

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

20071113-AMB 15 2007 Draft Minutes U

Business Development  
Room 102 Bldg 1071

Distribution: AMB Members and Advisers

13 November 2007

**MEETING HELD IN THE CONFERENCE ROOM MDPGA HQ WETHERSFIELD AT 14-00 HRS ON 12 NOVEMBER 2007**

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

Item (a)	Discussion and Decision (b)	Action (c)
1 Opening Remarks and Apologies	1.	
2 Confirmation of Any Other Business	1. None	
3 Minutes and Actions arising from AMB on 29 Oct 07  20071030-AMB 14 2007 Draft Minutes U	1. With one slight correction of wording and an amendment to who an action fell, the minutes were agreed for publication.	
4 Business Continuity Management Review  20070903-AMB 15 Paper COS Business Continuity Management Review U	1. COS introduced the paper by pointing out that he was the sponsor due to Business Continuity Management (BCM) being a cross-portfolio issue. He explained that Recommendations "a", "f" and "l" were general Agency-wide whereas the others were aimed specifically at Regions and Divisions. On the whole he felt that it was a positive report with a few areas that required fine-tuning.	

	<p>2. CE stated that ownership of BCM was not straightforward and he would be holding meetings to develop the process further. DDO agreed that it was a fair approach although AWE as a private company have a different approach to BCM which complicates things to a certain degree. DRO said that there was plenty of work to be done but he was in agreement with the report. Mr Stallwood pointed out that Recommendations “a” and “b” were already complete. DPD wondered if some of the recommendations could be more generic and less specific but CE confirmed that the recommendations should remain as they were for consideration.</p> <p>3. CE had concerns over Recommendation “f” due to its complexity and felt that it would be preferable to complete the others and come back to “f” once they were done. Mr Stallwood explained that DIA were about to carry out an audit of the Agency’s BCM and they may be able to advice on the best approach once they’d completed their work.</p> <p>4. With regard to Recommendation “l”, the DELC training course, CE wondered if it was actually necessary for all personnel to do the course. COS explained that as the BCM Champion he had done the course and personally he felt that it wasn’t necessarily suitable for front-line staff but would be of more use to managers/supervisors. DOS concurred with this view.</p> <p>5. CE proposed that:</p> <ul style="list-style-type: none"> <li>i. The Assurance Team be thanked for the appropriate and timely Review.</li> <li>ii. Recommendations “b” to “e” and “g” to “k” be accepted with the actions falling to DDO and DRO as appropriate.</li> <li>iii. CE to review AMB responsibilities for BCM</li> </ul> <p>&amp;</p> <ul style="list-style-type: none"> <li>iv. COS to identify on the basis of clear business benefit which roles and functions should undertake the DELC BC course.</li> </ul> <p>6. CE proposals were accepted.</p>	<p><b>DDO</b> <b>DRO</b></p> <p><b>CE</b></p> <p><b>COS</b></p>
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<p>5 The Planning Process 20070903-AMB 15 Paper</p>	<p>1. This paper was postponed until the next meeting in order for CE and DRO to have the opportunity to analyse and comment on its findings.</p>	
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DRP Planning Process Review U		
6 AWE Weapon System Working Group  20071107-AMB 15 Paper DOS Weapon System Working Group U	1. The AMB discussed this paper in detail	
7 National Intelligence Model  20071031-AMB 15 Paper DOS National Intelligence Model U	1. DOS gave the background to the paper and explained the Strategic Assessment and Control Strategy process, stating that each identified risk is tasked appropriately and then reviewed by the FIB Analysts on a 6 monthly basis.  2. COS suggested that the area of active deterrence against hostile reconnaissance should be promoted as it is an area of expertise specific to the MDP that other organisations don't have.  3. The paper was noted and endorsed by the AMB.	
8 AWE Firearms Capability Review and Training Update	1. DDO gave a verbal update	
9 Closing The Gap	1. DRP said that the next key development was the Owner's Advisory Board meeting being held 15 <sup>th</sup> Nov 2007 where a paper will be presented setting out the current position with the relevant options.	
10 Any Other Business	1. CE offered a vote of thanks to the outgoing AMB Sec who was moving on promotion to be Hd IT Applications Support.	
12 Next Meeting	1. The next AMB will be on Mon 03 Dec 07 at 14-00 hours in the Conference Room, Building 1070 to consider:  a. The Planning Process b. ANPR Policy c. AWE Firearms Capability Review and Training Update d. Closing The Gap e. Financial Performance Report f. Agency Performance Pack	<b>CE</b>  <b>DRP</b> <b>DOS</b> <b>DDO</b>  <b>COS/DRP</b> <b>DRP</b> <b>DRP</b>