

CNPA BOARD MEETING

**Approved Minutes of the meeting held on Wednesday, 29 March 2017
Futura & Garamond Room, Blue Fin Building,
110 Southwark Street, London SE1 0SU**

Present Vic Emery (Chairman)
Paul Kernaghan
Kenna Kintrea
Mark Neate
Gwen Parry-Jones
Neelam Sarkaria
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 Phil Craig

In Attendance Richard Cawdron, Head of Executive Office and Legal Advisor
Catherine Pepler, Board and Committee Secretary
Rosemary Powdrill, Board and Committee Manager
Richard Saunders, Interim Head of HR
Rebecca Webber, Interim Head of Engagement and Communications
Mike Wilkinson, Principal Staff Officer

Start: 11:00 hrs approx.

1 Chairman's Announcements

The CNPA Chairman welcomed members to the Board Meeting. He advised that since the last Board Meeting, he had met the representatives from the Civil Nuclear Police Federation, the Superintendent's Association and Prospect. The Chairman had also met the Chair of the British Transport Police Authority and the Chair of the Ministry of Defence Police Committee (individually and together) regarding Infrastructure Policing, followed by a meeting with the Director, Nuclear Resilience & Assurance Directorate, Department of Business, Energy and Industrial Strategy (BEIS). The Chairman had attended a meeting in respect of the Multi-Force Shared Services and had also visited Dounreay.

No potential conflicts of interest were reported.

2 Minutes of the Board Meeting held on 25 January 2017

The Minutes of the Board Meeting held on 25 January 2017 were accepted as a true record of the Meeting. There were no extant actions.

3 Standing items

3.1 CEO / Chief Constable's Business Report January 2017 to March 2017

CEO's Business Report from January 2017 to March 2017 included details as follows:

Strategic - Infrastructure Policing (IP)

The direction from Government had been that the IP project was still on the Prime Minister's agenda, but that now was not the time for additional legislative change. The next stage was for the organisations under review, with their government departments, to look at ways to review standards, improve interoperability and to collaborate to improve efficiency.

Strategic – Pensions

The deadline for CNC and all public bodies to enter the Alpha scheme had been postponed by Government from 1 April 2017 to 1 April 2018. The CNPA/CNC and staff associations would use the time to reinforce the case for retirement age of 60 for Authorised Firearms Officers.

Operational

Over the reporting period, CNC officers had continued to patrol within 5km of sites and their interaction with the public had led to twelve arrests and six separate incidents in which assistance had been given to Home Office forces.

Sellafield Limited

The CNC, together with Site Licence Company (SLC) partners had successfully supported the commissioning of the National Nuclear Laboratory facility to enable it to meet the national objective of gaining CAT 1 status.

The Project Servator capability (involving the unpredictable deployment of specially trained officers around the Sellafield site and the surrounding local community, to encourage the reporting of suspicious activity and to provide reassurance and confidence to members of the public) had received a positive reception.

EDF and MARSO

Successful, ONR-observed Exercises had been held at Heysham and Torness.

Ballistic Protected Vehicles (BPVs)

The BPV project had remained in exception.

Information Management System (IMS)

The IMS project had come out of exception in late January 2017.

Metropolitan Police Service (MPS) Training

MPS training had continued to be delivered successfully. Discussions were underway with the MPS over longer-term collaboration opportunities.

Role Profile Delivery

The Constabulary was continuing to develop its capability.

Command Training

An Operational Firearms Commanders (OFC) Initial Course had been delivered with a 100% success rate.

Firearms Support Dogs (FSD)

A Dog Training Unit had been developed and had delivered the first CNC FSD Initial Course.

Driver training

The Constabulary was planning for the delivery of driver training that would comply with College of

[REDACTED]

Policing Authorised Professional Practice.

Body Worn Video (BWV)

BWV by AFOs was being rolled out across policing.

Security

There had been two security breaches and one near-miss during the reporting period.

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

Members noted the significant achievements outlined in the CEO's report and its positive perspective and added that they found the level of detail helpful to their deliberations.

It was asked if there was a way of recognising individual officers who had been tactically deployed and it was confirmed that a commendation system was in place.

Training was noted as the Constabulary's area of excellence. It was seen to be important for the Constabulary to position itself in-line with other forces in respect of the implementation of new capabilities and for the Constabulary to be seen at the forefront of training matters.

On-boarding Alpha

A presentation was given regarding the Alpha pension scheme.

It was advised that a notification from HM Treasury had required all affected public sector bodies to delay work on entering the Alpha scheme, which had been due to take effect from 1 April 2017, in view of recent employment tribunal transitional protection cases.

Communication activities had been undertaken. An Alpha presentation had been released to all CNC employees. A pension booklet, bespoke for CNC employees, had been produced, providing examples of the impact of Alpha and the People Programme Director had also updated employees on the on-boarding delay.

A full CNC Human Rights and Equality Impact Assessment (HREIA) on the Alpha project had been completed, independently reviewed and submitted to BEIS officials.

[REDACTED]

[Redacted]

AGREED:

- (i) The CEO / Chief Constable's Business Report January 2017 to March 2017 was noted.

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

The ARGC Chairman advised that an ARGC Meeting had taken place on 9 February 2017.

Draft minutes of this meeting had been circulated as part of the Board documentation. Para 4.3 "The Anti-Fraud, Anti-Bribery and Anti-Corruption Policy was approved for onward submission to the CNC's Policy Governance Sub-Committee" was queried as the sub-Committee was no longer operational and the Board wished for visibility on the Policy.

AGREED:

- (i) The Audit, Risk and Governance Committee (ARGC) Chairman's Report was noted.
- (ii) The Anti-Fraud, Anti-Bribery and Anti-Corruption Policy would be placed on the May 2017 Board agenda.

4 Items for approval

4.1 Infrastructure Policing

A letter dated 6 February 2017 from No 10 Downing Street had confirmed that the Prime Minister had continued to believe that that the integration of some or all of the police forces involved with infrastructure policing would bring improved interoperability and operational effectiveness, but that now was not the right time to pursue the detail due to other legislative priorities. The Prime Minister was nevertheless keen to keep this option open.

[Redacted]

[Redacted]

AGREED:

- (i) The update on Infrastructure Policing was noted.

[Redacted]

[Redacted]

[Redacted]

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

- [REDACTED]
- [REDACTED]

(iii) The Business Director would prepare a public facing version of the Strategy and Business Plan to publish on the CNPA's GOV.UK web page.

[REDACTED]

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

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

AGREED:

- (i) The Draft Budget 2017/18 was approved.

4.3 MFSS Business Case

CNC was a member of the Multi-Force Shared Service (MFSS) and shared its core transactional 'back office' functions for finance, procurement and human resources with Cheshire, Nottinghamshire and Northamptonshire police forces.

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[Redacted]

[Redacted]

[Redacted]

[Redacted]

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[Redacted]

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[Redacted]

[Redacted]

5 Items for discussion

5.1 Workforce Planning 5 Year Strategy

The Workforce Planning update had reported on the impact and implications of movements in police officer numbers to 2031/2 due to withdrawal from civil nuclear sites that no longer require armed policing and deployment to new nuclear power stations. The key risk to be managed would be to maintain efficient and effective officer deployments to sites, whilst also ensuring that the Constabulary deployed neither too many nor too few officers.

[REDACTED]

AGREED:

- (i) The Workforce Planning 15-year Strategy was noted.

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

AGREED:

- (i) The update on progress regarding the TACOS business case was noted and the principles in the negotiation strategy were approved, thereby providing delegated authority to the Capability Director to commence formal consultation with representative bodies.

5.3 Communication and Engagement Strategy

The Communications and Engagement Strategy (C&ES) had been updated from its 2014 version, to cover the period 2017 to 2020 and was aligned with the Strategic Plan. The C&ES had detailed the aims and objectives of how the Constabulary and Authority would communicate effectively, both internally and externally, and the progress that had been made in building and improving existing communications channels.

Areas that had been updated included:

- key messages, which had been expanded and categorised into five themes, to help audiences understand the Constabulary's vision and aims and to prevent mixed messages;
- objectives;
- a communications SWOT analysis;
- a section on the policing landscape that the Constabulary operates in and communicates from;
- the Constabulary's communication principles;
- stakeholder and target audience details;
- the improved communications channels that were now available;
- the method for the evaluation of the impact of the Constabulary's communications and the demand for communications support; and
- a detailed delivery plan to enable the Constabulary to make further improvements.

It had been reported that the strategy and ongoing communication activities were required to provide direction and a clear vision for improving and enhancing communications both internally and externally, whilst also seeking to mitigate reputational risk by building a positive stakeholder image via co-ordinated communications, rather than reactive and unplanned messaging.

It was asked if the Communications Team had contingencies in place should a crisis arise. It was explained that training had taken place to provide additional Communications Team in-house resilience and that experienced media personnel from Thames Valley Police could also assist in the event of a major incident.

AGREED:

- (i) The Communications and Engagement Strategy 2017 -2020 was noted for rolling out in the organisation.

Action PAB290317-02:
The Interim Head of Engagement and Communications to consider the removal of the reference to YouTube on the front cover of the Communications and Engagement Strategy.

6 Business Updates

[Redacted]

[Redacted]

[Redacted]

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[REDACTED]

- [REDACTED]
- [REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

AGREED:

- (i) The expenditure report to 28 February 2017 was noted.

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

6.5 Health, Safety & Environmental Report to 28 February 2017

Key findings presented in the Health, Safety and Environmental Report to 28 February 2017 were that:

- the total number of injury reports to this point in the reporting year was lower than the last two reporting years. This was reflected in lower numbers of minor injury reports involving Firearms Training, slips / trips / falls and muscular skeletal injuries connected to wearing / carrying Personal Protective Equipment;
- a significant increase had occurred in the number of RIDDOR reports, which were primarily within the training environment and were believed to be connected to fitness levels, increases in intensity / realism of Personal Safety Training and the age / injury profile of CNC officers;
- the cumulative provisional dosimetry data had shown that, in radiological terms, CNC personnel had negligible exposure to radiation, with over 81.5 % of all monitored personnel not having had any measureable exposure this reporting year; and
- one civil liability claim had been received since the last report. Overall, the ten claims to date this reporting year was the lowest number of claims to this point of the year for the five years that the CNC data had been recorded in this format.

Disappointment was expressed to the Executive regarding the increase in the number of RIDDOR reports. It was advised that no trends and patterns had been identified but RIDDOR incidents and near-misses would be investigated further and a report would be submitted to the May 2017 Board Meeting.

AGREED:

The Health, Safety and Environmental Report to 28 February 2017 was noted.

6.6 Sellafield Training Facility update

The new Sellafield Training Facility (STF) that was being constructed was now 14 weeks ahead of schedule. The anticipated completion date was 4 September 2017 and an Occupancy Group had been established to co-ordinate activities to facilitate the Constabulary's readiness to move into the building. In view of the accelerated completion schedule, it was noted that there could be a short period between completion and the readiness for safe occupancy.

[REDACTED]

It was noted that the CNPA Board meeting scheduled to be held at the end of July 2017 would be held at Sellafield, when members would have an opportunity to visit the Facility at a point when it would be nearing completion.

AGREED:

The update on the Sellafield Training Facility was noted.

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

AGREED:

(i) The CNC Insider Vulnerability report and appendix were noted.

6.8 Cyber Security and Information Assurance – update on progress regarding the implementation of ONR recommendations

The Office for Nuclear Regulation (ONR) had undertaken a review of CNC's cyber security and information assurance in January 2016. The review had identified seven regulatory requirements for improvement, which CNC had agreed to implement by 31 March 2017.

The CNC's Internal Inspections team had undertaken a review of progress against each of these recommendations in January 2017. Concerns had been raised in respect of three of the recommendations, but these issues had been resolved, including the appointment of a Chief

[REDACTED]

Information Security Officer (CISO). It was considered highly likely that ONR would undertake a formal follow-up of progress regarding the implementation of its recommendations in early 2017/18.

There was still considerable additional work to be undertaken in connection with the amalgamation of policies etc and the establishment of a definitive plan against the backdrop of conflicting requirements. It was noted that the NDA Cyber Security Resilience Programme was working to draw together activities across the estate.

AGREED:

- (i) The Cyber Security and Information Assurance update was noted.

7 AOB

Senior Responsible Officers (SROs) would be tasked to present on their Strategic Objectives to future Board Meetings.

7.1 Board Meeting self-assessment

Board members reflected on the conduct of the Board Meeting. It was considered that the material circulated in the Board packs and outside the meetings was helpful. [REDACTED]

[REDACTED] The Chairman was congratulated on efficiently working through a long agenda and it was felt that the Board Minutes had improved over the last few Meetings. The immense amount of work that had been involved in the submission of Board reports was noted.

7.2 Next Meeting

The next Board Meeting was scheduled to be held on Wednesday, 31 May 2017 in Room 3, Building E6, Civil Nuclear Constabulary, Culham Science Centre, Abingdon OX14 3DB

As there were no further items of business, the meeting closed at approximately 13.30 hrs.