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CNPA BOARD MEETING

Minutes of the meeting held on Wednesday, 27 May 2015

Milton Hill House, Steventon, Abingdon, Oxon OX13 6AF

Present Sir Philip Trousdell (Chairman)
Ian Abbott
George Beveridge [left at 15.00 hrs approx.]
Simon Chesterman, Capability Director
Mike Griffiths, CEO / Chief Constable
Kenneth Kilpatrick, Business Director
Paul Kernaghan
Gwen Parry-Jones
Joyce Robertson, People Programme Director
Mark Rouse [left at 15.00 hrs approx..]
Rob Wright

Apologies Stephen Barrett

In Attendance Victoria Bartlett, Head of Engagement and Communications [left
at 15.35 approx.]
Richard Cawdron, Head of Executive Office and Legal Services
Douglas Percival, Head of Finance, Planning and Performance
Hazel White, Principal Analyst

Rosemary Powdrill, Board and Committee Manager
Catherine Pepler, Board and Committee Secretary

Start: 11:00 hrs approx.

1 Chairman's Announcements

The Chairman welcomed everyone to the meeting and was pleased to introduce Joyce Robertson to her first Board meeting as People Programme Director.

2 Minutes of the meeting held on 25 March 2015

The Minutes of the Board Meeting held on 25 March 2015 were approved and would be signed off by the Chairman outwith the meeting.

Work is in progress for the CNPA to publish redacted Board Minutes on its website. Sensitive data e.g. numbers of officers on a site will be redacted. The format of the Minutes is to be reviewed to facilitate this process.

It was suggested that Office for Nuclear Regulation (ONR) Minutes could be investigated by way of comparison. It was also observed that in some Organisations meetings divided into two parts i.e. information for disclosure and information for non-disclosure. However, this tended to result in items being discussed twice and was not a favoured approach.

3 Matters arising

Actions arising had been updated outwith the meeting in accordance with the Chairman's preference. There was no further discussion.

4 **Governance: Review of Board ToR**

The CNPA Board Terms of Reference had been updated with factual corrections.

DECISION: The CNPA Board Terms of Reference were approved in principal for submission to the Authority for endorsement.

In a letter dated 11 February 2015, the Office of Nuclear Regulation had stated that:

In compliance with NISR 2003, NORMS and HMG Security Policy Framework, duty holders (who store, process, transmit or control sensitive nuclear information) are required to appoint suitable individuals with full accountability for, and the authority to discharge the following functions:

A Full Member of the Board with specific responsibility for oversight of security. For guidance, a full member of Board should be appointed to provide strategic oversight of security to hold Executive Directors to account for the management of security risks.

DECISION: The CEO was appointed to provide strategic oversight of security and to hold Executive Directors to account for the management of security risks.

DECISION: Information Security to be placed on the CNPA Board Agenda as a quarterly Standing Item. [Update 12.06.15: Information Security logged for inclusion on November Board Agenda.]

5 **Standing Items**

5.1 **CEO's Business Report March – May 2015:**

[REDACTED]

The CEO updated members on Items from his March – May 2015 Business Report, outlines of which are as follows:

(i) General:

At a strategic level, focus has been on completing the Section 90 Memorandum of Understanding (MOU) between CNPA, DECC and ONR to facilitate and manage ONR's inspection of our operational functions. At an operational level, CNC officers have assisted their Home Office counterparts on numerous occasions recently. At stakeholder level, SEG officers continue to support British Transport Police (BTP) in London and will return to their CNC operational units on 30 June 2015. [REDACTED]

Zilla Bowell, Deputy Director, Civil Nuclear Security and Safety Assurance, Nuclear Resilience & Assurance Directorate, DECC, visited the CNC's training facilities at Bisley and Browning Barracks with the Chairman and the CEO.

(ii) Employment Tribunals (ET):

The Board were updated on Employment Tribunal details.

(iii) DSRL:

There are several areas of on-going work but operations at Dounreay are running well, with an excellent level of open and frank engagement between the SLC and the CNC.

[REDACTED]

(v) Sellafield and the Consolidated Stakeholder Option (CSO):

There have been some very good collaborative projects with the SLC over the last few months, including the production of the updated Nuclear Site Security Plan (NSSP) and the Site's Counter Terrorist Contingency Plan (CTCP).

Work continues to produce the best possible CNC Range and Training Facility at Sellafield (within the current approved cost envelope). The Stage 3 (detailed) design phase has commenced.

[REDACTED]

(vii) Within the Headquarters:

Collaborative work with MDP:

Work continues with the MDP, including the sharing of their future fitness assessment programme. At Dounreay, MDP and CNC officers now deliver familiarisation briefings to each other's site regarding each Concept of Operations and Capability.

Fitness Standards:

A communications plan has been sent to CNC officers in preparation for discussions on the implementation of fitness tests across the whole Force.

[REDACTED]

Firearms Instructors:

The CNC's first National Firearms Instructors Course (NFIC) commenced on 30 March 2015 and a second Course is scheduled for July 2015.

[REDACTED]

HMIC Inspection:

HMIC shared its Inspection Report of the CNC with ONR at the same time as presenting it to the Secretary of State. All the Inspection Report recommendations have been accepted and the CNC has initiated work on resolving the HMIC observations. The overarching comment that 'we are appropriately resourced, structured, trained and led in a way which makes us able to respond to the threat' is a positive reflection of where the CNC is now.

[For further details, please see Item 6.4.]

The People Programme:

Ministerial approval was obtained for the People Programme Director, Joyce Robertson, who has now taken up her appointment.

The German G36 issue:

There had been a Press Article on the G36. The Centre of Applied Science and Technology (CAST) will look at the situation from a British policing perspective.

Emergency Services Mobile Communications Programme (ESMCP):

It is likely that National Forces will not be part of the first ESMCP transition but in line with contract expiry.

Ballistically Protected Vehicles (BPVs):

OVIK are reporting progress to scheduled milestones and training with the test vehicle continues.

[REDACTED]

AGREED:

- (i) The report was noted

5.2 Audit and Risk Management Committee Chairman's Report

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

AGREED:

- (i) The Minutes of the ARGC Meeting on 15 April 2015 were noted.

6 Items for approval / discussion

6.1 Draft Annual Report and Accounts

Discussed under Item 5.2 above.

6.2 Budget 2015-16 and Strategy and Business Plan update

The CNPA Board was unable to approve the 2015/16 budget at its March meeting as agreement could not be secured from the NDA and all NDA-funded SLCs.

[REDACTED] The Board therefore approved a temporary budget based on the 2014/15 final quarter spend profile and the CNPA meeting all its contractual and committed obligations.

The original budget was revised and agreed with by the NDA, subject to CNPA targeting reductions in non-payroll costs and seeking to register for VAT, to recover input VAT on some of its expenditure.

SLC support ensures that funding is now available to deliver the Strategy and Business Plan 2015 – 18 that was approved at the March Board Meeting.

AGREED:

- (i) The Budget 2015 / 16 and Strategy and Business Plan update was noted.

DECISION:

- The revised temporary 2015 / 16 quarter 1 budget was agreed.
- A revised budget agreed by all SLCs (and NDA), that supports delivery of CNPA's strategy and business plan, to be submitted to the Board's July meeting for approval. *[Update 18.06.15: Revised budget on July Board Agenda.]*

6.3 Workforce Planning – 3-year Strategy and Lifecycle costs

The report on Workforce Planning 3-year Strategy and Lifecycle costs outlined the impact and implications of potential movements in police officer numbers over the next fifteen years (to 2029/30) together with a schedule of whole life costs for high value expenditure / multi-year cost commitments for the CNC's Operational and Business Improvement Programmes (including a People Programme). [REDACTED]

[REDACTED]

[REDACTED]

It was requested that SLCs keep the CNC briefed on items that may impact on CNC workforce planning. [REDACTED]

AGREED:

- (i) The Board noted the report.

6.4 HMIC Inspection

Her Majesty's Inspector of Constabulary (HMIC) inspected the CNC in the Autumn of 2014 and submitted the inspection report to the Under Secretary of State for the Department of Energy and Climate Change.

The inspection report positively reflected on the work of the Constabulary and its ability to deal with issues as outlined within the postulated threat scenarios. The report contained 16 recommendations, which are intended to deal with the areas for improvement. Some of the associated timescales are challenging, so a Gold Group had been established to assign ownership and to monitor progress.

AGREED:

- (i) The Board noted the HMIC report and its recommendations.

An update on the HMIC report recommendations is to be provided at the September Board Meeting. *[Update: Logged on Secretariat reminder system for September Board Agenda.]*

7 Business Updates

7.1 Year-end Performance Report to 31 March 2015

The Year-end Performance Report to 31 March 2015 outlined a mixed picture regarding performance against key deliverables in the 2014-17 Strategy and Business Plan for the 12 months to 31 March 2015.

Overall operational delivery had been achieved and significant progress had been made in a number of uplift and change programme areas. Delays had been predominantly down to external influences or budgetary constraints.

Corporate delivery areas suffered a number of delays - most notably in relation to

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the Business Transformation and Shared Services Programmes. Good progress had been made in the implementation of the Communications Strategy.

Whilst some minor progress had been made in the people-related areas, the importance of making improvements more swiftly had been recognised. A co-ordinated People Programme had therefore been formulated, and this had been added as a specific Strategic Objective commencing in the next reporting period.

AGREED:

- (i) The Year-end Performance Report to 31 March 2015 was noted.

Action PAB270515-01: Commentary in connection with Performance Report key deliverable 2.9 (BPV capability) to be checked and amended if necessary.

7.2 Outturn Expenditure Report, 2014 / 15

[REDACTED]

[REDACTED]

AGREED:

- (i) The update was noted.

7.3 Principal Risk Report

The Principal Risk Report as at 30 April 2015 outlined progress in managing the key risks to achieving CNPA's strategic objectives as at 30 April 2015.

The following headlines were noted:

- The Executive Team had reviewed the completeness and accuracy of the information presented on the Principal Risk Register;
- [REDACTED]
- [REDACTED]
- Risks had been aligned to the RAG status of mitigating actions and activities in the performance report. This had turned a number of new / developing controls and mitigations to amber.

[REDACTED]

Management action remains focussed on improving the performance of new and developing controls and mitigations assessed as amber and on maintaining the good performance levels across all other areas of risk.

The ARGC are scheduled to carry out “deep dives” into individual risks, which should help to improve the Principal Risk Report details in due course.

AGREED:

- (i) The update was noted.

7.4 Health, Safety and Environmental Report, 2014 - 2015

The Health, Safety and Environmental Report for 2014 / 2015 outlined that:

- The accident statistics showed a small increase in both the number and the overall trend.
- 11 RIDDOR reports had been made to the Health and Safety Executive under the RIDDOR reporting procedure.
- The number of CNC personnel issued with dosimetry had risen by 9% during 2014 / 15, with almost 80% not recording a measurable exposure. The average exposure for personnel had reduced from 0.03 mSv to 0.01 mSv.
- Annual CNC Health and Safety Audit Results revealed that the majority of units increased their scores (indicating an improvement in the Safety Management System in place), or where scores reduced, the reductions were small.
- Annual medicals had been conducted but the increasing uncertainty and delays relating to the provision of Occupational Health services by EDF had placed increased pressure on the in-house Occupational Health team.
- Fitness testing was undertaken for 551 personnel and 521 (94.6%) successfully completed the assessment.

A Wellbeing Survey concluded on 8 May 2015 with a 63.7% response rate. The production and analysis of the results will be summarised in a report in due course.

Overall, the number of injury incidents and the overall accident trend had increased and had been primarily related to firearms training incidents and stress related absences. Work is ongoing to understand the underlying organisational root causes and to instigate remedial action.

AGREED:

- (i) The Health, Safety and Environmental update was noted.

- [REDACTED]
- [REDACTED]
- [REDACTED]
- [REDACTED]
- [REDACTED]
- [REDACTED]
- [REDACTED]
- [REDACTED]
- [REDACTED]
- [REDACTED]
- [REDACTED]
- [REDACTED]
- [REDACTED]
- [REDACTED]
- [REDACTED]
- [REDACTED]
- [REDACTED]
- [REDACTED]
- [REDACTED]

[REDACTED]

It was requested that in future, Business Cases are endorsed by the Business Director in advance of submission to the Board.

7.6 [REDACTED]

[REDACTED]

[REDACTED]

- [REDACTED]
- [REDACTED]
- [REDACTED]
- [REDACTED]
- [REDACTED]
- [REDACTED]

[REDACTED]

Further updates will be provided to the Board in due course.

AGREED:

- (i) The update was noted.

[REDACTED]

7.7 **People Programme Initiation**

Joyce Robertson's appointment as the People Programme Director had been approved by Baroness Verma, DECC.

The People Programme Director will focus on Strategic Objective 4. A Project Brief will be presented to the July Board, the focus of which will include Health and Fitness, Organisational Development and Culture and BAU issues.

Gwen Parry-Jones offered to discuss / test cultural change issues, if required.

7.8

[REDACTED]

7.9 Professional Standards Annual Report

An update on professional standards had been requested at the March Board meeting via Action PAB250315-10. The Professional Standards Annual Report 2014 / 15 had therefore been submitted.

No significant trends had been apparent, although there had been a recent rise in complaints involving social media. Six complaints from the public on a variety of matters had been recorded (three relating to comments posted on Facebook whilst off-duty). Eighteen conduct matters had been recorded in relation to a variety of alleged breaches of standards of professional behaviour. Eight officers had been suspended. Six officers had faced formal misconduct proceedings in relation to allegations received in 2013 / 14 and four officers faced misconduct meetings.

AGREED:

- (i) The update was noted

It was observed that before operational duties, AFOs are asked if they are fit for duty and if they are fit to carry a firearm.

8 AOB

There will be an update on liP at the July 2015 Board Meeting.

There being no further items of business, the meeting closed at approximately 15.35 hrs