

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

Distribution: MGSMB Members and Advisers

23 July 2009

**MEETING HELD IN BULL HOTEL, HALSTEAD
0900 HRS ON 23RD JULY 2009**

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
	xxxxxxxxxxxxxx	RM4
	Mrs K Malough	RM5
	Mr D Coates	CSO1 London
	Mr A Murphy	MGS C1 Fin
	Mr R Clancy	Hd PS&C
	Ad Hoc Members	Mrs C Roberts
Mrs E Lee		Reg 3 Business Mgr
Ms R Scott		HR Partner Snr Mgr
Mr H Moore		Fin Plan Mgr
CSO2 D Halford		AM Reg 5
Mrs C Roberts		MGS Bus Mgr
Mrs A McKay		Secretary
Apologies	Miss A Leverett	MGS HR BP
	Mr P Brennan	RM3
	Mr J Oliver	Hd Fin
	Mr K Graham	CSO1 ACT

Item (a)	Discussion and Decision (b)	Action (c)
1 Opening Remarks and Apologies	1. The Chair welcomed those present and received apologies for members not attending. He then introduced C/Inspr R Stewart and Mr M Brett the DII Team for the Agency. 2. The Chair said the main focus would now be on PR09 Issues.	
2 Confirmation of	The Chair confirmed items: 1. Proposed Uniform Changes-to be taken	

4. PR09	<p>1. MGS HQ is in consultation with the trade unions in connection with measures relating to PR09 in particular recruitment and proposed organisational changes in 09/10 and 10/11</p> <p>2. In light of the overtime restrictions effective from 3rd August, HOP will submit a list to the CE for consideration and approval of those areas where overtime might be granted to cover key tasks and particular circumstances</p>	HOP
5. DII Issues	<p>1. The Board received a presentation from the Agency DII team.</p> <p>2. The DII team will issue instructions on DII in due course</p> <p>3. A DII Workshop is to be held at Wethersfield on 28th July 2009. Regional Managers are to send a representative.</p> <p>4. Regional Managers are to invite a member of the DII team to future management meetings</p> <p>5. Good News - Communications team to produce plan for communication of DII to MGS</p> <p>6. DII is to be a standing item on MGSMB Agenda</p>	<p>DII team</p> <p>RMs</p> <p>RMs</p> <p>RM5</p> <p>Secretary</p>
6 NSI Gold	<p>1. The NSI Quality Manual will shortly be subject to audit through a table-top exercise. The Manual will subsequently be sent to the Regional Managers for testing. NSI Certificates will be available for display in reception and other public areas operated by MGS.</p> <p>2. NSI Gold is to be a standing item on MGSMB Agenda</p>	<p>Snr Ops Mgr</p> <p>Secretary</p>
7 SHEF	<p>1. The Board noted responses from the Senior SHEF Officer on issues arising at the last Board.</p> <p>2. HOP will discuss duplication with the Senior SHEF Officer</p> <p>3. The Board noted that development of the report on Body Armour continued</p>	<p>HOP</p> <p>MGS Bus Mgr</p>
8 Industrial Action	1. PAPER 035/09 - The Board accepted the paper on Treatment of Industrial Action	
9 Agency Key Targets	1. Hd PS&C told the Board the Agency Key Targets had been published in June. He explained, due to PR09, service levels would probably drop and that currently, at	

	Quarter 1, MGS performance was at 98% i.e. above target.	
10 Roster Trials	<p>1. The Sn Op Mgr said the trials were due to finish shortly and that there was cautious optimism from a financial perspective.</p> <p>2. It is proposed that, subject to TU consultation, the roll out of roster review recommendations will now go ahead simultaneously across the organisation due to the urgency of the savings requirement.</p> <p>3. HdUG said he would need to be clear what benefits were expected with the roll out and asked for further information in due course</p>	
11 Cascading Information	<p>1. PAPER 030/09 - The Board accepted the paper on cascading information</p> <p>2. RM5 will draft an MGS MI based on Paper 030/09</p>	RM5
12 CSO Title	<p>1. PAPER 031/09 - The Board deferred consideration of the Paper until January 2010.</p> <p>2. The Board directed RM3 in the meantime to draw together further information on costs (eg changes to internal publications and IT role names)</p> <p>3. The Board agreed that in future correspondence should be addressed to individuals without using the CSO tag</p> <p>4. Board agreed that a corporate standard of record keeping should be applied. B2 Ops indicated that this could be picked up under the Best Practice initiative</p>	<p>RM3</p> <p>All</p> <p>RMs</p>
13 Managers Uniform	<p>1. PAPER 032/09 - The Board agreed to continue the current policy on managers' uniform</p> <p>2. The Board rejected the proposal to make the wearing of uniform mandatory for all managers</p> <p>3. The Board will consider the matter further in January 2009.</p> <p>4. MGS Finance Manager will establish the financial situation with the uniform budget.</p> <p>5. B2 CD&C will liaise with MGS Business Manager about corporate alternatives</p>	MGS Fin Mgr B2 CS&C and Bus Mgr
14 Competition	1. COMPETITION - HdUG reported on competition and Business Improvement programme – Progress Report attached	

<p>15 Financial Performance Report</p>	<p>1. FINANCIAL PERFORMANCE REPORT Financial Planning Manager reported to the Board. 2. The Board agreed that future reports would be provided by MGS Finance Manager as a full Board Member and Hd Finance would act as an Ad Hoc Member 3. Regional Managers were reminded to maintain strict control on T+S expenditure</p>	<p>MGS Fin Mgr RMs</p>
<p>16 Objectives CSO3s & 2s</p>	<p>1. PAPER 033/09 - The Board agreed that standing objectives (one personnel related; one functional) should be incorporated into the reports of all MGS Managers. B2 CD+C undertook to draft for consideration out of committee</p>	<p>B2 CD&C</p>
<p>17 RTO Line Management</p>	<p>1. PAPER 034/09 - The Board agreed to take this paper at its next meeting following staffing through the Secretariat. Comments to the Secretary by 15th August</p>	<p>RM4</p>
<p>18 TOR</p>	<p>1. REVISED TOR - HOP will circulate revised TOR by end August 2009 2. Process of staffing of Board Papers to be reviewed and re-issued</p>	<p>HOP</p>
<p>19 AOB</p>	<p>1. Dog Evaluation Officers will cost Kennel Assistant duties 2. Financial Planning Manager will issue a new General State 3. Promotional Material should be subject to a Business Case approved at HLB level 4. Transaction Logs must be kept for GPCs 5. Regional Managers will review long term sick statistics 6. The Chair thanked CSO1 London for his work during his time with the MGS and wished him every good fortune for the future.</p>	<p>Dog Ev Offrs Fin Plan Mgr All RMs</p>
<p>20 Next Meeting</p>	<p>1. The dates for the HOP's Bi Lateral with the CE are as follows: 17th November and 10th February 2010 3. RMs Bi Laterals with HOP followed by the MGSMB will be as follows: 4. 3/4 November and 27/28 January</p>	

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Addendum to minutes of MGSMB dated 23rd July 2009	
AOB	
Further to AOB of the above mentioned minutes the following should be added:	
UNIFORM CHANGES	
1 Where changes are required by the Clothing Committee they must come before the MGSMB for approval.	B2 Ops
2. Work is to be taken forward by MDP Operational Resources on the proposal to move to MDP style of hat (without braid) providing it is affordable.	MDP Op Resource Hd
3. Agreement in principle was given to MGS Ladies hats to go to the bowler style providing it is affordable.	MDP Op Resource Hd
4. Proposal for baseball style hats for dog handlers and search teams was rejected, berets are to remain the dress for these tasks	

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B2 Ops

MDP Op
Resource Hd

MDP Op
Resource Hd