

**CNPA BOARD MEETING**

**Minutes of the meeting held on Tuesday, 24 November 2015**

**Penthouse Suite, Grand Connaught Rooms,  
61-65 Great Queen Street, London WC2B 5DA**

<b>Present</b>	Sir Philip Trousdell (Chairman) George Beveridge Paul Kernaghan Kenna Kintrea Rob Wright Mike Griffiths, CEO / Chief Constable Christopher Armitt, Operations Director Simon Chesterman, Capability Director Kenneth Kilpatrick, Business Director Joyce Robertson, People Programme Director
<b>Apologies</b>	Stephen Barrett Gwen Parry-Jones
<b>In Attendance</b>	Victoria Bartlett, Head of Engagement and Communications Richard Cawdron, Head of Executive Office and Legal Advisor Richard Saunders, Head of HR Sheree Owen, Principal Staff Officer Rosemary Powdrill, Board and Committee Manager Catherine Pepler, Board and Committee Secretary

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

**1 Chairman's Announcements**

The Chairman welcomed Kenna Kintrea, Assurance Director, Nuclear Decommissioning Authority, to her first Board Meeting as a member of the Civil Nuclear Police Authority. Her wide-ranging experience of Board Membership was noted.

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

The Minutes of the Board Meeting held on 30 September 2015 were accepted as a correct record of the Meeting.

**3 Standing items**

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

The CEO's Business Report for the period September – November 2015 was presented, highlighting key areas of business activity since the last Board meeting. Detail is set out in Report PAB(15)R54. In the course of discussion, it was noted that: the impact of the Government's Infrastructure Policing Review (to be considered at the Strategic Conference after the Board) is currently unknown and that the CNC will therefore operate on a business as usual (BAU) basis until advised otherwise.

**AGREED:**

- (i) The Chief Executive Officer's Business Report was noted.

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

The Chairman of the ARGC reported that the last ARGC Meeting on 11 November 2015 had not been quorate. He advised that the timetable for the publication of the 2015/16 Annual Report and Accounts had been extended at the request of the National Audit Office. The date of the usual June ARGC telecom (and subsequent e-mail to Authority Members for their approval or otherwise within 24 hours) would therefore be reviewed. Tight timescales would need to be adhered to, to print and lay the Annual Report and Accounts before Parliament's summer recess.

**AGREED:**

- (i) The Report was noted.

**4 Items for approval / discussion**

**4.1 Home Office Review**

[REDACTED]

**AGREED:**

- (i) The verbal briefing regarding the Home Office Review was noted.

**4.2 Exotics Operations**

The Operations Director provided a strategic overview of operations, details of which have not been disclosed for security reasons.

**4.3 Contract for the provision of Armed Escort Services**

[REDACTED]

[REDACTED]

**4.4 Draft Strategy and Business Plan 2016-2019 (and underpinning 3-year budget)**

The Business Director reported that the CNPA Strategy and Business Plan 2015-18 had been updated as follows:

- the Strategy had been moved forward one year and extended out to 2018/19. 2015/16 deliverables completed, or on course for delivery by end of financial year, had been removed;
- the strategic context had been updated to accentuate strategic drivers behind cost pressures following horizon scanning of financial risks;
- principal risks, impacts and mitigations had been updated.

[REDACTED]

**AGREED:**

- (i) The Draft Strategy and Business Plan 2016-2019 was noted together with the high level Budget 2016-19 Paper (circulated at the Meeting) and potential savings initiatives;
- (ii) the Draft Strategy and Business Plan 2016-2019 to be scrutinised internally and externally. An update to be presented at the January 2016 Board Meeting. A revised Plan to be submitted to the March 2016 Board Meeting for sign-off.
- (iii) IT Strategy Briefing and MFSS Migration Briefing to be presented at January 2016 Board Meeting.

**4.5 Workforce Planning – 3 Year Strategy and Lifecycle Costs**

An update was provided on the impact and implications of movements in officer numbers over the next 15 years and on whole life costs for 'big ticket' items under the Constabulary's operational and business improvement programmes. Board members were asked to confirm, where possible, that working level assumptions on major changes to the SLC landscape were in the right timeframes.

[REDACTED]

**AGREED:**

- (i) The Workforce Planning report was noted and acknowledged as a good

piece of planning work.

## 5 Items for approval / discussion

### 5.1 Performance Report to 31 October 2015

Performance for the seven months to 31 October 2015 had indicated an improving performance overall.

**Action PAB241115-02: Personnel involved in Wylfa withdrawal arrangements to be thanked for their success in allocating Wylfa Officers to their first / second choice relocation site on cessation of policing at Wylfa.**

**DECISION:**

The Board approved the Key Deliverable 2.12 Incident Management System (IMS) IT Solution delivery date change from March 2016 to December 2016, due to bandwidth issues.

**AGREED:**

- (i) The Constabulary's Performance Report was noted.

### 5.2 Monthly Financial Report – October 2015

[REDACTED]

**AGREED:**

- (i) The Monthly Financial Report – October 2015 was noted.
- (ii) Financial performance would be reported on "by Directorate" from November 2015.

### 5.3 Principal Risk Report as at 31 October 2015

[REDACTED]

**AGREED:**

- (i) The Principal Risk Report as at 31 October 2015 was noted.

### 5.4 Health, Safety & Environmental Report to 12 November 2015

The Capability Director introduced the Report (PAB(15)R61) that outlined strategic Health

**OFFICIAL**  
**APPROVED v3**

Safety and Environmental performance for the reporting year to date. Detail is set out in the Report. It was observed that the Constabulary is demonstrating good health and safety trends overall with a significantly low number of accident injury reports – in particular, the number of incidents occurring during firearms training and of low-level muscular incidents had reduced.

**AGREED:**

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

**5.5 HMIC Report Action Plan**

It was reported that the CNPA Chairman and Nicola Pretty (Nuclear Resilience and Assurance, DECC) had attended the last HMIC Gold Group Meeting [on 11 November 2015]. The majority of HMIC Report actions had been completed. The CNPA Chairman would write a letter regarding HMIC action progress to Amber Rudd, Secretary of State for Energy and Climate Change, in due course.

**5.6 ISSC1/MFSS Update**

An update on Independent Shared Service Centre 1 (ISSC1) and the Multi-Force Shared Service (MFSS) had been given to Members at the preceding Authority Meeting.

**5.7 Quarterly Information Security Update**

In compliance with NISR 2003, NORMS and HMG Security Policy Framework, duty holders (who store, process, transmit or control sensitive nuclear information) had been required to appoint suitable individuals with full accountability for, and the authority to discharge, the functions under the above policies. At the Board Meeting on 27 May 2015, the CEO/CC had been appointed to provide strategic oversight of security and to hold Executive Directors to account for the management of security risks. Information Security reports would commence proper from January 2016, in sequence with the quarterly reporting to ONR. Incidents reported during the July to September quarter and from October to November are outlined in the Report (PAB(15)R62).

**Action: PAB241115-03: Business Director to arrange for a re-check of information security arrangements regarding the movement of data from platform to platform/shared platforms.**

**AGREED:**

- (i): The first Quarterly Information Security Update was noted.

**6 AOB**

**6.1 Staff Wellbeing Survey & Bullying**

The Chairman advised that, following reports to the last Board Meeting regarding the Staff Wellbeing Survey and references to alleged bullying, he had requested information on the number of calls made to Safecall (the Constabulary's confidential helpline for personnel with concerns over wrongdoing at work). This demonstrated that reporting of incidents to Safecall was low overall and that reporting in relation to bullying was statistically insignificant. It was noted that the Staff Wellbeing Survey results had been shared with Constabulary personnel and that work was in progress to establish a tactical Wellbeing Working Group to promote employee support networks.

**6.2 Date of Next Meeting: Wednesday, 27 January 2016. Venue: London**