

CNPA BOARD MEETING

APPROVED Minutes of the meeting held on Thursday, 21 March 2019

**Venue: The Viceroy Room, the Grosvenor-Victoria,
101 Buckingham Palace Road, Victoria, London SW1W 0SJ**

Present Vic Emery (Chair)
Mike Calloway
Mark Neate
Neelam Sarkaria
Paul Winkle

Mike Griffiths, CEO / Chief Constable
Simon Chesterman, CEO / Chief Constable Designate
Christopher Armit, T / Deputy Chief Constable
Kenneth Kilpatrick, Business Director
Richard Saunders, Director of People and Organisational Development

Apologies Paul Kernaghan
Duncan Worsell, T/Assistant Chief Constable
Catherine Pepler, Board and Committee Secretary

In Attendance Helen Shirley-Quirk, Director of Nuclear, Department for Business, Energy and Industrial Strategy (BEIS)
Victoria Bartlett, Head of Engagement and Communications
Richard Cawdron, Head of Executive Office and Legal Services
Rosemary Powdrill, Board and Committee Manager
Stuart Rodgers, Principal Staff Officer
Michael Vance, Divisional Commander N Division (for the T/Assistant Chief Constable)

Start: 14:00 hrs approx.

1 Agenda and Chair's Announcements

The Chair welcomed members and Helen Shirley-Quirk, Director of Nuclear, BEIS, to the Board meeting. It was advised that the Director of Nuclear, BEIS, would normally attend two Board meetings per annum in the capacity of an observer. He noted that this was the last Board meeting for both the CEO/Chief Constable and the Business Director and advised that he would thank them formally at the end of the meeting.

The Chair updated on the current position regarding CNPA member appointments. It was advised that on 20 April 2019, Rebecca Weston, Enterprise Director, Sellafield Ltd. had been formally appointed by the Minister to represent DSRL, Dounreay. A letter of confirmation of the appointment was awaited. An extension to Mark Neate, Sellafield Ltd. representative's contract had been requested and was awaiting formal sign-off by the Minister. Candidates had been shortlisted and interviews would be held on 4 and 5 April 2019 at BEIS for two Independent members (to replace Rob Wright and Paul Kernaghan).

No potential conflicts of interest were reported.

2 Minutes of the Board Meeting held on 30 January 2019 and Actions arising

The minutes of the Board Meeting held on 30 January 2019 were accepted as a true record of the meeting subject to a small amendment on page 8 under the People Management update that was requested by the DPOD and would be advised to the Secretariat.

3 Standing items

3.1 Chief Executive Officer’s Business Report 23 January – 13 March 2019

The CEO/Chief Constable presented his last Business Report to Board [PAB(19)R16] and the key issues were set out. He clarified in respect of Chief Officer transitions, that the CEO/Chief Constable Designate, Simon Chesterman, would take up his appointment on 1 April 2019; Chris Armit (Operations Director/ACC) had assumed the temporary appointment of Capability Director/DCC and Duncan Worsell (C/Supt.) the temporary appointment of Operations Director/ACC.

In discussion, the following matters arose:

ONR Section 90 MOU Annual Report: A draft version of the report had been presented at a joint ONR/CNC/BEIS meeting on 5 March and it was advised that it was a very complimentary report with only two areas for improvement – and both of these may be amended following review. The outcomes would feed into the planned HMIC Inspection scheduled for the last quarter of 2019.

[Redacted text block]

Employment Tribunals: it was noted that there are currently five ongoing cases.

CHALLENGE:

It was questioned whether this number of cases was more or less than the ‘norm’ for a policing organisation of a similar size and it was advised that the number of cases was not excessive but that some of the cases had been ongoing for a long period of time.

[Redacted text block]

Ministry of Defence Police (MDP) joint working:

MDP had requested CNC support with some of their training requirements including taser training and glock pistol transition courses.

[Redacted text block]

[Redacted text block]

[Redacted text block]

AGREED:

- (i) The Chief Constable's Business Report 23 January to 13 March 2019 was noted.

3.2 General Data Protection Regulation (GDPR)

The submitted report, PAB(19)R17, provided an update on progress made since the last report to Board in implementation of the General Data Protection Regulation (GDPR) and the Data Protection Act 2018. Phase 2 of the GDPR Project would assist the CNPA on its journey towards full compliance, but it was not anticipated that this would be achieved within the lifetime of the Project. In due course, Information Asset Owners (IAOs) would be provided with the tools and knowledge required to allow for business as usual monitoring and assurance and the DPO would step down. There had been no breaches requiring escalation to the Information Commissioner's Office (ICO) since the DPO was appointed in March 2018 and the DPO would continue to provide GDPR compliance reports to the CNPA and to raise any significant breaches through this reporting mechanism.

CHALLENGE:

It was queried whether the proposed balance between future line management ownership of GDPR and the withdrawal of the DPO was the correct one and whether this situation could potentially increase the risk of non-compliance. It was clarified that the aim was to provide a steady state in the organisation before the DPO withdraws and that this situation was unlikely to generate a significant risk to levels of non-compliance.

AGREED:

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

3.3 Audit, Risk and Governance Committee (ARGC) Chair's Report of ARGC Meeting held on 19 February 2019

The draft minutes of the ARGC meeting held on 19 February 2019 had been circulated as part of the Board meeting documentation. The Chair advised that she wished to draw the Board's attention to the following matters arising:

- (i) The Chair and the Capability Director had attended a BEIS Audit & Risk Assurance Committee Chairs' Conference at BEIS on 15 February 2019. It was outlined that BEIS was seeking to promote standardisation within its partner organisations with improved engagement and strategic alignment and fostering of talent. This event had set the context for Committee work and provided some useful guidance.
- (ii) In future, the ARGC would be provided with full project overviews rather than 'exception' overviews, that is the current practice of the Portfolio Management Office.
- (iii) An internal audit on Recruitment and Retention had been commissioned to reflect a current major risk in the organisation and to provide reassurance to management. The Audit would commence on Monday 25 March 2019.

AGREED:

- (i) The draft minutes of the ARGC meeting held on 19 February 2018 were noted.

3.4 People Management Update

The Report from the DPOD provided a strategic update on the activities and key issues for delivery of the People Strategy and Strategic Objective SO4, as set out in Report PAB(19)R19. The updates covered Equality, Diversity and Inclusion; Investors in People; Star Chamber Reviews; Restructures; Pensions; Leadership and Management Programme; Competencies Values Framework (CVF); College of Policing and non-Home Office Policing Apprenticeship Trailblazer. The People Directorate had been focussed on addressing Strategic Risk 10, Recruitment and Retention, that is subject of a separate Report at Agenda Item 5.2.

[REDACTED]


In discussion, the following matters arose:

(i) The restructuring of the Finance, Planning and Performance and the Corporate Learning and Development departments had completed the formal consultation stage and slotting and suitable alternative employment allocations have been made. [REDACTED]

[REDACTED]

[REDACTED]

(iii) The three cohorts of the Leadership and Management Programme (LMDP) were on-programme and CLD continued to work with Adalta to evaluate and review the programmes, with largely positive feedback from those attending. There was a request for the data from the cohorts to be broken down by gender and circulated.

(iv) CLD continued to work in partnership with other trailblazer group members on the introduction of an on-Home Policing Apprenticeship and it was queried and confirmed that MDP was also engaged in this process. 

AGREED:

(i) The People Management Update was noted.

Action PAB210319-01: DPOD to provide a gender breakdown of the three cohorts attending the current Leadership and Management Programme and circulate this information to members.

3.5 Health, Safety and Environmental Report to 28 February 2019

Key findings presented in the Health, Safety and Environmental Report to 28 February 2019 were reported as:

- The overall total for accident incidents was predicted as a 25% increase on the previous reporting year (predominantly in training and road traffic events).
- The number of RIDDOR events (17) reported to the HSE in the reporting year to date is the same as for the previous reporting year, all of which events were in the 'Lost Time' category.
- The radiological data for officers undertaking specialist operations involving the movement of radiological material has not revealed any radiological exposures for CNC personnel engaged with these activities
- The number of civil liability claims (11) to this point in the reporting year is the lowest for the last three years, with 12 claims being recorded to this date in the two previous reporting years.

In discussion, the following matters arose:

(i) In relation to the table of Incident Data, it was clarified that it was based on the reporting categories used within Home Office Police forces but slightly modified to show Firearms and Personal Safety Training as separate figures to facilitate analysis. It was raised that a comparison with Home Office forces data would be helpful to members for interpretation purposes.

CHALLENGE:

A general comment was raised in relation to the level of detail contained in the report and it was

challenged whether it could become a shorter, more succinct report. Management agreed to reflect on this request for future reports.

AGREED:

- (i) The Health, Safety and Environmental Report to 28 February 2019 was noted.
- (ii) Management would reflect on the level of detail incorporated in future health safety and environmental reports to Board.

Action PAB210319-02: The Incident data contained in the next Health Safety and Environmental Report to Board to demonstrate a meaningful comparison with Home Office forces.

4 Items for approval

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4.2 Gender Pay Gap Reporting

The DPOD presented the Report and submitted that under the Equality Act 2010 (Specific Duties and Public Authorities) Regulations 2017, public authorities listed under Schedule 2, with 250 or more employees, are required to publish Gender Pay Gap Information on an annual basis. Approval was sought to publish CNPA gender pay gap information (contained in Report PAB(19)R22) for the 2017-18 reporting year (as at 31 March 2018) on the Gov.UK/ CNPA website and on the designated Government website for Gender Pay Gap reporting.

It was clarified that gender pay gap is a measure of the difference between the average earnings of men and women across an organisation and it is not the same as equal pay that relates to men and women being paid equally for equal work.

In discussion, the following matters arose:

[REDACTED]

AGREED:

- (i) The Board approved the publication of CNPA gender pay gap information for 2017-18, as set out in report PAB(19)R22.

5 Items for discussion

[REDACTED]

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Business Updates

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6.2 MFSS Cloud Applications Update Report

The report updated Board members on the MFSS Cloud Applications Programme. The Business Director advised that the MFSS Programme Sub-Committee had endorsed the recommendation made in February 2019 that the 'go' decision be ratified and confirmed that the Programme would migrate to Cloud Applications on 1 April 2019. Data loads into the live system had commenced. Workarounds would be put in place from 'go-live' so that unresolved issues will not disrupt or compromise the system's operation. MFSS Joint Committee agreed the funding of workarounds at its February meeting of which CNC's share amounted to [REDACTED]

[REDACTED]

AGREED:

- (i) The MFSS Cloud Applications update report was noted.

6.3 Sellafield Main Site Command Facility

The report provided an update on the Sellafield Main Site Command Facility (MSCF) and the latest progress and challenges encountered by the CNC in ensuring its preparedness for MSCF Initial Operating Capability (IOC) [REDACTED]

[REDACTED]

- [REDACTED]

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- [REDACTED]
 - [REDACTED]

AGREED:

- (i) The Sellafield Main Site Command Facility (MSCF) update report was noted.

6.4 Preparedness for EU Exit

A detailed update report on EU Exit following BEIS' advice to enact plans for a 'no deal' was provided at the 30 January 2019 Board meeting. This had covered preparations for a 'no deal' impact on key contracts and the supply chain and for operational support to civil contingencies. The update report confirmed that CNC remained confident that it was adequately prepared for leaving the EU, with or without a deal.

AGREED:

- (i) The Preparedness for EU Exit update Report was noted.

6.5 Drawdown Report

The CEO/Chief Constable gave a resumé of his time in office over 7 years from 1 October 2012 and the changes that had occurred from the time when he took up his appointment. He believed that his legacy was to leave a very different organisation to the one that he had inherited and one that had gained recognition both nationally and internationally. He was confident in handing over to his successor, Simon Chesterman, whom he believed would continue to drive the organisation forward.

The Chairman thanked the CEO/Chief Constable for his invaluable contribution to the organisation and a presentation was made from the Board.

The Chairman then thanked the Business Director for his invaluable period of service since 30 September 2014 and a further presentation was made from the Board.

7 AOB

7.1 Board Meeting self-assessment

On reflection of the conduct of the Board Meeting, it was considered that there had been adequate opportunity for members to contribute and to question and challenge the Executive.

7.2 Next Meeting

The next Board Meeting was scheduled to be held on Wednesday, 29 May 2019, 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 16.15 hrs.