

FINAL

MINISTRY OF DEFENCE POLICE AND GUARDING AGENCY

AGENCY MANAGEMENT BOARD

MINUTES

MDPGA/AMB/M/6/05

AMB Secretary
Business Development
Room 108/Bldg 1071

Distribution: AMB Members and Advisers

25 Apr 05

MEETING HELD IN THE CONFERENCE ROOM, BUILDING 1070, MDPGA WETHERSFIELD AT 1300 HRS ON 11 APR 05

Present:	T/CC D Ray QPM ACC J Bligh QPM Mr S MacCormick Mr S W Beedle Ms K de Bourcier Ch Supt R Morrison Det/Ch Supt G Nicholls Mr S Farthing Supt M O'Byrne Mr F J Connolly	T/Chief Executive (CE) - Chair Director Operational Support (DOS) Director Regional Operations (DRO) Director Resource and Planning (DRP) Head of Personnel Services Head of Business Development Head of CID Head of IT and Telecommunications Supt Divisional Operations AMB Secretary
In attendance	Insp P Lucy for Item 4	Agency Dog Officer
Apologies	T/DCC G McAuley ACC R Chidley Ms K Denwood Mr P Nealon	T/Chief of Staff Director Professional and Personnel Development (DPD) Head of Finance Head of Corporate Communications

Item (a)	Summary (b)	Lead (c)
1 Opening Remarks and Apologies	1. See above for apologies.	CE
2 Confirmation of Any Other Business	1. See Item 8.	CE
3 Matters and Actions arising from AMB on 21 Mar 05 MDPGA/AMB/M/5/05	1. <u>Minutes</u> . The minutes were agreed, with no redaction, subject to the following amendments: a. <u>Item 2 paragraph 3 line 2</u> . After "might" insert "be".	CE

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<p>Dated 23 Mar 05</p>	<p>b. <u>Item 5 paragraphs 1, 2 and 3.</u> Replace 3 references in each to “protocol” with “guidance document”.</p> <p>c. <u>Item 7 paragraph 4 lines 1 to 8.</u> Delete from “DPD advised” to “Business case” and replace with: “As part of the next stage of work, HoLD would identify all costs including those for Tutor Constables. In the meantime, no savings would be taken from Divisions.”</p>	
<p style="text-align: center;">4 National Police Dog Assessment (NPDA) Model MDPGA/AMB/P/17/05 Dated 1 Apr 05</p>	<p>1. DOS reminded the Board that at the AMB meeting on 19 Apr 04 it had been agreed that the best practice of the ACPO/ACPOS National Police Dog Assessment (NPDA) Model would be implemented, tailored to the specific needs of the police dog role within the Agency (Option C). A Working Group had been set up to report to the Board on a cost benefit analysis for its implementation, now presented in paper 17/05. DOS added that implementation was essential to mitigate the risk inherent in the present policy and to comply with Human Rights legislation. Full compliance with ACPO standards would have cost about £1M, but Option C costs were assessed at just over £512K for the first year of implementation.</p> <p>2. The Board noted that the NPDA Model would train dogs with capabilities beyond that, which might required by the customer, and it was noted that TLBs had not been consulted on the development of the business analysis. It was estimated that the additional costs per animal would be in the region of £3K pa and there was a risk that the TLBs would not accept these costs, and would have to be borne by the Agency. DOS stated that the Model would provide a better quality animal, which had been welcomed by the Defence Animal Centre (DAC).</p> <p>3. DRO stated that the MGS dogs were not included in the current and revised MDP training regime, and the paper raised concerns about legality of their use. The AMB noted that the dogs used by the MGS, together with their equipment and infrastructure were owned directly by TLB themselves, whereas MDP dogs remained MOD animals. The AMB also noted that there was a need to seek legal opinion to clarify the legality or otherwise of the current PAT/AT trained dog. It is also</p>	<p style="text-align: center;">DOS</p>

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	<p>acknowledged that dogs were only employed by the MGS to meet customer requirements, thus clarification of that requirement and standardisation of the training and qualification to meet them was needed. While the Board needed to address the inclusion of the MGS dogs under the ACPO umbrella for regularity and compliance, the policy must be flexible to allow the dog to be trained for need.</p> <p>4. DRP stated that there was no provision within the STP for implementation of the NPDA Model. An STP costs' profile was required and it should also capture the infrastructure costs referred to in paragraph 2f of the paper and the impact that it might have on overtime at Divisions to meet the on site re-licensing training and assessment. In order to make best use of current resources, the requirement for 6 additional full-time Constable Dog Instructors and six dog vehicles would be reviewed to establish whether existing resources might contribute toward the requirement.</p> <p>5. The Board agreed that NPDA Model was the appropriate response to mitigating the risks associated with the present training regime and therefore endorsed the paper's recommendations, subject to the validation of the costs. However, the Agency would need to engage with customers on the implications of the NPDA Model and how it should be reflected in the Customer Service Agreements. (CSAs). The following actions were agreed:</p> <ul style="list-style-type: none"> a. A business case would be required to bid for funding from the strategic fund. b. The Customer Account Manager (CAM) and the Divisional Dog Advisers (DDA) should be briefed on how the NPDA Model is to be sold to the customers. c. A paper would be produced by DOS for presentation at the Police Sub-Committee for Stakeholders and Customers on 26 May 05, and subsequently at the 2* Security Risk Managers' Forum on 2 Jun 05. d. The value of the contribution of the dogs to Police operations should be built into the Force Presentation. 	<p>DOS</p> <p>DOS DRP</p> <p>DOS</p> <p>DOS</p> <p>DOS</p> <p>HD Corp Comms</p>
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	e. Legal opinion to be sought on the legality of PAT/AT training and qualification.	DOS
	f. Standardisation of training and qualification for MGS dogs to be identified and articulated at appropriate juncture of project.	DOS DRO

<p align="center">5 Staffing and Submission of papers to the AMB MDPGA/AMB/P/13/05 Dated 9 Mar 05</p>	<p>1. DRP advised that the AMB staffing paper had been produced in support of the Maximizing Board Effectiveness report. The process was designed to improve the style, content and relevance of the submissions to the AMB, with staffing and consultation at undertaken at Board Member and Adviser level prior to submission to the AMB.</p> <p>2. There was general agreement with the principles of the staffing process, but it must remain flexible to take account of informal discussions, in addition to the formal consultation process, and authors remain responsible for ensuring that they identify when it is necessary to seek advice from the more specialist areas, such as SHEF and the DEU.</p> <p>3. Taking into account the degree of consultation and the nature of the issue, authors should also consider submitting the paper to the AMB for ex-committee approval. Such cases should be discussed with AMB Sec, who would submit the paper to AMB Members and record formally the outcome at the next appropriate Board meeting.</p> <p>4. AMB Sec would be included in all stages of the staffing process to provide input where necessary, and to provide guidance on how best to present the topic to the AMB. While the vehicle for submitting issues to the AMB will always be in Ministerial submission format, the format, content and style of any underpinning reports should be dictated by the subject matter.</p> <p>5. The AMB endorsed the paper's recommendations to introduce the revised staffing process that was also to be applied to the Police and its sub Committees and Agency strategic level committees. AMB Sec was tasked to issue a guidance note on the process.</p>	<p align="center">AMB Sec</p>
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<p align="center">6. Police Committee Matters and Actions Arising from meeting on 3</p>	<p>1. The AMB reviewed the actions placed on the MDPGA by the Police Committee Meeting on 3 Mar 05, taking into account the more detailed record on MDPGA Actions in AMB Sec note dated 7 Mar 05. The following</p>	<p align="center">DOS DRP</p>
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