

[REDACTED]

CNPA BOARD MEETING

Minutes of the meeting held on Wednesday, 30 January 2019

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

Present Vic Emery (Chair)
Mike Calloway
Paul Kernaghan
Mark Neate (via telecom)
Neelam Sarkaria
Paul Winkle
Mike Griffiths, CEO / Chief Constable
Christopher Armitt, Operations Director
Simon Chesterman, Capability Director
Kenneth Kilpatrick, Business Director
Richard Saunders, Director of People and Organisational Development

Apologies -

In Attendance Victoria Bartlett, Head of Engagement and Communications
Richard Cawdron, Head of Executive Office and Legal Services
Catherine Pepler, Board and Committee Secretary
Stuart Rodgers, Principal Staff Officer

Paul Fyfe, Office for Nuclear Regulation (ONR)

Start: 11:00 hrs approx.

1 Chair's Announcements

The Chair welcomed members and Paul Fyfe, ONR, to the Board Meeting and asked if there were any conflicts of interest. None were raised.

It was advised that the Board Effectiveness Survey had been deferred to later in the year.

2 Minutes of the Board Meeting held on 28 November 2018 and actions

The minutes of the Board Meeting held on 28 November 2018 were accepted as a true record of the meeting, subject to the removal of action PAB281118-01 regarding Star Chamber Review work, that would be governed at CNC Executive Strategy Meeting level.

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

3 Standing Items

3.1 Chief Executive Officer's Business Report 22 November 2018 – 23 January 2019

STRATEGIC ENGAGEMENT

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

College of Policing Licence Inspection

The CNC had undergone its quadrennial College of Policing firearms licence inspection in December 2018 and this had resulted in the renewal of the CNC's licence to deliver firearms training for a further four years, which was seen as a notable achievement.

Director General of Energy and Security, BEIS

The Chair and the CEO / CC had had an introductory meeting with the recently appointed Director General of Energy and Security, BEIS, early in January 2019, at which the pension age issue had raised.

Office for Nuclear Regulation (ONR)

The CEO / CC had written to ONR in early December 2018, to present the CNC's work on the recommendations that had been made in the 2017 S90 Memorandum of Understanding report to BEIS. It was noted that the CNC had closed out all the actions over which it had control or influence.

OPERATIONS

Escort Activity

In December 2018, one of the international elements of the Dounreay Exotics Consolidation Programme had been completed, which had represented a significant milestone.

COMMENT:

It was observed that BEIS had been very pleased with this result.

A recent UK escort operation had also been successfully concluded.

Policing Activity

In January 2019, officers at Dungeness had been first on the scene when eleven people had crossed the English Channel in a small dinghy. There had been two further incidents of this nature to date and the CNC would continue to work closely with the relevant Home Department Force and Border Force regarding the situation.

SITE LICENCE COMPANIES

[REDACTED]

[REDACTED]

Sellafield Limited

Security Civilian Guard Force

In response to the re-awarding of the security contract for the Civilian Guard Force at Sellafield Limited, the security contractor's Managing Director and a number of his colleagues

[REDACTED]

had visited the site. As a key strategic partner, the CNC had been asked to participate in the visit and initial feedback had been very positive.

[REDACTED]

EdF Energy

Following ONR's review of the new Security Assessment Principles (SyAPs) submission from EdF, the CNC had worked to address ONR's recommendations and progress had been made in this area.

[REDACTED]

[REDACTED]

WITHIN THE HEADQUARTERS

Counter-terrorism Exercises and Testing

Since the last Board meeting, a demonstration exercise had taken place at Heysham. A HQ-focussed business continuity exercise had also been run, which had identified actions that needed to be followed up, but also that there had been significant self-learning by the participants.

Firearms Testing

- [REDACTED]
- Authorised Firearms Officer qualification training was continuing at pace and officers were progressing through delivery centres every four months.
- Initial Firearms Course – four courses had been completed in the training year to date, although the courses had not been filled to capacity.
- Specialist training had included the completion of an initial Operational Firearms Commander course, which had led to 11 newly-qualified firearms commanders across the CNC.

National Firearms Instructor Recruitment

The CNC's first ex-military direct entry course had concluded on 16 November 2018.

Security Vetting

There had been a review of vetting requirements across the CNC, which had resulted in a number of recommendations, some of which would require discussion with ONR and industry partners.

CAPABILITY IMPROVEMENT PROGRAMME

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

ONR personnel security review

On 21 November 2018, ONR had visited Culham HQ to review personnel security arrangements against the HMG Security Policy Framework and ONR Security Assessment Principles. A “green” rating had been awarded and one requirement and four recommendations had been raised.

New capability and equipment

X2 Taser

Transition to the Taser X2 CED was almost complete and a new trigger guard had been introduced.

[REDACTED]

Driver Training

Contracts were in place with North Wales Police and the Lancashire Constabulary for the delivery of driver training. In addition, refresher training for “Standard Response qualified officers” was now underway against a four-year delivery plan.

Body-worn Video

Body-worn video operational requirements were under review and equipment trials were scheduled to be undertaken during May – December 2019.

[REDACTED]

SECURITY UPDATE

There had been no security breaches in the reporting period.

[REDACTED]


AGREED:

- (i) The Chief Executive Officer's Business Report 22 November 2018 – 23 January 2019 was noted.

3.2 General Data Protection Regulation (GDPR)

It was reported that any action or activity that used personally identifiable information must now comply with the Data Protection Act 2018 and the EU GDPR. Major breaches that required escalation to the Information Commissioner's Office would be reported to CNPA Board Members.

CNC Project Phase Two

Phase Two of the GDPR project was now underway. A series of workshops had been booked to take place throughout January and February 2019, at which Information Asset Owners were being taken through the work undertaken by the project team during Phase One. Information Asset Administrators were also being identified and the overall aim was to ensure that all departments would take ownership of their own data resources.

It was anticipated that the GDPR project team would close the project once Information Asset Owners and Information Asset Administrators were fully aware of their responsibilities / tasks and that each department had sufficient expertise to allow departmental data flow maps to be maintained. A governance structure would be created to allow the Data Protection Officer to move to a business-as-usual monitoring and assurance role.

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

No significant GDPR breaches had been identified within the reporting period, that had required escalation to the Information Commissioner's Office.

CHALLENGE:

It was asked whether the CNC was satisfied that the Multi-Force Shared Service (MFSS) had sufficient GDPR controls and it was advised that this was being investigated.

CHALLENGE:

It was asked whether the CNC had adequate resources for the GDPR work and why the GDPR project team anticipated closing the project within the next three to six months. It was advised that there were insufficient resources, so the GDPR work was being disseminated via workshops and that business-as-usual would involve monitoring via a governance framework.

COMMENT:

It was requested that Authority members be advised if there was College of Policing GDPR guidance that they needed to be aware of.

CHALLENGE:

It was asked if GDPR had been the subject of an external audit and advised that a GDPR external audit report was scheduled to be discussed at the Audit, Risk and Governance meeting on 19 February 2019.

AGREED:

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

3.3 Audit, Risk and Governance Committee

It was noted that no Audit, Risk and Governance Committee (ARGC) meetings had taken place since the previous Board meeting.



The ARGC Chair and Capability Director / DCC were due to attend a BEIS Audit and Risk Assurance Committee Conference on 15 February 2019 and would provide feedback in due course.

It was highlighted that the Chair of BEIS' Audit and Risk Assurance Committee would like to observe a future CNPA ARGC meeting.

3.4 People Management Update

Equality, Diversity and Inclusion (EDI)

The latest EDI developments had included a consultation on 4 January 2019, on Ethnicity Pay Reporting, which had concluded with the proposal to forward a consolidated CNC response to BEIS by 11 January 2019. An international Gender Equality initiative called HeForShe had also been launched at the Culham HQ on 17 January 2019.

Investors in People (IiP)

An IiP table-top review had been undertaken and an action plan had been developed, which had resulted in the CNC's retention of its IiP accredited status until 14 August 2019. It was noted that a decision on whether to proceed with an IiP assessment would need to be made in May 2019 and a report would be submitted to the May 2019 Board meeting.

CHALLENGE:

It was queried and confirmed that the CNC was satisfied that an IiP assessment would be worthwhile.

Authorised Firearms Officer Recruitment, Retention and Resourcing

Resourcing recommendations had been approved by the Executive and it was noted that:

- the "Employer Value Proposition and new Branding" had been launched;
- the new recruitment website had gone-live on 10 January 2019;
- the redesigned assessment centre process had been implemented and was improving success rates;
- process mapping of the end-to-end recruitment pipeline had been completed;
- positive action for candidates who had marginally failed to meet the pass mark had been implemented;
- monthly assessment centre sessions had been built into the recruiting plan 2018-19 and 2019-20; and
- an assessment centre team was now in place and additional recruiters were awaiting vetting.



Workforce Planning – Five Year Strategy



[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

Star Chamber Reviews

The Duty Management review had been completed and the Operational Support review had commenced.

Restructures

The formal consultation stage of the Finance, Planning and Performance and Corporate Learning and Development department restructures had had been completed and representative bodies were fully engaged.

[REDACTED]

[REDACTED]

Equiniti – Pension Administration

The CNC, together with other Combined Pension Scheme employer bodies, was now scheduled to move to Equiniti’s new administration system, Compendia, on 17 January 2019.

[REDACTED]

[REDACTED]

Leadership and Management Programme (LMDP)

The Level 5 Chartered Management Institute Leadership and Management programme had been launched on 30 October 2018 and the Level 3 Chartered Management Institute Leadership and Management programme had commenced on 16 January 2019.

Competencies Values Framework (CVF) College of Policing

The CVF framework had been designed and developed by the College of Policing to enable and underpin the embedding of the Code of Ethics in police organisations. A working group for the review and development of police officer role profiles had been established and work was currently being carried out to embed the CVF elements and review current role profiles



against the new professional profiles recently released by the College of Policing.

In support of the TACOS and the performance-related pay element, a working group had been established to look at necessary enhancements to the current Personal Career Development process, to ensure that it would be fit for purpose and resilient enough to implement performance-related pay, that was scheduled to be delivered in September 2019.

Overall, it was noted that a number of key project deliverables within the People and the Operational areas had been achieved within the reporting period.

COMMENT:

The launch of the HeforShe gender equality initiative was considered to be heartening and it was suggested that the CNC might wish to bring this to the attention of BEIS.



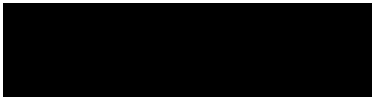
AGREED:

- (i) The People Management Update was noted.

3.5 Health, Safety and Environmental Report to 31 December 2018

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

- the overall total for accident incidents was showing a predicted 36% increase on last year;
- the number of minor injuries during training events had shown a significant increase, although there was a recent downward trend. (Less events had occurred since the instigation of additional controls);
- 14 “Lost Time” RIDDOR (Reporting of Injuries, Diseases and Dangerous Occurrences Regulations) events had occurred, compared to 13 to the same date last year;
- The radiological data for monitored CNC officers undertaking specialist operations involving the movement of radiological material had not revealed any radiological exposures;



- the seven civil liability claims to this point in the reporting year had represented the lowest number for the last three years and no trends had been present.

It was noted that the total number of injury reports to this date in the reporting year was the highest to this point of the year for the last three years and that the injuries had been primarily regarding dynamic training events. Management processes had been amended to allow for the identification of specific lesson plans in progress at the time of the injury. Additional warm-up sessions had been implemented, together with increased monitoring and early intervention by the instructors and a reduction in the need to carry full kit and equipment when it was not relevant to the exercise. Since the instigation of these controls, there had been a significant reduction in injury events.

CHALLENGE:

It was asked if the Constabulary benchmarked its health and safety data against data collated by other Forces and it was advised that comparisons were not straight-forward. The Constabulary's health and safety data was nevertheless considered to be on a par with other Forces.

COMMENT:

It was noted that no "near miss" events had appeared to have occurred during training in the reporting period and confirmed that "near miss" events tended to be outside the training environment.

CHALLENGE:

The CNC's newer police dogs (that were being trained and deployed as Firearms Support Dogs) were stronger and of a more aggressive nature and it was queried and confirmed that adjustments had been made to support the dog handlers.

CHALLENGE:

The nature of the reported injuries was queried and whether any were life-changing. It was considered an appropriate indication of the CNC's health and safety levels was provided by the RIDDOR event details and it was confirmed that all RIDDOR incidents were the subject of a full investigation.

AGREED:

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

3.6 Operational Delivery Update

An update was provided at the meeting by the Operations Director on the CNC's 24/7, 365 days a year operational activity. The command, management, leadership and delivery of Strategic Objective 1 – *To deter and respond to NIMCA [Nuclear Industries Malicious Capabilities Planning Assumptions]-defined threats to nuclear sites and escorted materials* was outlined and it was advised that the CNC's operational process would continue to be the subject of ongoing work.

A handout was circulated at the meeting, including police force comparison details.

AGREED:

- (i) The operational delivery update and handout were noted.

4 Items for approval



[REDACTED]

[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]
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4.2 Draft Budget 2019/20 – verbal update on Site Licence Company bilateral meetings

It was advised that the budget bilateral meetings were undertaken in two phases and that the first phase of the meetings was used to challenge and understand expectations. To date the first phase bilateral meetings had been very positive and the efficiency savings and cost drivers had been understood.

4.3 Bulk accommodation, conferences and events

The CNC had been using Calder Conferences and Events (Calders) for the provision of bulk booking accommodation i.e. single bookings of nine or more bedrooms and event / conference bookings. Calderys' services had been procured under a central government mandated contract, which had expired in August 2018.

The CNC had remained **complaint** by using assisted transitional arrangements in place whilst Crown Commercial services had finalised a new centrally procured contract for public-sector travel and venue services. The new contract had been awarded to Calderys and the CNC had been mandated to use this contract for future bulk accommodation and event / conference bookings.

The contract was for two years, with the option to extend the contract for two further six-month periods (three years in total). The value of the CNC's bulk accommodation spend had been estimated at seven million pounds over three years, although the CNC had not made any guarantees of spend.

A benchmarking exercise had been undertaken and Calderys had secured rates below the benchmark. By using the new centrally procured contract for public-sector travel and venue services, the CNC would be able to access these rates.



CHALLENGE:

It was queried and confirmed that it there would be no real cost / service benefit to the CNC if it approached the market directly.

AGREED:

- (i) The use of the centrally procured contract for public-sector travel and venue services was approved (for which Calder Conference and Events was the only supplier).

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5. Items discussed

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Business Updates

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6.3 Sellafield Main Site Command Facility (MSCF)

Positive engagement and joint assurance activity had continued with Sellafield Ltd regarding the MSCF, including fortnightly reporting / engagement with the Unified Command and Control (UCC) Programme Board, but there were challenges to overcome.

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

AGREED:

- (i) The update on the Sellafield Main Site Command Facility was noted.

6.4 EU Exit and No Deal Preparations

The risk of leaving the EU without a deal had increased in recent months and could result in the redeployment of a significant number of BEIS officials, which could impact on the CNC via an increase in turnaround times for information and in securing approvals. It was also considered that leaving the EU without a deal would increase the likelihood that the CNC would be requested to provide officers to support civil contingencies.

The CNC had used BEIS' on-line business readiness campaign tool and a list of guidance for EU exit had been provided, which was being reviewed by the CNC.

The CNC had also completed an impact assessment of an EU Exit on its key contracts, the

[REDACTED]

results of which had been submitted to BEIS. [REDACTED]

[REDACTED]

[REDACTED]

AGREED:

- (i) The EU Exit update was noted.

AOB

7.1 Board Meeting self-assessment

COMMENT:

It was suggested that CNC information be balanced with positives.

The Executives were asked if they were receiving the guidance they required from the Authority and it was advised that the Authority's challenges were appreciated.

The Capability Director indicated that it would be useful to ascertain expectations of him in his forthcoming role as CEO / CC and the Chair advised that he would discuss requirements with him in due course.

7.2 Next Meeting

The next Board Meeting was scheduled to be held on Thursday, 21 March 2019 at 14.00 hrs at a London venue (details of which would be advised in due course).

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