

Final
MINISTRY OF DEFENCE POLICE AND GUARDING AGENCY
AGENCY MANAGEMENT BOARD MINUTES
23 November 2010

20101123 - AMB 11 Minutes Final -U

Secretariat
MDPGA HQ
23 November 2010

Present:	<p>Members CC S Love DCC McAuley Mr D Wray ACC R Chidley T/ACC D Allard Mr A MacCormick</p> <p>Advisors Mr P Taylor T/Ch Supt D Long T/D/Ch Supt Mace Supt M Foulger Supt Pawley Mr H Moore</p> <p>Non Executive Members Mr E Keating</p> <p>Also Insp R Chaplin</p> <p>Secretary Karen Thompson</p>	<p>Chief Executive/Chief Constable Deputy Chief Constable Professional Development (PD) Operational Support (OS) Divisional Operations (DO) MGS Head of Profession (HOP)</p> <p>Hd HR Hd Agency Business Services (Hd ABS) Hd CID Hd IMOA DBR Policing D/Hd Finance</p> <p>Defence Police Federation (DPF)</p> <p>For SHEF Item only</p> <p>Secretary (Sec)</p>
Apologies	<p>ACC J Bligh Mr D King Mr J Oliver</p> <p>Mr S Robinson</p>	<p>Professional Development (PD) Agency Secretary (AS) Hd Finance</p> <p>Representative for the Trade Unions</p>

Item	Discussion and Decision	Action
1 Opening Remarks and Apologies	<p>1. CE welcomed everyone in attendance.</p> <p>2. Apologies were received from those above.</p>	
2 Confirmation of Any Other Business and Interests	<p>1. No any other business was noted.</p> <p>2. CE discussed the merits of including declarations of interest at every AMB and produced examples of current practice. It was decided not to dedicate AMB meeting time to declarations in future.</p>	

	D/Hd Finance advised that this may result in a note in the audit of Agency accounts. AMB were content to proceed without declarations.	
3 Minutes and Actions arising from AMB on 26 October 2010	<ol style="list-style-type: none"> 1. The minutes were agreed as an accurate record and approved for publication. 2. Progress on actions arising from the previous meeting was reported as follows; <ul style="list-style-type: none"> • 3.1 (9.3) It was noted that the PR11 options include CID options so the CID review is frozen until the outcome of PR11. No further action. • 6.4 The informal working group to look at DG HRCS good management objectives will operate through Op Brief. No further AMB action. • Item 7 All actions completed. • 8.2 The Sickness Gold Group reports will be delivered as part of the sickness data pack to AMB. • 10.4 Transfer to outstanding action list. • 11.1 Transfer to outstanding action list. 3. The Outstanding Action List was discussed and no changes were identified. 	
4 Presentation	1. The presentation by Col Herring on Defence Contribution to Resilience: Developments post-SDSR was cancelled. It may be rescheduled.	
5 20101123 – AMB 11 Finance - U And PR11 Verbal Update	<ol style="list-style-type: none"> 1. D/Hd Finance explained that we were half way through the financial year and no major changes are expected from the current position. The forecast spend is continuing to reduce but the difficulty with obtaining finance transfers to the Agency means that the forecast outturn is roughly the same. 2. The finance report was explained with particular attention drawn to the difficulties at Defence Estates with the planned works. On page 3, it was confirmed that experience shows that the uncertainty in the equipment forecasts tends to firm up towards the end of the year. Mr Moore highlighted that of repayment customers CNI had improved significantly but the lack of payments from a particular customer was very concerning. Mr Moore also spoke of the (yellow) risks identified on page 10. 3. With respect to PR11 CE confirmed that the Senior Management Briefing took place on the 15th November, but the Agency was not able to send out the detail of the Defence Options as these belong to DBR, but the Agency was working with DBR to see what can be released to staff. The DPF asked why the detail of the HQ review was not released last week and CE explained that there is a separate consultation process for this. 	

	<p>4. CE went on to update AMB with the further news that significant additional measures are required to meet the defence savings target. The additional savings required of CTLB may be in the order of £147m and further Agency savings of £25m. CE confirmed that this work would progress by articulating the options with associated costing and impact statements.</p>	
<p>6 20101123 - AMB 08 Performance Report - U</p>	<p>1. AMB noted the performance report.</p> <p>2. Hd HR provided the 'missing' MGS Ethnic Minority figures for page 7 of the report:</p> <p>June 10 – 178 Jul 10 – 177 Aug 10 – 177 Sep 10 - 175</p>	
<p>7 20101123 - AMB 08 Agency Roadmap Reports - R</p>	<p>1. CE asked whether the report on 2012 should include reference to the non-2012 exercising that is increasing preparedness and readiness. Supt Pawley confirmed that MOD support to 2012 will arise through the Military Aid to the Civil Authority (MACA) route whereas policing specific support will come through the PNICC route. It was also noted that Asst Commissioner Chris Allinson takes up the role of 2012 planning in January 2011,</p> <p>2. CE updated AMB saying that the position on CBRN was in a paper submitted to the Owner's Advisory Board and he would update AMB when they had seen the paper.</p> <p>3. In regards to the Defensive Armed Marine Policing manual, comments had been received as a result of the consultation and these were being looked at.</p>	
<p>8 20101123 - AMB 08 Sickness Data - U</p>	<p>1. AMB noted the 'Sickness Data Pack' report,</p> <p>2. Hd HR updated AMB on the 'Reducing Sickness' Gold Group activity. Three tiger teams had been established and had met on the 18/19 November with actions assigned. Initial progress would be reported on 10 Dec and a full progress report on 20 Dec. Quick wins were being identified such as dedicated ATOS staff for MDP and participation in a Government Absence Management Forum.</p>	
<p>9 20101123 - AMB 11 Work Programmes and Reviews - U</p>	<p>1. CE discussed the status of the reviews listed in the AMB update.</p> <p>2. CE added two further reviews to the list. Serial14 – Defence Infrastructure (as part of Defence Reform) and being run by Defence Estates (DE). The project is recently announced and does not mention security as either in scope or out of scope.</p> <p>3. DBR is re-establishing the Resilience Forum at 2* level, which will be included in this paper as Serial 15.</p>	

10 20101123 – AMB 11 Information Assurance Update - U	<p>1. DCC introduced the information assurance update stating that the next stage would be a peer review scheduled for December 2010. Part of the focus of this review will be to assess the information asset register and information asset management.</p> <p>2. Supt Foulger added that training was underway and encouraged all AMB members to complete the Protecting Information Level 3 DLP training package. Supt Foulger also highlighted that as yet the Agency has not set a target for staff to obtain the information management passport. CTLB have a target of 89% of all staff to have obtained the passport by 31 December 2012.</p> <p>3. Of the actual Information Assurance Maturity Model (IAMM) questions only 5 are unanswered at present. This position is now frozen until the peer review is completed.</p> <p>4. The “Survey Monkey” showed that the Agency was considered good at leadership and governance but disposal of information was weaker. The current Survey Monkey score was 3.86. Any score of 4 or more is considered ‘green’.</p>	
11 20101123 - AMB 11 ASMAP 3 Qtr Report – U	<p>1. The report was noted and CE confirmed that he was pleased with both the progress on SHEF and the quality of the reporting. ACC PD asked AMB to accept recommendations a) to note the report and Portfolio Holders continue to ensure action is taken to work towards achievement of the targets, b) that AMB recognises the improvement in reporting for the 3rd Quarter and c) AMB agrees to adjust the required completion dates on the objectives/targets as shown at paragraphs 4g & 4h of the report at Annex A to reflect the two year timescale of the ASMAP. CE asked that the chain of command continue to pursue actions through the bi-lateral process. CE also asked DCC and HUG to extract the strategic issues for MDP and MGS and brief him.</p> <p>2. Supt Foulger raised the concern that the accident reports mentioned specific information that might lead to identification of individuals but AMB was satisfied that the detail of the accident was necessary for each case and balanced against the potential incursion on privacy, should continue to be reported. It was acknowledged that the protective marking of the paper should be reviewed.</p>	
12 Any Other Business	<p>The AMB and the CE in particular acknowledged that this was the last meeting that Peter Taylor would attend as Head of HR. Peter is retiring and his last day in office will be 3rd of December. CE expressed his sincere thanks for Peter’s contribution over nearly 4 years of service. CE made reference to his wealth of experience; variety of input and particularly appreciated him for his good company. The whole of AMB wish him and his family well.</p>	

<p>13 Next Meeting and items planned</p>	<p>1. The next AMB will be on Tuesday 21 December 2010 and will consider the following:</p> <ul style="list-style-type: none"> AS Finance AS PR11 CE Reviews/Work Programmes affecting MDPGA DCC Performance Report DCC Roadmap Report PD Sickness Data Pack PD Drugs & Alcohol Testing - company presentation by Bill Percy from Concatano DCC Programme Board update CE/AS Corporate Risk Register update AS Sustainability 	