

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

Distribution: MGSMB Members and Advisers

29 February 2008

MEETING HELD IN THE MILL HOTEL AT 0900 HRS ON 27 FEBRUARY 2008

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

Item (a)	Discussion and Decision (b)	Action (c)
1 Opening Remarks and Apologies	1. Apologies received for members not attending 2. The Chairman welcomed those present. He advised the Board of changes to the Agenda as some of those present had to leave before the end of the meeting.	
2 Confirmation of Any Other Business	1. The Chairman acknowledged that Mr Egan and Mr Brennan had notified issues they wish to raise at the end of the meeting. It was agreed to deal with these matters in the proper place should they not be covered during discussion on other Agenda Items.	
3 Terms of Reference	1. The Terms of Reference were modified in relation to full and ad hoc membership and then ratified by the Board. The Board decided that the TORs should be reviewed in a year's time. A copy of the modified TORs	Secretary

Staffing Process	is attached to the minutes.	
	2. It was agreed that any Recommendations should be at the beginning of the paper and must clearly indicate the actions to be taken by the Board.	All
	3. The Board agreed that the distribution of draft papers is to be controlled by the Secretary. Any comments on Papers should be passed to the Secretary for return to the drafter to amend the draft, as appropriate.	All
	4. The Staffing Paper will be reissued along with Annex A, the submission template.	Secretary

4 Training issues	<p>1. DD CD+C said that the CSO4 Leadership Course has now been withdrawn and that a Training Needs Analysis was underway to develop a replacement course for E grade staff to be launched in late spring. In addition work is underway in ATC in developing a Management Skills Enhancement course, mandatory for new managers and those with less than 3 years standing and a mandatory Refresher Course for existing managers with greater seniority.</p> <p>2. DD CD+C said that he had had a very constructive meeting with HoLD and indicated that they held similar views on the way L&D should be delivered to the MGS in the future. HoLD then set out his ambitions for MGS training. He said he had agreed with DD CD+C that subject to the formalities the MGS Training Focal Point post should move back to the DRO's portfolio. He said he would first advise DPD of his intentions then invited DRO to approach DPD subsequently. He said that the post holder is already free to undertake MGS work. It was agreed that the post holder should produce a short paper on MGS training for out of committee consideration during March. It was agreed that the paper should include options on the future role of the RTOs.</p> <p>3. HoLD said he had asked for a study to be carried out on a security skills qualification which provided accreditation beyond that offered by SIA. He assured the Board that the initiative would be cost neutral and might attract funding from a non departmental body. He indicated that a further positive benefit would be a skilled workforce more highly trained than its potential competitors.</p> <p>4. HoLD expressed a need to have an MGS Officer in Course Design. DD CD+C said he would pursue this</p>	<p>HoLD/DRO</p> <p>MGS Trg Focal Point</p> <p>DD CD+C</p>
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	<p>separately.</p> <p>5. HoLD said that in future the external training budget will be used only where the training is Business Critical and there is a benefit to the organisation. MGS will be informed of their portion of external training budget and as a gesture of good will he said he had funded scanner training in London</p> <p>6. The Board decided that all new managers either external or from the broader banded CS are to attend the Unit Security Officers Course.</p>	HoLD
<p>5 Closing The Gap/Competition</p>	<p>1. Hd CTG informed the meeting competition was not likely to be a reality in the current year. He told the Board that D Def Sy would make the decision as to where and when the pilot competition would run, but it is likely that it will run in Abbey Wood and Bath. The Chairman explained the work of the Competition Steering Group. Hd HR expressed a wish to be included in the membership of the CSG in future. The Chairman agreed to take this up with the CE as Chair of the CSG.</p> <p>2. The Board were informed the GAP stood at £28m. Hd CTG said the priority work for CTG was implementation of MGS Roster Reviews, Review of Tasking Agreements and Review of the Agency HQ including regional and divisional HQs.</p>	DRO
<p>6 Rostering</p>	<p>1. The Board agreed that if the Roster Reviews can not be implemented, Regional Managers must offer alternative recommendations for delivering equivalent savings.</p> <p>2. The Board decided, subject to consultation with the Trade Unions to commission a 3 month trial starting on 1st April 08 on implementation of the proposed new roster. The Board agreed that the trial will take place at Abbey Wood, Devonport and Bovington. The results of the trial will be analysed to determine the savings achieved. In advance of the trial, the Board directed MGS HQ is to produce a consultative document on the trial including the criteria on how the trial will be measured. The Board acknowledged that should the results show that the trial has been ineffective the fall-back would be a return to the status quo.</p> <p>3. The Board commissioned work into the criteria to be used for selecting staff to move from shift to day working under new roster arrangements</p> <p>4. The Board agreed the Paper on Annual Leave. The</p>	<p>RMs</p> <p>Hd MGS Ops</p> <p>Hd HRBP/ MGS HR BP</p>

	recommendations in the Annual Leave paper are to be promulgated through an MGS Instruction and implemented in a sensible way by the beginning of the Annual Leave Year on 1 st May 2008.	Hd MGS OPs
7 HR Issues	<p>1. The Board noted that MGS recruitment will apply medical standards in common with wider departmental practice. MGS HR BP will re-circulate the draft to Regional Managers for comment by 13th March. Silence will be assumed as acceptance after that date</p> <p>2. The Board noted that Recruitment Standards Paper, outlining candidates for MGS will require the same educational standards as the broader banded CS, is now ready to go forward to the AMB.</p>	<p>MGS HR BP</p> <p>MGS HR BP</p>
8 Communications	<p>1. The Chair of the Working Group said they were looking at the best way to keep MGS informed on all issues and that the work will take at least 6 months.</p> <p>2. The Board requested that Terms of Reference are forwarded to the Secretary for consideration out of committee and comments returned to the Secretary for onward transmission to the Chair of the Working Group by end March 2008.</p>	RM5
9 Financial Performance Report	<p>1. Hd Fin informed the board the Agency is £750K underspend at AP10 and heading for a £2m underspend by the end of the financial year.</p> <p>2. The Finance Review has been issued to the directors this week.</p> <p>3. Next year, 08/09, the Finance Team will be concentrating on Audits, Assurance, and Corporate Manslaughter. In 09/10 Rosters and Performance Measurement will be reviewed.</p>	
10 Change Programme	1. DD CD&C informed the Board a paper on the Change Programme had been submitted to the CE and the DRO in early December and there was broad support for it. One of the recommendations of the paper was the introduction of the MGSMB and another was the Communications Working Group. The survey has been returned and there has been a 25% response rate which, the Board agreed, makes it viable. Analysis of the results will take place in the coming weeks.	
11 Any Other Business	1. The Chairman said he will ask the CE to rescind the overtime ban for C1 and C2 grades on the grounds that there will be a need for overtime when it comes to clustering of this year's bonus round.	DRO

	<p>2. The Chairman said he would speak to D Def Sy with regards to their request for the number of post instead of the number of staff employed.</p> <p>3. Hd OHS offered help on any H&S issues.</p> <p>4. The Chairman to keep Regional Managers informed of his annual leave dates and who will be deputising for him.</p> <p>5. The Chairman agreed that a report of informal meetings between CE, DRO and TUs to go to the Regional Managers in bullet form.</p>	<p>DRO</p> <p>Hd OHS</p> <p>DRO</p> <p>DRO</p>
<p>10 Next Meeting</p>	<p>1. The dates for the DRO's bilaterals with RMs, followed by the MGSMB are as follows: 20/21 May, 5/6 Aug, 4/5 Nov</p> <p>2. The dates for DRO's bilaterals with the CE are as follows: 3 June, 20 Aug, 20 Nov</p>	

Secretary's Note: Following discussions between DRO and HD HR BP, future Agenda will include a standing item: Absence Management