

Final  
**MINISTRY OF DEFENCE POLICE AND GUARDING AGENCY**  
**AGENCY MANAGEMENT BOARD MINUTES**  
**27 MAY 2008**

20080528-AMB Minutes Draft U

Distribution: AMB Members and Advisers

Secretariat  
MDPGA HQ  
28 May 2008

Present:	CC S Love ACC J Bligh  Mr R Clancy Ch Supt R Hoblin T/Ch Supt C Goldsmith D/Supt R Allen D/Supt Lewis T/Supt Groves Mr H Moore  Ms K Thompson	Chief Executive (CE) - Chair Director of Operational Support (DOS)  For DRP & Head of Closing The Gap Project For COS & Head of Business Development For DPD D Def Sy CID For DDO For Hd of Finance  Secretary
Apologies	DCC D Ray Mr D Applegate ACC G McAuley ACC R Chidley Mr S MacCormick Mr J Oliver Mr P Taylor	COS DRP DDO DPD DRO Finance HR

Item	Discussion and Decision	Action
1 Opening Remarks and Apologies	1. CE opened the meeting by welcoming all attendees.	
2 Confirmation of Any Other Business	1. None raised by board members	
3 Minutes and Actions arising from AMB on 21 April 08 (20080422-AMB Minutes Final 04 2008)	1. The minutes were agreed for publication without any redaction. 2. Progress on actions from previous meeting was as follows: <ul style="list-style-type: none"> <li>• 4a.3 Finance - action complete.</li> <li>• 4b.5 Finance – all actions are complete or will be monitored via the monthly Finance follow-up through DRP to CE.</li> <li>• 5.2 CTG MDP Rosters – action transferred to</li> </ul>	<b>Fin</b> <b>Sec</b>

	<p>outstanding actions list.</p> <ul style="list-style-type: none"> <li>• 5.3 &amp; 5.4 are recorded in the CTG plan and will be monitored through that process.</li> <li>• 5.4 CTG HQ Review – action complete.</li> <li>• 5.5 CTG Functional Competence &amp; Management Training – transferred to the outstanding action list.</li> <li>• 6.4 Dynamic Risk Assessment training – HOLD agreed to ensure that all relevant Agency training included DRA – complete.</li> <li>• 6.5 Dynamic Risk Assessment notice to operational staff – action transferred to the outstanding action list.</li> <li>• Item 7 – Changes to Internal &amp; External Recruitment Processes for MDP – all actions were complete (see 7.10 Sec Note).</li> <li>• 8 Agency Performance Report – March 08 report to be available at the next AMB – action complete.</li> </ul> <p>3. The outstanding action list was updated.</p>	<p><b>CTG</b></p> <p><b>Sec</b></p> <p><b>Sec</b></p> <p><b>Sec</b></p>
<p>4 Finance Update No Paper</p>	<p>1. No finance report was available for the meeting. However, the CE brought the latest 'travel &amp; subsistence audit showing non-compliance' to the meeting. The report showed that there was no improvement in Regions 2 and 4, North East and South East Divisions.</p> <p>2. DDO and DRO were tasked with continuing to pursue compliance.</p> <p>3. Head of Finance was tasked with making the process more reliable.</p>	<p><b>DDO/DRO</b></p> <p><b>Fin</b></p>
<p>5a Closing the Gap Work Programme Progress Report May 08</p>	<p>1. CE asked that DRP give an assessment at the June AMB meeting as to how 'the Gap' is doing.</p> <p>2. <b>CTG Report Item 1.5 (page 6) MDP Rosters</b> - DDO is asked to clarify if MDP rosters can be reviewed without access to an electronic roster package such as CARMS.</p> <p>3. <b>CTG Report Item 1.6 (page 7) MDP Patrol Capability</b> - CTG reported that there was interest from DE&amp;S in the concept and therefore DDO is asked to bring the report to the AMB as a matter of priority.</p> <p>4. <b>CTG Report Item 2.1 (page 10) Agency HQ Review</b> – CE is to provide CTG with an updated table detailing progress.</p>	<p><b>DRP</b></p> <p><b>DDO</b></p> <p><b>DDO</b></p> <p><b>CE</b></p>

<p>5b Closing the Gap Work Programme Risk Register May 08</p>	<p>1. There were no comments or actions arising from the CTG risk register.</p>	
<p>6 Safety &amp; Environment Protection Audit Report Action Plan - U</p>	<p>1. CE asked that the points at 7/31a 7/32a 7/32b be updated to reflect DRP action.</p> <p><b>(Sec Note.</b> The Head of HR confirmed that the Action Plan will be updated with input from all areas prior to presentation at each AMB.)</p>	<p><b>HR</b></p>
<p>7 Agency Performance Report March 08 and April 08</p>	<p>1. Concerns were noted about the E333 recording standards and CTG updated the meeting to say that this area now falls under his responsibility and he would be looking at the E333 system. CTG also confirmed that development of the E333 is captured in the DRP Business Plan.</p> <p>2. It was noted that sickness levels were reported as increasing. CE confirmed that Attendance Management will be at the June AMB and the meeting could look at the topic then.</p> <p>3. CE pointed out that the detection rate for significant crime at just under 50% was a good achievement given that there was a slow start at the beginning of the year.</p> <p>4. CE asked whether the AMB wanted to see a graph detailing MGS overtime. It was decided to ask for the graph to be included in the pack.</p> <p>5. CE noted the new page (9) at the end of the April report that will show where the Agency is on the key diversity targets.</p>	<p><b>HR</b></p> <p><b>DRP</b></p>
<p>8 Marine Firearms Doctrine Verbal Update</p>	<p>1. The Marine Firearms Policy was agreed in principle by the AMB in September 2007, but the document was held back pending the developments of risk assessments and resolving the training issue. Since then a series of meetings (including the DPF) have taken place and agreement has been reached.</p> <p>2. The generic risk assessment to take forward at the Clyde is now complete and training is being undertaken by local Clyde trainers. DOS anticipates being able to</p>	

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	<p>assimilate the Clyde comments and publish the policy and the generic risk assessment documents on the G drive by the end of June 2008.</p> <p>3. It was agreed that AMB did not need to see the Marine Firearms Policy again and the action should be removed for the outstanding actions list.</p>	<p><b>Sec</b></p>
<p>9 20080527 MDPGA DTR Gold Strategy –U</p>	<p>1. T/Ch Supt Goldsmith introduced the paper by explaining that as the DTR programme for Package 2 is being recast, and therefore significantly delayed. The Agency Gold Strategy states the policy for the MDPGA to follow which meets the Agency’s requirements whilst also supporting the MOD DTR programme.</p> <p>2. It was also confirmed that £700k of DTR funding was available to the Agency for investment if we could evidence that it would be spent in-year.</p> <p>3. T/Ch Supt Goldsmith advised that because of the difficulties our Regional Prime Contractors (RPC) were having in accommodating the requirement to refurbish one accommodation block in the current financial year, the Agency had asked MOD DD/Commercial for a short term exemption on using the RPC.</p> <p>4. CE supported the statement in the main paper ‘Any Government organisation which is not cost effective or lacks strategic vision will potentially suffer as public spending constraints increase’.</p> <p>5. Some presentational/wording changes were agreed to the Gold Strategy and it was approved.</p>	
<p>10 Any Other Business</p>	<p>None.</p>	
<p>11 Next Meeting</p>	<p>1. The next AMB will be on Monday 23 June 2008 held in the conference room 1070 at 14:00.</p> <p>2. Items currently planned for the next meeting are:</p> <ul style="list-style-type: none"> <li>• Finance Update</li> <li>• CTG Update</li> <li>• Agency Performance Report</li> <li>• Attendance Management</li> <li>• Agency Complementing Services &amp; Methodology</li> <li>• Risk Management Audit Report (DIA)</li> <li>• Timescales &amp; Requirements of the Planning Cycle</li> <li>• Special Priority Payments</li> <li>• Attendance Management</li> </ul>	

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