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## CNPA BOARD MEETING

Minutes of the meeting held on Wednesday, 30 March 2016

Futura & Garamond Rooms, Blue Fin Building, 110 Southwark Street, London SE1 0SU

**Present** Sir Philip Trousdell (Chairman)  
Stephen Barrett  
George Beveridge  
Phil Craig  
Paul Kernaghan  
Kenna Kintrea  
Gwen Parry-Jones  
Rob Wright  
Mike Griffiths, CEO / Chief Constable  
Christopher Armit, Operations Director  
Simon Chesterman, Capability Director  
Kenneth Kilpatrick, Business Director  
Joyce Robertson, People Programme Director

### Apologies

**In Attendance** Richard Cawdron, Head of Executive Office and Legal Advisor  
Richard Saunders, Interim Head of HR  
Nigel Calvin, Communications Manager  
Catherine Pepler, Board and Committee Secretary

**Start: 11:00 hrs approx.**

### 1 Chairman's Announcements

The Chairman welcomed everyone to the Meeting, including Phil Craig, DSRL Industry member and Nigel Calvin, Communications Manager, who were both attending their first Board Meeting.

The Chairman advised that:

█ [REDACTED]  
█ [REDACTED]

### 2 Minutes of the meetings held on 27 January 2016 and 9 March 2016

The Minutes of the Board Meeting held on 27 January 2016 were accepted as a true record of the Meeting, subject to one minor amendment: "*Stephen Barrett left the room due to a conflict of interest*" to read "*Stephen Barrett left the room to avoid a conflict of interest*".

The Minutes of the Extraordinary Board Meeting held on 9 March 2016 were accepted as a true record of the Meeting.

It was noted that the Chairman, Rob Wright and Paul Kernaghan had undertaken DECC sponsored cyber awareness training at Culham [on 22 March 2016].

PAB303016-01: The Chairman to write a letter of thanks to Lucy Shirodkar, Head of IT, who would be leaving the Constabulary in April 2016.

3 Standing items

3.1 CEO / Chief Constable's Business Report January 2016 – March 2016

[REDACTED]

**DECISION:**

[REDACTED]

The continued circulation of press media summaries to Board Members was requested.

**AGREED:**

- (i) The CEO / Chief Constable's Business Report January 2016 – March 2016 was noted.

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

It was reported that:

- a risk workshop had taken place (on 3 March 2016);
- the contract for the internal auditor, RSM, had been extended for a further twelve months;
- the Multi-Force Shared Services system would be implemented on 4 April 2016; and
- [REDACTED]

[REDACTED]

[REDACTED]

**AGREED:**

- (i) The ARGC Chairman's verbal report was noted.

[REDACTED]

4 Items for approval / discussion

4.1 Strategy & Business Plan 2016-2019

At its January 2016 meeting, the Board had approved the 2016-19 Strategy and Business Plan subject to minor editorial changes and an update of the budget information and risks (following budget meetings held with the Site Licence Companies and a risk workshop to realign the CNPA's principal risks to the Strategy and Business Plan).

[REDACTED]

**DECISION:**

[REDACTED]

4.2 Budget 2016/17

The draft 3-year Budget 2016/17 to 2018/19 had been presented to the Board in January 2016. Budget Meetings had been held with all the SLCs and with the Nuclear Decommissioning Authority (NDA).

[REDACTED] Work

would continue throughout 2016/17, to further reduce the Constabulary's cost base / improve its efficiency.

**AGREED:**

- (i) The 2016/17 budget was approved.

4.3 Workforce Plan – 3 Year Strategy and Lifecycle Costs

The Workforce Plan – 3 Year Strategy and Lifecycle Costs report had provided an update on the impact and implications of movements in police officer numbers over the next 15 years, due to withdrawal from civil nuclear sites that no longer require policing and deployment to the new nuclear power stations and an update on whole-life costs for significant 'big ticket' items under the Constabulary's operational and business transformation improvement programmes.

[REDACTED]

[REDACTED]

**AGREED:**

- (i) The Workforce Plan – 3 Year Strategy and Lifecycle Costs report was noted.

4.4 [REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

5 Items for approval / discussion

5.1 Performance Report to 29 February 2016

An overall generally improving position had been shown in the Performance Report to 29 February 2016, which represented the Constabulary's performance against key deliverables contained in the CNPA's Strategy and Business Plan 2015-18 for the 11 months to 29 February 2016.

[REDACTED]

**AGREED:**

- (i) The Performance Report to 29 February 2016 was noted.

5.2 [REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

5.3 Principal Risk Report as at 29 February 2016

A risk workshop had been held on 3 March 2016, to review and challenge the principal risks, to ensure that they remained aligned to the 2016-19 Strategy and Business Plan and that the controls and mitigations and risk scores remained appropriate. The revised Principal Risk Report would be submitted to the May Board meeting.

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#### AGREED:

- (i) The Principal Risk Report as at 29 February 2016 was noted.

#### 5.4 Health, Safety & Environmental Report to 17 March 2016

Overall, the number of reported injury events had dropped during the reporting year to 17 March 2016, with reductions in both training and muscular skeletal injury events. The number of civil claims had increased slightly, but no trends were present. There had been a significant increase in RIDDOR reportable incidents since the last report, with a total number of 19 reportable events during the reporting year to 17 March 2016 (compared with 10 reportable events to the same date last year). Four of the 19 reportable events had related to Method of Entry (MOE) Training, mitigations for which had been implemented with the result that no further MOE incidents had occurred.

Fitness testing results had been more positive than anticipated. The outcome of a six-month trial regarding fast-track physiotherapy would also be reported in due course.

#### AGREED:

- (i) The Health, Safety and Environmental Report to 17 March 2016 was noted.

#### 5.5 Planning, Performance and Risk Framework

A report would be submitted to the May 2016 Board Meeting.

#### 5.6 ISSC1/Multi Force Shared Services (MFSS) Update

The considerable achievement in attaining an MFSS launch date of 4 April 2016 was noted.

Two internal audits had taken place regarding the MFSS. They were focussed on the controls over the User Acceptance Testing process and the controls regarding the Constabulary's readiness for "go live". The final decision for "go live" would be taken on Sunday, 3 April 2016.



#### 5.8 HMIC Report Action Plan

On completion of the last outstanding HMIC Report action, the CNPA Chairman would write to the Secretary of State.

### 6 AOB

- 6.1 As it had been both Industry member George Beveridge's and Independent member Stephen Barrett's last CNPA Meeting, on behalf of the CNPA Board, the Chairman thanked them for their guidance and assistance over their long periods of service to the Authority. With Rob Wright, they had helped to transform the Constabulary and shape the way in which the CNPA worked. George Beveridge and Stephen Barrett responded that they were pleased to leave with the CNPA in such a strong and healthy position.
- 6.2 The Chairman also extended the Board's thanks to Rob Wright for all his assistance as Chairman of the ARGC for 6 years and to Paul Kernaghan for taking over this role from April 2016.
- 6.3 Date of the CNPA Annual Review: Wednesday, 25 May 2016  
Venue: Milton Hill House, Milton Hill, Steventon, Oxfordshire OX13 6AF  
(Private Dinner for Board Members at Milton Hill House on Tuesday evening, 24 May 2016)

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There being no further items of business, the meeting closed at approximately 15.00hrs.