

## CNPA BOARD MEETING

Minutes of the meeting held on Wednesday, 30 September 2015

Trafalgar Room, Arundel House, 13 – 15 Arundel Street, London WC2R 3DX

**Present** Sir Philip Trousdell (Chairman)  
Stephen Barrett  
Paul Kernaghan  
Gwen Parry-Jones  
Mark Rouse  
Rob Wright

Mike Griffiths, CEO / Chief Constable  
Kenneth Kilpatrick, Business Director  
Simon Chesterman, Capability Director  
Joyce Robertson, People Programme Director

**Apologies** George Beveridge  
Kenna Kintrea  
Christopher Armitt, Operations Director

**In Attendance** Richard Westlake, Director, Nuclear Resilience & Assurance Directorate, DECC  
Michael Vance, Divisional Commander S Division (for the Operations Director)  
Victoria Bartlett, Head of Engagement and Communications  
Richard Cawdron, Head of Executive Office and Legal Advisor  
Sheree Owen, Principal Staff Officer  
Catherine Pepler, Board and Committee Secretary

**Start: 11:15 hrs approx.**

### 1 Chairman's Announcements

The Chairman welcomed Richard Westlake, Director, Nuclear Resilience & Assurance Directorate, DECC, to the Meeting. *[Please see Item 4.2.]*

### 2 Minutes of the meeting held on 29 July 2015

The Minutes of the Board Meeting held on 29 July 2015 were accepted subject to the amendment of Action PAB290715-01 to "DISCHARGED 16.09.15".

### 3 Standing items

#### 3.1 Chief Executive Officer's Business Report

In the course of discussion on matters covered by the Chief Executive Officer's Business Report, it was noted that:

- planning work was being undertaken regarding SEG escort operations;
- [REDACTED];
- [REDACTED]
- there had been a great deal of press interest in the first conviction for illegal UAV use (not in connection with a CNC-policed site). [REDACTED]
- Ballistically Protected Vehicle, BPV 1, was delivered to the Sellafield site on 21 September 2015. There had been a communications strategy regarding BPVs and DECC had been part of this.

**AGREED:**

- (i) The Chief Executive Officer's Business Report July – September 2015 was noted. It also advised that / included updates on:
- the signed Section 22 collaboration agreement with all police forces in England and Wales;
  - [REDACTED];
  - meetings with ONR, Horizon and MDP / British Transport Police;
  - [REDACTED];
  - [REDACTED];
  - the proposed new Sellafield Training Facility;
  - the operational model as agreed with EDF and regulated by ONR continues to be met [REDACTED];
  - full liP re-accreditation had been achieved;
  - an independent People Programme 'health check' will be undertaken by Baker Tilly, the Internal Auditor;
  - the Government Actuary Department (GAD) is working through the impact of the Net Pay Deduction and Pension Enhancement calculations on the base pay for Superintending and Federated ranks to test the validity and integrity of the formula going forward into a new pay arrangement;
  - Emergency Services Mobile Communications Programme (ESMCP). Lot 1 - Delivery Partner had been awarded. The remaining Lots 2 and 3 are likely to be awarded mid/late October; and
  - a full year budget forecast will be prepared in October for presentation to the Board for information in November 2015.

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

[REDACTED]

The second audit was on Estates Management and Health and Safety, which had revealed a lack of clarity regarding responsibilities. The Executive have agreed to strengthen internal governance in this area.

The Business Director will ensure that the Site License Company's / Companies' perspective is obtained in future audits, as appropriate.

The ARGC Annual Report to the Board 2014/15 should have been presented to the ARGC Meeting in June 2015; however, a conclusion had been agreed on that occasion in advance of the production of the physical report. The situation had been noted for improvement next year.

[REDACTED]

The CIPFA trainer engaged by the ARGC in February 2015, will be requested to undertake a follow-up review.

**AGREED:**

- (i) The draft Minutes for the ARGC Meeting held on 9 September 2015 and the ARGC Annual Report for 2014/15 were noted.

#### 4 Items for approval / discussion

##### 4.1 Draft Strategic Plan 2016-2019

The annual planning cycle for the draft Strategic Plan and underpinning budget had been brought forward from January 2016 to September 2015 to better align with Site Licence Company's budget timelines and to allow a costed plan to be presented at the November 2015 CNPA Strategic Conference. It was noted that:

Strategic Objective 1:

- operational models are being reviewed [REDACTED]
- Site Licence Companies had been forward-leaning regarding the use of technology for mitigation purposes;

Strategic Objective 2:

- the Emergency Services Mobile Communications Programme (ESMCP) had not been moving quickly at a national level;
- Bisley training facilities were being secured for 5 years;
- the CNC purchases cyber equipment to standards set down by the Office for Nuclear Regulation (ONR);
- initiatives were being considered to assist the input of good employee ideas;

Strategic Objective 3:

- the Shared Service infrastructure needs to be put in place and then personnel need to be trained to use it;
- the coherence between performance and risk was now visible and the Senior Executive Team were congratulated for their work in this area;

Strategic Objective 4:

- the People Programme included some very challenging issues including TACOS / pensions / fitness standards etc;
- an HR strategy was seen as key to transferring issues back into HR as business as usual items;
- a temporary Head of HR had now been appointed;

Horizon Scanning of Future Financial Risks:

- the 2016/17 budget was likely to increase over the period of the Strategic Plan;
- clarity is required from Government as to whether the receiving site should have to pay relocation costs for officers moving away from their "home" site due to the cessation of policing.

#### **DECISION:**

**The draft strategic plan 2016-2019 was reviewed. It was accepted that some new key deliverables in Strategic Objective 3 may be merged together. The work on cost savings was noted as ongoing.**

Action PAB300915-01: Business Director to investigate the possibility of developing a means of assessing effort required for each Strategic Objective key deliverable.

Action PAB300915-02: Business Director to confirm timing of Authority and Board input and output to meet statutory requirements regarding the Strategic Plan and to assist SLC annual budget cycles.

#### 4.2 Home Office / Strategic Defence and Security Reviews

*[Taken as the first Item on the Agenda.]*

The Chairman advised that the CNPA/ CNC was part of Government discussions on non-territorial police forces and general reviews and that Richard Westlake, Director, Nuclear Resilience and Assurance Directorate, DECC, had been involved in these discussions.

[REDACTED]

[REDACTED]. Richard Westlake was also requested to note that the contracts of a number of CNPA members are due to expire shortly and that renewals are needed to ensure continuity, particularly if there are difficult years ahead.

[REDACTED]

*[Richard Westlake left the Meeting.]*

The Chairman advised that:

- he had e-mailed Richard Westlake regarding CNPA Members' contracts;
- it was Mark Rouse's last CNPA Board Meeting;
- Mark Rouse's replacement is awaiting authorisation from DECC; and
- Ian Abbott had come to the end of his tenure of office and had been replaced by Kenna Kintrea, Assurance Director, Nuclear Decommissioning Authority.

#### 4.3 Shared Services Update

[REDACTED]

The CNPA had approved joining MFSS in August 2015. CNC are now in a collaboration agreement with MFSS and its constituent partner organisations: namely Cheshire Constabulary, Northamptonshire Police and Nottinghamshire Police.

It was noted that:

- the collaboration agreement with MFSS had reduced the overall risk to the continuity of the CNC's corporate services beyond April 2016;
- MFSS had a good track record and good business relationships had been developed;
- project board meetings had been increased to fortnightly to ensure proper governance of what is a complex project that needs to be delivered in a short timescale; and
- the CNC has an equal (currently 25%) vote in MFSS and currently pays the least *[costs are based on establishment figures]*. If additional organisations on-board to MFSS, the CNC's costs are likely to decrease.

**OFFICIAL  
APPROVED**

Action PAB300915-03: Business Director to ask the Internal Auditors to undertake an independent review of MFSS during 2015/16.

**DECISION:**

**The Business Director to advise the CNPA Chairman if / when any significant Shared Services problems occur.**

**AGREED:**

- (i) The Shared Services Update was noted.

**4.4 Update on the Wellbeing Survey**

A Wellbeing Survey had been completed between 1 April and 8 May 2015, with a 63.7% response rate. The results had been subject to analysis by the Stress Management Society, who presented their findings to the CNC Executive on the 13 July 2015.

It was observed that:

- it is the intention to publicise the outcomes of the Wellbeing Survey on the CNC intranet together with details of the associated action plan and key messages;
- participants had undertaken the survey anonymously;
- the survey had contained a facility for submitting comments;
- at this stage, no particular diversity problems had been brought to light;
- the Wellbeing Survey had not been the first opportunity for personnel to report bullying. Reporting avenues had been in place before the Survey and there would not appear to have been corresponding numbers of reports of bullying via Safecall etc;
- going forward, the Leadership and Management Development Programme and procedure changes, for example, regarding PCDs and re-shoots should help employees feel that their work is recognised and that their concerns are being taken seriously; and
- a future re-check of personnel wellbeing had been logged as a KPI under Strategic Objective 4.

**AGREED:**

- (i) The Wellbeing Survey update was noted.

**4.5 HMIC Inspection**

Her Majesty's Inspector of Constabulary (HMIC) had inspected the CNC in the autumn of 2014. The inspection report contained sixteen recommendations. Six had been proposed as complete, with the others in various stages of progress. DECC had appointed a representative to attend and observe future CNC Gold Group Meetings, that had been established to monitor and drive forward the recommendation delivery progress.

It was reported that technological fixes were being worked on with regard to backup of business continuity facilities. (HMIC Recommendation 5 refers.)

**DECISION:**

**The CNPA Chairman to attend future CNC Gold Group Meetings regarding HMIC inspection report recommendations.**

**AGREED:**

- (i) The HMIC Inspection update was noted.

5 Items for approval / discussion

5.1 Performance Report to 31 August 2015

An overall mixed position had been shown in the Performance Report to 31 August 2015. It was advised that there had been very positive feedback regarding the internal National Firearms Instructors' Course. [REDACTED]

[REDACTED] Another course had been scheduled for early next year (taking external applicants).

**DECISION:**

[REDACTED]

5.2

[REDACTED]

**AGREED:**

(i) The Monthly Finance Report – August 2015 was noted.

5.3

[REDACTED]

5.4 Health, Safety & Environmental Report to 13 September 2015

The quarter to date had had the lowest number of injury reports for the four (plus) years that data had been recorded using the Home Office Police Force methodology, which reflected a reduction in the number of firearms training and muscular skeletal injury reports.

Action PAB300915-04: Capability Director to thank Firearms Training Unit personnel who helped reduce the number of firearms training and muscular skeletal injury reports.

One RIDDOR report had been made and one civil liability claim had been received in this reporting period. The overall CNC radiological exposure average of 0.003 mSv had been the lowest since CNC had started recording radiological exposure data. The number of monitored personnel who had not had a measurable exposure had increased from 80% to 83%.

AGREED:

(i) The Health, Safety and Environmental Report to 13 September 2015 was noted.

(The CEO/CC advised that Senior Executives back-briefed personnel, so Board information was cascaded down.)

**5.5 Exotics Operation**

[Redacted]

**5.6**

[Redacted]

[Redacted]

[Redacted]

**5.7 liP Accreditation**

liP re-accreditation had been achieved and the liP report had been published.

Action PAB300915-05: Capability Director to congratulate personnel involved in achieving the liP re-accreditation.

Action PAB300915-06: Capability Director to ask HR to investigate and report back on possible independent assessment processes / assessors that CNC could consider in the future.

**5.8**

[Redacted]

**5.9**

[Redacted]

**6 AOB**

**6.1 November Strategic Conference venue**

AGREED:

- (i) The November Board Meeting and Strategic Conference is to be held in London on Tuesday, 24 November 2015.
- (ii) Authority Members who still wish to attend the exercise at Sellafield on 26 November 2015 to contact the Board and Committee Secretary.

**6.2**



**6.3 Mark Rouse**

Mark Rouse was thanked for assisting in the development of better CNC/DSRL relationships and for recognising the value of the CNC at Dounreay.

There being no further items of business, the meeting closed at approximately 15.15 hrs.