

MINISTRY OF DEFENCE POLICE AND GUARDING AGENCY
AGENCY MANAGEMENT BOARD MINUTES

20071218-AMB 17 2007 Draft Minutes U

Business Development
Room 108 Bldg 1071

Distribution: AMB Members and Advisers

18 December 2007

MEETING HELD IN THE CONFERENCE ROOM MDPGA HQ WETHERSFIELD AT 14-00 HRS ON 17 DECEMBER 2007

Present:	CC S Love DCC D Ray QPM ACC G McAuley ACC J Bligh QPM Mr S MacCormick Mr D Applegate Ch Supt R Hoblin Det/Ch Supt G Nicholls Det/Supt R Allen Mr P Taylor Mr J Oliver Mr P Nealon Mrs D Coe Mrs J Rowley Mr E Keating Mr P Adams	Chief Executive (CE) – Chair Chief of Staff (COS) Director Divisional Operations (DDO) Director of Operational Support (DOS) Director Regional Operations (DRO) Director Resource and Planning (DRP) Head of Business Development Head of CID DDefSy Policing Policy Head of HR Head of Finance Head of Corporate Communications HR (Attending for Item 4) HR (Attending for Item 4) DPF (In attendance) Secretary
Apologies	ACC R Chidley	Director Personnel and Professional Development (DPD)

Item (a)	Discussion and Decision (b)	Action (c)
1 Opening Remarks and Apologies	1. Apologies received for members not attending 2. CE welcomed Supt R Allen who will be attending the AMB to keep a link to DDefSy 3. CE welcomed Mrs D Coe & Mrs J Rowley who were attending as subject matter experts for item 4. 4. CE welcomed Mr E Keating, DPF Chairman.	
2 Confirmation of Any Other Business	1. Hd Fin raised an update to the finance paper previously discussed. This paper was to be taken as part of Item 7.	
3 Minutes and Actions arising from AMB on 03 Dec 07 20071203-AMB 16 2007 Draft Minutes U	1. The minutes were agreed for publication.	

<p style="text-align: center;">4</p> <p>Performance Related Pay</p> <p>20071203-AMB 17 Paper Performance Related Pay For MDP Superintending Ranks-U</p>	<ol style="list-style-type: none"> 1. Hd HR introduced the paper to the board. 2. CE stated that his initial concerns with the paper when it was previously presented had now been addressed. 3. The comments from DOS, made during consultation, were discussed to clarify the issue raised. 4. It was agreed that retrospective years would not be included in this paper. A separate paper would be drafted to cover this issue, if the DPF wished to pursue it. 5. The policy was agreed with minor modifications. The comments from DOS would be included and paragraph 14 and 20 would be amended to provide consistency to the process. It was agreed that 2nd reporting officers would not make their decisions until they all met to ensure consistent application of the “exceptional” and “not yet competent” standard. 6. It was also agreed that the MDP Supt PADR would be reviewed and a separate paper would be presented to the AMB before 1st April 2008. 7. CE thanked the HR team for their work in putting the policy together. 	<p style="text-align: center;">DPD</p> <p style="text-align: center;">DPD</p>
<p style="text-align: center;">5</p> <p>AWE Firearms Capability Review and Training Update</p>	<ol style="list-style-type: none"> 1. DDO provided a verbal update on facilities, training and equipment. 	
<p style="text-align: center;">6</p> <p>Closing The Gap</p> <p>20071210-AMB 17 Paper Preparing the MGS For Competition-U</p>	<ol style="list-style-type: none"> 1. CE introduced the paper highlighting the importance of the actions contained within, stating that this work was important for the Agency to be successful in retaining MGS business. 2. DRO was content with the aim of the paper and the defined deliverables. 3. DRP highlighted the importance of the paper and its link to closing the gap. 4. It was agreed that work would be taken forward to prepare the MGS organisation for any future unarmed guarding competition. 5. The Draft Terms of Reference for an In House Bid Project covering the scope, aims and objectives for the Project were noted and approved in principle. Actions 1-4 of the project will be the first priority. 	

	6. CE presented the AMB with an updated Closing the Gap Plan, put together in the Agency business plan template for information.	
7 CTLB Issues & Finance	<p>1. Hd Fin introduced the Finance Update to the Board and the variances to the previous report were discussed.</p> <p>2. CE raised concerns about the volatility of the budget caused by these variances.</p> <p>3. DRP tasked to review budget processes of Agency and produce terms of reference for a project to tackle the volatility issue.</p> <p>4. CE introduced the issues he will be raising as part of his submission into the 3rd QTR HLB report. AMB were content with these issues and no additional concerns were raised.</p>	DRP
8 Safety and Environmental Protection Audit Report For MDPGA	<p>1. CE introduced the Report and asked for AMB feedback on any factual inaccuracies to be provided by end of the week to Hd HR. Hd HR to co-ordinate responses and write to the CTLB CE&SO, Steve Hartley (the report author).</p> <p>2. CE to write to report author seeking clarification as to MDPGA SHEF Officer numbers and grades.</p> <p>3. An action plan would need to be produced in due course to address the report recommendations.</p>	Hd HR CE
9 Any Other Business	1. CE said he had agreed Terms of Reference for an Attendance Management Scoping Project produced by Dave Bodle, Senior HR Business Partner. The Project was planned to commence in the new year with a report to be submitted to CE by 15 March 2008.	DPD
10 Next Meeting	<p>1. The next AMB will be on Mon 28 January 08 at 14-00 hours in the Conference Room, Building 1070 to consider:</p> <ul style="list-style-type: none"> a. Monthly Overtime & T&S Audit Data b. Quarterly SHEF Report c. ACC Performance Related Pay d. Agency Performance Pack e. ANPR f. New Misconduct Procedures (If available) 	DRP DPD DPD DRP DOS DPD