

CNPA BOARD MEETING

APPROVED Minutes of the meeting held on Wednesday, 31 January 2018

**Venue: Room 3, Building E6, Civil Nuclear Constabulary,
Culham Science Centre, Abingdon OX14 3DB**

Present

Vic Emery (Chair)
Paul Kernaghan
Mark Neate
Neelam Sarkaria
Rob Wright
Mike Griffiths, CEO / Chief Constable
Christopher Armit, Operations Director
Simon Chesterman, Capability Director
Kenneth Kilpatrick, Business Director

Apologies

Phil Craig
Kenna Kintrea

In Attendance

Richard Cawdron, Head of Executive Office and Legal Advisor
Catherine Pepler, Board and Committee Secretary
Richard Saunders, Interim Director of HR
Helen Shirley-Quirk, Director, Civil Nuclear & Resilience, BEIS
Rebecca Webber, Interim Head of Engagement and Communications

Start: 11:00 hrs approx.

1 Agenda and Chair's Announcements

The Chair welcomed members to the Board meeting and Helen Shirley-Quirk, Director, Civil Nuclear and Resilience, Department of Business, Energy and Industrial Strategy (BEIS). The Chair advised that Kenna Kintrea was scheduled to leave the NDA in July 2018 and that Gwen Parry-Jones had resigned from EDF. An EDF nominee had been put forward to BEIS, for consideration as Gwen's replacement on the CNPA.

Karen Feather, Clerk to the Ministry of Defence (MOD) Police Committee had been scheduled to observe the meeting, but she had tendered her apologies as she was unwell.

No potential conflicts of interest were reported.

2 Minutes of the Board meeting held on 29 November 2017 and Actions

The minutes of the Board meeting held on 29 November 2017 were accepted as a true record of the meeting. There was one outstanding action in respect of Ballistically Protected Vehicles and it was noted that further information would be provided on this subject later in the [January 2018] meeting.

3 Standing items

3.1 Chief Executive Officer's Business Report 22 November 2017 – 24 January 2018

The CEO's Business Report had covered the period from 22 November 2017 to 24 January 2018 and it was noted that:

Infrastructure Policing (IP):

Led by the Home Office, a submission would be made to the Cabinet Office on progress that had been made on objectives set out in a Cabinet Office letter dated 17 October 2017.

Richard Harrington MP:

Richard Harrington MP, the Parliamentary Under Secretary at BEIS, was scheduled to meet with the Civil Nuclear Police Federation representatives in early February regarding the pension age of operational officers.

Nuclear Institute:

CNPA member, Mark Neate and the CEO had been part of a panel at a Nuclear Institute meeting in London in December 2017 and the CEO had given a short presentation on the Constabulary's direction of travel and capabilities.

HM Inspectorate of Constabulary (HMIC) CT2 Inspection:

The Constabulary had received an HMIC report that had been focussed on preparedness for a marauding terrorist firearms attack (MTFA). The report had been aimed at all policing organisations and had contained one action for the CNC, [REDACTED]

CHALLENGE:

The HMIC report action for the CNC was queried and clarified.

Op Temperer Costs:

During the January 2018 Board meeting, it was advised that Operation Temperer costs had been reimbursed.

Griffin Park Tactical Training Centre:

There were elements within the facility that were currently unfinished, but the Griffin Park Tactical Training Centre would provide the CNC with a centre of excellence in which to further develop its reputation for firearms training. [An aerial photograph of the facility was circulated at the meeting.]

OPERATIONS

Escort Activity:

Two operations had been successfully delivered in December 2017, despite challenging weather conditions. [REDACTED]

Policing Activity:

Over the reporting period, the CNC had been involved in five routine arrests and there had been four Home Office requests for assistance.

SITE LICENSE COMPANIES

Dounreay Site Restoration Limited (DSRL):

The Office for Nuclear Regulation (ONR), Deputy Inspector had visited DSRL with ONR colleagues and it was noted that the joint nature of the CNC's operation at the site had been fully understood [REDACTED]

HM Lord Lieutenant's visit to DSRL:

On 22 December 2017, HM Lord Lieutenant for Caithness, The Rt. Hon. Viscount Thurso had visited DSRL.

Sellafield Limited (SL):

Exercise Night Hawk:

A very challenging annual counter-terrorism exercise had been conducted at the SL operational policing unit in early December 2017. The Superintending Inspector for ONR had subsequently commented positively on "the success of the event".



EDF

Policing within the 5km area of operations was going well and discussions had continued with EDF Corporate regarding the MARSO Optimisation Programme.

Magnox

Magnox had requested an ONR review of the category of the site and the outcome was awaited.



Security Assessment Principles (SyAPs)


The CNC had been involved in work to prepare for the full introduction of SyAPs in 2019.


WITHIN THE HEADQUARTERS

Counter-Terrorism Exercises and Testing

Two counter-terrorism exercises had taken place since the last Board meeting. One of these had been at Dungeness, which had been observed by officers from the Gendarmerie as part of a reciprocal visit. The other exercise had been at Harwell that morning (31 January 2018).

Firearms Training:

Training delivery would be developed further in 2018/19, 









Metropolitan Police Service (MPS) Training:

The CNC had agreed in principle to continue delivering MPS training until at least 2020 and to increase the trainee numbers going forward.

CAPABILITY IMPROVEMENT PROGRAMME

Ballistically Protected Vehicle (BPV) Capability:

Motor Industry Research Association (MIRA) testing of the BPVs was ongoing. 



COMMENT:

Concern was raised regarding the possibility that CNC officers would initially have to use both Airwave and the new ESN equipment.

PEOPLE**Pensions Update:**

The pensionable age for AFOs had not yet been formally determined by the Minister and BEIS was continuing to undertake an Equality Impact Assessment.

TACOS:

The delivery of the TACOS project would be complex, but initial communications had been sent to officers.

CHALLENGE:

The timing of the implementation of MFSS Cloud and TACOS was queried and it was confirmed that CNC was actively progressing contingencies to deliver TACOS in September 2018 [REDACTED]

SECURITY UPDATE

ONR had conducted extremely in-depth Personnel Security Interventions at the Harwell, Dounreay and Sellafield Units in 2017 and in each case the outcome had been positive.

In October 2017, the CNC had been successfully audited by the National Cyber Security Centre to ensure compliance with the requirements of HMG IA Standard No. 4, *Protective Security Controls for the Handling and Management of Cryptographic Items (IS4)*. The organisation had passed the audit and very positive comments had been made by the auditor.

Two security incidents had been raised since the previous report, one of which was subsequently retracted.

AGREED:

- (i) The Chief Executive Officer's Business Report 22 November 2017 – 24 January 2018 was noted.

3.2 Audit, Risk and Governance Committee (ARGC) Chair's Report

It was advised that no ARGC meetings had taken place since the November 2017 Board meeting.

3.3 People Management Update**COMMENT:**

The readability and coverage of diversity in the People Management papers was complimented.

The appointment of the Interim HR Director had resulted the development of an interim HR directorate structure and management arrangements. A review of governance arrangements across the CNC was underway and following the full implementation of the new HR directorate, it was noted that a period of consolidation and prioritisation would be required.

The People Strategy was scheduled to be reviewed in April 2018, but work had already commenced regarding the development of an approach to improve the representation of women in senior CNC positions and across the CNC rank structure.

In respect of employee relations, it was noted that the national Prospect representative who was supporting the CNC branch, had been invited to attend the Joint Consultative Committee (JCC). A forum for an open exchange with senior branch officials and national Prospect representatives outside the formal JCC structure was also being arranged.

Additional ongoing People Management work had included:

- the development of an Employer Value Proposition for the CNC by consultants;
- a full review of organisational development (although leadership development linked to apprenticeships would remain the key focus of development in 2018-19); and
- the development of a mental health strategy.

[REDACTED]

CHALLENGE:

Recruitment and retention figures were requested for every Board meeting.

AGREED:

- The People Management Update was noted.

Equalities Update

In March 2017, the CNC Equality, Diversity and Inclusion (EDI) Strategy had been approved by the People Management Committee and it was now being implemented in three phases:

- Education, Learning and Development (April 2017 to April 2018);
- Evaluation and Implementation (April 2018 to April 2019); and.
- Challenging behaviours and celebrating good practice (April 2019 to April 2020)

Phase One “Education, Learning and Development” activities had progressed well and Phase Two deliverables were being formalised into delivery plans and budget submissions.

A copy of the Equality, Diversity and Inclusion Strategy April 2017 – 2020 and the Diversity in Employment Annual Information and Monitoring Report April 2016 to April 2017 had been supplied as part of the Board documentation.

CHALLENGE:

It was observed that a number of personnel were employed in temporary positions and it was explained that the recent round of promotions would reduce this number.

CHALLENGE:

It was queried and explained how the EDI Strategy was being linked into leadership and business-as-usual via role development, the promotion of networks, a systematic approach to Inclusive Practice Delivery Plans (IPDPs) etc.

CHALLENGE:

The EDI Strategy was considered comprehensive, but the further addition of aspirational, but realistic targets was suggested.

AGREED:

- The progress, planned activities and future delivery commitments in the Equalities Update were noted.
- The gender pay gap would be reported to the March 2018 Board meeting.

TACOS Implementation

A TACOS communications plan had been approved by the representative bodies and two “all staff” communications had already been issued.

[REDACTED]

AGREED:

- (i) The Board noted the TACOS implementation progress, planned activities and delivery plans and that the project was considered to be on track for implementation in September 2018, as planned.

3.4 Health, Safety and Environmental Report to 31 December 2017

Key findings presented in the Health, Safety and Environmental Report to 31 December 2017 were that:

- the current total of injury events was the lowest to this point in the reporting year for the five years that data had been recorded in this format;
- the number of RIDDOR (Reporting of Injuries, Diseases and Dangerous Occurrences Regulations) reportable events was currently showing a 52% reduction in comparison with the number of events to the same date last year (with 12 reports this year, compared to 26 the previous year);
- in respect of designated, monitored CNC personnel, the dosimetry data results up to the end of quarter three of the dosimetry year had shown that the personnel had experienced negligible radiological exposure and that over 81% of them had not had any measurable exposure. Designated, monitored CNC personnel had had no measurable radiological exposure during specialist operations involving the movement of radiological material and military personnel supporting Operation Temperer had had no measurable radiological exposure; and
- the nine civil liability claims to this point in the reporting year was the same number of claims as last year and lower than the previous year. No trends were present.

Near Miss Reports

To this point of the reporting period there has been an increase in the number of near miss reports (173) compared to the same date last year (139). In keeping with common practice this increase was deemed to be a positive safety indicator.

Annual Audit Programme

At the CNC Strategic Health, Safety and Environment Meeting on the 3 December 2015, agreement had been reached that the CNC units / locations would be divided into two and each half would be fully audited by the Health and Safety Department every second year. Self-assessment and written assurances would be provided in the intervening years, although full audits would still be conducted for CNC units / locations that had not achieved an agreed score in the last formal audit.

One CNC site had achieved a poor score in the 2017/18 audit programme and an action plan was currently being implemented. A further full audit would be conducted at this site in April 2018.

COMMENT:

The reduction in the number of training incidents was welcomed although it was recognised that there was a requirement to train dynamically, in a manner that was appropriate to the mission.

AGREED:

- (i) The Health, Safety and Environmental Report to 31 December 2017 was noted.

4 Items for approval**4.1 Draft Strategic Plan 2018-21**

The draft Strategic Plan 2018-21 was in the final phase of preparation for publication. It was advised that there would be additional date amendments and that the text of the strategic context could change depending on forthcoming events.

At this juncture of the meeting, the Director, Civil Nuclear and Resilience, BEIS, briefly highlighted items in connection with her role priorities, counter-terrorism, security threats, the wider nuclear context and Infrastructure Policing.

COMMENT:

Funding concerns in relation to Infrastructure Policing were raised.

Further discussion on the draft Strategic Plan ensued.

ACTION:

PAB310118-01: The Business Director to strengthen the strategic context in the draft Strategic Plan 2018-21 to draw attention to cyber threats and to arrange for editorial checks to be undertaken on the Plan.

AGREED:

- (i) The draft Strategic Plan 2018-21 was noted.
(ii) Risks to the Strategic Plan 2018-21 would be discussed by the Audit, Risk and Governance Committee instead of via a risk workshop.

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

5 Items for discussion

5.1 MFSS Oracle Cloud Applications Programme

The objective of the MFSS Cloud applications programme was to:

- upgrade the existing Oracle “on premise” platform to Oracle Cloud Applications;
- migrate the CNC payroll from its current provider, CGI, to MFSS Oracle Cloud Payroll; and
- on-board Cheshire Fire and Rescue Service (CFRS) and Avon and Somerset Constabulary (ASC) to Oracle Cloud Applications and to the shared service centre.

[REDACTED]

[REDACTED]

[REDACTED]

AGREED:

- (i) The MFSS Oracle Cloud Applications Programme report was noted.

5.2 Griffin Park Tactical Training Centre update

The new Griffin Park Tactical Training Centre was required for the CNC to meet its operational commitments at Sellafield and when completed and in use, it would be without equal as a firearms training facility in the UK.

[REDACTED]

[REDACTED]

AGREED:

- (i) The Griffin Park Tactical Training Centre update was noted.

5.3 Operational Delivery Update

It was advised that the initiatives listed below had led to an increased confidence and capability across the CNC, with a rigorous focus on leadership, standards and professionalism, that had complemented initiatives to enhance staff satisfaction on the frontline:

Performance Grip

Monthly performance dashboards had captured operational activity. There had been an increased visibility of the Senior Management Team at Operational Policing Units (OPUs) and a refreshed OPU leadership across the Force.

Home Office Activity

In 2017, CNC officers had made 44 arrests, had assisted Home Office forces with 37 incidents and had deployed Tactical Care Officers to 33 casualties.

Strategic Armed Police Reserve (SAPR)

In May 2017, the CNC had deployed AFOs to eight Home Office Forces in support of the SAPR following the Manchester Arena bombing, with a further deployment of AFOs to fifteen Home Office Forces across England and Wales after the Parsons Green train bombing in September 2017.

Operational Initiatives

The introduction of a Deployability Gold Group and Operational Improvement Unit (OIU) in April 2016 had helped to drive increases in deployability.

Retention

An increased emphasis on role enrichment for the CNC officers had seen the introduction of more varied patrol plans at sites and the increased visibility of the Senior Management Team members. Quarterly updates regarding Police Officer satisfaction levels had also promoted an understanding of the CNC's workforce and had placed an emphasis on line managers to 'know their teams' through regular job chats.

Short Notice Sickness

There had been significant reductions in sickness during 2017.

Movement Operations

No DECP operations had been cancelled during 2015/ 2016/ 2017 due to the CNC.

Presentation:

A presentation on operational delivery was given at the Board meeting by the Operations Director.

[REDACTED]

AGREED:

- (i) The Operational Delivery update was noted.

Business Updates

6.1 Consolidated Performance Report to 31 December 2017

The consolidated performance report to 31 December 2017 had combined performance against the CNC's strategic objectives with its financial performance and a report on the CNC's strategic risk management.

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

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[REDACTED]

[REDACTED]

6.2 General Data Protection Regulation

The new General Data Protection Regulation (GDPR) was scheduled to come into force in May 2018 and the CNC had contracted with RSM for support in complying with the Regulation.

An education and awareness session had been held for the Executive Team and senior managers in October 2017 and data mapping and gap analysis work had been completed. RSM had been also asked to carry out two Data Privacy Impact Assessments (on medical records held by the CNC and data held by MFSS). In addition, a recruitment campaign for a Data Protection Officer had been commenced in January 2018, with a view to selecting a suitable candidate by mid-February 2018.

A report including the results of the data mapping and gap analysis work would be submitted to the February 2018 ARGC meeting, followed by a full report to the March 2018 Board meeting.

AGREED:

- (i) The General Data Protection Regulation report was noted.

7 AOB

7.1 Board Meeting self-assessment

On reflection on the conduct of the Board Meeting, it was felt that the quality of the feedback submitted to Board meeting had provided assurance and that it had aligned with on-site evidence.

7.2 Next Meeting

It was advised that the next Board Meeting was scheduled to be held on Wednesday, 28 March 2018 at the Army and Navy Club, 36 Pall Mall, London SW1Y 5JN

As there were no further items of business, the meeting closed at approximately 13.15 hrs.