



CIVIL NUCLEAR CONSTABULARY

Email

[REDACTED]
[REDACTED]
[REDACTED]

The Executive Office

Civil Nuclear Constabulary

Building F6 Culham Science Centre

Abingdon

Oxon

OX14 3DB

Tel: 03303 135400

Website: <https://www.gov.uk/cnc>

11th June 2021

Dear [REDACTED]

I am writing in response to your request for information regarding the below. Your request has been handled under Section 1(1) of the Freedom of Information Act 2000. In accordance with Section 1(1) (a) of the Act I hereby confirm that the CNC/CNPA does hold information of the type specified.

We are interested in the systems you have in place to process employee expenses. Please can you provide answers to the below questions:

- 1. What finance system do you currently have in place?**
- 2. What processes or solutions do you have in place for employees to submit and reclaim expenses?**
- 3. Are employees able to compile, submit and approve expenses remotely?**
- 4. How many expense claims were submitted in FY19?**
- 5. What controls do you have in place to ensure employee spend is within policy?**
- 6. What percentage of expense claims are checked against policy?**
- 7. Who checks expense claims are within policy? Line manager or AP/Finance or both?**
- 8. What are the 3 largest areas of expense at the authority?**
- 9. Who owns the employee expense process at Civil Nuclear Constabulary?**

1. Oracle Cloud.
2. Travel and Subsistence policy and procedure (last updated April 2021) available on the intranet for employees to view. Self Service claim form is part of the Oracle Cloud platform, which contains authorisation and audit process.
3. Compile and submit expenses, operate a self-service system which automatically approve, via the Oracle Cloud platform.
4. 8384
5. Rules to comply with the Travel and Subsistence Policy are built into the Claim system. Additionally, a 10% random audit is completed. Line managers are able to review expenditure against budget via the monthly budget/account documentation.
6. A 10% random sample are checked along with any that are identified as potential policy violations.
7. Shared Service (MFSS) undertake the audit. Line managers would review view monthly budget/account documentation.
8. Mileage, Overnight allowance – domestic and Temporary Transfer domestic property costs.
9. Chief Finance Officer, Finance.

The Civil Nuclear Constabulary is a specialist armed police service dedicated to the civil nuclear industry, with Operational Policing Units based at 10 civil nuclear sites in England and Scotland and over 1400 police officers and staff. The Constabulary headquarters is at Culham in Oxfordshire. The civil nuclear industry forms part of the UK's critical national infrastructure and the role of the Constabulary contribute to the overall framework of national security.

The purpose of the Constabulary is to protect licensed civil nuclear sites and to safeguard nuclear material in transit. The Constabulary works in partnership with the appropriate Home Office Police Force or Police Scotland at each site. Policing services required at each site are agreed with nuclear operators in accordance with the Nuclear Industries Security Regulations 2003 and ratified by the UK regulator, the Office for Nuclear Regulation (ONR). Armed policing services are required at most civil nuclear sites in the United Kingdom. The majority of officers in the Constabulary are Authorised Firearms Officers.

The Constabulary is recognised by the National Police Chiefs' Council (NPCC) and the Association of Chief Police Officers in Scotland (ACPOS). Through the National Coordinated Policing Protocol, the Constabulary has established memorandums of understanding with the local police forces at

all 10 Operational Policing Units. Mutual support and assistance enable the Constabulary to maintain focus on its core role.

We take our responsibilities under the Freedom of Information Act seriously but, if you feel your request has not been properly handled or you are otherwise dissatisfied with the outcome of your request, you have the right to complain. We will investigate the matter and endeavour to reply within 3 – 6 weeks. You should write in the first instance to:

Kristina Keefe
Disclosures Officer
CNC
Culham Science Centre
Abingdon
Oxfordshire
OX14 3DB

E-mail: FOI@cnc.pnn.police.uk

If you are still dissatisfied following our internal review, you have the right, under section 50 of the Act, to complain directly to the Information Commissioner. Before considering your complaint, the Information Commissioner would normally expect you to have exhausted the complaints procedures provided by the CNPA.

The Information Commissioner can be contacted at:

FOI Compliance Team (complaints)
Wycliffe House
Water Lane
Wilmslow
Cheshire
SK9 5AF

If you require any further assistance in connection with this request please contact us at our address below:

Kristina Keefe
Disclosures Officer
CNC
Culham Science Centre
Abingdon
Oxfordshire

OX14 3DB

E-mail: FOI@cnc.pnn.police.uk

Yours sincerely

Kristina Keefe

Disclosures Officer