

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

Distribution: MGSMB Members and Advisers

05 November 2009

**MEETING HELD IN WETHERSFIELD
0900 HRS ON 05TH November 2009**

Present:	Mr S MacCormick Mr D Wray Mr M Shreeve Mr T McKinnon Mr J Bills Mr J Egan Mr M Cairns Mr P Brennan Mr T Taylor Mrs K Malough	HOP (Chair) HdUG MGS B2 Ops MGS B2 CD & C Snr Ops Mgr RM1 RM2 RM3 Representing RM4 RM5
Ad Hoc Members	Mr R Clancy Mrs C Roberts Mrs E Lee Mr P Taylor Mr H Moore Miss S Stewart Miss S Collins Mrs A McKay Mr M Brett Ms C Hill Mr K Graham	Hd PS&C MGS Business Mgr Reg 3 Business Mgr Hd HR Fin Plan Mgr Bud Man Org Dev Sp Offr Secretary DII ISO (Agency) DII IMOA Forms E1 ACT CSO1
Apologies	Mr A Murphy Miss A Leverett xxxxxxxxxxxxx Supt A Kirkwood Ms R Scott	MGS C1 Fin MGS HR BP RM4 HoLD Snr HR BP

Item	Discussion and Decision	Action
1 Opening Remarks and Apologies	1. The Chair welcomed those present and received apologies for members not attending: He then introduced two members of staff: Sarah Stewart, Budget Manager, and Sam Collins, Organisational Development Support Officer.	

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2 Confirmation of any other business	The Chair confirmed items: 1. Op Brief and inclusion of overtime 2. Hospitality Books 3. Op assurance dip sampling 4. T&S and overtime audits 5. Mobile phone policy	
3 Minutes and Actions arising from MGSMB 23 rd July 2009	Items b/f from MGSMB 8 th May 09 1. Item 3c Max Tour Lengths – Remove 2. Item 10c Input to HRMS – Remove	
	Items b/f from MGSMB 23 rd July 09	
	Item 6 – NSI Gold – Quality Manual ongoing	Snr Ops Mgr
	Item 12 – CSO Title – RM3 to gather information on costs (e.g. changes to internal publications and IT role names) and produce a paper for the next MGSMB.	RM3
	Item 13 – MGS Finance Manager to establish financial situation with uniform budget – ongoing	MGS Fin Mgr
	Item 17 – RTO Line Management – RM4 to produce paper for next MGSMB	RM4
	AOB	
	1. Snr Ops Mgr to ask Dog Evaluation Officers to cost Kennel Assistant duties – outcome not known	Snr Ops Mgr/DEOs
4 DII Issues	1. Microsoft Office Sharepoint Services team sites will be rolled out across DII next year.	
	2. The team sites will use a new filing plan, compliant with new MOD policy and an electronic filing guide will be issued to all Area Managers.	DII TEAM
	3. Two members of staff from each area to be nominated to administer Team Sites, one prime member and a secondary member in case of sickness, AL etc.	RMs
	4. Team sites will hold only work in progress; completed work is to be archived in Meridio or its successor	All
	5. Training will be made available on use of	DII Team

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	the new filing system	
	6. New file structure to be adopted by end of year in preparation for move to DII.	All
	7. A proposal letter on move to new filing structure will be issued	HOP
	8. Post-meeting note: any paper files not needed locally should be sent to the Swadlincote file store which HUG has confirmed to be accepting files of all types.	
5 PR09/10 and Hutchinson Report	1. PR09 implementation continues to deliver incoherent results on the ground.	
	2. The TUs have responded to the Consultation Document on management changes, but did not offer any alternative plan.	
	3. Informal meeting with TUs will take place on 6 th November 2009 where consultation will be closed and implementation will start.	
	4. Hutchinson's proposed large scale savings for PR10 are unachievable, not least because manpower changes are assumed to be made by natural wastage.	
	5. No clarity for the future until after the Defence Board meet in December	
	6. MGS senior management are severely constrained by what they are permitted to disclose by the Centre. Post Meeting Note: the CE has now issued the Hutchinson report to RMs	
6 TOR	1. Subject to minor changes the TOR for the MGSMB have been ratified by the Board.	Secretary
7 NSI Gold	1. The Quality Manual will be issued as the 1 st official version.	Snr Ops Mgr
	2. Amendments to the Quality Manual will be issued as new pages with changes in red.	Snr Ops Mgr
	3. HOP will examine the Quality Manual with regards to complying with the Service Writing Guide.	HOP

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	4. Only Regional Managers (RM) will be given a hard copy of the Quality Manual.	
	5. The Quality Manual will be available on the MGS Intranet to view only. This will be the authoritative version thus complying with NSI.	
	6. The intranet version of the manual will be locked and unavailable for printing, this is for control purposes.	
	7. The NSI control regime means that the manual should not be printed or copied: HOP will consider negotiating a relaxation of that in 2010.	
	8. Quality Objectives and Policy will be reviewed at every MGSMB.	Secretary
	9. Quality Policy will be reissued with the new amendments and be version controlled.	Snr Ops Mgr
	10. Quality Policy must be displayed on the notice board in all guard rooms.	All
	11. Quality objectives, including changes, are to be issued and implemented.	Snr Ops Mgr
	12. The Snr Ops Mgr will produce advice to managers on how to meet objectives.	Snr Ops Mgr
	13. The Snr Ops Mgr will review electronic completion of MGS forms and issue advice by 31 st Dec 09	Snr Ops Mgr
	14. The Footwear and Overtime forms will be issued and listed as MGS Forms with a number.	Snr Ops Mgr/Bus Sup Mgr
8 Military Working Dogs	1. Paper 036/09 has been ratified by the Board.	
9 SHEF	1. SHEF Footwear Report is to be finalised by 31 Dec 09	Bus Mgr
	2. When the Report is finalised it will be sent to RMs.	Bus Mgr
	3. The finalised Report will be incorporated into MGS Policy, a draft of which is to be brought to the MGSMB in February and then consulted with TUs prior to issue.	Bus Mgr

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	4. The Report will be then be used as a guide on footwear issues to staff.	
10 Agency Key Targets	1. Review of Key Targets	
	Key Target 1 – Avg 94%	
	Key Target 2 – Customer Satisfaction Survey has gone out.	
	Key Target 3 – MDP target	
	Key Target 4 – MDP target	
	Key Target 5 – Many JBAs with customers for signature. Some are reluctant to do so in the PR09 circumstances.	
	Key Target 6 – Diversity – due to recruitment restrictions no progress	
	Key Target 7 – Achieving target	
11 Monthly Performance Reporting	1. Managers are to ask customers to prioritise tasks, identifying business critical ones and listing them in priority order	RMs
	2. A possible review of the Performance Measurement System will be discussed at the next MGSMB.	Secretary
12 Competition	1. The Business Improvement Programme (BIP) report has been issued to the Programme Board, which includes TU reps.	
	2. The conclusion of the report is that outsourcing current MGS work will cost extra money but contracting out new business would result in a saving.	
	3. The way ahead depends on the Agency Owner, and will need a Ministerial submission	
	4. RMs are recommended to read the Report in full. Subject to safeguarding it appropriately (it is RESTRICTED COMMERCIAL) copies may be released to managers and staff who are interested.	RMs
13 Financial Performance	1. The Agency is forecasting to come in on budget in 09/10, but there is significant risk upwards, especially on wastage.	

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Report		
	2. Stringent controls on overtime and T&S spend must be maintained.	
	3. A new General State has been produced	
14 MI Cascading Information	1. Mandatory Instruction 021/2009 has been ratified by the Board, and will be issued.	Secretary
15 Standing Objectives	1. Standing Objectives for MGS Managers have been ratified by the Board and are to be issued as an MI and to be included in PARs as default position. Significant variations are to be agreed with counter signing officers.	CD&C
16 AOB	1a. Op Brief - Overtime is to be included in the Op Brief which is to be completed by Regions on a Monday morning and forwarded to MGS HQ before 0900 hours.	RMs
	1b. Care is to be taken prior to forwarding that all information that is included makes sense. All significant security events must be included.	RMs
	2. Hospitality Books - A new Hospitality MGS Form will be issued for electronic use in accordance with the PRG. As RM2 pointed out, paper records must be in a bound book.	Snr Ops Mgr
	3. Mobile Phones - The manual will make explicit the policy that the use of mobile phones, blue tooth, etc., whilst on duty is not permitted.	Snr Ops Mgr
	4. T&S and Overtime Audit - These audit requests from HQ must be actioned and responded to	RMs
	5. Op Assurance Dip Sampling - Op Assurance Dip Sampling is to be completed by mid December. Regions are to dip sample other Regions. Instructions will be issued.	Ops Mgr
	6a. Investors In People (IIP) - The MOD will be assessed for retaining its Investors In People accreditation in January 2011. 310 members of staff within the Agency will be interviewed in December/January as part of	

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	this assessment. Approximately half of those interviewed will be MGS.	
	6b. Staff are reminded to complete the "Have Your Say" survey ASAP – closing date 10 Nov.	All
	7. Communication Problems Region 3 - The only email address to be used for RM3 is paddy.brennan609@land.mod.uk The only email address to be used for Region 3 Business Manager is ellie.lee395@land.mod.uk	
20 Next Meeting	1. The dates for the HOP's Bi Lateral with the CE are as follows: 10 th February 2010 and 13 th May 2010 2. RMs Bi Laterals with HOP followed by the MGSMB will be as follows: 3. 27/28 January and 28/29 April	