

Minutes of Meeting:

Title of Meeting	Civil Nuclear Police Authority Board Meeting	Date(s) Meeting Held & Venue	30 July 2020 Skype teleconference
Meeting Called By	Vic Emery, Chair	Start Time	11.30 hrs
Reference Meeting No.	CNPA_20200730	End Time	15.06 hrs

MEMBERS:

Vic Emery	Chair, CNPA	
Mike Calloway	Industry Representative Member, NDA	
Sir Craig Mackey	Independent Member	
Mark Neate	Industry Representative Member, Sellafield	
Neelam Sarkaria	Independent Member	
Sue Scane	Independent Member	
Rebecca Weston	Industry Representative Member, DRSL	

In ATTENDANCE:

CC Simon Chesterman	Chief Constable/Chief Executive	
DCC Chris Armit	DCC / Capability Director	
ACC Louise Harrison	ACC / Operations Director	
Patsy Northern	Director of Corporate Services	
Richard Cawdron	Director of Governance, Compliance and Legal Services	
Richard Saunders	Director of People & Organisational Development	
	Head of Engagement and Comms	
	Head of Finance & Business Efficiency	
	Head of Governance & Assurance	
	Board & Committee Manager	
	Chief of Staff	
	Communications Manager	
	Governance & Assurance Manager	
	Board & Committee Secretary	

APOLOGIES from attendee(s):

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1. CNPA MEMBERS ONLY SESSION

A CNPA Members Only Session was held, at which the Chair had provided an update on Members' contracts.

2. WELCOME & CHAIR'S UPDATE

2.1 APOLOGIES

There were no apologies for absence.

2.2 CONFLICTS OF INTEREST

No conflicts of interest were declared.

On the meeting agenda, it had been advised that unless there was an objection, the meeting would be recorded to assist with the writing of the meeting minutes and that the recording would be deleted once the minutes had been created. No objections to recording the meeting were raised.

3. COVID-19 UPDATE

Document Reference: Not applicable. Verbal Update

██████████ provided a verbal update on the Covid-19 situation. The highlights of the brief being; ██████████ advised that nationally, Covid-19 abstractions were at 5.6%, but the CNC abstract rate was 1%, which represented a very good picture and was reflective of how well the CNC had worked throughout the Covid-19 circumstances. The Gold Group Covid-19 Response meeting had now been asked to stand down, as it was considered that there had been a return to business-as-usual, although the situation was under observation. The Silver Group was continuing to meet regularly and was monitoring Government legislative changes etc. The Recovery Phase and Reform Phase were now of importance. "Recovery" would include seeking the Covid-safe return of CNC staff to the work environment. The longer-term "Reform" issues would include looking at new ways of working.

The recent change in Covid-19 quarantine requirements for personnel travelling to the UK had not had a significant impact on the Constabulary, although the situation was being monitored.

A table-top exercise had been undertaken on 23 June 2020, regarding the CNC staff's return to work (especially with regard to a return to work at Culham) and the findings were available. ██████████ nevertheless advised that she wished to provide CNPA Members with a more detailed report on lessons identified once the Constabulary's senior stakeholders/Executives had been de-briefed. A Covid-19 lessons learnt paper would be presented at the September 2020 CNPA Board meeting.

██████████ advised that lessons learnt details would highlight the Personal Protective Equipment (PPE) strategy, which had worked well. The associated risks had been managed quickly and the Constabulary had been quick to secure PPE. In addition, the CNC was quick to ensure that it had designated safety patrol plans in place. The frequency and quality of dialogue with partner organisations/stakeholders had also been positive. The early adoption of the "Learning from Experience" Form had facilitated the capture of good working practices as well as some areas for development. Setting up the "People Cell" for personnel support had been recognised nationally as good practice.

In terms of things that could have been done better, ██████████ highlighted that the CNC could perhaps have planned a little better/more quickly to achieve a Covid-safe environment for personnel, although the organisation was faced with a fast-changing situation. Overall, it had been difficult to identify gaps in which the CNC had not performed well as an organisation.

The Chair advised that the CNC appeared to have done excellently in the Covid-19 circumstances and that personally, he was very impressed with the CNC's performance. The Chair thanked ██████████ for her update and opened the item up for comments and questions.

██████████ echoed the Chair's views. He advised that from a Site Licence Companies' (SLCs') perspective, the CNC had been highly effective in the Covid-19 arena. He also asked if the Track and Trace system was of concern to the CNC and what the CNC's mitigation plans were in respect of local authority-imposed isolation requirements. ██████████ responded that the CNC had to align to regulations. With regard to the Track and Trace app and in terms of the latest CNC updates, her understanding was that across the whole fleet, there had not been Covid-19 positive contacts. Associated mitigations were difficult. Sellafield Ltd had kindly made quick Covid-19 testing available to CNC personnel, if required. ██████████ advised that as yet, the Track and Trace app had not caused an issue. The low numbers of CNC personnel currently isolating, had meant that the organisation was fairly comfortable that the Covid-19 situation was manageable.

██████████ asked if the recent changing holiday/quarantine issue was likely to become a problem. ██████████ responded that it was unlikely to become an issue as the CNC had put a policy in place early on in the pandemic. CNC personnel who had booked leave before lockdown, would be granted special leave for quarantine purposes, as far as was possible. If leave had been booked when there were known quarantine restrictions, managerial permission would be required for extended leave to cover the necessary quarantine period and the quarantine period would need to come out of the personnel's own time. The matter was being monitored closely, but the vast majority of CNC personnel had either cancelled leave or decided to holiday in the UK, so it was not anticipated that there would be difficulties. ██████████ added that the CNC was treating sympathetically, those members of personnel who had booked holidays to Spain in good faith, prior to the current quarantine restrictions.

The Chair advised that he looked forward to the written report on lessons learnt.

No further comments or questions were put forward.

4. UPDATES

4.1 UPDATE OF EVENTS SINCE THE LAST MEETING (██████████)

Document Reference: Not applicable. Verbal Update.

The Chair advised that ██████████ and his team had had meetings regarding the CNPA Strategy with BEIS. The Chair and ██████████ had also had discussions with Dounreay Site Restoration Limited (DSRL), EDF and the Nuclear Decommissioning Authority (NDA), all of which were very supportive of the CNPA Strategy.

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In addition, the Chair had also had positive meetings with the Police Federation and Prospect on 11 June 2020, who had appreciated the CNPA's transparency.

The Chair confirmed that the annual reviews for CNPA Members had now taken place and that he was in the process of writing-up comments. The comments would be issued to respective Members for their approval in due course.

The Chair further advised that the CNPA/CNC had taken over the Griffin Park Tactical Training Centre in early July 2020 and on 20 July 2020, ██████████ had fired the first rounds down the range.

No further comments or questions were put forward.

4.2 UPDATE ON CNPA MEMBERSHIP

Document Reference: Not applicable

The Chair advised that an update on CNPA membership and ministerial approval going forward had been provided in the CNPA Members Only session immediately prior to the CNPA Board meeting.

5. APPROVAL OF MINUTES: MEETING HELD ON 27 MAY 2020 (██████████)

Document Reference: Draft Minutes

The Chair asked if there were any questions or comments on the draft minutes of the CNPA Board meeting held on 27 May 2020.

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[REDACTED]

No further comments or amendments were put forward.

[REDACTED]

DECISION:

The draft minutes of the CNPA Board meeting held on 27 May 2020 were APPROVED as an accurate record of the meeting, subject to the correction of two typographical errors in Item [REDACTED]

6. REVIEW OF CNPA ROLLING ACTION LOG ([REDACTED])

Document Reference: Action Log

The Chair requested agreement from Members that all actions marked 'Proposed Complete' be closed out. No comments on or amendments to the 'Proposed Complete' actions were put forward and Members agreed.

Additional comments on the actions are noted in the Rolling Action Log but the following was noted for the Minutes:

Action PAB280120-011: Performance Framework and Dashboard Reporting

The Chair voiced concern that this action had been given an updated target date of 31 March 2021 which was not set by the Board. The Chair commented that this seemed very late considering the performance framework was one of the underpinning documents which would support the CNPA Strategy going forward. [REDACTED] advised some background and confirmed that the Performance Framework and Dashboard Reporting was now being reviewed and the PAB280120-011 action target date would be brought forward to 30 September 2020.

Action PAB270120-15: Strategic Risk Report

The Chair noted that the Strategic Risk Report was scheduled to be submitted to the ARFC meeting in September 2020 but highlighted that it would then need to be presented to the CNPA Board. [REDACTED] confirmed that this would be the case.

DECISION:

- (i) Members APPROVED the closure and sign-off of action PAB270520-07 and the actions that had been logged as 'Proposed Complete'.
- (ii) Members NOTED the written commentaries and verbal updates regarding the 'ongoing' actions.

7. ITEMS FOR DECISION

7.1 3-YEAR STRATEGY - STRATEGIC DELIVERY PLAN ([REDACTED])

Document Reference: PAB(20)R54

Following the approval of the 3-Year Strategy at the May 2020 CNPA Board Meeting, the Strategic Delivery Plan had been submitted for Authority endorsement of the timelines and activities identified to deliver the 3-Year Strategy initiatives. A CNPA Board Strategic Delivery Plan and Annual Policing Plan Working Group meeting had taken place on the morning of 30 July 2020 to allow Members a thorough scrutiny and input. It was acknowledged at this meeting that both documents required further work.

[REDACTED] confirmed that the Strategic Delivery Plan and the Annual Policing Plan would

be brought back to a CNPA Extraordinary Board Meeting, at the end of August 2020, for Authority endorsement.

The Chair supported this approach but opened the item up for any specific comments and questions.

██████████ apologised that he had been unable to attend the Working Group meeting that morning but queried deliverability and confidence in deliverability and asked whether there had been challenge or test on this, for example regarding resources. The Chair indicated that deliverability had been raised by several other Members in the Working Group meeting, but it was part of the unfinished work.

██████████ responded that the Delivery Plan contained forty-eight separate initiatives and that the CNC was currently working with ██████████, who had created a model to examine areas such as deliverability, affordability and statutory responsibilities, to assist the CNC prioritisation of these initiatives. ██████████ further advised that an internal review of the most appropriate project and programme management structure within the organisation was being conducted. This review was to seek to achieve a cross-directorate matrix working arrangement, in order to make the best possible use of existing resources, before consideration was given to possible additional resource requirements. ██████████ summarised that deliverability concerns had been discussed and that assurance would be provided in respect of the Strategic Delivery Plan at the proposed CNPA Board extraordinary meeting.

Action PAB30072020-02: CNPA Extraordinary Board Meeting to be arranged by the Governance, Compliance and Legal Services Secretariat, to formally review and endorse the Strategic Delivery Plan and Approve the Annual Policing Plan.

No further questions or comments were raised.

DECISION:

Members AGREED that an Extraordinary CNPA Board Meeting be held with a view to endorsing the Strategic Delivery Plan and Approving the Annual Policing Plan.

7.2 ANNUAL POLICING PLAN (██████████)

Document Reference: PAB(20)R55

The draft Annual Policing Plan 2020/21 was agreed as 'work in progress' and had been submitted to the July 2020 CNPA Board meeting for review and comment.

For further details, please see the minute in respect of Item 7.1 as a duplicate of events.

7.3 STRATEGIC PARTNER PROPOSAL (██████████)

Document Reference: PAB(20)R56

In developing the 3-year Strategy, the Authority had raised concerns about the capability and capacity of the CNC to deliver a diverse range of potential projects and whether external support would be required. The Strategic Partner Proposal was submitted to the CNPA Board meeting to explore the engagement of a strategic partner to support the successful delivery of the Strategy and the associated Delivery Plan. It was envisaged that the partner arrangement would strengthen the provision of advice and support and provide access to capabilities that were not available within the organisation.

The paper invited Members to:

- Discuss and AGREE the approach which has taken learning from the National Crime Agency noting that CNC would look to develop a mixed model for resourcing along with the provision of a strategic partner. The arrangement with any strategic partner would be on a non-exclusive basis;
- Discuss and provide advice on the questions asked in the paper.

██████████ outlined the Strategic Partner Proposal and the Chair opened the item up for comments and questions.

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[REDACTED]

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██████████ confirmed that she was scheduled to have discussions with the Metropolitan Police the next week.

The Chair summarised that a policing background was obviously very important but having people who understood project management and partnering was also very important, and this did not always reside within the police.

The Chair requested ██████████ opinion regarding Strategic Partnership as he had had a leading role in developing the 3-Year Strategy. ██████████ commented that there were some very talented personnel within the Constabulary, but that there were specialisms regarding project and portfolio management for which specific skills sets were required. The work carried out with ██████████ had clearly emphasised that the Constabulary had skills in some areas, but not in others. He therefore considered that as an Executive, there was the need to critically look at the issue and to understand where Strategic Partnership assistance could be best applied. He also reiterated the need to look at the Strategic Partnership skill set requirements alongside ██████████ work on project and programme delivery.

The Chair advised that he was content for the CNPA Members to provide any advisory comments on this matter as it matured but highlighted that individual CNPA Member advice should not be taken as CNPA Board approval. Any issues that arose would need to be brought back to the CNPA Board for decision or discussion. ██████████ thanked the Chair for clarifying this point.

The Chair requested that ██████████ discuss with ██████████, the Constabulary's engagement of a Strategic Partner and the next steps. An update is to be advised at the next meeting.

Action PAB300720-03: ██████████ to discuss with ██████████, the Constabulary's engagement of a Strategic Partner and the next steps. An update to be advised at the next meeting.

██████████ queried whether the Strategic Partner approach was based on an internal skills audit, as she considered that it would be helpful to have an evidential base regarding skills gaps before procuring external assistance. The Chair concurred with this view.

██████████ highlighted that in the comments on this item, there appeared to be somewhat of a focus on people and what people could do, but another aspect for consideration was what could be achieved via process. She considered that the CNC was quite well equipped with project managers, but there was a weakness in some of the project management processes. She highlighted that part of the work already undertaken by ██████████ in his review, was to examine this situation in wider context of project/process arrangements. ██████████ advised against focussing on a capability gap, without also considering process-driven assistance.

The Chair agreed this point and acknowledged that the performance in respect of some past CNC projects had demonstrated gaps in the Constabulary's procedures and processes. He also raised the need for consistency of approach across the CNC's forty-eight initiatives, which would form the basis of the governance going forward. The Chair acknowledged the suggestion of a skills audit, but also observed that the benefit of engaging external expertise was that external personnel generally had a broader skills base, from which they were well-placed to provide judgement, as they had learnt lessons from experience. In summary, the Chair advised that governance and procedures were important, as well as a skills audit and requested that ██████████ consider the mechanisms required to conduct a skills audit.

██████████ advised that she fully agreed with a skills audit. She was also concerned that there should be an overall understanding that the engagement of personnel could be undertaken via various means, for example, via consultancy, secondment, temporary contracts etc

Action PAB30072020-04: ██████████ to look into the development and mechanisms of conducting a CNC skills audit.

The Chair highlighted the need to bring in the talent that the Constabulary required, on an appropriate as and when basis.

██████████ confirmed that in his opinion, the Strategic Partner approach was right way forward; it also provided the flexibility to bring in the skills sets required.

DECISION:

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7.5 ETHNICITY PAY GAP REPORT 2020 ([REDACTED])
Document Reference: PAB(20)R58

The Ethnicity Pay Gap Report 2020 was submitted to highlight the findings of the recent BAME (Black, Asian, Minority, Ethnic) report. The report sought approval from the CNPA Board for the commencement of publishing ethnicity pay gap information on the CNPA web page and recommended

██████████ outlined the report and clarified that that information submitted for the 2020/21 Annual Report and Accounts would reflect the March 2020 Ethnicity Pay Gap data and not the data provided to Members as part of the July 2020 CNPA Board documentation.

The Chair opened the item up for further comments and questions.

██████████ commented that the report would help to drive diversity more broadly. The Chair observed that addressing diversity was one of the strands in the Strategic Plan and ██████████ confirmed that significant work was ongoing to look at how the Constabulary engaged with BAME communities, with a view to encouraging more job applications from BAME personnel.

██████████ asked if any work had been undertaken on the percentages of the Constabulary's BAME population versus the percentage of BAME population in the areas in which the CNC operates. ██████████ confirmed that profiling work had been undertaken in this respect. There had been highly variable BAME representation results, for example, between Dounreay and Culham, but the work was focussed on looking at a site-specific approach in terms of representation and recruitment, which would aggregate into organisational figures overall.

██████████ commented that, from previous work she had carried out, Oxfordshire was not as diverse as some other areas of the country. She also observed that it was very difficult to encourage certain personnel into the workplace if they were not represented in the surrounding communities. ██████████ advised that an analysis of recruitment had looked at the BAME representations within the CNC site areas, which had identified significant variations.

The Chair thanked Richard Saunders for the Ethnicity Pay Gap Report 2020, which he looked on as a good news report, although the issue remained of trying to increase diversity within the Constabulary's workforce.

Members APPROVED the proposed publication of the Ethnicity Pay Gap information on the CNPA web page and going forward, Ethnicity Pay Gap data in the CNPA Annual Report and Accounts, in advance of any statutory requirements and in line with best practice.

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8. ITEMS FOR DISCUSSION

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8.3 STRATEGIC STAKEHOLDER MANAGEMENT PLAN – v2 ()

cancel. The CNPA/CNC would also like the Minister or Secretary of State to formally open the Griffin Park Tactical Training Centre and, if these visits could be co-ordinated on the same day, it may be of assistance. [REDACTED] advised that since the commencement of the meeting, he had received an e-mail from BEIS regarding the visit. He would also liaise with the NDA and Sellafield Ltd on the matter.

Action PAB300720-13:

[REDACTED] to liaise with the NDA and Sellafield Ltd, in addition to BEIS, regarding the formal opening of the Griffin Park Tactical Training Centre by the Minister / Secretary of State.

No further questions or comments were raised.

DECISION:

Members APPROVED the Strategic Stakeholder Management Plan v2 as a “living document” for implementation.

8.4 QUARTERLY SENIOR INFORMATION RISK OWNER (SIRO) REPORT [REDACTED]

Document Reference: PAB(20)R62

The Quarterly Senior Information Risk Owner (SIRO) Report was submitted to provide the CNPA Board with an overview of the CNC’s compliance journey with regard to Information Governance (IG) and Security, including Cyber Security, the General Data Protection Regulation (GDPR) and Data Protection Act 2018. The intention was to inform the CNPA Board of progress made and to advise Members of the extent of outstanding work, which included developing and embedding an effective Information Governance Framework and an Information Security Management System. The report also highlighted other information risk issues.

[REDACTED] introduced the Quarterly Senior Information Risk Owner report.

The Chair commented that the Cyber Security work formed part of the 3-Year Strategy, but [REDACTED]
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[REDACTED] He opened the item up for further questions/comments.

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[REDACTED] considered that the CNPA/CNC needed to maintain focus on cyber security, although it was progressing in the right direction. He also commented that there were a number of organisations, including the NCSC, that provide cyber security sessions for Boards to advise where to target cyber security work.

No further questions or comments were raised.

DECISION:

Members had been informed of the content and recommendations made in the National Computing Centre (NCC) report [REDACTED]

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9. STANDING ITEMS

9.1 CHIEF CONSTABLE/CHIEF EXECUTIVE'S REPORT ([REDACTED])

Document Reference: PAB(20)R63

The Chief Constable/Chief Executive's Business Report was to update members on the headlines regarding routine and new business at an "Official" level from 14 May 2020 to 21 July 2020.

[REDACTED] provided a brief outline of the report and the Chair opened the item up for questions and comments.

No questions or comments were raised.

DECISION:

Members NOTED the Chief Constable/Chief Executive's Business Report.

9.2 CORPORATE PERFORMANCE DASHBOARD (Executive)

Document Reference: PAB(20)R64

The Corporate Performance Dashboard reported on the CNC's consolidated performance against targets.

[REDACTED] highlighted that the Dashboard showed good performance, particularly in respect of the operational front-line under the Covid-19 circumstances.

[REDACTED] asked if there was now a backlog of Response Model Testing and Firearms Training due to the Covid-19 circumstances. [REDACTED] advised that the Firearms Training situation was being managed. The Constabulary was ready to recommence training in August 2020. There was a training plan and the backlog would be addressed. It had been necessary to pause the Response Model Testing as there had been Site restrictions on visitors, but Testing would recommence as soon as possible.

[REDACTED] highlighted that as of 16 July 2020, there was a group of 504 individuals in the recruitment pipeline awaiting assessment. The College of Policing had agreed to the use of the national virtual assessment centre and had offered 300 places at the beginning of September 2020, to help to start to process the assessment of the CNC's group of applicants. This represented quite a positive position.

The Chair opened the item up for further questions and comments.

No further questions or comments were raised.

DECISION:

Members NOTED the July 2020 Corporate Performance Dashboard and the progress of the Directorates against their key performance indicators.

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9.4 PEOPLE COMMITTEE

9.4.1 CHAIR'S REPORT (████████████████████)

Document Reference: PAB(20)R66

The report was submitted to highlight issues and pertinent points raised at the People Committee meeting held on 8 July 2020, that the People Committee Chair wished to bring to the attention of the CNPA Board and in line with CNPA Board Terms of Reference.

The Chair opened up the item for questions and comments.

No questions or comments were raised.

DECISION:

Members NOTED the Chair's Report of the People Committee meeting held on 8 July 2020.

9.4.2 DRAFT MINUTES OF PEOPLE COMMITTEE HELD 8 JULY 2020 ([REDACTED])

Document Reference: PAB(20)R67

A copy of the draft minutes of the People Committee meeting held on 8 July 2020 had been submitted to the CNPA Board.

No questions or comments were raised.

DECISION:

Members NOTED the minutes of the People Committee meeting that was held on 8 July 2020.

9.5 AUDIT, RISK AND FINANCE COMMITTEE (ARFC)

9.5.1 CHAIR'S REPORT ()

Document Reference: PAB(20)R68

The ARFC Chair's Report had been submitted to provide a summary of Audit Risk and Finance Committee meeting held on 29 June 2020.

The Chair opened the item up for questions and comments.

No questions or comments were raised.

DECISION:

Members NOTED the ARFC Chair's report of the ARFC Meeting held on 29 June 2020.

9.5.2 DRAFT MINUTES OF MEETING HELD ON 29 JUNE 2020 ([REDACTED])

Document Reference: PAB(20)R69

A copy of the draft minutes of the ARGC meeting held on 29 June 2020 was submitted to the CNPA Board meeting.

No questions or comments were raised.

DECISION:

Members NOTED the draft Minutes of the ARFC Meeting held on 29 June 2020.

9.5.3 2019-2020 ANNUAL REVIEW OF ARFC TO CNPA (FOR CNPA ENDORSEMENT)

([REDACTED])

Document Reference: PAB(20)R70

A copy of the 2019-2020 Annual Review of ARFC had been approved in principle at the ARFC meeting on 29 June 2020 was submitted to the CNPA Board meeting for final endorsement.

The Chair opened the item up for comments and questions.

No comments or questions were raised.

DECISION:

Members ENDORSED the 2019-2020 Annual Review of ARFC to CNPA.

9.6 STRATEGIC RISK REPORT AS AT 30 JUNE 2020 ([REDACTED])

Document Reference: PAB(20)R71

This report was submitted to present the CNPA's strategic risks as at 30 June 2020 and to provide summarised information on the management of the strategic risks, focusing on areas that may require intervention or additional resources.

The Chair opened the item up for questions and comments.

No questions or comments were raised.

DECISION:

Members NOTED the Strategic Risk Report as at 30 June 2020.

9.7 HEALTH, SAFETY AND ENVIRONMENT REPORT 1 APRIL 2020 to 30 JUNE 2020

([REDACTED])

Document Reference: PAB(20)R72

The Health, Safety and Environment Report was submitted to provide CNPA Board members with an overview of Constabulary's performance regarding health, safety and the environment for the reporting year from 1 April 2020 to 30 June 2020.

[REDACTED] provided a brief overview of the report and the Chair commented that it was a good report and opened the item up for questions and comments.

No questions or comments were raised.

DECISION:

Members NOTED the Health, Safety and Environment Report 1 April 2020 to 30 June 2020.

10. ANY OTHER BUSINESS

10.1 SEPTEMBER 2020 CNPA BOARD MEETING ARRANGEMENTS IN VIEW OF COVID-19 SITUATION (Chair)

Document Reference: Not applicable

The Chair advised that [REDACTED] was endeavouring to arrange for the next CNPA Board meeting to be held at the [REDACTED], if possible. The Chair recognised that this would involve an overnight stay in the area for some of the CNPA Board Members/attendees, who would need to satisfy themselves that this was appropriate from a personal safety perspective. He emphasised that [REDACTED] was a good facility with considerable space that would allow social distancing and he considered that it would be a suitable venue for the next CNPA Board meeting. He advised that with the agreement of CNPA Board members, he would ask [REDACTED] to progress arrangements.

[REDACTED] suggested that if arranging the September 2020 CNPA Board meeting at [REDACTED] proved to be too difficult from an administrative perspective, it could perhaps be arranged for the November 2020 CNPA Board meeting. The Chair agreed that if it was not possible for September 2020, then a CNPA Board meeting should be arranged at [REDACTED] at the earliest opportunity.

No comments or questions were raised.

10.2 CNPA BOARD SELF-ASSESSMENT (Chair)

Document Reference: Not applicable

The Chair asked Members if they felt that they had had an opportunity to air their views/comments. He observed that the pack of documents had been lengthy, but there had been a considerable number of reports and perhaps in future, some of the issues could be taken at an interim meeting rather than a full CNPA Board meeting.

Action PAB300720-14:

[REDACTED] to consider the possible arrangement of interim meetings between CNPA Board meetings, to reduce the paperwork/length of CNPA Board meetings.

[REDACTED] advised that the remote working due to the Covid-19 circumstances had created a difficult environment in which to hold meetings. The CNPA/CNC had a considerable number of ongoing items and continuance of the CNPA Board meetings at this time had been a good achievement.

DECISION:

Members NOTED that they had had an opportunity to speak to the agenda and to air their views/comments in the meeting.

12. ITEMS FOR READING

13.1 CNPA DECISION LOG

Document Reference: Decision Log

The Chair highlighted the Decision Log and asked Members to advise, should they consider that any further items should be added.

The Chair thanked everyone for attending the meeting.

Meeting concluded at: 15.06 hrs.

Distribution: CNPA Board Members, CNC Executive
Date of Next Meeting: 30 September 2020. Venue: To be confirmed