

CNPA BOARD MEETING**Minutes of the meeting held on Wednesday, 27 July 2016****Futura and Garamond Rooms, Blue Fin Building, 110 Southwark Street, London SE1 0SU**

Present	Sir Philip Trousdell (Chairman) Phil Craig Paul Kernaghan Kenna Kintrea Gwen Parry-Jones Rob Wright Mike Griffiths, CEO / Chief Constable Christopher Armit, Operations Director Kenneth Kilpatrick, Business Director Joyce Robertson, People Programme Director
Apologies	Mark Neate Simon Chesterman, Capability Director
In Attendance	Phil Bishop, Divisional Commander Capability Directorate (for the Capability Director) Richard Cawdron, Head of Executive Office and Legal Advisor Mike Gill, RSM [for Item 4.4] Stephanie Harvie, RSM [for Item 4.4] Catherine Pepler, Board and Committee Secretary Rosemary Powdrill, Board and Committee Manager Richard Saunders, Interim Head of HR [to Item 4.4] Rebecca Webber, Interim Head of Engagement and Communications

Start: 11:15 hrs approx.**1 Chairman's Announcements**

The Chairman welcomed delegates to the Meeting. No potential conflicts of interest were reported.

2 Minutes of the Board Meeting held on 25 May 2016

With reference to the Minutes of the Board Meeting held on 25 May 2016, Item 4.1 (HMIC Inspection Report) and Action PAB270116-03, the Chairman advised that he and the CEO were due to attend a meeting in two weeks' time, with the Department of Business, Energy and Industrial Strategy (BEIS – a new government Department formed by the Prime Minister, Theresa May, on 14 July 2016, from the merger of the Department for Business, Innovation and Skills and the Department of Energy and Climate Change), regarding the formal clearance of the report on CNC by Her Majesty's Inspectorate of Constabulary (HMIC). Once this meeting had taken place, the Chairman would write to the new Energy Minister to conclude matters.

The Minutes of the Board Meeting held on 25 May 2016 were accepted as a true record of the Meeting, subject to the inclusion of a reference in Item 5.4, *Health, Safety & Environmental Report for the 2015/2016 reporting year*, in respect of the need to train the right number of officers regarding the use of method of entry equipment. It was confirmed that the use of method of entry equipment was now a team skill, rather than a skill required of each officer.

3 Standing items

3.1 CEO / Chief Constable's Business Report, May to July 2016

The CEO reported that he had requested an introductory meeting with the new Minister, Baroness Neville-Rolfe.

The CEO / Chief Constable's Business Report, May to July 2016, was discussed - details of which had been set out in Report PAB(16)R35.

- The CNC had attracted widespread praise for its professionalism during a recent international escort operation (an outline of which was presented to Board Members by the Operations Director). Lessons learnt would assist with planning future operations;
- The Pension Judicial Review was due to take place 24 - 25 August 2016;
- Construction of the Sellafeld Training Facility (STF) was continuing to run to plan, with the handover scheduled to take place in December 2017. Copies of photos of the construction site were projected on-screen and circulated at the meeting. Regular progress updates would be provided to the Board;
- A CNC New Capability Generation and Planning Group had been established to identify potential areas of new operational capability. Operational requirements would be assessed and concepts and business cases developed as appropriate.
- [REDACTED];
- The first Constabulary-led training course for new Metropolitan Police Service (MPS) firearms officers had been completed, with positive feedback from the MPS;
- The first of three eight-week College of Policing-accredited CNC National Firearms Instructor Courses for 2016-17 had taken place;
- A preferred and deliverable new Incident Management System design had been agreed and planning and change process work was underway.

AGREED:

- (i) The CEO / Chief Constable's Business Report May - July 2016 (including a Quarterly Information Security Update) was noted.

3.2 Audit, Risk and Governance Committee (ARGC) Chairman's Report of the ARGC Telecom Meeting held on 5 July 2016

The draft Minutes for the Telecom Meeting on 5 July 2016 had been circulated to Board Members. The ARGC Chairman thanked Authority Members for their responses to the final draft of the CNPA Annual Report and Accounts 2015-16 (ARA). The ARA had been signed-off, printed, published and laid in Parliament.

[REDACTED]

AGREED:

- (i) The ARGC Chairman's verbal report regarding the ARGC Telecom Meeting on 5 July 2016 and the publication of the CNPA Annual Report and Accounts 2015-16 was noted.

4 Items for approval / discussion

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

■ [REDACTED]

[REDACTED]

[REDACTED]

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[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

4.3 Emergency Services Mobile Communications Programme (EMSCP) - Financial Concern

[Item 4.3 was taken after Item 4.4.]

The Emergency Services Network (ESN) would be replacing the current Airwave emergency communications network for over 300 'blue light' services and organisations via the Home Office-led Emergency Services Mobile Communications Programme (ESMCP). Transition to ESN was due to commence in September 2017 through to December 2019. Cost, coverage and interoperability issues were being examined

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

AGREED:

- (i) The ESMCP update was noted.

4.4 Board Effectiveness Survey Feedback Report

Mike Gill and Stephanie Harvie, RSM, joined the meeting. They advised that there had been a 100% response rate to the Board Effectiveness Survey. A positive direction of travel had been indicated, despite the "churn" in Board membership since the last Board Effectiveness Survey in 2012.

The Survey questions had examined the Board focus, structure and practices, membership and induction, meetings, culture, leadership, committees, executive and non-executive roles, monitoring and evaluation and Board engagement. All of these indicators had demonstrated an improvement from the earlier Survey position.

In order to build on the positive outcome of the Survey, it was suggested that the following areas represented challenges/opportunities for improvement:

- horizon scanning;
- Board skills and knowledge to be aligned with strategic needs;
- Board roles;
- delegation and escalation arrangements – what items were returned to the Board;
- the further development of a transparent Board performance evaluation system;
- organisational and stakeholder interaction and visibility; and
- reflection / self-assessment at the end of each Board meeting.

Horizon scanning, good practices elsewhere, the forthcoming induction of the new Chair and the need to investigate possible Board skills gaps and increase Board visibility and interaction with Constabulary personnel were discussed. RSM confirmed that, in its opinion, the CNPA Board performance compared well with other organisations. The outgoing Chair had been commended for his ability to accept feedback, allowing debate to flow freely, leading by example and upholding the values of the CNPA. This open culture had ensured that Members were comfortable to express their views, doubts and opinions.

AGREED:

- (i) The Board Effectiveness Survey Feedback Report was noted.
Recommendations to be considered for implementation via an Action Plan.

5 Business Updates

5.1 Performance Report to 30 June 2016

The CNPA's performance against key deliverables contained in the Strategy and Business Plan 2016-19 for the 3 months to 30 June 2016 indicated a generally stable position overall. The succinct new "summary" style report was welcomed.

[REDACTED]

AGREED:

- (i) The Performance Report to 30 June 2016 was noted.

5.2 Expenditure Report to 30 June 2016

The Expenditure Report to 30 June 2016 had been presented in a new format.

[REDACTED]

AGREED:

- (i) The Expenditure Report to 30 June 2016 was noted.

5.3 Principal Risk Report to 30 June 2016

It was noted that a risk and performance consultant had been at CNC HQ reviewing each of the principal risks. It was anticipated that a new principal risk report would be presented to Members in November 2016, and that there would be a new risk reporting system, which would facilitate the quicker preparation of reports.

[REDACTED]

[REDACTED]

[REDACTED]

AGREED:

- (i) The Principal Risk Report to 30 June 2016 was noted.

5.4 Health, Safety & Environmental Report to 30 June 2016

The number of reported injury events, RIDDOR reports and civil claims recorded during the first quarter of this reporting year had been the lowest for a first quarter for the five years that CNC data had been recorded using the Home Office Police Force methodology.

The dosimetry results 1 January - 31 March 2016 continued to show that in radiological terms, CNC designated, monitored personnel had negligible radiological exposures during normal working activities. The overall CNC average of 0.003 mSv was the joint lowest since CNC had started recording separate data.

[REDACTED]

[REDACTED]

An annual CNC Health and Safety Audit, based on the HSG65 Health and Safety Management Model, was conducted at all working units / locations within the CNC. Overall, the scores achieved had demonstrated that most units / locations had very good management systems in place.

AGREED:

- (i) The Health, Safety and Environmental Report to 30 June 2016 was noted.

6 AOB

- A Board meeting self-assessment took place, as an outcome of the Board Effectiveness Review recommendation on reflection at the end of each meeting. The papers and discussions during the meeting were considered to be suitably strategic. It was confirmed that the challenge of information by subject specialists, non-specialists, executives and non-executives was acceptable. Presentations were felt to provide helpful summaries. The forthcoming November Strategic Conference was seen as a potential opportunity for Board members to discuss the impact of high speed/protracted national deployment on the Constabulary's business as usual operations and the Constabulary's support responsibilities under such circumstances.

- [REDACTED] the Board Meeting on 28 September 2016 was due to commence at 10.00 am.
Venue: Army & Navy Club, 36 Pall Mall, London SW1Y 5JN

There being no further items of business, the meeting closed at approximately 14.55 hrs.