbey Wood where the customer had specifically requested a non-uniform presence. The Board agreed to the formation of a sub Group and supported the deadline for reporting. The Board agreed that, if appropriate Abbey Wood would be a trial site.</p> <p>h. To encourage interchange between MGS and MDP the feasibility of job swaps at C2 should be examined. It was noted that Hd of Finance was currently drafting a paper on Civilianisation and the Board asked that this proposal be taken into it.</p> | <p>ALL C1s</p> <p>DD Strategy</p> <p>Hd Fin/Hd HR</p> |
| 7 CSO4 Role | <p>1. Paper 014/08 Review of CSO4 Role and Responsibilities -</p> <p>The Board discussed the role of the CSO4. It was agreed that the function of the CSO4 differed across units. CSO1 London asked for the TORs to be agreed prior to undertaking a review.</p> <p>The Board agreed the general principles of the paper and the Chair asked for comments on the paper to DD Strategy copy to the Secretary by 22/08/08.</p> | <p>RMs</p> |
| 8 HR Issues | <p>1. The Snr HR BP was on annual leave. No brief had been issued on the Attendance Management Scoping Report and progress. RM1 confirmed that recommendations had been put forward for decision. Hd of Fin advised that a scoping paper had gone to CE. Recommendations should be available end on September.</p> <p>The Chair asked for item to be carried forward to next meeting and continue to manage according to PRGs.</p> | <p>Secretary/Snr HR BP</p> |

| | | |
|--|--|-------------------------------------|
| <p>9 Communications</p> | <p>1. D Halford issued a brief on progress of the Communications Steering Committee on behalf of RM5. The team had visited several units across the country and identified areas that were working and areas for improving. Problems had been identified with the communication chain from Management→Supervisors→CSO5s.</p> <p>The Chair asked for a paper to be produced reporting interim findings and recommendations for the next MGS MB meeting.</p> <p>RM2 asked for dates for the committee to visit Newcastle.</p> | <p>RM5</p> <p>RM5</p> |
| <p>10 Financial Performance Report</p> | <p>1. Hd of Fin issued a financial report to the board.</p> <p>The main points:</p> <p>R Hatfield had funded the following from his portfolio.</p> <ol style="list-style-type: none"> a. Competition Board – 2yrs, Grey Beard Scheme – 2yrs (review after first year). b. Body Armour rejected – requirement not specific. c. Refurbishment of accommodation blocks at HQ Wethersfield. <p>2. Recommendations from the finance review included;</p> <ul style="list-style-type: none"> • consolidating the management chain from HQ • removing invoicing and centralise function. • Hd of Fin to be the Line Management for finance staff. <p>GPC use within the Agency needed to be reviewed. 2/3rds of cards were unnecessary. If expenditure was less than £1600 per year the card proves inefficient.</p> <p>3. It is likely that the future of finance inspections will centre on self assessment and the introduction of Certificates of Internal Control.</p> <p>4. The Agency has under spent for 6 out of the last 7 years. AP3 forecast 1.8m funding not allocated. Funds will go back to the Centre if not allocated by AP6.</p> <p>5. CTG: Land has recently allocated £5 million. DLO £1.7 million. RAF £4 million pension costs. D E & S outstanding.</p> <p>The Chair asked if efficiency levels in year within the MGS exceed expectancy would the savings count</p> | |

| | | |
|----------------------------------|--|---|
| | <p>towards following year. Hd of Fin said any overachievement would go towards CTG.</p> <p>The Board noted the CTG steering committee is closing down and will be managed by the Agency in future.</p> | |
| <p>12 Any Other Business</p> | <p>1. The Ops Mgr emphasised the importance of complying with defence policies rules and guidance. DRO asked for examples of non compliance / misinterpretation on a no blame basis to achieve consistency.</p> <p>2. PARs Award managers found the process extremely difficult due to high (over) marking by managers. The DRO advised that a B grade should be awarded for anyone that performs their duties to the standard required. An A should be awarded to staff that consistently perform above the standard. Over marking would result in disappointment as expectations were raised. Also it left no room for improvement.</p> <p>3. MIs The process of implementing Mandatory Instructions was raised due to a change to the MI on annual leave made after it had been approved . It was agreed that once were MIs approved by the MGS MB they would go for TU consultation, amendments could be endorsed out of committee where necessary. The Board would be informed should this occur. A discussion took place around the need for an Alcohol Policy for the MGS. There was some support for the idea. RM3 to email his findings to DRO and DD CD&C. It will be considered under the Culture and Change programme.</p> <p>4. SHEF the issue was raised that the recent SHEF action plan should have been brought to AMB for consultation prior to rollout. DRO asked for comments on SHEF plan to the Secretary and DRO by end September 2008.</p> <p>5. Dog Trials Despite low numbers it was agreed to proceed with the Dog Trials as planned. HQ staff would attend.</p> <p>6. Medical Standards Action lies with DRO to put forward a paper on Medical standards to AMB. This will be done outside the committee to speed up the process.</p> <p>7. Astar Enquiries were made regarding the wind down of Astar. The Hd of Fin agreed to investigate what contingencies were in place.</p> | <p>RMs & Ops Mgr</p> <p>RM3</p> <p>RMs Secretary / DRO</p> <p>ALL</p> |

| | | |
|--------------------|--|---|
| | <p>AOB</p> <p>DRO confirmed that the overtime ban for CSO1 and CSO2s still applied. Specific issues could be permitted by authority of DD Strategy.</p> <p>Volunteers (by November 08) to assist with the Band D process for 2008/09 were called for. RM3 assisted with the 07/08 process. An agency notice was suggested. MGS HR BP to report out of committee.</p> <p>Bonus awards MGS HR BP asked for feedback on the awards process by 15th August.</p> | <p>ALL / MGS HR BP</p> <p>ALL</p> |
| 12 Next Meeting | <p>1. The dates for the DROs bilateral with RMs, followed by the MGSMB are as follows:</p> <p>4/5 November 2008.</p> | |

Secretary's Note: All actions to be copied to Secretary (Customer & Resource Focus Mgr) and relevant board member.