

MINISTRY OF DEFENCE POLICE AND GUARDING AGENCY
AGENCY MANAGEMENT BOARD MINUTES

20070905-AMB 12 2007 Draft Minutes U

Business Development
Room 102 Bldg 1071

Distribution: AMB Members and Advisers

05 September 2007

MEETING HELD IN THE CONFERENCE ROOM MDPGA HQ WETHERSFIELD AT 14-00 HRS
ON 04 SEPTEMBER 2007

Present:	CC S Love ACC G McAuley ACC R Chidley Mr D Applegate Mr S MacCormick Ch Supt R Hoblin Ch Supt G Branagh Ms K Denwood Mr D Farrow	Chief Executive (CE) - Chair Director Divisional Operations (DDO) Director Personnel and Professional Development (DPD) Director Resource and Planning (DRP) Director Regional Operations (DRO) Head of Business Development Representing Director of Operational Support (DOS) Head of Finance Secretary
Apologies	DCC D Ray QPM ACC J Bligh QPM Det/Ch Supt G Nicholls Mr P Taylor	Chief of Staff (COS) Director of Operational Support (DOS) Head of CID Head of HR

Item (a)	Discussion and Decision (b)	Action (c)
1 Opening Remarks and Apologies	1.	
2 Confirmation of Any Other Business	1.	
3 Minutes and Actions arising from AMB on 13 Aug 07 20070815-AMB 11 2007 Draft Minutes U	1. Minutes were agreed for publication.	
4 Overtime Audit Report 20070809-AMB 12 Paper DRP Overtime Audit Report	1. DRP explained that there had been a very high failure rate in the audit of overtime claims, not as a result of fraud (although one potential case had been identified) or incorrectly completed documentation but because of the large amount of non-returns to the audit team, i.e. Regions and Division just were not providing the information required, the major "culprits" were named in the report but the general lack of response from across	

	<p>the business was of particular concern.</p> <p>2. The 5% Overtime Audit checks are supposed to be carried out by Line Managers and an additional 5% quality assurance check is carried out by The Assurance Team. The general failure of line managers to carry out the audits and the lack of information being forwarded on to the Assurance Team is the cause of the concern and DRP explained that as a result it had not been possible, in effect, to carry out the Audit.</p> <p>3. DRO stated that he would be re-enforcing the importance of complying with the requirements of the audit to his Regional Managers. DRP added that the Assurance Team will raise any problems to the relevant director whilst Hd Fin stated that this information should be used by the directors in their bi-lateral meetings with the relevant managers.</p> <p>4. CE summed up by asking the AMB to consider not the recommendations made in the paper but rather the following: that the Assurance Team should report quarterly directly to Directors on compliance with the Overtime Audit and at any other time that non-compliance is discovered. The Assurance Team's findings should also go into the CE's Assurance report as exceptions and 6 monthly to the Audit Committee with no need for the matter to be raised on a regular basis at the AMB. The Board endorsed this recommendation.</p>	<p>DRP</p>
<p>5 DTR Update Report</p>	<p>1. DPD gave a presentation outlining the background to DTR and the Agency's involvement, what the current position is and the possible ways ahead. Further discussion by the AMB will take place at the next Strategic Seminar on 17th and 18th Sept 2007.</p>	
<p>6 AWE Firearms Capability Review and Training Update</p>	<p>1. DDO gave a verbal update specifically on the current status of the training programme and training facilities.</p>	
<p>7 Closing The Gap</p>	<p>1. DRP had nothing to report other than to remind the AMB that a detailed paper was being submitted for the next meeting of 24th Sept.</p>	
<p>8 Finance Performance Report 20070728-AMB 12 Paper DRP Finance Performance Report AP4 U</p>	<p>1. Head of Finance gave a brief resume of the current position. Paragraph 7 indicates the variances in the budgets and she explained that currently any overspends in them were off-set by the income from Ops Vintage and Bandsman although as soon as Op Vintage becomes a permanent "business as usual" feature then the surplus claimed from this would cease.</p>	

	2. As this was Kirsty Denwood's last AMB as a member of the Agency before leaving to pursue her career elsewhere, CE took the opportunity to thank her for all of the excellent work she had done during her time with the MDPGA and particularly for her knowledge and guidance during a period of such major financial uncertainty for the Agency.	
9 Any Other Business	1. None.	
10 Next Meeting	<p>1. The next AMB will be on Mon 24 Sep 07 at 14-00 hours in the Conference Room, Building 1070 to consider:</p> <ul style="list-style-type: none"> a. Overtime Limits Discussion Paper b. Marine Firearms Policy Statement c. External Crime Recording Audit d. Sergeant Senior Police Officer (SPO) Status e. CTLB Issues f. AWE Firearms Capability Review and Training Update g. Agency Performance Pack h. Financial Performance Report i. Closing The Gap 	<p>CE</p> <p>DDO DOS DOS DDO DRP DDO</p> <p>Hd BD DRP COS/DRP</p>