

## **CIVIL NUCLEAR POLICE AUTHORITY BOARD**

### **Terms of Reference**

#### **PURPOSE OF THE BOARD**

The Board is a committee of the Civil Nuclear Police Authority, mandated by the Authority to ensure that the Authority discharges its statutory responsibilities and secures the maintenance of an efficient and effective Civil Nuclear Constabulary.

#### **SPECIFIC RESPONSIBILITIES**

Except where functions are specifically reserved to the Authority or delegated to other committees, the CNPA Board will be responsible for:

- 1. Setting the strategic, policy, resource and performance management framework for the CNC, including:**
  - 1.1. Determining the objectives for policing by the CNC in each coming year; issuing the relevant annual policing plan; and issuing the accompanying three-year strategy plan as required by paragraphs 1 through 3, Part 1, Schedule 12 to the Energy Act 2004.
- 2. Monitoring the overall performance of the CNC against the agreed strategies and plans and agreeing remedial action as necessary, including:**
  - 2.1. Receiving, issuing and submitting reports annually in accordance with and on such other occasions as required by Part 2, Schedule 12 to the Energy Act 2004;
  - 2.2. Approving major management or operational policy changes;
  - 2.3. Holding the Chief Executive Officer / Chief Constable to account for the efficiency and effectiveness with which the CNC discharges its responsibilities;
  - 2.4. Reviewing significant strategic and significant operational risks reported by the Audit, Risk and Governance Committee and agreeing appropriate mitigating actions.
- 3. Discharging the financial duties laid down by the Secretary of State and in Part 4, Schedule 10 to the Energy Act 2004, including:**
  - 3.1. Approving the annual business plan and budget.
  - 3.2. Approving the annual accounts.
  - 3.3. Approving financial commitments in excess of the Chief Constable's delegated authority.
- 4. Approving arrangements for the governance, administration and conditions of service of the CNC.**

5. **Determining the overall culture and values of the Authority, and the behaviours and standards required of its members and employees.**
6. **Ensuring wide stakeholder engagement in the work of the Authority and the CNC and the effective management of relationships with key strategic stakeholders and the public.**
7. **Ensuring that the Authority and CNC remain compliant with all applicable legislation.**
8. **Overseeing of the health, safety and welfare of the Authority's members and employees.**
9. **Reviewing arrangements for human resource capacity and development and leadership development.**

### **CHAIR'S RESPONSIBILITIES**

1. Lead the Committee, ensuring its effectiveness and setting its Agenda. Be available to any member wishing to consult on any matter within the Committee's remit.
2. Convene a meeting of the Board as appropriate or if so requested by the Authority or by any member of the Board.
3. Determine an appropriate course of action with any member who declares a potential or actual conflict of interest.

### **BOARD MEMBERSHIP**

1. Board members will be appointed by the Authority.
2. All members of the Authority will be members of the Board in a non-executive capacity. The Chief Executive Officer / Chief Constable, the Capability Director, the Operations Director, the Business Director and the People Programme Director will be members of the Board in an executive capacity. The Authority may also appoint any other members of the Senior Executive Team to the Board.
3. The Chair of the Authority will chair the Board. In the absence of the Chair of the Authority, another independent Authority member may be appointed by the Chair to deputise as chair pro tem.

### **MEETINGS OF THE BOARD**

1. The Board will normally meet bi-monthly and will meet at least five times per annum. The Chair may convene additional meetings as deemed necessary.
2. The Board will be quorate if at least five members, including at least one independent member and two other members of the Authority and one member of the Senior Executive Team<sup>1</sup> are present.

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<sup>1</sup> The Senior Executive Team currently comprises the Chief Executive Officer / Chief Constable, the Capability Director, the Operations Director, the Business Director and the People Programme Director.

3. Board members may not appoint deputies or representatives to attend meetings in their place.

The Head of Executive Office and Legal Services will normally attend the Board in an advisory capacity. The Chair may invite other internal or external advisers to attend for specific agenda items.

## **ADMINISTRATION**

1. The Board Secretary, normally the Board and Committee Manager, will be provided or designated as directed by the Board.
2. Agendas for meetings will be reviewed with the Chief Executive Officer / Chief Constable and determined by the Chair. Papers will be circulated at least five working days in advance of a meeting. Papers may be taken for approval out of committee with the agreement of the Chair.
3. Board meetings will be formally minuted. Minutes will be approved by the Chair and issued to members in final draft form within two weeks of the meeting.
4. Minutes after their approval by the Board will be published, redacted as necessary, on the Authority/Constabulary website.