

[REDACTED]

CNPA BOARD MEETING

APPROVED Minutes of the meeting held on Thursday, 26 July 2018

Venue: Copeland Room, Sella Park Hotel, Calder Bridge, Cumbria CA20 1DW

Present Vic Emery (Chair)
 Phil Craig
 Paul Kernaghan
 Mark Neate
 Neelam Sarkaria
 Paul Winkle
 Rob Wright
 Mike Griffiths, CEO / Chief Constable
 Simon Chesterman, Capability Director
 Kenneth Kilpatrick, Business Director (via telecon)
 Richard Saunders, Director of People and Organisational Development

Apologies Mike Calloway
 Christopher Armit, Operations Director

In Attendance Richard Cawdron, Head of Executive Office and Legal Services
 Catherine Pepler, Board and Committee Secretary
 Rosemary Powdrill, Board and Committee Manager
 Stuart Rodgers, Principal Staff Officer
 Michael Vance, Divisional Commander, S Division (for the Operations Director)

[A CNPA site visit to the Griffin Park Tactical Training Centre had taken place that morning.]

Start: 12:00 hrs approx.

1 Chairman's Announcements

The Chairman welcomed members to the Board Meeting and advised that Mike Calloway had replaced Kenna Kintrea as the CNPA member from the Nuclear Decommissioning Authority (NDA).

It was also advised that the Board Effectiveness Review survey was scheduled to be conducted by RSM (the internal auditor), in early September 2018.

No potential conflicts of interest were reported.

2 Minutes of the Board Meeting held on 30 May 2018

The minutes of the Board Meeting held on 30 May 2018 were accepted as a true record of the Meeting.

Updates were given on outstanding actions, as noted in the attached action list.

3 Standing items

3.1 CEO / Chief Constable's Business Report 23 May 2018 – 18 July 2018

The Department for Business, Energy and Industrial Strategy (BEIS) –

Diversity and Inclusion Agenda

On 4 July 2018, the Permanent Secretary had written to the Chair and the CEO on diversity and inclusion in the BEIS Group. The letter had included a request for the identification of a diversity and inclusion lead and the agreement of a plan to increase the diversity of applications and appointments to the CNPA Board. The Chair had subsequently written to the Director, Nuclear, BEIS, advising that the Capability Director had been nominated as the lead on CNC-related

[REDACTED]

diversity matters and that the Head of Executive Office and Legal Services had been nominated as the point of contact for “all CNPA-related diversity matters in respect of Authority and Executive appointments”. A meeting had also been arranged to agree a plan regarding the key objectives set out in the Permanent Secretary’s letter and a further update would be given at the next Board meeting in October.

[REDACTED]

[REDACTED]

[REDACTED]

OPERATIONS

Escort Activity

In early July 2018, the Strategic Escort Group (SEG) had successfully completed an operation.

[REDACTED]

Policing Activity

[REDACTED] during their *Deter* patrols, CNC officers had provided assistance to the Home Office forces 21 times.

CHALLENGE:

The availability of welfare support was queried for CNC Tactical Care Officers (TCOs) who had recently dealt with the immediate threat to life of two individuals, who had each tried to commit suicide. It was advised that in such cases a welfare officer / welfare package should be allocated to the CNC personnel concerned.

SITE LICENSE COMPANIES

Dounreay Site Restoration Limited (DSRL)

[REDACTED]

[REDACTED]

Sellafield Limited (SL)

BBC Crimewatch

The BBC had produced an excellent outline of the CNC’s role in protecting the civil nuclear estate.

Projects and Routine Business

The CNC was heavily involved in the Main Site Command Facility (MSCF) project and the new CNC building project was approaching some important planning milestones. Rates of deployability had remained healthy and the CNC had a good relationship with the SL security team.

EDF

Relationship with EDF

An EDF/CNC Strategy meeting, chaired by Paul Winkle, had taken place and the CNC was currently working with EDF to develop a Memorandum of Understanding framework document.

WITHIN THE HEADQUARTERS

Project Servator

The CNC had hosted a visit from the National Project Servator Team as the two-year anniversary of the launch at the Sellafield Operational Policing Unit approached.

Counter-Terrorism (CT) Exercises and Testing

No CT exercises had taken place since the June 2018 Board update. However, the CNC had continued to engage its officers in Response Model Testing at the Hunterston, Sizewell and Hinkley Point sites.

Firearms Training

In addition to routine qualification training and *catch up and development training*, the Firearms Training Unit was scheduled to deliver 17 training courses, the CNC's National Firearms Instructor courses, Initial Metropolitan Police Service (MPS) training and preparations for the quadrennial College of Policing firearms licencing inspection in December 2018. There was also a need to ensure the CNC's readiness to safely occupy, licence and bring into use the new Griffin Park Tactical Training Centre.

National Firearms Instructors

Two initial courses for National Firearms Instructors were scheduled to take place in 2018/19.

CAPABILITY IMPROVEMENT PROGRAMME

New Capability Update:

Body-Worn Video

An internal workshop had been held in June 2018 and it was agreed to research and identify device and storage options.

Weapon / Tactical Engagement Simulation System

Arrangements were being finalised for a tender process in 2018, for a replacement weapon / tactical engagement simulation system. In the meantime, short-term investment in the SAAB system would continue.

PEOPLE**Pension – Transition to Alpha Update**

It was reported that the expected date for the transition to the new pension provider had moved to April 2020.

SECURITY UPDATE

There had been five security incidents since the previous report, all of which had been deemed to be of a “low” consequence.

AGREED:

- (i) The CEO’s Business Report 23 May 2018 – 18 July 2018 was noted.

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

An ARGC Meeting had taken place on 28 June 2018 to approve the CNPA Annual Report and Accounts 2017/18. It was reported that:

- the findings in the National Audit Office’s (NAO’s) Audit Completion Report (including management letter) on the 2017-18 Financial Statement Audit had been reviewed and noted at the ARGC meeting;
- [REDACTED]
- the internal auditor’s (RSM’s) Annual internal audit report 2017/18 and unqualified audit opinion had been noted;
- the final draft of the Annual Report and Accounts 2017/18 had been approved in principle for submission to the Authority for endorsement *[subject to minor amendments that were subsequently discussed between the NAO and CNC finance department. The ARGC Chair had been informed accordingly and the points had been resolved in the edition of the ARA that was circulated on 28 June 2018 to Authority members for approval]*; and that
- the draft Annual Report of the ARGC to the CNPA 2017/18 had been approved in principle for submission to the Authority for endorsement.

The CNPA Annual Report and Accounts 2017/18 had been *[agreed by the Authority on 29 June 2018 and certified with an unqualified opinion by the NAO Comptroller and Auditor General and]* laid in Parliament on 23 July 2018.

ACTION: PAB260718-02:

[REDACTED]

[REDACTED]

AGREED:

- (i) The ARGC Chair's report regarding the ARGC meeting held on 28 June 2018 was noted.

3.3 People Management Update

Governance and Management

Richard Saunders had taken up the new role of Director of People and Organisational Development, following approval by the Senior Appointments Committee.

People Strategy

Changes / progress in connection with the People Strategy had included:

- the commencement of the second phase of the Equality, Diversity and Inclusion Strategy
[REDACTED]
- the implementation of revised processes to ensure that any growth posts were scrutinised by the People Management Committee to provide a corporate overview;
- the continuance of the TACOS project, which had remained on track to deliver to timescales [REDACTED]
- the commencement of revised working arrangements with the new pensions administrator "Equiniti";
- [REDACTED]
- the suggestion by HM Treasury for a meeting for all interested parties regarding CNC pension age issues, which would be arranged in due course;
- [REDACTED]
- the People Management Committee approval (in June 2018) of a plan of commitments to further embed occupational health and wellbeing into the CNC and to meet the requirements of the *Healthy, Fit and Safe* strand of *Our People Strategy 2020*.

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

COMMENT:

It was advised that EDF was engaged in community work in schools and it was suggested that the CNC might wish to join the EDF Team, to make use of these communication opportunities.

Industry members were requested to advise the CNC if updates were required to the site timelines that were outlined in the CNC's Workforce Planning charts.

AGREED:

- (i) The People Management Update was noted.

3.4 Health, Safety and Environmental Report to 30 June 2018

Key findings that had been presented in the Health, Safety and Environmental Report to 30 June 2018 were that:

- the current total of injury events was at its highest for this stage in the reporting year compared to the previous three years;
- a reduction had occurred in the number of RIDDOR (Reporting of Injuries, Diseases and Dangerous Occurrences Regulations) reportable events compared to same date last year (there had been three RIDDOR reports this year, compared with five last year);
- with regard to the period January to March 2018, monitored CNC personnel would appear to have had negligible radiological exposures (in radiological terms) during normal working activities. 83% of monitored CNC personnel had not had a measurable exposure during this radiological reporting year; and
- there had been three civil liability claims in this reporting year. No trends were present and liability had been denied.

[REDACTED]

[REDACTED]

With regard to the injuries that had occurred in connection with personal safety training, no specific trends had been identified, but the situation was still being monitored.

CHALLENGE:

It was asked what changes had taken place to have caused the increase in the number of injuries and whether warm-up sessions were taking place. It was advised that more Response Model Testing was being undertaken on sites and more officers were taking part. The situation was being reviewed, but there was an ageing workforce and it was agreed that fitness standards might need to be increased in future. The recent hot weather was also considered to have been a possible contributory factor.

CHALLENGE:

It was queried and confirmed that heat was considered as part of risk assessments. It was also advised that one dehydration issue had been reported, but following consideration, it was not been deemed to have been a full heat "injury".

[REDACTED]

CHALLENGE:

A question was raised regarding how the Executive was assured that health and safety requirements were being adhered to. It was advised that the Executive ensured the observation of training and would note adherence to health and safety requirements on these occasions. It was also advised that instructors read very clear health and safety briefs when commencing training modules.

AGREED:

- (i) The Health, Safety and Environmental Report to 30 June 2018 was noted.

4 Items for approval

[REDACTED]

[REDACTED]

[REDACTED]

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5 Items for discussion

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AGREED:

- (i) The Efficiency Savings 2018/19 report was noted.

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COMMENT:

The CNC Executive was congratulated on the enthusiasm and impressively business-focussed approach of the CNC personnel who had shown Board members around the Griffin Park Tactical Training Centre.

AGREED:

- (i) The update on Griffin Park was noted.

5.3 Wellbeing Survey and ACAS Review

A comprehensive update had been provided to the May 2018 Board meeting regarding work that had been undertaken in respect of recommendations following the Employee Wellbeing Survey by the Stress Management Society in 2015. Action PAB300518-03 had been raised at the May 2018 Board meeting requesting further details. The *Action plan for the delivery against recommendations from the Stress Audit 2015* and the *ACAS Stress Report Recommendations – Action Plan* had therefore been supplied as part of the July 2018 Board meeting documentation.

Wellbeing survey – Stress Management Society

The Stress Management Society had produced a report with a series of recommendations that the CNC had committed to implementing. A stress working group (which had subsequently become part of the new mental health working group) had been set up to manage progress in terms of the implementation of the recommendations. These recommendations had now been concluded or had been included within other corporate plans and been closed-off as detailed in the report.

ACAS Focus groups

One of the Stress Management Society recommendations had been that focus groups should be held throughout the CNC, to further explore the stressors experienced by employees. ACAS had been selected to conduct this work and the groups had been held in 2016. This work had resulted in the generation of recommendations, which were being utilised to drive on-going activity to continue to strengthen the CNC's health and wellbeing provision. The recommendations were reviewed at the Mental Health Working Group on a two-monthly basis and progress was reported into the Healthy Workplace Committee, for escalation as required.

AGREED:

- (i) The Wellbeing Survey and ACAS Review were noted.

5.4 Gender Pay Gap Reporting

The CNC had published its first set of gender pay gap data in March 2018, which had highlighted a gender pay gap within the CNC that was lower than the national average. Action PAB280318-02, raised at the March 2018 Board meeting, had requested gender pay gap figures that differentiated between police officers and police staff. Details were supplied as part of the July 2018 Board meeting documentation.

Based on payroll details as at the 31 March 2017, the data had indicated that on average, female officers were earning slightly more than male officers and that on average male police staff were earning more than female staff.

A slightly higher proportion of female police staff had been awarded a bonus, which had reflected the higher proportion of female to male staff and only a small proportion of police officers were in receipt of a bonus, all of whom were male, although it was noted that for all ranks, there were more male officers than female police officers.

The gender pay gap data had provided the CNC with significant management information that would now be utilised to strengthen planned activity within the People Strategy.

It was observed that the gender pay gap would fluctuate in view of the *Star Chamber Review* work that was being conducted. It was also clarified that the Superintending rank's bonuses would appear in the gender pay gap data, until removal of the bonuses on the implementation of the new TACOS.

CHALLENGE:

It was queried and confirmed that part-time employees were incorporated into the gender pay gap figures *[as per Government guidance]*.

The Executive was thanked for the gender pay gap figures that had differentiated between police officers and police staff.

AGREED:

- (i) The Gender Pay Gap Analysis and the gender pay gap figures that had differentiated between police officers and police staff were noted.

Business Updates

6.1 Consolidated Performance Report for the three months to 30 June 2018

A consolidated performance report for the three months to 30 June 2018 had presented the CNC's consolidated performance against its strategic objectives, with its financial performance and a view of its strategic risk management at 30 June 2018.

Performance

Performance across the four Strategic Objectives had remained stable.

[Redacted]

[Redacted]

[Redacted]

[Redacted]

Programmes and Projects

It had been reported that a capability and career development plan had been drafted, which would enable programme and project managers to be trained, assessed and managed to a minimum industry standard.

[Redacted]

[Redacted]

[Redacted]

Strategic Risk

The strategic risk register had shown a generally stable performance to 30 June 2018.

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[REDACTED]

[REDACTED]

[REDACTED]

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[REDACTED]

[REDACTED]

[REDACTED]

AGREED:

(i) The Consolidated Performance Report to 30 June 2018 was noted.

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7 AOB

7.1 Board Meeting self-assessment

Members noted that the Board Briefing regarding the vision for the future of the CNC that had taken place on 25 July 2018, combined with the site visit to the Griffin Park Tactical Training Centre facility the following morning, had been both thought-provoking and beneficial in providing background to the key issues arising at Board during the year. The efforts of the CNC in arranging the most informative site visit were very much appreciated. It was recommended that a site visit be arranged as part of the annual CNPA meeting schedule as members found this a very positive learning opportunity that facilitated communication between Board members outwith Board etc. meetings. On reflection, in relation to the conduct of the Board Meeting, it was felt that there had been some helpful, but timely discussions during the meeting in relation to key items of business and it was noted that feedback on the conduct of Board meetings would feed into the upcoming Board Effectiveness Review questionnaire.

7.2 Next Meeting

The next Board Meeting was scheduled to be held on Wednesday, 10 October 2018 in Room 3, Building E6, Civil Nuclear Constabulary, Culham Science Centre, Abingdon, Oxon OX14 3DB.

The October 2018 Board meeting was due to be attended by Helen Shirley-Quirk, Director, Nuclear, BEIS and Matt Parr, HM Inspector, HM Inspectorate of Constabulary and Fire and Rescue Services (HMICFRS).

7.3 Mike Calloway

New Authority member, Mike Calloway, NDA, was due to attend an induction meeting with the CNPA Chair before the next Board meeting and it was noted that this meeting might provide an opportunity to develop improved NDA / CNC business relationships.

As there were no further items of business, the meeting closed at approximately 14.00 hrs