

**Minutes of Meeting:**

<b>Title of Meeting</b>	Civil Nuclear Police Authority Board Meeting	<b>Date(s) Meeting Held &amp; Venue</b>	30 September 2020 [REDACTED]
<b>Meeting Called By</b>	Vic Emery, Chair	<b>Start Time</b>	12.30 hrs
<b>Reference Meeting No.</b>	CNPA_20200930	<b>End Time</b>	15.13 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 Armitt	DCC / Capability Director	
ACC Louise Harrison	ACC / Operations Director	
Richard Cawdron	Director of Governance, Compliance and Legal Services	
Patsy Northern	Director of Corporate Services	
Richard Saunders	Director of People & Organisational Development	
	Head of Engagement and Comms	
	Head of Finance & Business Efficiency	
	Head of Governance & Assurance	
	Chief of Staff, Executive Office	
	Board & Committee Secretary	
	Board & Committee Manager	
	Strategy & Assurance Manager	
	Director, Nuclear, BEIS	
APOLOGIES from attendee(s):		
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- CNPA MEMBERS' ONLY SESSION** [REDACTED]  
A CNPA Members Only Session was not held on this occasion.
- WELCOME & CHAIR'S UPDATE** [REDACTED]

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.

The Chair welcomed everyone to the meeting, including [REDACTED] Director, Nuclear, Department for Business, Energy and Industrial Strategy (BEIS).

The Chair advised that Item 9.3 People and Organisational Development: DPoD Report would be taken before Item 7, in order to assist [REDACTED] who was experiencing technological difficulties.

## 2.1 APOLOGIES

There were no apologies for absence.

## 2.2 CONFLICTS OF INTEREST

No conflicts of interest were declared.

### 3. 3.1 UPDATE OF EVENTS SINCE THE LAST MEETING ([REDACTED])

Document Reference: Not applicable.

[REDACTED]

No further comments or questions were put forward.

### 3.2 UPDATE ON CNPA MEMBERSHIP

Document Reference: Not applicable

The Chair informed Members that a nominee to replace former Authority Member [REDACTED], had been put forward by EDF for BEIS approval, therefore hopefully there would be EDF representation at the CNPA Board meetings from November 2020.

The Chair asked [REDACTED] if she would like to provide an update on behalf of BEIS.

[REDACTED] agreed and said that it was a pleasure to attend the CNPA Board Meeting. [REDACTED] highlighted that the Government's Spending Review (SR) was currently a high priority issue for BEIS. BEIS' SR bids had been submitted and a HM Treasury response and subsequent allocation process was anticipated.

[REDACTED] also provided an update on work being done to address EU relations. It was hoped that there would be an EU trade deal, but work was nevertheless being undertaken to endeavour to prepare for all eventualities. Considerable effort had been put into the business readiness aspects of the transition at the end of 2020, especially if a nuclear cooperation agreement was not achieved with the EU.

It was anticipated that an Energy White Paper would be published this autumn.

With regard to Covid-19, BEIS was trying to operate in a Covid-safe manner. The Department was very engaged regarding the impact of Covid on business and was also the lead for vaccine procurement. [REDACTED] advised that BEIS was working towards a hybrid way of working i.e. a "new normal" with a blend of attendance from home and the office.

[REDACTED] also advised that alongside the general direction of travel regarding nuclear energy, BEIS continued to take an interest in the future of [REDACTED]

[REDACTED]

[REDACTED] Discussions had also taken place in connection with the CNPA/CNC with regard to the way forward, the CNPA Strategy and the potential implications of the SR.

The Chair asked Members if they had any questions for [REDACTED] [REDACTED] [REDACTED]

██████████. ██████████ responded that a direct impact was not anticipated. ██████████

There were no other questions or comments. ██████████

4. ██████████. The Chair therefore took this opportunity to thank ██████████ for attending the meeting.

## **APPROVAL OF MINUTES:**

### **4.1 & 4.2 MINUTES OF MEETING HELD ON 30 JULY 2020 & MINUTES OF EXTRAORDINARY MEETING HELD ON 7 SEPTEMBER 2020 (██████████)**

Document Reference: Draft Minutes 30 July 2020 and Draft Minutes 7 September 2020

The Chair asked if there were any questions or comments on the draft minutes of the CNPA Board Meeting held on 30 July 2020 and any questions or comments on the draft minutes of the CNPA Extraordinary Board Meeting held on 7 September 2020.

No comments or amendments were put forward.

### **DECISION:**

The draft minutes of the CNPA Board Meeting held on 30 July 2020 and the draft minutes of the CNPA Extraordinary Board meeting held on 7 September 2020 were APPROVED as accurate records of these meetings.

## **5. REVIEW OF CNPA ROLLING ACTION LOG (Vic Emery)**

Document Reference: Action Log

The Chair asked Members if they had any comments or questions regarding the 'Proposed Complete' actions and none were raised.

The following queries and comments were raised in respect of the 'ongoing' actions:

### **Action PAB300720-03: Strategic Partner**

As the agreement to proceed to engage a Strategic Partner had been approved at the CNPA Board in March 2020 and the principles for going to procurement were approved at the CNPA Board Meeting in July 2020, the Chair asked why no further progress has been made and why was it taking so long to progress the matter. ██████████ advised that delays had largely been due to need to work through the blend of options available. An organisational skills audit had been commissioned, to ensure the best use of existing CNC personnel. It was now clear that a Strategic Partner could be engaged and called upon as and when their skills were required. ██████████ further advised that the Strategic Partner engagement process would be progressed following the CNC's Change Board meeting later that week. ██████████

### **Action PAB3030720-04: CNC Skills Audit**

The Chair asked for an update on this action. ██████████ confirmed that Corporate Learning and Development was currently researching the best vehicle for conducting a comprehensive Constabulary Skills Audit. A paper on this issue would be submitted to a Chief's Management Group meeting in the near future. The Chair advised that a timeline of activities should be provided for the next meeting.

**Action PAB300720-13: Stakeholder Management Plan**

The Chair requested an update regarding the Stakeholder Management Plan. [REDACTED] advised that it was work in progress and that a number of areas continued to be explored in relation to the Plan, the Strategy and the Delivery Plan.

**Action PAB270520-14: Interim Meetings between CNPA Board Meetings**

The Chair requested an update on this action. [REDACTED] advised that as some timelines were not marrying-up with some of the CNPA Board meetings, there was a need to look at a better use of Members' time and perhaps the use of e-mails/correspondence as opposed to calling meetings for individual items. As the situation was not currently occurring, the action had been retained as an *aide memoire* for the time being.

**Action PAB280120-011 - Performance Framework and Dashboard Reporting**

The Chair highlighted the need to progress the existing Performance Dashboard with deliverables from the 2020-23 Strategy and Delivery Plan as a priority. [REDACTED] confirmed that the Performance Framework had been discussed at a Chief's Management Group Meeting and further work was ongoing. The Performance Framework was due to be submitted to the Chief Management Group meeting in November 2020 and then, hopefully, to the CNPA Board. The Chair drew attention to the fact that action PAB280120-011 - Performance Framework and Dashboard Reporting - had had its target date changed three times. [REDACTED] highlighted that work had been going on in the background, but it had been necessary to await the sign-off of the Delivery Plan. The Chair requested that the Performance Framework be listed on CNPA Board agendas as a standing item until suitable closure.

**Action PAB300920-01:** [REDACTED] to ensure that the Performance Framework was placed on the CNPA Board agendas as a standing item.

The Chair re-iterated the need to enhance the Performance Dashboard with deliverables from the 2020-23 Strategy and Delivery Plan.

**Action PAB280120-011: Efficiency Programme**

The Chair highlighted that one of the fundamental objectives of the 2020-23 Strategy was to become more efficient. [REDACTED] confirmed that progress being made regarding efficiencies. Current work on the Medium Term Financial Plan included a focus on short-term efficiency savings. In addition, and linking into the Delivery Plan, the ability to invest, together with the provision of clear information on the delivery of benefits and how efficiencies were being progressed, was being taken forward. A paper had been submitted to the Planning, Performance and Risk Group and efficiencies had also been highlighted at the last ARFC, in terms of the importance of the approach regarding efficiencies and benefits realisation. Efforts were being made to incorporate efficiencies across the organisation.

[REDACTED] asked whether there was connectivity between strands of work on the Efficiency Programme and the New Ways of Working (see agenda item 8.3 below). [REDACTED] advised that the New Ways of Working model had been presented to the Chief's Management Group meeting that week [REDACTED]

██████████. The model had been based on the roles of the non-operational personnel and also wellbeing factors, and a number of different issues would need to be investigated, including the impact on the Constabulary's estate footprint, I.T. etc. Considerable consideration would also need to be given to the efficiencies that the New Ways of Working would generate. ██████████ advised that the Covid-19 situation was generating efficiencies already and that efforts were being made to progress these as long-term efficiency gains. ██████████ asked if there was a direct link between the strands of work on the Efficiency Programme and the New Ways of Working. ██████████ confirmed that this was the case and that one of the key benefits of the New Ways of Working would be efficiency.

No other comments or questions were put forward.

#### **DECISION:**

- (i) Members APPROVED the closure of the actions that had been logged in the CNPA Rolling Action Log as 'Proposed Complete'.
- (ii) Members NOTED the written commentaries and verbal updates regarding the 'ongoing' actions.

#### **6. CHIEF CONSTABLE/CHIEF EXECUTIVE'S REPORT (██████████)**

Document Reference: PAB(20)R75

This report was submitted to update CNPA Board members on the headlines of routine and new business at an "Official" level from 22 July 2020 to 18 September 2020.

██████████ a summary of the report.

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██████████ The CNC had been forward-leading regarding this request and associated meetings were on-going, although implementation was not considered likely as it had not been requested by the Police Service.

The Chair opened up the Chief Constable/CEO's report for comments and questions.

██████████ referenced the Misconduct Hearing and asked how the Superintendent identified would be brought back into the Constabulary's workforce, ██████████

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 ██████████ Legal and HR advice would also be sought. ██████████  
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 ██████████ also highlighted that



██████████ thanked ██████████ for the note that he had sent to CNPA Members clarifying the position regarding military support, following the Government announcement on this matter.

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**[REDACTED]**

**DECISION:**

[Item 9.3 was then discussed but minuted in order.]

## 7.1 STRATEGIC DELIVERY PLAN ( )

The 3-Year Strategic Delivery Plan had been endorsed at the Extraordinary CNPA Board Meeting on 7<sup>th</sup> September 2020.

This paper asked Members to ENDORSE the timelines and activities identified in the Strategic Delivery Plan to deliver the initiatives of the 3-Year Strategy.

██████████ introduced the report and confirmed that the Delivery Plan Schedule would be presented to the CNPA Board on a regular basis to facilitate the tracking of progress. The Chair observed that the Delivery Plan Schedule would provide the baseline for performance reviews going forward.

██████████ advised that a new governance and delivery structure needed to be put in place and an update on progress would be provided at the November 2020 CNPA Board meeting.

The Chair observed that some of the Delivery Plan initiatives had a collapsing timeframe, so a document for the CNPA Board to review with commentary regarding positives and negatives would be useful. [REDACTED] concurred with this view and highlighted the need for visibility on how the Delivery Plan activities would assist in achieving the Strategic Plan goals. [REDACTED] advised that this would be addressed and that it was all work in progress as the Delivery Plan had only just been signed-off.

The Chair opened the item up for comments and questions.

██████████ noted that “significant resource implications” were associated with the report and he requested further information. ██████████ advised that it was not currently possible to put a number on exact resource requirements. Inevitably and overall, there would be a cost, but a mixed approach to resources would be adopted within CNC. ██████████ also advised that a Strategic Partner would be put in place (who the CNC would not need to pay for, unless their skills were being called upon) to support the CNC as required, and a skills audit was also going to be conducted to make the best use of existing personnel who might have spare capacity. It was also noted by ██████████ that it was possibly cost-effective to second personnel from other



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## ITEMS FOR DISCUSSION

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### 8.3 COVID-19: LESSONS LEARNED AND NEW WAYS OF WORKING REPORT

Document Reference: PAB(20)R78

The report was submitted to provide an overview of lessons learned regarding the Covid-19 pandemic (as required under CNPA Board action PAB250320-09).

The paper asked Members to NOTE the report.

provided highlights from the report.

The Chair opened the item up for comments and questions.

The Chair asked if the Covid-19 Lessons Learned and New Ways of Working were being factored into the Strategic Plan going forward. confirmed that this was taking place. As part of the “Recovery Phase”, consideration had been/was being given as to how personnel would be brought back to work in a Covid-safe environment and a number of lessons learned had led into the New Ways of Working.

observed that the Covid-19 circumstances required agility and flexibility. She considered that was correct in focussing on the human element of the situation, particularly in terms of adherence to measures put in place. She also suggested that it might be necessary to run both the Covid-19 “Response” and “Recovery” strands together over the next six months and requested reflections on how this type of scenario might be managed in terms of decision-making. advised that hybrid Gold Meetings were currently taking place. It was recognised that some staff wished to return to the office as their home environment was not conducive to work, and plans were still being progressed to bring them back into the office (in a Covid-safe environment), but current Government guidelines were being adhered to. The Gold Meeting strategy was also being monitored to ensure that it was fit-for-purpose.

asked whether the Lessons Learnt were being “banked” for longer-term post-pandemic analysis, to assess what benefits could be realised, as he considered that analysis whilst also managing the situation was challenging. The Chair and agreed.

was pleased that the Constabulary appeared to be “on top” of the Covid situation and hoped that this would continue.

noted that the Constabulary’s Learning from Experience Log had been identified as good practice nationally and that it had been shared by the College of Policing. She was pleased that the Constabulary was at the vanguard of sharing best practice and highlighted that this was

reputationally good for the organisation. [REDACTED] queried whether it might be an appropriate time for a message to be circulated from the Chair and [REDACTED] to CNC personnel, as it was now some while since the commencement of the pandemic. [REDACTED] advised that it was a good point, but communication had been at the heart of activity throughout the pandemic, including blogs, weekly messages to staff recognising their challenges and thanking them for their work. There had also been video messages from [REDACTED] and nine open forum Question and Answer sessions by [REDACTED]. In addition, she and [REDACTED] were scheduled to run four Question and Answer sessions on 1 October 2020.

[REDACTED] acknowledged the commendable achievement in maintaining the security of the sites that the Constabulary policed, in what had been and continued to be challenging circumstances. He recognised that there was a fine balance to be struck between resilience and training, [REDACTED]

[REDACTED] advised that this issue had been discussed, including the potential for complete teams to be affected by Covid. The process was being revisited and it was recognised that personnel “bubbles” needed to be tightly controlled. [REDACTED]

[REDACTED] highlighted that as part of the firearms officers’ safe system of work, some of the training had to be hands-on. Nevertheless, the training had been adapted, so contact was being limited as far as possible, whilst also satisfying College of Policing training curriculum requirements.

[REDACTED] also asked whether applying “work from home where possible” was felt to be achieving the best from personnel in terms of efficiency and effectiveness, as opposed to applying a “return to work safely if you cannot work from home” stance, which was slightly different. [REDACTED] advised that Constabulary’s frontline personnel were working and at work. Significant investigations were now required to understand/categorise the support staff roles that needed to be undertaken at the office, the roles that could be undertaken at the office/home and the roles that would not require a presence at the office (of which there was only a very small percentage). The Covid-safety perspective of the office environments had been investigated and [REDACTED] highlighted the requirement to adhere to current Government guidelines. [REDACTED] observed that a return to the office would be facilitated by the availability of Personal Protective Equipment, infrastructure arrangements etc.

The Chair thanked [REDACTED] for her positive report and summarised that Members would look forward to seeing the benefits factored into the Strategy moving forward.

No further questions or comments were raised.

#### **DECISION:**

Members NOTED the Covid-19 Lessons Learned and New Ways of Working Report.

[REDACTED] *tendered her apologies and left the meeting due to urgent Government business.]*

*[There was a meeting break of approximately 10 minutes.]*

## **9. STANDING ITEMS**

### **9.1 CORPORATE PERFORMANCE DASHBOARD (Executive)**

Document Reference: PAB(20)R79

The Corporate Performance Dashboard reported on the CNC’s consolidated performance against targets from the last period.

The Chair opened the item up for comments and questions.

[REDACTED] commented that it had been good to see progress regarding the Dashboard, which now presented clear corporate performance details. [REDACTED] concurred with this view.

No further questions or comments were raised.

**DECISION:**

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

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### 9.3 PEOPLE AND ORGANISATIONAL DEVELOPMENT REPORT [REDACTED]

Document Reference: PAB(20)R81

*[Item 9.3 was discussed after Agenda Item 6.]*

This report was submitted to update CNPA Board Members on people and organisational development matters in the absence of a People Committee since the July 2020 CNPA Board meeting.

This paper requested Members to NOTE the paper.

[REDACTED] introduced the report and particularly highlighted the proposed 2020 Staff Engagement Survey, the People Strategy 2020-23, the very significant reduction in attrition and the likelihood that establishment could be reached in the next four-five months. He also advised that currently, 64.1% of police staff were female and 35.9% of police staff were male. 12.7% of police officers were female and 87.3% of police officers were male. The majority of these officers were firearms officers and the figures represented a 1% improvement in terms of female representation. There had also been an increase from 1.5% to 2.5% in BAME (Black, Asian and minority ethnic) representation in the workforce over the last 12 months.

The Chair acknowledged that there had been some notable successes and opened the item up for questions and comments.

[REDACTED] indicated that it was pleasing to see focus on BAME / inclusivity and that she would be interested to see how this translated into the broader People Strategy. [REDACTED] confirmed that focus regarding BAME and diversity was enshrined in the People Strategy and supporting work.

[REDACTED] also highlighted that the Covid-19 pandemic and the challenge of over-

establishment could not have been predicted even six months ago, which showed the necessity of agile and flexible plans. The Chair and [REDACTED] observed that the impact of Covid-19 and the impact of the significant recruitment work that had been undertaken, had together resulted in encouraging recruitment/retention outcomes for the Constabulary, which was now nearer establishment.

[REDACTED] thanked [REDACTED] for his report and highlighted that the positive picture was a testament to the work that had been conducted. She also raised the need to ensure that the People Strategy reflected the New Ways of Working, the required agility and the need for connectivity (bearing in mind that more personnel would be working remotely). The Chair acknowledged that the New Ways of Working would impact on the Strategy as a whole, for example, in respect of I.T. and data.

[REDACTED] recollection was that the previous Staff Engagement Survey had had a low response rate from police officers. He suggested that it would be helpful if a more comprehensive response rate could be achieved going forward. [REDACTED] recollection was that the previous Staff Engagement Survey had received negative comments regarding opportunities to progress etc. He therefore asked whether the Constabulary was comfortable that sufficient work had been undertaken to address previously identified issues, particularly as the People Strategy 2020-23 had not yet been published.

[REDACTED] advised that several working groups had been set up across the organisation, involving personnel of all grades and backgrounds. There had been some positive feedback from these groups. Good communication messages had also been circulated, so overall, [REDACTED] was quietly confident that more positive feedback would be received from the next Survey. The Chair advised Members that he had had a meeting with [REDACTED] and the Federation during the previous week and that he had requested the Federation's assistance to increase the Staff Engagement Survey response rate. The Federation had agreed that it would "lean into" the situation.

[REDACTED] queried whether there had been positive feedback from police staff regarding a return to working in the office rather than at home. [REDACTED] advised that in view of the changing Covid-19 situation nationally, the CNC was currently maintaining a "work from home if you can" position. The CNC was only bringing staff back into the office if there was an organisational need or a welfare requirement. The Constabulary was seeking to transition directly from the Covid-19 response position to the New Ways of Working. [REDACTED] asked if the Constabulary was confident that it had the right level of pastoral care, as some staff had now been working from home for some time. [REDACTED] confirmed that considerable direct support had been provided via the Occupational Health and Wellbeing Team and a People Cell had been set up. There would always more that could be done, but from an organisational response perspective, the CNC had provided as much guidance and support as possible. The Chair indicated that he would like to see questions within the proposed Staff Engagement Survey regarding the pandemic, for example, questions on how the CNC had managed the situation, whether staff felt that they had been adequately looked after and informed etc. [REDACTED] confirmed that such questions were being drafted and would be incorporated within the Staff Engagement Survey, in addition to the same question sets that were posed in the previous Survey (to facilitate benchmarking). [REDACTED] indicated that this would be helpful.

No further questions or comments were raised.

#### **DECISION:**

Members NOTED the People and Organisational Development Report.

*[Agenda Item 7.1 was taken next.]*

#### 9.4 STRATEGIC RISK REPORT AS AT 31 AUGUST 2020 ( )

Document Reference: PAB(20)R82

This report was submitted to present the CNPA's strategic risks as at 31 August 2020 and to provide summarised information on the management of the strategic risks, focusing on areas that may require intervention or additional resources. The report also included a brief update on the risk management review project which was due to report to Chief's Management Group in October 2020, prior to onward submission to the CNPA Board.

This paper requested Members to NOTE the paper.

The Chair observed that there were no significant updates to report, although significant review project changes were planned. He then opened the item up for questions and comments.

commented that the issue for her would be the translation to the new Strategic Risks going forward. No questions or comments were raised.

#### DECISION:

Members NOTED the Strategic Risk Report as at 31 August 2020.

#### 9.5 HEALTH, SAFETY AND ENVIRONMENTAL REPORT 1 APRIL 2020 TO 31 AUGUST 2020

) Document Reference: PAB(20)R83

The Health, Safety and Environmental Report was submitted to provide CNPA Board Members with an overview of the Constabulary's performance regarding health, safety and the environment for the reporting year from 1 April 2020 to 31 August 2020.

This paper requested Members to NOTE the paper.

briefly clarified the annual health and safety audit compliance percentages.

therefore wished to acknowledge that the Health and Safety Team had done an exceptional job in working under these circumstances throughout the Covid crisis. The Chair concurred and particularly requested that a formal acknowledgement be recorded. He also highlighted that it was a good report in view of this most difficult situation.

The Chair opened the item up for questions and comments.

enquired what the four main Covid-19 risk assessments were (in broad terms) and advised that they covered PPE, buildings, operational delivery and training.

No further questions or comments were raised.

#### DECISION:

Members NOTED the Health, Safety and Environmental Report 1 April 2020 to 31 August 2020.



## 10. ANY OTHER BUSINESS

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

Document Reference: Not applicable

The Chair advised that the venue of the November 2020 CNPA Board Meeting would be subject to the Covid-19 situation, but that Members who had not yet seen the [REDACTED] might be interested in holding the meeting there. (Endeavours would be made to ensure a Covid-safe environment.)

The Chair suggested that either the November 2020 or the January 2021 meeting be held at a civil nuclear site.

No further comments or questions were raised.

### 10.2 CNPA BOARD SELF-ASSESSMENT (Chair)

Document Reference: Not applicable

The Chair asked Members if they felt that the papers had provided the required information, that they had been given the opportunity to hold the Constabulary to account etc. and that they had been given the chance to comment.

[REDACTED] wished to extend to the Executive and their respective teams his appreciation of all the hard work that had gone into the presentation of sufficient material to enable the CNPA Members to actively pursue their roles, especially in view of the current Covid-19 circumstances etc.

[REDACTED] also indicated that he would welcome sight of the Strategic Delivery Plan, particularly from a resource perspective. [REDACTED] advised that as a matter of priority, endeavours were being made to supply BEIS with the 3-Year Strategy, the Delivery Plan and the Annual Policing Plan for the Minister.

[REDACTED]

[REDACTED]

[REDACTED] thought that the meeting had worked well and that everyone had had an opportunity to comment, which she thought was particularly important whilst remote working was ongoing and there had been some good discussions.

## 11. ITEMS FOR READING

### 11.1 AUDIT, RISK AND FINANCE COMMITTEE (ARFC)

#### 11.1.1 CHAIR'S REPORT

Document Reference: PAB(20)R84

The ARFC Chair's Report had been submitted to provide a summary of Audit Risk and Finance Committee meeting held on 2 September 2020.

#### 11.1.2 DRAFT MINUTES OF MEETING HELD ON 2 SEPTEMBER 2020 ([REDACTED])

Document Reference: PAB(20)R85

A copy of the draft minutes of the ARGC meeting held on 2 September 2020 was submitted to the CNPA Board meeting.

The Chair asked Members if there were any comments on the Chair's Report and Draft Minutes of the ARFC meeting held on 2 September 2020 and none were raised.

### 11.2 CNPA DECISION LOG

Document Reference: Decision Log

The Chair highlighted the Log of past CNPA Board decisions.

The Chair then highlighted that the next CNPA Board Meeting was due to be held on 25 November 2020, commencing at 10.00 hrs, although he suspected that there would be a substantial agenda. Members were therefore asked to note that it might be desirable to review the timing to allow for a slightly longer meeting. [REDACTED] observed that the ARFC Budget Scrutiny Panel Meeting was also due to be held on 25 November 2020, commencing at 15.30 hrs, so if it was anticipated that the CNPA Board Meeting would run later than usual, it might be necessary for [REDACTED] and [REDACTED] to work with her, to establish an alternative ARFC Budget Scrutiny Panel Meeting date.

The Chair thanked everyone for attending the meeting.

**Meeting concluded at: 15.13 hrs.**

<b>Distribution:</b> CNPA Board Members, CNC Executive
<b>Date of Next Meeting:</b> 25 November 2020. Venue: To be confirmed