

MINISTRY OF DEFENCE POLICE AND GUARDING AGENCY
AGENCY MANAGEMENT BOARD
MINUTES

MDPGA/AMB/M/11/06

Business Development
Room 102 Bldg 1071

Distribution: AMB Members and
Advisers

23 Aug 06

MEETING HELD IN THE CONFERENCE ROOM MDPGA HQ WETHERSFIELD
AT 1300 HRS ON 14 AUG 06

Present:	CC S Love DCC D Ray QPM ACC G McAuley ACC J Bligh QPM Mr S W Beedle Ch Supt R Hoblin Mr D Bodle Mr S Farthing Mr H Moore Mr J Oliver Miss A Francis	Chief Executive (CE) - Chair Chief of Staff (COS) Director Divisional Operations (DDO) Director Operational Support (DOS) Director Resource and Planning (DRP) Head of Business Development Head of Human Resources Head of IT and Telecommunications Representing Head of Finance Representing Director Regional Operations Secretary
Apologies	ACC R Chidley Mr S MacCormick Det/Ch Supt G Nicholls Ms K Denwood Mr P Nealon	Director Personnel and Professional Development (DPD) Director Regional Operations (DRO) Head of CID Head of Finance Head of Corporate Communications

Item (a)	Discussion and Decision (b)	Action (c)
1 Opening Remarks and Apologies	1. <u>Apologies</u> . See above.	
2 Confirmation of Any Other Business	1. <u>Reducing the Agency Forecast</u> . See item 11.	DRP
3 Minutes and Actions arising from AMB on 24 Jul 06 MDPGA/AMB/M/10/06 Dated 25 Jul 06	1. <u>Minutes</u> . After a revision to para 4.1 and 5.4 the minutes were agreed, without redaction. 2. <u>Matters Arising</u> . None	

<p style="text-align: center;">4 Attendance Management Strategy MDPGA/AMB/P/38/06 Dated 31 Jul 06</p>	<p>1. Hd HR stated that there is a requirement placed on CTLB by 2nd PUS to provide absence reduction targets alongside strategies for achievement and a draft version of the Attendance Management Strategy has already been submitted to the CTLB. The Strategy provides coverage over three years; it is updated annually and builds on previous work carried out within the MDPGA.</p> <p>2. The Board discussed the strategy and issues surrounding the 14 day trigger point, the home visit strategy and HRMS procedures were raised. The Strategy was approved for publication and implementation by the Board.</p> <p>3. The Attendance Management Strategy will be reviewed by the Board every six months commencing in Oct 06, the revised version will take into account findings from the Agency Inspectorate audit and will incorporate a rewording of the home visit instruction to make it more achievable in the environment. CE requested that the strategy should include attendance data which will be scrutinised at quarterly bilaterals and monthly by CE through DRP.</p> <p>4. The Board also agreed to explore the use of attendance criteria for assessment of promotion, transfers, bonuses, specialist post etc, a change to the trigger point to reflect 12-hour shifts and medical interventions. CE also requested a briefing note be circulated to all AMB members outlining the impact of cutting the Dr post following STP07.</p>	<p>DPD</p> <p>AMB Sec</p> <p>DPD</p> <p>DPD</p> <p>DPD</p> <p>DPD</p>
<p style="text-align: center;">5 Closing the Gap MDPGA/AMB/P/39/06 Dated 31 Jul 06</p>	<p>1. A copy of the letter sent to 2nd PUS, which outlined the programme of work for the Closing the Gap project was provided for Board Members information. CE explained that the collated papers consisted of a project plan, draft TOR, draft letter to Trades Union and DPF and indicative costs.</p>	
<p style="text-align: center;">6 Gold Strategy for MDPGA Information Systems MDPGA/AMB/P/42/06 Dated 28 Jul 06</p>	<p>1. COS stated that the Gold Strategy for MDPGA Information Systems encapsulates the discussion from the June Strategic Seminar on Information Technology.</p> <p>2. The strategy details areas “we fully support” which are coded as green, areas “we will be pleased to negotiate on” which are coded amber</p>	

	<p>and areas “we can not accept or agree” which are coded red.</p> <p>3. Subject to some amendments to the strategy it was approved and will be used as a benchmark for future decision making; a copy is attached to these minutes.</p>	<p>COS</p>
<p>7 Future of the MDPGA IT Infrastructure MDPGA/AMB/P/43/06 Dated 31 Jul 06</p>	<p>1. COS introduced the paper on the Future of the MDPGA IT Infrastructure, the aims of the paper were to raise the Board’s awareness of issues surrounding the Agency’s IT infrastructure and to express a preferred option.</p> <p>2. The Board discussed the paper at length and agreed that the final decision for the future of the IT infrastructure should be made at CTLB level, however, in order for the Board to make a recommendation to the CTLB further research needs to be undertaken. The Board requested that this be presented in the form of a table which assesses all IT infrastructure options and can be used to lead in the decision making process. All costs and business risks should also be included in the table. The follow up report and table should undergo full staffing and be brought back to the Board in order for a recommendation to be made in sufficient time to be presented to 2nd PUS.</p> <p>3. The Board also discussed the Information Systems Strategy for the Police Service (ISS4PS) which will need to be adopted by the Agency for police business. This strategy concerns the delivery and support of operational Information systems on a police specific infrastructure called CJX and is highlighted as a significant issue for discussion at the next Police Committee meeting in Nov 06.</p>	<p>Hd IT&T & HD BD</p>
<p>8 Hearing Conservation MDPGA/AMB/P/40/06 Dated 30 Jun 06</p>	<p>1. Hd HR stated that in order to comply with MOD Policy set out in JSP375 and the Control at Work Regulations 05 there is a requirement for the Agency to implement a health surveillance programme for staff exposed to work related noise. Hd HR confirmed that audiometry testing costs were approved at STP 05 and the equipment was purchased some time ago. The Board were informed that the tests would be conducted by either existing staff trained by MDPGA OHSS, Capita Health Care Solutions or Defence Medical Services under a service level agreement.</p>	

	2. The Board agreed that costs for programme were proportionate and approved the implementation of the processes outlined in the paper.	DPD
9 Reorganisation of the MDPGA SHEF Support Functions MDPGA/AMB/P/41/06 Dated 2 Aug 06	<p>1. Hd HR stated that in order to provide effective SHEF coverage for both the MGS and MDP a reorganisation of the current SHEF structure is needed. This includes increasing the number of SHEF Officers, management and direction of SHEF activities to be coordinated from MDPGA Occupational Health & Safety Services, funding for SHEF posts be transferred to DPD budget and appointment of C1 post to provide robust management support.</p> <p>2. CE requested that a meeting be arranged ex committee between himself, DDO and Hd HR to discuss the possibility of putting SHEF Officers under an operational function. It was requested that the amended report be brought back to the next meeting.</p>	DPD
10 CTLB Issues	1. It was agreed that the CTLB issues for AP4 are Information Technology, Gap between inputs and outputs, and PPPA. Hd IT&T to submit paragraph to Hd BD for inclusion in CTLB Report.	Hd IT&T
11 Any Other Business	<p>1. <u>Reducing the Agency Forecast</u> – Following a letter from 2nd PUS to CE, which reports a net overspend for the CTLB of £67m, the Agency must introduce measures to reduce the Agency forecast. 2nd PUS has proposed a number of areas in which he wants to see the gap closed including civilian manpower, new contractual commitments, external assistance, travel and subsistence, utilities, conferences, external training and clothing consumption.</p> <p>2. A list of non-critical uncommitted funds and a list of critical uncommitted funds were drawn up by Finance for the Board to discuss which areas could be given up as a saving. The Board discussed both lists and a number of amendments and additions were made. It was agreed that Finance would redistribute an updated list and Portfolio Holders are required to submit impact statements for all programmes that the AMB have agreed to be critical to the Agency for submission to CTLB. Impact statements must be submitted to Finance by COP 16 Aug 06.</p>	All portfolio Holders

	<p>3. It was also agreed that any future requests to spend uncommitted funds in excess of £5K be supported by a business case showing why the spend is critical to the Agency. All business cases must be endorsed by the Portfolio Holder and Head of Finance prior to any commitment taking place.</p>	<p>All Portfolio Holders</p>
<p>12 Next Meeting</p>	<p>1. The next AMB will be on Mon 4 Sep 06, with a buffet lunch, at 1230 hours in the Conference Room, Building 1070 to consider:</p> <ul style="list-style-type: none"> a. Presentation by Wg Cdr N Loveday on role and function of RAF Fylingdales b. PNC Audits c. Reorganisation of MDPGA SHEF Support Functions 	<p>CE</p> <p>CE</p> <p>DOS DPD</p>

CE/CCs GOLD STRATEGY FOR MDPGA INFORMATION SYSTEMS (As approved at AMB 14 August 2006)

GREEN – We fully support:

Realisation of Business Benefits
Improved efficiency and effectiveness
Where possible maintain and enhance connection to the MoD network and MoD Applications
Closer working relationship with Service Police and other Crime Reduction Agencies
Putting Agency Resources on to the Front Line
Rationalisation of Defence IT through DII

AMBER – We will be pleased to negotiate on:

Costs.
The choice of Infrastructure - DII or CJX, or a mix of both networks.

RED – We cannot accept or agree

Anything which gives uncontrolled 3rd party access to Crime Intelligence and Investigations
Anything which exposes MoD or MDP to non-compliance with MOPI
Anything which gives MGS a basic IT communications network service that cannot interface easily with MDP
Anything which gives us costs that are unclear, or unaffordable, or that compromises our 'Closing the Gap Exercise'
Anything which is not 'future proofed' for our core business of providing Operational Policing.
Anything which compromises our operational capability,
Anything which compromises Officers' or Guards' Safety
Anything which compromises our operational interaction or effectiveness with other Police Forces, such as: common access to and exchange of information and databases, operational inter-operability and provision of mutual aid.

The underlying principles of our IS Strategy are:

The Core Business of the MDP is Policing, (unlike most other MoD Depts. which are Defence related), and therefore our Information Systems and Infrastructure must reflect this, and be the overriding consideration.

Our IS/IT must be 'Business Driven' in capacity, access and inter-operability, standards, capability, requirements and future-proofing, (i.e. the types of data, how it used, with whom it is shared and exchanged, and with whom that we maintain critical links. E.g. Airwave, Command & Control, HOLMES, MOSS, SWALLOW, MOPI, IMPACT, UNIFY, PNC, ANPR, VISOR,

Our Management Support environment is MoD, and we must therefore maintain full access to all MoD Support Infrastructure and Applications, HRMS, Oracle, Email, Office Automation. This management support environment also meets the majority of MGS core business requirements which are principally aligned to MOD customers and the processes they utilise.