

[REDACTED]
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CNPA BOARD MEETING

APPROVED Minutes of the meeting held on Thursday, 1 August 2019

Venue:

[REDACTED]
[REDACTED]
[REDACTED]

Present Vic Emery (Chair)
Paul Kernaghan
Craig Mackey
Mark Neate (via telecon)
Neelam Sarkaria
Sue Scane
Rebecca Weston (via telecon)
Paul Winkle
Simon Chesterman, CEO / Chief Constable
Christopher Armit, Capability Director / T/DCC
Richard Saunders, Director of People and Organisational Development

Apologies Mike Calloway
Duncan Worsell, Operations Director / T/ACC

In Attendance Nigel Calvin, Communications Manager [*for Victoria Bartlett, Head of Engagement and Communications*]
Richard Cawdron, Head of Executive Office and Legal Services
Rob Poole, Head of Finance and Business Efficiency
Jo Summers, Governance and Assurance Manager

Catherine Pepler, Board and Committee Secretary
Rosemary Powdrill, Board and Committee Manager
Stuart Rodgers, Principal Staff Officer

Start: 09.30 hrs approx.

1 Agenda and Chair's Announcements

The Chair welcomed members to the Board meeting including new Authority members, Craig Mackey and Sue Scane, who were attending their first CNPA Board meeting. The Chair also updated Board members regarding progress made to appoint to the Corporate Services Director and Capability Director / Deputy Chief Constable roles.

Apologies for absence were as detailed above.

Sue Scane advised that she was on the Board of the UKAEA, the CNPA/CNC's landlord, but this was not seen as a conflict of interest. No other potential conflicts of interest were reported.

2 Minutes of the Board Meeting held on 29 May 2019 and Review of Actions

The draft minutes of the Board meeting held on 29 May 2019 were accepted as a true record of the meeting and the actions were updated as detailed in the list at the end of these minutes.

3 Standing items

3.1 Chief Executive Officer's Business Report 21 May 2019 – 23 July 2019

The CEO's Business Report had covered the period from 21 May – 23 July 2019. It was reported that the CEO/CC had now completed his first "quarter" in office and that since the Senior Leaders'

Forum [on 24 / 25 April 2019], the CNC's refined / realigned ambition and objectives had been launched with new corporate values. [REDACTED]

The Executive had been working with the Police Authority to dovetail new meeting structures and assurance activities and it was anticipated that the staff engagement survey currently in progress, would serve as a useful benchmarking tool.

Pension Age

On 25 June 2019, the CNPA Chair, CEO/CC, the Police Federation and the Superintendent's Association had met the CNPA/CNC's new minister, Andrew Stephenson (the seventh minister that had been briefed on the pension age issue) and there had been a good meeting with Treasury and the Cabinet Office on 26 July 2019.

It was observed that the earliest that the transition to the Alpha pension scheme would take place was now April 2021 and this was likely to move further to the right.

[REDACTED]

[REDACTED]

It was highlighted that the Public Services Pensions Act 2013, Section 10 specified the pension age for public service pensions schemes, which must be 65 or the state pension age; whichever is higher. Members of police forces were excluded from this requirement, but members of the CNC were not included in the definition of members of police forces.

Office for Nuclear Regulation (ONR) Section 90 Memorandum of Understanding (MOU) Annual Report

Operations

Policing Activity

It was advised that during the reporting period, officers at the CNC's sites had intervened in respect of missing persons, drink drivers, collisions, minor trauma and a non-malicious electrical explosion.

Escort Operations

Since the last CEO/CC's report, two operations had been successfully undertaken and work was now taking place to manage the reduction in the Strategic Escort Group establishment post the Dounreay Exotics Consolidation Project.

Site Licence Companies

Dounreay Site Restoration Limited (DSRL)

In May 2019, DSRL had undergone a Level One Safety and Security Exercise with a positive outcome and ONR had given the site positive feedback on Design Validation Testing exercises that had been held in early July 2019.

Sellafield Limited (SL)

It was noted that senior CNC officers at Sellafield had been enrolled "onto the Sellafield Limited Leadership Academy" and that work had been undertaken with SL to integrate the Civilian Guard

[REDACTED]
[REDACTED]

Force into Response Model Testing scenarios. Collaborative work was also being carried out with the Sellafield Limited Security and Resilience department in connection with Security Assessment Principles (SyAPS).

EdF Energy

A wide range of regular stakeholder meetings were continuing to function effectively, including meetings on the SyAPS pilot project.

[REDACTED]
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Within the Headquarters

HMICFRS (Her Majesty's Inspectorate of Constabulary and Fire & Rescue Services)

It was advised that work was underway to prepare for the forthcoming HMICFRS 'CT5' inspection of a number of police forces, including the CNC.

CT (Counter Terrorism) Exercises

The annual Sellafield demonstration exercise was likely to be held in November 2019, rather than February 2020.

EU Exit

Preparatory arrangements for leaving the European Union had continued and a Gold Group (aligned to BEIS EU Exit Webinars) was meeting to review and provide assurance of continued mission delivery throughout what might be a disruptive period.

CHALLENGE:

Work to obtain equipment post the EU Exit was noted, but it was queried whether work had also been undertaken regarding the submission of a bid to BEIS for funding items that would be more expensive going forward.

[REDACTED]
[REDACTED]
[REDACTED]

AGREED:

(i) The Chief Executive Officer's Business Report 21 May 2019 - 23 July 2019 was noted.

3.2 Consolidated Performance Report and Balanced Scorecard – June 2019

The Consolidated Performance Report and Balanced Scorecard – June 2019 had indicated the CNC's consolidated performance against targets, together with a dashboard that was under development to show headline information in a more visual manner, with progress against programmes and projects and a "heatmap" of the Constabulary's risk system.

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CHALLENGE:

The review of risks was queried and it was advised that risks were reviewed at the Planning, Performance and Risk Group meetings.

[Redacted]

AGREED:

- (i) The Consolidated Performance Report and Balanced Scorecard – June 2019 and progress of the Directorates against their key performance indicators was noted.

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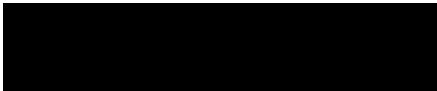
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AGREED:

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3.4 Audit, Risk and Governance Committee (ARGC) Chair’s Report of the ARGC meeting held on 4 July 2019

A copy of the draft minutes of the ARGC meeting held on 4 July 2019 had been circulated to Board members as part of the August 2019 Board meeting documentation.

It was highlighted that:

- the CNPA Annual Report and Accounts 2018/19, which had a “modern feel”, had been laid in Parliament on 24 July 2019;
- [Redacted]

[Redacted]

AGREED:

- (i) The Audit, Risk and Governance Committee (ARGC) Chair’s Report of the ARGC meeting held on 4 July 2019 was noted.

3.5 People Management Update

Equality, Diversity and Inclusion (EDI)

Key priorities for the 2019/20 Single Equalities Action Plan were:

- the establishment of “Inclusion” as one of the CNC’s core values in partnership with key stakeholders (which had been achieved);
- the embedding of processes and mechanisms to ensure CNC compliance with main Equality Duties (which was being implemented);
- the empowerment of Equality Support Groups to challenge behaviours and hold regular diversity celebration events “in leadership of Allie’s Virtual Community (AVC) Co-ordinator” (which was being implemented); and
- planning, co-ordinating and initiating the delivery of the Disability Equality Programme to swiftly secure reasonable adjustments and urgent accessibility issues (which was in implementation).

[Redacted]

Star Chamber Reviews

Outcomes of Star Chamber reviews of the Portfolio Management Office and the Executive Office and Legal Services would be integrated into proposals for change. [Redacted]

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Equiniti – Pension Administration

CNC, along with other Combined Pension Scheme employer bodies, had now moved to Equiniti's new administration system, Compendia. [REDACTED]

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Changes to the Discount Rate for Public Sector Pension Schemes

A reduction in the discount rate for calculating employer contributions in unfunded public service pension schemes had been confirmed in the Budget on 29 October 2018. This would not affect the CNPA / CNC whilst in the UKAEA Combined Pension Scheme and based on the "GAD assessment", it was understood that there would be no impact on employer contribution rates until 2022. [REDACTED]

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Leadership and Management Programme

Overall, programme feedback reports were encouraging and evidencing that individuals were benefiting. The learning was also starting to be transferred and demonstrated in the workplace.

Competencies Values Framework (CVF) College of Policing

Roll out of the CVF was on target for launch at the end of August 2019.

Non-Home Office Policing (NHOP) Apprenticeship Standard

The Standard was submitted to the Institute for Apprenticeships, Training and Education on 16 May 2019 for approval and a decision was awaited.

Healthy Fit and Safe Plans

Progress against the *Healthy, Fit and Safe Plans* was good and progress reports were being completed quarterly.

Society of Occupational Medicine

The CNC had been recognised with a special commendation for the outstanding contribution by an employer to workplace health and wellbeing at the Society of Occupational Medicine inaugural awards ceremony in June 2019.

Mental Health and Psychological Wellbeing

There was now an informative mental health portal available on the intranet including employee information, toolkits for managers, mental health promotional information and mental health external information. Two CNC Mental Health First Aid Instructors had completed their training and would run two pilot Mental Health First Aider training sessions. The on-going roll-out of the mental health plan would continue to address the stigma regarding mental health issues. In addition, a three-month trial of an organisation that provides fast-track cognitive behavioural therapy (CBT) across the UK would soon commence, as it had been recognised that CBT was extremely important in supporting

employees with certain mental health conditions to return to work / their role (whereas the unavailability of NHS treatment had the potential to prolong such cases).

CHALLENGE:

It was suggested that the identification of fast-track cognitive behavioural therapy be communicated to personnel as a “good news” story and to promote awareness of this assistance.

CHALLENGE:

CNC contact with a mental health charity was recommended and it was confirmed that the CNC had received formal recognition when the CEO/CC had publicly signed the MIND blue light pledge and Time to Change pledge at the Seniors Leaders Forum in April 2019.

Staff Engagement Survey / Investors in People (IiP)

Following the CNPA Board’s decision to approve a merger of the proposed staff engagement survey with the re-accreditation activity of Investors in People (IiP), it was further assured that:

- the staff engagement survey was launched on 15 July 2019, independently of the IiP reaccreditation process. The CNC had used the “same standard indices engagement questions as IiP without using their online platform”;
- the CNC had commissioned IiP to provide the data analytics and reporting services for the staff engagement survey, which would be undertaken and presented to the CNC as a separate piece of work, outside of the re-accreditation process;
- the survey had consisted of 49 questions, of which 42 were standard themed indices, whilst the seven remaining questions had provided the opportunity for “free text” answers; and
- there had been a communications strategy to support and encourage participation in the survey.

A report and presentation on the results of the staff engagement survey was expected from IiP in September.

CHALLENGE:

It was requested that participation in the staff engagement survey be encouraged and that a participation rate of 60% plus would be helpful. It was confirmed that participation was being encouraged, for example, provision had been made for personnel away from the workplace to complete the survey via hard copy.

AGREED:

(i) The People Management Update and report on the Staff Engagement Survey / Investors in People (IiP) was noted; and

(ii) [REDACTED]

3.6 Health, Safety and Environmental Report to 30 June 2019

Key findings presented in the Health, Safety and Environmental Report to 30 June 2019 were that:

- the overall total number of injury incidents had shown a predicted (annual) decrease of 34% on last year, with the lowest number of events for this reporting period since the CNC had adopted the Home Department policing accident reporting methodology. Firearms training injury reports were down 60%. “Slip Trip and Fall” incident reports were down 73% and no road traffic collision injury incidents had occurred in the current reporting year;
- an increase in injury events had taken place in connection with personal safety training i.e. ten events compared to eight to 30 June 2018. These events had primarily resulted from the realistic nature of the training, which had inherent risks, but no trends had been evident;
- six RIDDOR (Reporting of Injuries, Diseases and Dangerous Occurrences Regulations) events had been reported to the Health and Safety Executive to date in the reporting year, which had represented an increase of one event on the same reporting period last year. No trends had been evident;

- the radiological data for CNC officers undertaking specialist operations involving the movement of radiological material had not revealed any radiological exposures; and
- no civil liability claims had been received during the reporting year.

Once data for Home Department police forces was published, normally in late August/September, it would be used for benchmark comparison purposes.

COMMENT:

The significant decrease in the number of injury events against the same period last year was particularly noted, although it was recognised that care should be taken in drawing significant conclusions at this stage in the reporting period.

CHALLENGE:

The firearms negligent discharge reporting procedure was queried and it was confirmed that the negligent discharges were dealt with as health and safety matters *[in near-miss reports]* and investigated.

AGREED:

- (i) The Health, Safety and Environmental Report to 30 June 2019 was noted.

4 Items for Approval

There were no items for approval at the August 2019 Board meeting.

5 Items for discussion

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Assessment Centres

The redesigned Assessment centres had been implemented with significant improvements i.e. attendance rates were up from 74% to 96% and pass rates were up from 49% to 73% for comparative periods in 2018 and 2019.

Recruitment

Initial Foundation Course candidate numbers had improved and there had been a reduction in the “time to hire”, which was now under nine months.

CHALLENGE:

It was asked how the CNC “time of hire” compared with that of the MDP and it was advised that it was unclear whether there was direct correlation between CNC and MDP data.

[Redacted]

Resource Management

A critical resourcing review paper had been submitted for approval to the Operations Director in the first instance, which had setout a contingency plan for the management of resources across the CNC, to ensure that the CNC’s site obligations would be met.

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AGREED:

- (i) The CNC Strategic Planning Statement of Work was supported.

Business Updates

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7 AOB

7.1 Board Meeting self-assessment

Members were content with the documentation supplied and given the logistics involved, it was felt to have been an achievement to have held the meeting at Dounreay.

7.2 Next Meeting

It was advised that the next Board Meeting was scheduled to be held on Friday, 20 September 2019 in Room 3, Building E6, CNC, Culham Science Centre, Abingdon OX14 3DB.

As there were no further items of business, the meeting closed at approximately 12.10 hrs.