

MINISTRY OF DEFENCE POLICE AND GUARDING AGENCY
AGENCY MANAGEMENT BOARD MINUTES

25022008-AMB Minutes U

Business Development
Room 104 Bldg 1071

Distribution: AMB Members and Advisers

25 February 2008

MEETING HELD IN THE CONFERENCE ROOM MDPGA HQ WETHERSFIELD AT 14-00 HRS
ON 25 February 2008

Present:	CC S Love DCC D Ray QPM ACC G McAuley Mr S MacCormick Mr D Applegate Ch Supt C Goldsmith Supt R Allen D/Supt A Dunlay Supt T McClenaghan Mr P Nealon Mr P Taylor Mr J Oliver Mr P Adams	Chief Executive (CE) - Chair Chief of Staff (COS) Director Divisional Operations (DDO) Director Regional Operations (DRO) Director Resource and Planning (DRP) Head of Learning & Development (Delivered DTR Presentation) D Def Sy Head of Fraud Squad Operational Support Head of Corporate Communications Head of Human Resources Head of Finance Secretary
Apologies	ACC J Bligh QPM ACC R Chidley Ch Supt R Hoblin	Director of Operational Support (DOS) Director Personnel and Professional Development (DPD) Head of Business Development

Item (a)	Discussion and Decision (b)	Action (c)
1 Opening Remarks and Apologies	1. CE opened the meeting by welcoming all attendees and guest speakers.	
2 Confirmation of Any Other Business	1. Agency Performance Pack 2. SHEF Action Plan 3. Agency Open Days	
3 Minutes and Actions arising from AMB on 28 Jan 08 (20080128-AMB 01 2008)	1. The minutes of the meeting on 28 th January were agreed with no amendments for publication. 2. The action sheet was then discussed and the following amendments were made: Items 2, 3, 5, 10, 12, 14, 15, 18 & 19 should be removed. Item 12 should be amended to list the recommendations in full. Item 13 should be amended to reflect DOS ownership from COS.	
4 Finance update MDPGA/AMB/P/32/06	1. The paper was introduced by the CE and the detail was added by Head of Finance.	

	<p>2. There had been a further reduction in forecast of spending for the Agency at AP10 of £300K. There had also been a reduction of energy costs at MDPGA HQ for this period.</p> <p>3. Hd Fin brought to the attention of the Board the proposed Audit programme for submission to DIA which would establish an audit programme for the next three years. The Board noted the proposed programme and approved it in principle.</p> <p>4. Hd Fin highlighted further good news for the Agency in that the NAO interim audit had now been completed with no significant problems.</p> <p>5. CE asked that the variance in Fraud Squad Expenditure was to be an item at the next finance meeting in order to provide an update on position.</p> <p>6. DDO discussed the Overtime and T&S audits carried out in Divisions. A review on Divisions had been carried out in conjunction with the Assurance Team; this had highlighted 5 process issues which are now being addressed. This included issues with documents being delayed in the post, issue of staff being overseas and the availability of line managers to complete the audits.</p> <p>7. DRO discussed the Regional Overtime and T&S audits stating that all MGS issues were to be further addressed at the Regional Manager meeting this week when instructions for full compliance will be issued.</p> <p>8. DDO highlighted the identified risks against the proposed forecast and suggested that PPPA were to be made aware of their impact on the identified risks. Hd Fin agreed to raise risks with PPPA representative during their next visit to HQ</p>	<p>Hd Fin</p> <p>DRO</p> <p>Hd Fin</p>
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<p>5 Closing the Gap</p>	<p>1. The CE introduced the documents which covered the progress against all Closing the Gap in-year Targets. The Plan was then discussed by exception to cover areas where an update was required to address future and planned actions.</p> <p>2. Item 1.3: DRO stated that a small team had undertaken a review of MGS rosters, visiting a number of significant sites by Region and TLB. The information gathered would be used to help save money and close the MGS gap. A working group had been formed to produce guidance to managers to run rosters, scoping work had been undertaken to establish whether flexible working arrangements could be abandoned at a large number of stations. A pilot was to be run to see what</p>	
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	<p>impact this would have on the business. It was also identified that correct implementation of the leave absence policy would also help elevate the use of overtime.</p> <p>3. Item 1.6: DDO stated that the scoping work was now completed. A report would be produced for AMB approval which may also be discussed at the next OAB if it was ready in time.</p> <p>4. Item 1.7: Supt McClenaghan stated that the home kennelling policy was with DOS for approval.</p> <p>5. Item 1.8: DRO stated that the report should be ready by the end of February.</p> <p>6. Item 2.3: Supt McClenaghan stated that the draft Crime Strategy was with DOS.</p> <p>7. Item 2.4 DDO stated that the report on DSG's was approaching finalisation. Supt McClenaghan informed the board that the report on OSU's had not yet started as they were still awaiting guidance from the Centre.</p> <p>8. CE summarised the progress of the report concluded that:</p> <ul style="list-style-type: none"> a) The risk register on closing the gap needs to be with this document at the next AMB. b) All directors to ensure the CTG action plan contains up-to-date entries for both "action taken" and "action to be taken" in time for the next AMB. 	<p>DRP</p> <p>All Directors</p>
<p>6 20080225- AMB 02 Superintendent Performance and Development Review-U</p>	<p>1. The CE introduced this paper and noted the lack of presented feedback from half star level.</p> <p>2. Hd HR confirmed the paper had been sent to all board members for comment but that half star advisors had not been consulted due to time constraints</p> <p>3. CE wished to offer the paper for further consultation as most of the board advisors would be end users of the document. It was agreed this paper would need to be staffed further before coming back to the AMB for discussion at the next meeting</p>	<p>Hd HR</p>
<p>7 20080225-AMB 02 Paper HoLD DTR & Commercial Development Team</p>	<p>1. CE introduced the paper detailing the work and commitment the Agency had already given the DTR project.</p> <p>2. Supt Goldsmith gave a presentation on the current status of the DTR project and the board discussed the progress at great length.</p>	

	<p>3. It was agreed the AMB would revisit the Agency DTR Gold Strategy to ensure the position of the Agency and its training needs had not changed since its original conception.</p>	<p>DPD</p>
<p>8 20080102 AMB 02 Paper Post Rotations Superintending Ranks - U</p>	<p>1. CE introduced this paper for approval and invited the board to discuss the detail and identify any issues with the processes detailed in the document.</p> <p>2. DDO raised a concern with Paragraph 8 within Annex A to make the wording clearer. It was agreed that the paragraph would be amended the following</p> <ul style="list-style-type: none"> • Line 2, delete “affected by it”, insert “being rotated” • Line 3, delete “affected by the decision”, insert “to be rotated <p>3. The paper was approved with the amendments identified above and now needs to go to formal consultation.</p>	<p>DPD</p>
<p>9 Any Other Business</p>	<p>1. Agency Performance Pack January 2008:</p> <p>1.1. CE introduced the pack and commented on the performance in different areas. It was noted that the average sickness for the year remained stable despite the seasonal flu increases.</p> <p>1.2. AMB noted the increased crime detection rates and requires a check on the data</p> <p>1.3. MGS overbearing is decreasing, the CE noted the good progress in this area.</p> <p>1.4. CE noted that the asset recovery target was now above the £2M target level. A clear description of how it was measured was requested to enable a full picture to be given to the next OAB.</p>	<p>Hd BD</p> <p>DOS</p>
	<p>2. SHEF Plan</p> <p>2.1. The CE introduced the SHEF Action Plan template which will be used to monitor the targets of the Agency to implement the recommendations from the Safety & Environmental Protection Audit Report. The Action Plan produced by HR will be placed into the Bi-Lateral Reporting format for update and action at the next AMB, with all directors to ensure that Hd HR has updated information to do so.</p>	<p>Hd HR Assisted by BD</p> <p>All Directors</p>

	<p>2.2. CE requested that the SHEF quarterly report and SHEF Action Plan are discussed at the next AMB</p>	
	<p>3. Open Days:</p> <p>3.1. D/Supt Allen raised the possibility of organising open days for members of PPPA and USVF to familiarise them with the Agency and the nature of the work undertaken by the organisation.</p> <p>3.2. CE noted this request and informed the board of planned visits by CE PPPA, DCE PPPA (on a separate occasion), a possible visit by a DGCP Director, and by the 2 star General from the USVF so that these individuals would be more informed of the nature of policing.</p>	
<p>10 Next Meeting</p>	<p>1. The next AMB will be on Mon 31 March 2008 held in the conference room 1070 at 14:00.</p> <p>2. Agenda Items for Next Meeting</p> <ul style="list-style-type: none"> • SHEF audit Action Plan & Quarterly SHEF report • Marine Policing Doctrine • Closing the Gap • Finance Update • Agency Performance Pack February 08 • Supt Performance Pay/PADR • Corporate Plan and Key Targets 2008/09 and 2008/12 	<p>DPD</p> <p>DOS</p> <p>CE</p> <p>DRP</p> <p>CE</p> <p>DPD</p> <p>DRP</p>