

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

Distribution: MGSMB Members and Advisers

28 July 2010

**MEETING HELD IN WETHERSFIELD
0900 HRS ON 28th July 2010**

Present:	Mr S MacCormick	HOP (Chair)
	Mr D Wray	HdUG
	Mr M Shreeve	MGS B2 Ops
	Mr T McKinnon	MGS B2 CD&C
	Mr J Bills	Snr Ops Mgr
	Mr J Egan	RM1
	Mr M Cairns	RM2
	xxxxxxxxxxx	RM4
	Mrs K Malough	RM5
	Mr A Murphy	MGS Fin Offr
	Ms R Scott	Snr HR BP
	Mrs A McKay	Secretary
	Ad Hoc Members	Mrs S Cook
Mrs E Lee		Reg 3 Business Mgr
Mr K Graham		ACT
Ms C Sievwright		MDP-HQ HR BP HQ DIV
		REG OH
Supt M Spiers		T/HoLD
Mr M Allen		MGS CDU4
Mr R Morgan		Reg 5
C/Insp R Stewart		IMOA
Mr M Brett		MDP-HQ IMOA ISO A
PC S Woodgate	MDP-HQ CIS SO AICC 2	
Apologies	Mrs C Roberts	MGS HQ Bus Mgr
	Mr P Brennan	RM3
	Ms R McEwan	Reg 2

Item	Discussion and Decision	Action
1 Opening Remarks and Apologies	The Chair welcomed those present and received apologies for members not attending.	HOP

Item	Discussion and Decision	Action
2 Confirmation of any other business	The Chair confirmed items for AOB 1. Recording of E&D training on HRMS 2. MI Mobiles etc 3. MI on Annual leave (MI 011/2008) 4. Reporting to Conduct Data Base	HOP
3 Minutes and Actions arising from MGSMB 29 th April 2010	Minutes of the last meeting on 29 th April 2010 discussed were passed as ready for publication. There were no points arising.	
4 DII Issues Standing item	a. HdUG informed the meeting he was the Information Asset Owner for the MGS and explained that all would need to comply with MOD rules on this matter.	
	b. RM5 volunteered her Region to trial information Asset Management as set out in HdUG's paper. MGS HQ would also be trialling this and HOP will decide out of committee who would be the Responsible Manager for HQ.	RM4 HOP
	c. Information Management & Operational Assurance (IMOA), Ross Stewart encouraged the use of Airwave and said when it came to competition MGS would be at an advantage over commercial companies who would not have this facility to communicate with MDP and other emergency services. Future exercises on interoperability between MDP, MGS and other Agencies are to be combined with BC exercises.	RMs
	d. IMOA said funding for the monthly payments for DII accounts for MGS HQ, Regional and Area offices would come from the Agency funds to CIS. There was a good prospect of getting all the MGS HQ at WFD onto DII in this FY.	
	e. RMs to respond, by 30 Sept, to email from Dave Chatfield, to be sent out shortly, with details of DII terminals in their Region	RMs
	f. RMs to nominate DII Folder Manager for each Area and inform Martin Brett of contact point for Workshop on Folder Management by 6 Aug	RMs

Item	Discussion and Decision	Action
	g. RMs to notify Annita McKay, MGSHQ, number of Airwave terminals that require telephony by 30 Sept, spreadsheet of current situation attached.	RMs
	h. MDPGA will be managing Airwave Radios from January and RMs to ensure the radios are available for reprogramming when required.	RMs
	i. The new Security Instructions have been published and will be issued by CIS	CIS
	j. IMOA, Ross Stewart, is to check on funding for Broad Band in Region 3	IMOA
5 PR Issues	a. HOP said the 25% cut had now risen to 33% and, in real terms, the Agency budget would be 50% less than at the start of PR09.	
	b. All external recruitment has been stopped	
	c. Internal recruitment has to be agreed by CE and Hd Fin, impact statements required.	
	d. Recruitment for Repayment Customers will be on a case by case basis, impact statements required.	
	e. The HQ Review, including Regional and Area Offices, included in the 33% cut. Report by 30 Sep 10.	
6 Quality Objectives	a. All amendments agreed and issued.	
	b. Quality Objectives to be reviewed prior to Board Meetings and amendments/changes to be discussed at the Board	All
	c. The Quality Objectives were ratified by the Board	
	d. RMs to nominate 5 Units i.e. 10% within their Regions for Internal Audit plus Regional Audits of a further 10% to be carried out by NSI.	RMs
	e. Operational Assurance self-assessment questionnaire to be dropped; new, less resource-intensive, system to be developed.	
7 NSI Gold	Re written Internal Audit Procedures are to be circulated to RMs and ratified at the next Board.	Snr Ops Mgr & RMs
8 Agency Key	a. Report on Agency Key Targets to be circulated prior to MGSMB	

Item	Discussion and Decision	Action
Targets		
	<p>b. Current Key Target situation is as follows: Key Target 1 – Red Key Target 2b – Red Key Target 3b – Grey (no data yet) Key Target 6b – Green Key Target 8 – Green</p>	
9 HR Issues	<p>a. Emma Fenn has been selected to be MGS HQ Business Partner. She will start on 9th August 2010</p>	
	<p>b. 1,000 Chip & Pin Licences have been issued and checks will take place to ensure paper usage is decreasing. RMs to inform HRBP of further requirements and unused Licences are to be returned.</p>	RMs
	<p>c. The Department has decided to drop IIP Accreditation</p>	
	<p>d. Agency Notice to be issued on dip sampling of elements of the attendance management process</p>	
	<p>e. MGS is endeavouring to get permission for the revised Performance Appraisal Report (PAR) process to run without C2 input into the reports of MGS uniformed E2/E1 staff.</p>	
10 Competition	<p>The conclusion of the Business Improvement Project (BIP), that it would increase costs to outsource current MGS business to commercial companies, has now been accepted. The Government is giving consideration to removing the Two Tier rule and a review of the Pension Scheme is taking place. The result of these two reviews may be that commercial companies can make competitive bids for MGS work within the next few years – although it is by no means certain that they would be successful, if the MGS pursues efficiency rigorously.</p>	
11 Financial Performance Report	<p>a. There is a need to identify the cost to the MGS budget of staff currently on the RDP. RMs to respond to Bud Offr's email with list of non effectives by 6 Aug</p>	RMs
	<p>b. Cap Rates for day shift workers have</p>	

Item	Discussion and Decision	Action
	been issued	
	c. The Resilience Fund is being reported internally at the end of each month	
	d. The MGS Budget is £ 110.5M, the Forecast is £111.5M and overtime at Accounting Period 3 is £0.7M. The variance is 0.6%	
12 Risk Management	a. Review of Risk Register CR14 – SHEF action Plan Objectives 1 driving and 6 dogs to be reviewed. RM3 to send driving pack to other RMs	HUG RM3
	CR17 - ok	
	CR18 – MGS change of culture programme, including the Respect Agenda to move to Embedded Mitigations	HUG
	PR1 – OHSS Role now clarified	HUG
	PR3 – Continuous Improvement to be added	HUG
	PR4 - ok	
	PR5 - ok	
	PR6 – 3 bullet points under Mitigations under development to move up to Embedded Mitigations	HUG
	New risk – MGS vfm or reputation jeopardised if MOD or private vehicles are damaged through inappropriate use of barrier or blocker equipment.	HUG
	New risk: MGS operational effectiveness or vfm jeopardised by cost-driven reductions in MGS HQ and the MGS management structure	HUG
14 Communication Audit	RM1 gave an update on the Communication Audit which should be completed by the end of August.	
15 LTPP &TMP	a. A case prepared by B2 Ops for a temporary exemption for the MGS from 2010DIN01-123 was not supported by CTLB HR BP. b. HOP to write to Susan Scholefield to point out the perverse outcome of this and to seek her intervention on the MGS's behalf	Hd UG/HOP

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16 Performance	RM1 said he felt that in most cases performance was not measured though there were quality controls in place i.e. Foundation Course, SIA Training, Vetting, Supervision, Continuous Training, Quality Manual, NSI Gold Audits, Internal and External Audits, Out Of Hours Visits. RM1's report on Performance Measurement will be out in December	RM1
17 Have Your Say	<p>a. RM2 discussed his paper on the Survey and said it would be much improved this year.</p> <p>b. RMs to ensure all to check their email and work addresses on HRMS are correct as these will be used to distribute the survey this year.</p> <p>c. The Action Plan was discussed and the current position is as follows: Serial 1 ok Serial 2 Progressing Serial 3 ok Serial 4 ok Serial 5 ok Serial 6 completed by RM2's report Serial 7 to be completed by despatching updated Action Plan. HR newsletter also due</p> <p>d. RMs to nominate a "Have Your Say Champion" at each site.</p>	RMs
18 MGS Training	a. Paper 039/10 Training Design Process was ratified by the Board to be reviewed after 1 year	
	b. HoLD and B2 CD&C to discuss overarching issues out of committee	HoLD & B2 CD&C
19 CSO4 Post-Mapping	<p>a. B2 Ops said the guidance was now with the TUs. He has had agreement from Regions 1, 2 and 5, Regions 3 & 4 return due Mid August.</p> <p>b. The developing draft Shift Working Collective Bargaining Agreement will be circulated to RMs prior to TU Consultation</p>	RM3 & 4
20 Continuous	Paper 040/10 was ratified by the Board	

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Improvement		
21 CAM Visits	CSO1 ACT said there were improvements in the understanding between the Customers and the Group Managers with regards to PR measures.	
22 AOB	1. Snr Hr BP was requested to get a drop down box on HRMS to cover the mandatory training elements including the recording of Equality and Diversity (E&D) courses	Snr HR BP
	2. The MI on Mobile phones will be redrafted and issued for comment	Snr Ops Mgr
	3. The Mandatory Instruction (MI) 011/2008 on the Management of Annual Leave is extant, and does not need amendment: the flexibility left to managers is explicit.	
	4. Conduct Data Base – Forms must be used especially MGS Form 056 Suspension form	RMs
	5. Managers to be reminded of the requirement to notify HQ of suspensions and conduct cases as per MI 029/10	RMs
	6. MI 031/10 FRAUD AWARENESS AND REPORTING to be brought to the attention of all Managers	RMs
21 Next Meeting	<p>1. The dates for the HOP's bi laterals with the CE are as follows:</p> <p>2nd Sep 10 24th Nov 10 23rd Feb 11 25th May 11</p> <p>2. RMs bi laterals with HOP followed by the MGSMB are as follows:</p> <p>Wed/Thu 20/21 Oct 10 Wed/Thu 26/27 Jan 11</p>	