

MINISTRY OF DEFENCE POLICE AND GUARDING AGENCY MGS MANAGEMENT BOARD MINUTES

Distribution: MGSMB Members and Advisers

12 November 2008

MEETING HELD IN THE MARKS TEY HOTEL 0900 HRS ON 12 NOVEMBER 2008

Present:	Mr S MacCormick Mr M Shreeve Mr T McKinnon Miss A Leverett Mr R Clancy Mr J Egan Mr M Cairns Mr A Bloxham Mr P Brennan Mr T Taylor Mrs K Malough Mr D Coates Mr J Bills Ms R Scott	Director Regional Operations (DRO) DD Strategy DD CD+C MGS HR BP. Hd P, S & C Regional Manager 1 Regional Manager 2 Representing RM2 Regional Manager 3 Representing RM 4 Regional Manager 5 CSO1 London Snr MGS Operations Manager MDP-HQ HR Partner Snr MNGR
Ad hoc members:	Mrs C Roberts Mr D Fairbrother Mrs E Lee Mrs A McKay	MGS Business Manager MGS Operations Manager Reg 3 Business Manager Secretary: Customer + Resources Focus Manager
Apologies	Mr J Oliver Supt C Goldsmith	Head of Finance Head Learning + Development

Item (a)	Discussion and Decision (b)	Action (c)
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1. Opening Remarks and Apologies	<p>1. The Chair welcomed those present and received apologies for members not attending. He then introduced new members to the board.</p> <p>2. In his opening remarks the chair gave those present an update on recent events involving the TUs and said that PCS and Unite had agreed to the trial for alternative rosters in the New Year.</p> <p>3. He then spoke about competition and told those present Def Sy Pol would be submitting a paper to the Minister before Christmas. He expressed the view that, if the Minister approved a pilot competition, it would probably be several months before it began.</p> <p>4. The chair told those present there was a new 2nd PUS, Ursula Brennan and a new Agency Owner, Susan Scholefield. He explained that 2*s were now directors and 1*s were heads of departments, below 1* were deputies.</p> <p>5. The chair also spoke about the MGS Managers Conference and said it was a great success. Thanks were to go to Paddy Brennan for his ideas and the same</p>	
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	format would be used next year. It had been decided to use this format also for the next Senior Police Officers Conference.	
2. Confirmation of Any Other Business	The chair confirmed items: 1. Diversity Excellence Model 2. Travelling time for additional attendance. 3. Assurance Inspections for MGS Units 4. Dog Trials 5. SHEF	
3. Minutes and Actions arising from MGSMB on 06 August 08	1. The Board discussed the minutes of the previous meeting and there were no changes. a. RM1 to email comments on CCTV to the secretary – Action ongoing. b. The TOR for the CSO4 Review has now been issued to the Unions for comment - Action ongoing. c. The trial for the MGS Discipline, Restoring Efficiency Course was taking place in Region 3 at present. d. MGS HR BP is waiting for PPPA to respond with answers to query with regards to RTOs accessing training data - Action ongoing. e. RMs to provide comments on allocation of TOIL during training by 31/12/08 – Action Carried forward. f. RMs comments on Aide Memoire – Action Complete. g. The DRO Commendation Scheme is with DD CD&C – Action ongoing. h. The action for a C1 to volunteer to review the role of the Area Manager has been changed – Action Complete. i. MGS HR BP to produce a draft Management instruction on Maximum Tour Lengths for next meeting. Action Carried Forward. j. The TORs for the sub group for the Clothing Sub Committee has been issued and comments are required by 14 th November – Action Ongoing. k. DRO to check if Hd of Fin had included the feasibility of job swaps at C2 in his paper on Civilianisation. - Action Ongoing. l. Compliance with defence policies, rules and guidance. - Action Ongoing. m. Action on alcohol - Action Ongoing. n. Thanks go to Region 2 for the work they did on the Dog Trials which went very well. DRO is to decide, by the end of November, if the next Dog Trials are to be held in Warminster in August or if they are to be in Region 2 again. o. ASTAR – BM to find out what this is about out of the meeting. p. CSO1 & 2 overtime ban still in place. q. Reg 3 Business Manager volunteered to assist with the Band D Process.	RM1 MGS HR BP RMs DD CD&C MGS HR BP All DRO All DRO Bud Mgr Reg 3 Bus Mgr

<p>4. Closing the Gap (CTP) and Performance Management</p>	<p>1. Hd P, S&C updated the Board on the CTG programme which he said was now complete and the Agency was within the required 1% tolerance if anticipated savings were met. A paper will go to the AMB and any funding shortfall will be between the Agency and TLBs to negotiate bilaterally. He said if the Sn Op Mgr's savings were realised it would result in a saving of £6M by 10/11. If these savings were not delivered then there would be a funding shortfall again. He told the meeting the CE and the Complementing Board would address MGS issues.</p> <p>2. The chair pointed out there was a Land Paper called "Stuff in Between" in which Land set out ways to reduce non-core activities for serving service personnel between operational tours of duty. There was a determination that barracks guarding should not be done by them and that MPGS were the first option. The costing method for MPGS brought them close to MGS capitation rates and MPGS would always be under more direct control than the MGS. This was a threat for the MGS to acknowledge. He said that the RAF were also considering wider use of MPGS in the guarding role. There was no action to be taken at this stage but all should be aware of the situation.</p> <p>3. On Performance and Planning Hd P S&C encapsulated all of the key targets at the end of the 2nd quarter.</p> <p>It was pointed out that many MGS Officers had not completed the diversity details on HRMS. RMs are to encourage their officers to complete these details, even if it is to say they do not wish to declare their ethnic or disability details as this registers as having made a declaration.</p>	<p>RMs</p>
<p>5. HR Issues</p>	<p>1. MGS HR BP is the focal point for all MGS recruitment. It was acknowledged that is out of the ordinary. It was agreed that she should be contacted in the first instance and she will get in touch with her focal point at PPPA. MGS can recruit guards with medicals at risk.</p> <ul style="list-style-type: none"> • MGS Hr BP is to produce a standard advert for the TMP meeting on 10th December. This advert must be very clear showing the necessity to walk distances, distinguish between red, green and amber etc. • MGS HR BP is to produce a standard Job Description. • Recruiters should ensure their details on requisitions are correct and should be done by email rather than manually. • External recruitment position codes on HRMS are to be reviewed and changed if necessary. Adverts need to say MOD Guard Service in full and state the courses that are mandatory. Recruitment is to be planned for in advance but the financial forecast must not be overestimated. It is possible to have a reserve list for recruitment. 	<p>All</p> <p>MGS HR BP</p> <p>MGS HR BP</p> <p>All</p> <p>All</p>

	<p>2. Maximum Tour Lengths – MGS HR BP will be circulating a paper for comments.</p> <p>3. Snr Hr BP informed the meeting the Attendance Management Scoping Project had 44 recommendations and action on them was currently being decided and taken forward. She said trends would be analysed and Regions would be informed.</p> <ul style="list-style-type: none"> • RM1 is to circulate a paper on how to count 12 hour shifts absences in hours rather than days, comments will be taken at the next MGSMB. • Hd P S&C told the meeting that attendance was in the top 5 issues for the CE. All RMs are to ask BPs to drill down into the Long Term Sick to check on open absences and report to the DRO by 12th December. <p>4. DDCD&C introduced Paper 015/08. He said that with the successes at the recent Band D Assessment Centre the Board should revisit the issue in order to ensure that the MGS capitalizes on those successes and does not lose new managers due to lack of incentive.</p> <p>5. DD Strategy undertook to revisit the 2002 AAA paper on Pay Structure, and report back to the Board out of committee. Snr HR BP indicated that a review of the scope and use of LTTP in the Agency would be conducted in due course.</p>	<p>MGS HR BP</p> <p>Snr HR BP</p> <p>RM1</p> <p>RMs</p> <p>DD Strategy</p>
<p>6. NSI Gold</p>	<p>1. A copy of the Draft Quality Manual has been passed to the NSI Auditor for comment. It will then be passed to the Regions for comment prior to formal TU consultation. The Snr Ops Mgr said it was necessary for all managers to operate consistently.</p> <p>2. Comments on the MGS Forms should be forwarded to J Tokley, MGS HQ, by the end of November; this is to include identifying forms that are no longer required.</p> <p>3. Snr Ops Mgr stated there was a 14 page check sheet that MGS would have to comply with in order to gain NSI Gold Standard. This check sheet is an NSI form and not related to any of the current forms. It will be forward it to the RMs for information only.</p>	<p>All</p> <p>Snr Ops Mgr</p>
<p>7 Area Managers Review</p>	<p>1. The review of the Area Managers (AM) role will now be managed as a project by Mr E Thompson of ACT and is expected to last 6 months. DD Strategy said it was necessary to understand the role of AMs and ensure that operational management is the best fit for the business. The DRO said it was the Regions' opportunity to consider their real requirements, including possible boundary changes, and to brief Mr Thompson accordingly.</p>	<p>RMs</p>

<p>8 Communications</p>	<p>1. RM5 asked the Board to endorse the recommendations in the paper. The Board was concerned that the Working Group had gone wider than its remit and invited it to concentrate its efforts on Internal MGS Communications. The Group was to put the paper into categories and pass to MGS HQ by the end of November. DD Strategy would then identify an Action Plan and give clear direction to the Communications Working Group through RM5.</p> <p>2. It was agreed that IT communications was a particularly difficult and important issue and the Board agreed that Head CIS should be co-opted on to the Board to provide an overview of plans and ad hoc updates.</p>	<p>RM5 DD Strategy</p> <p>DRO</p>
<p>9 Flashlight/G Force & Enabling Arrangements for Skill Zones 1 to 4, HGV Drivers & Commercial Security Guarding</p>	<p>1. The Board agreed with the paper on the merging of Flashlight and G Force and agreed to the recommendations in the paper. Hd P S & C asked that photographs of the MGS Managers course be included as well as Foundation Course photographs.</p> <p>2. DRO will brief the TUs on the enabling arrangement contract. Either PPPA or MGS HQ will issue instructions on the methods to be employed in order to call off the contract.</p>	<p>DRO</p>
<p>10 Financial Performance Report</p>	<p>1. In the absence of the Hd Fin the DRO informed those present that his portfolio is to be within 1% of control total by the end of the current financial year.</p>	
<p>11 Any Other Business</p>	<p>1. Diversity Excellence Model - The Ops mgr spoke about the Diversity Excellence Model and asked RMs to cascade the Questionnaire that he was sending out. He said 80 responses were required and had to be in by 16th January. The DRO told the RMs their responses should be related to PRGs and Departmental Policy.</p> <p>2. Travelling time for additional attendance – DGCP have confirmed that Travelling Time can be claimed for additional attendance on rest days but MMA could not. MGS HQ BP is to engage with HR Policy Snr Mgr, Julie Rowley, as it is understood MDP are claiming both MMA and travelling time. MGD HR BP will draft a Management Instruction for issue by the end of the year.</p> <p>3. Assurance inspections – the current MGS Group Managers Check Sheet has been cancelled and replaced with the Operational Assurance Check Sheet which is to be completed and returned by 9th January 09. This sheet will need to be completed yearly in September/October time.</p> <p>4. Dog Evaluation Officers – Two new DEOs with VSet powers have been appointed to issue licences and carry out inspections.</p> <p>5. The DRO is to review the progress of the new MGS-orientated SHEF Officers.</p> <p>6. The DRO stated MGS Officers are not to carry out checks on Tax Disks, he said this was not a security</p>	<p>RMs</p> <p>MGS HQ BP MGS HQ BP</p> <p>DRO</p>

	<p>function.</p> <p>7. CSO1 London is to write to RMs explaining how they can get permission to drill down for NOK details.</p>	
<p>12 Next Meeting</p>	<p>1. The dates for the DROs bi-lateral with CE are as follows:</p> <p>10 Feb 09, 20 May 09, 06 Aug 09, 17 Nov 09</p> <p>RMs Bi-laterals with DRO followed by the MGSMB provisional dates are as follows:</p> <p>27/28 Jan 09, 6/7 May 09, 22/23 Jul 09, 3/4 Nov 09</p>	