

## CNPA BOARD MEETING

**APPROVED** Minutes of the meeting held on Wednesday, 28 November 2018

**Venue: Room 3, Building E6, Civil Nuclear Constabulary,  
Culham Science Centre, Abingdon OX14 3DB**

**Present** Vic Emery (Chair)  
Mike Calloway  
Paul Kernaghan  
Mark Neate  
Paul Winkle  
Rob Wright  
Mike Griffiths, CEO / Chief Constable  
Simon Chesterman, Capability Director  
Rob Poole, Head of Finance, Planning and Performance (for the Business Director)  
Richard Saunders, Director of People and Organisational Development  
Michael Vance, Divisional Commander, S Division (for the Operations Director)

**Apologies** Neelam Sarkaria  
Christopher Armit, Operations Director  
Kenneth Kilpatrick, Business Director

**In Attendance** Victoria Bartlett, Head of Engagement and Communications  
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

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

### **1 Chair's Announcements**

The Chair welcomed members to the Board Meeting and advised that his year-end appraisal with the Director, Nuclear, Department of Business, Energy and Industrial Strategy, had taken place on 23 November 2018 and that he would conduct year-end performance reviews with Authority members in due course, at the end of the reporting year in May 2019.

It was asked if there were any conflicts of interest and none were raised.

### **2 Minutes of the Board Meeting held on 10 October 2018 and actions**

The minutes of the Board Meeting held on 10 October 2018 were accepted as a true record of the meeting, [REDACTED]

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

### **3 Standing items**

#### **3.1 General Data Protection Regulation (GDPR)**

It was advised that an RSM initial audit on the Constabulary's GDPR work had been undertaken in October 2018, with positive feedback. Nine management actions had been suggested; most of which had been actioned

It was advised that under the GDPR Project Phase One, basic frameworks were now in place and that Phase Two (Consolidation) of the Constabulary's GDPR project had commenced, which was

[REDACTED]

due to bring the CNPA / CNC into full compliance with the new legislation within the next six to twelve months, at which stage, the Data Protection Officer was scheduled to deliver GDPR business-as-usual monitoring and assurance.

The Data Protection Officer would continue to provide GDPR compliance reports to the CNPA, including any significant breaches, i.e. those requiring escalation to the Information Commissioner's Office, via this reporting mechanism.

**CHALLENGE:**

It was queried when Phase Two of the GDPR work was scheduled to commence and it was advised that some Phase Two work had already started.

**CHALLENGE:**

The prioritisation process regarding GDPR work was queried and it was advised that a plan was in place.

**CHALLENGE:**

Two areas of concern regarding the GDPR were raised; firstly, data on employees' desks and secondly, regarding suppliers. It was advised that training had been rolled out to employees and that Phase Two GDPR work would seek to reinforce the way that employees operate, whilst also providing continuing education. In addition, the Procurement Team was reviewing procurement processes and contracts.

**AGREED:**

- (i) The General Data Protection Regulation report was noted.

**3.2 Chief Executive Officer's Business Report 11 October 2018 – 21 November 2018**  
**STRATEGIC ENGAGEMENT**

[REDACTED]

**OPERATIONS**

A Dounreay Exotics Consolidation Project (DECP) operation had been postponed, but three operations were currently planned for the near future. It was also reported that there had been seventeen Regulation 10 submissions to date, in comparison with thirty-three at the same point last year.

**SITE LICENCE COMPANIES**

Dounreay Site Restoration Limited (DSRL)

Phil Craig, Managing Director, had been replaced by Martin Moore and the Director, Nuclear, BEIS and a BEIS colleague had visited Dounreay on 21 November 2018.

Sellafield Limited (SL)

An exercise had taken place at Sellafield on 14 November 2018, for which the Office for Nuclear Regulation (ONR) had given a "very high green" rating. The SL and CNC project teams that had worked collaboratively to deliver GL7 in a compressed timeframe, had been awarded an Innovation Award of Excellence and a senior stakeholder meeting had approved the new CNC accommodation project.

EDF

An EDF-sponsored Security Assessment Principles (SyAPs) workshop had been held at Heysham on 18 October 2018.

[REDACTED]

[REDACTED]

[REDACTED]

**WITHIN THE HEADQUARTERS**

CT Exercises and Testing

[REDACTED]

[REDACTED]

Operational Communications

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED].

Firearms Testing

The routine delivery of the Firearms Training Units was outlined and it was reported that the quadrennial College of Policing firearms training licensing inspection was due to take place in December 2018.

**CAPABILITY IMPROVEMENT PROGRAMME**

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

New capability and equipment

X2 Taser

Roll-out of the X2 Taser to all operational Authorised Firearms Officers had commenced in August 2018. [REDACTED]

[REDACTED]

[REDACTED].

[REDACTED]

[REDACTED].

Driver Training

Contracts were in place with North Wales Police and the Lancashire Constabulary to secure the on-going delivery of driver training.

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED].

Weapon / Tactical Engagement Simulation System

A specification pre-tender challenge meeting had been held, but in the meantime, investment in the in-use system would continue.

**SECURITY UPDATE**

There had been eight low risk security reports since the last Board meeting (none of which had

[REDACTED]

been judged to have had serious GDPR implications that would have warranted reporting). [REDACTED]

[REDACTED]

It was advised that there had been meetings with ONR during the previous two days, from which there were four key messages:

- site relationships were good / had improved;
- all exercises had been excellent (bar one, which had resulted in a “draw”);
- Response Model Training was of a high quality; and
- leadership had received positive feedback.

The ONR meetings had also highlighted the need for more obvious patrolling.

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

**CHALLENGE:**

It was asked who had attended BEIS’ Quarterly Sponsorship Meeting and it was confirmed that a broad spectrum of BEIS delegates had been present – not just the Sponsoring Team and that there were currently no terms of reference for the meeting.

The Director, Nuclear, BEIS had informed the CNPA Chair that the Quarterly Sponsorship Meetings were for information gathering purposes. The governance of the CNC was and would remain the remit of the CNPA.

**CHALLENGE:**

It was queried and confirmed that the two police staff employment tribunal cases that had been brought to the attention of the Board were not indicative of a trend.

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

**CHALLENGE:**

It was queried when the last exercise had taken place that had required complex “top level” involvement and it was advised that the CNC was satisfied that systems had been tested in that there had been two “for real” Operation Temperer deployments in 2017.

**CHALLENGE:**

It was asked what the forthcoming quadrennial College of Policing firearms training licensing inspection would involve, and it was advised that it was a technical review. The CNC was as ready as possible and the College of Policing was not anticipating any problems.

Unintentional discharges had been occurring across policing in respect of the implementation of the X2 Taser and the CNC would be rolling out a trigger guard (as per the Metropolitan Police Service) in the next few weeks.

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

**CHALLENGE:**

The CNC’s stance regarding the use of a particular social network application was queried

[REDACTED]

and confirmed.

**CHALLENGE:**

It was asked whether the CNC felt comfortable in managing its current external pressures and it was confirmed in the affirmative, in respect of the matters it could influence. Government issues were considered to be the biggest challenge, but BEIS' Quarterly Sponsorship Meetings should prove of assistance.

It was suggested that CNC areas of concern could be highlighted at the meetings between the Site Licence Companies and BEIS if necessary.

**AGREED:**

- (i) The Chief Executive Officer's Business Report 11 October 2018 – 21 November 2018 was noted.

**3.3 Audit, Risk and Governance Committee Report of the ARGC Meeting held on 6 November 2018**

[REDACTED]

[REDACTED]

It was highlighted that the Committee's oversight of governance would be strengthened in future.

**AGREED:**

- (i) The report on the ARGC meeting held on 6 November 2018 was noted.

**3.4 People Management Update**

It was advised that the Diversity Officer's reporting chain had been moved to direct line-management by the Director of People and Organisational Development, to promote the visibility and continuation of focus on this key work-stream. It was also noted that a strategic review meeting was due to be held in December 2018 with *Investors in People* (liP) auditors.

**CHALLENGE:**

It was asked if liP was as relevant as it had been in the past and advised that, following the proposed staff survey, liP might be of value as a benchmark. The value of outputs versus the requisite investment to achieve liP standards would be considered and reported to a future Board meeting.

[REDACTED]

In respect of pensions, it was reported that:

- [REDACTED]
- the CNC, along with other Combined Pension Scheme employer bodies, had been due to

[REDACTED]

move to a new electronic interface with the current pensions administrator, but there had been delays and a new “go-live” date was still to be agreed; and

- [REDACTED]

**COMMENT:**

[REDACTED]

**CHALLENGE:**

It was asked whether there would be increases to employee contributions under Alpha and it was advised that [average] employee contribution rates were likely to go down.

It was noted that a Level Five Chartered Management Institute Leadership and Management programme had been launched and that a Level Three programme had been developed and was scheduled to commence delivery in early January 2019. A further piece of work had commenced “to consult with Prospect on the introduction of a fitness standard for Civilian Firearms instructors”.

Star Chambers – Establishment Review

Star Chamber reviews had been undertaken to provide confirmation of the current establishment and strength of the CNC “for non-SCOPE, non-FIRM posts” and to set a baseline from which future changes could be managed, whilst also seeking opportunities to improve efficiency and effectiveness. The outcomes would provide the documented rationale for fit-for-purpose structures.

It was noted that the Director of People and Organisational Development had had constructive meetings with the three employee representative bodies.

**AGREED:**

- (i) The People Management Update was noted.
- (ii) The People Management Update to retain all People Strategy headings in future updates, whether there were details to report or not.
- (iii) [REDACTED].

**3.5 Health, Safety and Environmental Report to 31 October 2018**

Key findings set out in the Health, Safety and Environmental Report to 31 October 2018 were that:

- the overall total of accident incidents had shown a predicted 41% increase on the previous year. The incidents had been primarily within the training environment (with realism increasing the inherent risks);
- although the number of minor injuries incurred during training events had also shown a significant increase, there was now a downward trend since the instigation of additional controls;
- the rollout of a new taser had resulted in seven discharge events (without injury or damage) during training and operational arming;
- there had been an increase in the number of RIDDOR reportable events, compared to the number at the same date last year (12 reports this year, compared to 10 last year);

- [REDACTED]
- April to June 2018 results had continued to show that designated monitored CNC personnel had had negligible radiological exposures during normal working activities. Just over 82% of designated monitored CNC personnel had not had a measurable exposure during the current radiological reporting year, [REDACTED];
  - the data for CNC personnel undertaking specialist operations involving the movement of radiological material had not revealed any radiological exposures; and
  - the number of civil liability claims (five to this point in the reporting year) was the lowest for the last three years.

It was further advised that four injury events had occurred to instructors / kennel staff working with the CNC's police dogs. The four events had been investigated and they had not involved dog bites, although it was noted that CNC's newer dogs were larger, stronger and more aggressive, due to their evolving role as Firearms Support Dogs.

**CHALLENGE:**

[REDACTED]  
[REDACTED]  
[REDACTED]  
[REDACTED] The CNC dog handlers were trained to national standards and currently, there was not a perceived problem in respect of the work of the CNC dogs / dog handlers.

**CHALLENGE:**

[REDACTED]  
[REDACTED].

**CHALLENGE:**

Support following near-miss reporting was queried and it was advised that the data was submitted to the weekly Executive Strategy Meetings.

**AGREED:**

- (i) The Health, Safety and Environmental Report to 31 October 2018 was noted.

**4 Items for approval**

**4.1 Draft Strategic Plan 2019-22 and Outline Draft Budget 2019-20**

[REDACTED]  
[REDACTED]  
[REDACTED]

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

[REDACTED]  
[REDACTED]  
[REDACTED].

**COMMENT:**

[REDACTED]

**CHALLENGE:**

[REDACTED]

The strategic plan would be presented to the CNPA Board for approval in January 2019. In the interim, the focus of work would be on seeking saving options.

[REDACTED]

- [REDACTED]
- [REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]
[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]
[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]
[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]
[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]
[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]
[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]
[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]

- 1. [REDACTED]
- [REDACTED]

**AGREED:**

- (i) The Board was broadly content with the direction of travel as set out in the draft Strategic Plan 2019-22 and the outline draft Budget 2019-20.



5. Items discussed

5.1 CNC Future Options

[Redacted text block]

AGREED:

- (i) The verbal briefing on CNC Future Options was noted.

5.2 AFO Recruitment, Retention and Resourcing

[Redacted text block]

[Redacted text block]

- [Redacted list item]

[Redacted text block]

[Redacted text block]

[Redacted text block]

[REDACTED]

[REDACTED]

**AGREED:**

- (i) The AFO Recruitment, Retention and Resourcing report was noted

[REDACTED]

[REDACTED]

[REDACTED]

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

[REDACTED]

[REDACTED]

[REDACTED]

- [REDACTED]

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[REDACTED]

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

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

## 6 Business Updates

### 6.1 Consolidated Performance Report for the seven months to 31 October 2018

#### Performance

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

#### Finance

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

#### Strategic Risks

[REDACTED]

[REDACTED]

[REDACTED]

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

It was also advised that the CNC's Planning, Performance and Risk Group's last quarterly meeting had been held on 23 October 2018, at which it had been identified that some retraining was required to support managers. A review of risk scores was also due to be undertaken, as well as additional training to support the correct risk management approaches.

[REDACTED]

Programmes and Projects

The top five projects [REDACTED]

**CHALLENGE:**

The green status of Performance Report deliverables with past timeline dates was queried. It was thought that the dates were linked to key milestone dates rather than completion dates, but the situation would be investigated.

[REDACTED]

**AGREED:**

- (i) The Consolidated Performance Report for the seven months to 31 October 2018 was noted.

**6.2 MFSS Cloud Applications Update Report**

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

**CHALLENGE:**  
The current environment regarding back-office functions was queried and it was commented the National Police Chiefs' Council was continuing to promote shared services / hubs around the country. [REDACTED]

**AGREED:**  
(i) The MFSS Cloud Applications Update Report was noted.

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

**7. AOB**

**7.1 Rob Wright’s last CNPA meeting**

Rob Wright had been an independent member of the CNPA since January 2010 and the November 2018 Board meeting was the last CNPA meeting that he was scheduled to attend before standing down from this role in January 2019. It was particularly requested that appreciation be recorded for Rob’s contribution to the CNPA over this long period of service.

Rob Wright extended his thanks to members and advised that he had seen the Constabulary evolve from being “not-fit-for-purpose” into a fit and purposeful organisation. Rob also thanked the Head of the Executive Office and Legal Services and members of the Executive Secretariat for their work.

**7.2 Microsoft License Enterprise Agreement**

[REDACTED]

[REDACTED]

[REDACTED]

**CHALLENGE:**

The procurement process and BEIS’ involvement was queried and clarified.

**CHALLENGE:**

The financial delegation limits were queried [REDACTED]

**AGREED:**

- (i) The Board endorsed the award of the three-year Microsoft License Enterprise Agreement contract to the winning bidder, [REDACTED]

**7.3 Board Meeting self-assessment**

Members had agreed that all necessary papers had been received for the meeting and that they had had the opportunity to speak in the discussions.



#### **7.4 Next Meeting**

The next Board Meeting was scheduled to be held on Wednesday, 30 January 2019 in Room 3, Building E6, Civil Nuclear Constabulary, Culham Science Centre, Abingdon, Oxon OX14 3DB.

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