

**Minutes of Meeting:**

<b>Title of Meeting</b>	Civil Nuclear Police Authority Board Meeting	<b>Date(s) Meeting Held &amp; Venue</b>	27 January 2021 Skype teleconference
<b>Meeting Called By</b>	Vic Emery, Chair	<b>Start Time</b>	10.00 hrs
<b>Reference Meeting No.</b>	CNPA 20210127	<b>End Time</b>	14.06 hrs

<b>MEMBERS:</b>		
Vic Emery	Chair, CNPA	
Mike Calloway	Industry Representative Member, NDA	
Jerry Haller	Industry Member, EDF	
Sir Craig Mackey	Independent Member	
Mark Neate	Industry Representative Member, Sellafield	
Neelam Sarkaria	Independent Member	
Sue Scane	Independent Member	
Rebecca Weston	Industry Representative Member, DSRL	
<b>In ATTENDANCE:</b>		
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 Manager	
	Definition & Benefits Manager	
	Strategy & Assurance Manager	
	Board & Committee Secretary	
<b>APOLOGIES from attendee(s):</b>		
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**1. CNPA MEMBERS' ONLY SESSION**

A CNPA Members Only Session was not held on this occasion.

**2. WELCOME & CHAIR'S UPDATE**

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

## 1.2 APOLOGIES

There were no apologies for absence.

## 1.3 CONFLICTS OF INTEREST

No conflicts of interest were declared.

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

Document Reference: Not applicable.

The Chair advised that he had met representatives from the Police Federation (in December 2020) and also Prospect, the Staff Union. He had also written to the Director, Nuclear, BEIS [requesting her intervention] in respect of the Staff Pay Remit. The Staff Pay Remit had been submitted in August 2020, but it was still awaiting approval.

The Chair highlighted that he had met the Director, Nuclear, BEIS, in December 2020 and that he was scheduled to meet her again on 28 January 2021. The Chair further advised that he had also met and , regarding the CNPA's 3-Year Strategy and direction of travel, for which they had expressed support.

### 4. APPROVAL OF MINUTES:

#### 4.1 MINUTES OF THE MEETING HELD ON 25 NOVEMBER 2020

Document Reference: Draft Minutes 25/11/2020

The Chair asked Members if they were content that the draft minutes of the CNPA Board Meeting held on 25 November 2020 represented an accurate record of the meeting.

No comments or amendments were put forward.

#### DECISION:

The draft minutes of the CNPA Board Meeting held on 25 November 2020 were APPROVED as an accurate record of the meeting.

**5. REVIEW OF CNPA ROLLING ACTION LOG ( )**

Document Reference: Action Log (and Action Log PAB251120-04 File Note)

Written updates had been submitted to the meeting in connection with outstanding actions and at the request of the Chair, members of the CNC Executive provided brief overviews on progress that had been made.

The Chair noted that the expected date of closure of all the ongoing CNPA Board actions had been moved to 31 March 2021 *[the date of the next CNPA Board meeting]*.

In relation to action **PAB251120-06 – Risk Register – Building Management Experience re Griffin Park**, the Chair asked whether the Constabulary had suitable personnel to run the Griffin Park Tactical Training Centre, to oversee the maintenance contractor etc. ( ) replied in the affirmative. The current employee undertaking this work was appropriately qualified and additional personnel were being recruited. The Chair enquired whether the risk outlined in action PAB251120-06 would therefore close imminently. ( ) confirmed that this would be the case, although she observed that as expected in a building of this nature, there would be risks regarding Griffin Park that would need to be monitored.

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No further 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 regarding the 'ongoing' actions.
- (iii) ( )  
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**6. CHIEF CONSTABLE/CHIEF EXECUTIVE'S REPORT ( )**

Document Reference: PAB(21)R01

The Chief Constable/Chief Executive's Report was submitted to update CNPA Board members on the headlines of routine and new business at an "Official" level from 17 November 2020.

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The Chair opened the item up to Members for questions and comments.

██████████ observed that the Executive was clearly working through the difficult Covid-19 circumstances, that were becoming the new “norm, but she was heartened that time was being taken to interact with employees who had suffered bereavement and she thanked CC ██████████ for adopting this approach. She also highlighted the length of time that could be required for the introduction of legislative change and she suggested that it might be appropriate to formulate a “Plan B”, to mitigate the impact of slippage on the Strategic Plan. ██████████

██████████ observed that the Chief Constable/Chief Executive's Report had been clear and helpful, particularly with regard to the MFSS.

than [REDACTED]

[REDACTED]

[REDACTED]

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With reference to the Covid-19 situation, [REDACTED] [REDACTED] noted the increase in overtime expenditure asked if there was an indication in front-line officer absences of a potential impact on operational effectiveness. [REDACTED] advised that the Constabulary had had spikes of Covid-positive cases and absences due to self-isolation, and that late in 2020 and over Christmas operational units had been overstaffed to ensure that the Constabulary could maintain its regulatory requirements. This had impacted on overtime, particularly as public holidays had been involved. This overstaffing had been discontinued, although there could be further overtime requirements should additional absence spikes occur. Rapid flow tests were being used and had been of benefit.

[REDACTED] [REDACTED] advised that the strain of the continued Covid-19 circumstances was being experienced across the policing environment. He suggested that in the future, it might be appropriate to look at the wellbeing of personnel and wider issues that flow from working in different ways for a continued length of time, but he thanked the Executive for what had been done to support personnel.

No further comments and questions were put forward.

#### **DECISION:**

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

## **7. ITEMS FOR DECISION**

### **7.1 COLLABORATION AGREEMENT WITH POLICE SCOTLAND [REDACTED]**

Document Reference: PAB(21)R02

This report was submitted to seek approval for a collaboration agreement over the provision of police services from the CNC to the Police Service of Scotland.

[REDACTED] outlined the report and the Chair opened the item up to Members for questions and comments.

[REDACTED] [REDACTED] queried the control mechanism in relation to the proposed Collaboration Agreement in comparison with the scope of similar agreements with other constabularies. CC [REDACTED] clarified that it was not in the Constabulary's interests for its officers to be distracted from their core role of protecting the civil nuclear sites/material, so there would be tight controls on the provision of police services to Police Scotland. There might be *ad hoc* issues, for example, officers' attendance at road traffic incidents awaiting the arrival of Police Scotland, but if Police Scotland needed the assistance of CNC officers, formal requests would be required and these would not be authorised unless the Constabulary was operationally content. CC [REDACTED] also highlighted that the Collaboration Agreement with Police Scotland would provide a number of advantages to the CNC, for example, by saving significant amounts of money [REDACTED]

The Chair asked if the proposed Collaboration Agreement allowed the Constabulary to deploy

personnel in accordance with the Energy Act. [REDACTED] [REDACTED] [REDACTED] advised that his understanding was that, within the constraints of the Collaboration Agreement, it would provide a lawful basis for the Constabulary to provide support to Police Scotland. [REDACTED] concurred with this view.

[REDACTED] congratulated the Constabulary on the Collaboration Agreement. [REDACTED] indicated that he was content to support the Collaboration Agreement. [REDACTED] observed that the Collaboration Agreement appeared to be a positive way forward, and [REDACTED] and [REDACTED] viewed it as a “good news” story.

[REDACTED] suggested two addendums to the covering brief for the proposed Collaboration Agreement, i.e. reference to the Energy Act 2004 and alignment with the CNPA 3-Year Strategy. He also observed that the proposed Collaboration Agreement enabled “deployment of CNC officers in the following circumstances:

- i. [REDACTED]
- ii. [REDACTED]

- iii. any other incident where there is threat to life or risk of serious injury, or
- iv. The First Chief Constable or Second Chief Constable otherwise determining that their forces' functions can be discharged more effectively by constables of those forces acting jointly”.

He queried whether the reference to the “First Chief Constable or Second Chief Constable” could infer a unilateral decision, or whether the reference should be changed to “First Chief Constable and Second Chief Constable” to indicate a joint consideration by both Chief Constables. [REDACTED] advised that in terms of the way the legislation had been drafted, only one Chief Constable need be satisfied of the arrangement, although “in practice it means that both are satisfied”. [REDACTED] accepted the phraseology, as that was what was in the legislation and as he was sure that in practice, the Chief Constables would work together.

The Chair commented that this was a ‘good news’ story and CNC should promote this as such

**ACTION PAB27012021-01: [REDACTED] to look to include the Collaboration Agreement with Police Scotland as a “good news” story in the Comms circulations.**

The Chair advised that he had separately raised with [REDACTED] that the index numbering required correction.

No further comments and questions were put forward.

#### **DECISION:**

Members APPROVED the Collaboration Agreement with Police Scotland (subject to the correction of the numbering in the index).

#### **7.2 FINANCIAL AND CORPORATE SCHEME OF DELEGATION [REDACTED]**

Document Reference: PAB(21)R05

This report was submitted to invite CNPA to approve the Financial and Corporate Scheme of Delegation (the Scheme) following its review by the ARFC and the ARFC’s recommendation for the Scheme’s approval.

[REDACTED] outlined the report and the Chair opened the item up to Members for questions and comments.

As a new Authority member, [REDACTED] indicated that he was content to approve the Scheme providing any questions from other Authority members were answered.

[REDACTED] expressed her appreciation of the work that had been undertaken to produce the

██████████ and ██████████ advised that the Scheme had been scrutinised at Audit, Risk and Finance Committee (ARFC) level, required clarifications appeared to have been addressed and they had no further comments. ██████████ and ██████████ similarly had no further comments and were happy to support the approval of the Scheme.

██████████ felt that the Scheme represented a good piece of work, although she observed the importance of the relevant personnel understanding the document and their responsibilities. The Chair commented that this was a very valid point and he further highlighted communication and teaching requirements in respect of the Scheme. ██████████ advised that formal delegation letters from the Accounting Officer would be drafted following the approval of the Scheme. He also informed Members that it was intended to produce a summary version of the Scheme for wider distribution via the Constabulary's intranet. In addition, ██████████ mentioned that the internal auditors, RSM, were in the process of conducting an internal audit, including a review of all budget holders and their responsibilities. Detailed budget-holder training was being developed and it was hoped that an initial version would be available prior to 1 April 2021, followed by more in-depth training. The Finance Manual was scheduled to be submitted to the February 2021 ARFC meeting, which represented an underpinning document and once the Authority had approved it at the end of March 2021, there would be a suite of documents to roll-out as a training package.

No further comments and questions were put forward.

Members APPROVED the Financial and Corporate Scheme of Delegation v4.0.

## ITEMS FOR DISCUSSION

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Document Reference: PAB(21)R08

This report was submitted to provide an update on the current status of the Sopra Steria IT infrastructure contract re-tendering process and the next steps.

The report invited Members “to note that:

- a) Significant end-user requirements gathering has been completed through multiple workshops, interviews and an extended IT survey;
- b) The soft market testing process for the Sopra Steria replacement has been completed and has demonstrated that there is a competitive external market using an existing Crown Commercial framework RM3804. This negates the need to carry out an OJEU process and reduces Procurement timescales and complexity;
- c) The [Outline Business Case] OBC containing the Procurement Strategy will be presented for approval to the Change Board on 26 January 2021 with an internal assurance Gate 1 (Business Justification) and Gate 2 (Delivery Strategy) taking place between 18 – 20 January 2021 with a verbal update of the Change Board considerations provided to the Board;
- d) The timeline is challenging. With the wide-ranging challenges on procurement resource, a deep dive has been undertaken to test the procurement process through to contract award between IT and procurement. This will be monitored on a minimum of a weekly basis to track progress and consider ongoing risk and issue mitigation;
- e) As a contingency, discussions will continue to be undertaken with Sopra Steria.”

██████████ outlined the report.

The Chair asked whether there had been a two-month timeline slippage, but ██████████ advised that this was not the case. She had checked back and the timeline presented previously had indicated that the Constabulary would have contracts in place around the May 2021 “window”. There had been some movement in some of the up-front milestones, but mainly in relation to testing the use of the Framework.

The Chair then asked ██████████ if she was confident that the Crown Commercial Framework route would provide the Constabulary with a suitable system to replace Sopra Steria. ██████████ responded in the affirmative. She explained that the soft market testing of Framework lots had been carried out to ascertain this fact and against the backdrop of a short turnaround window, the Constabulary had been surprised at the number and the detail of the responses. This had been very helpful in terms of putting lots together and in ascertaining how the requirement should be taken to market. ██████████ also highlighted that BEIS had signed-off this procurement approach.

The Chair opened the item up to Members for questions and comments.

██████████ observed that the ██████████ and Sopra Steria replacements demanded a huge amount of time and effort and she raised concern regarding the consequential loading on the teams in these work areas. She also highlighted the need for risk management in order for this work to be undertaken in addition to business-as-usual. The Chair acknowledged that these were valid comments and asked ██████████ if he was satisfied that the Constabulary would be able to cope with the anticipated work going forward, particularly bearing in mind that the CNPA 3-Year Strategy on its own, had also been identified as a substantial undertaking. ██████████ advised that there was a link to previous discussions regarding funding. He advised that he was taking over as Chair of the Change Board, at which a number of these investment decisions would be made and clearly there would be a need to prioritise. ██████████

██████████ advised that he was confident that the right process was developing, but whether there would be enough resources would remain to be seen, although the Strategic Partner should also be able to assist. He acknowledged that the situation would be tight, it



would be a struggle and as in all large organisation, prioritisation would be required. He was nevertheless confident that with the right approach, the Constabulary would be successful.

The Chair highlighted the need for a plan and that requirements needed to be set out with “labour loading”, so that it was visible that the situation was being managed. [REDACTED] advised that this was the rationale behind the new Portfolio Delivery Group, the new role of the Change Board and the Constabulary’s new governance structure, in terms of the different gateways, the signing-off of items etc., so there was a plan. There was a structure in place and he was confident that the Constabulary was in a much better place than it used to be, to manage this volume of work.

[REDACTED] highlighted resource pressures and the cross-over of the Sopra Steria replacement and the BPSS programme. She anticipated that constraints across these two areas would need to be looked at particularly carefully.

[REDACTED] had no additional comments/questions.

[REDACTED] [REDACTED] advised that it might not be wasted effort for Sellafeld Ltd’s experience of monolith/distributed approaches to be sought.

**ACTION PAB270121-07: In connection with the Sopra Steria replacement, [REDACTED] to contact CNPA Member [REDACTED] regarding potential learning for the Constabulary from Sellafeld Ltd’s experience in respect of monolith/distributed approaches.**

[REDACTED] echoed the resourcing, risk and diversion of resourcing issues and the implication for business-as-usual items.

In noting the potential stretch on resources and need for focus on critical projects, [REDACTED] advised of the importance of having enough project and programme management personnel with experience of dealing with difficult issues/ the capability to drive the projects, to see the associated risks early and to manage those risks.

[REDACTED] advised that the key issue for her was dependency and ensuring that the business requirements would remain fit-for-purpose in the current environment uncertainties. She observed the need to clearly articulate what the dependencies were for the Sopra Steria replacement project in relation to other key pieces of work, how integral it was to the CNPA 3-Year Strategy and also the risks, whilst being mindful that delays can involve changes to business requirements.

The Chair advised that he had initially been worried regarding the Constabulary benchmarking itself and bringing the Sopra Steria replacement in-house, so he was pleased to learn that it would be outsourced, although he re-emphasised concern in respect of the tight timescales. He hoped that there would not have to be recourse to Sopra Steria for a bridging arrangement until the replacement system was functional. [REDACTED] confirmed that although contingencies had been considered, the prime focus was to implement the Sopra Steria replacement.

No further comments and questions were put forward.

#### **DECISION:**

Members NOTED that:

- a) Significant end-user requirements gathering has been completed through multiple workshops, interviews and an extended IT survey;
- b) The soft market testing process for the Sopra Steria replacement has been completed and has demonstrated that there is a competitive external market using an existing Crown Commercial framework (RM3804). This negates the need to carry out an OJEU process and reduces Procurement timescales and complexity;
- c) The OBC containing the Procurement Strategy will be presented for approval to the Change Board on 26 January 2021 with an internal assurance Gate 1 (Business Justification) and Gate 2 (Delivery Strategy) taking place between 18 –20 January 2021 with a verbal update of

the Change Board considerations provided to the Board;

- d) The timeline is challenging. With the wide-ranging challenges on procurement resource, a deep dive has been undertaken to test the procurement process through to contract award between IT and procurement. This will be monitored on a minimum of a weekly basis to track progress and consider ongoing risk and issue mitigation;
- e) As a contingency, discussions will continue to be undertaken with Sopra Steria.

## 9. STANDING ITEMS

### 9.1 3-YEAR STRATEGY

#### 9.1.1 PERFORMANCE AGAINST ANNUAL POLICING PLAN (REDACTED)

Document Reference: PAB(21)R10

This report invited the CNPA Board to note the updates on performance against the Annual Policing Plan and endorse the format of the updates in Appendix A.

(REDACTED) outlined the report and the Chair opened the item up to Members for questions and comments.

(REDACTED) advised that he found the report useful and asked whether the Staff Survey was reported back to the CNPA Board in summary form. The Chair confirmed that this would be the case.

(REDACTED) advised that she liked the format of the update and that it was helpful to see actions and activities taking place. She found it easy to follow, although some of the reporting appeared to require a slight refresh. The Chair requested an update of “plotted” performance against the Annual Policing Plan for 2020/21. He suggested quarterly reporting of the Annual Police Plan to the CNPA Board would be preferred going forward. (REDACTED) advised that the performance against Annual Policing Plan would be updated and submitted to the March 2021 CNPA Board meeting. The Chair observed that the CNPA 3-Year Strategy and plan also needed to be reviewed and refreshed for the new financial year

(REDACTED) indicated that the performance against Annual Policing Plan narrative was good, but if there was going to be a separate performance against Annual Policing Plan report in future, it would be helpful to have an indication of trends towards the achievement of the required outcomes. He also struggled to ascertain a direct alignment between the performance against the Annual Policing Plan and the Balanced Scorecard. (REDACTED) noted this and would review it ahead of the next meeting.

(REDACTED) observed the benefit of brevity in the updates, rather than slippage into long narrative.

In picking up on comments made by (REDACTED) suggested the use of Red, Amber, Green (RAG) ratings. The Chair supported this and stated that these would demand lagging and leading metrics, and he also reiterated the importance of the visibility of trends.

**ACTION PAB270121-08: (REDACTED) (REDACTED) (REDACTED) to ensure that future reports of the Performance against Annual Policing Plan includes the use status indicators, perhaps via the use of RAG ratings and also an indication of trends.**

No further comments and questions were put forward.

#### DECISION:

- (i) Members NOTED the updates on performance against the Annual Policing Plan.
- (ii) Members ENDORSED the format of the Performance against Annual Policing Plan report on the basis that if this was going to be retained as a separate report in future, it should be submitted to the CNPA Board every quarter and that the inclusion of the use of status

indicators should be investigated (perhaps via the use of RAG ratings) together with the use of trend indicators.

### 9.1.2 PROJECT PORTFOLIO DELIVERY UPDATE (REDACTED)

Document Reference: PAB(21)R11

This report was submitted to provide a high-level update on progress against the level one Delivery Plan, in support of the 2020-2023 Strategic Plan.

(REDACTED)

The Chair commented that the SOFT report style was welcome but highlighted the need for visibility of the Delivery Plan and for the CNPA Board to be able to see the plotted progress against that Plan as well as a high level resourcing profile against the projects, so potential impacts could be ascertained. The Chair commented that he understood that the delivery plan would be reviewed as part of the Strategy refresh and come forward to the Board shortly. (REDACTED) clarified that this would be the Delivery Plan to mobilise the CNPA Board's Strategy and it would be submitted on a bi-meeting basis (alternating with the Portfolio update).

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

(REDACTED) commented that it was helpful to read the Project Portfolio Delivery Update, but that movement into a set of performance figures would be beneficial, for example, time, cost, status against the Plan, and status against the cost at that point of the Plan. The Chair concurred and (REDACTED) advised that the production of an alternative Project Portfolio Delivery Update format would be investigated. (REDACTED) advised that she found the current format helpful, whilst not disagreeing with the request for additional "hard" metrics, as the narrative provided a reminder of the significant issues facing the Constabulary, particularly as she found the resource and constraints matters of especial concern. The Chair agreed that the "soft" report format was crucial in providing background details, but it needed to be supported by additional detail including the delivery plan, the resource plan and a "plotted progress "against those" details. (REDACTED) concurred.

**ACTION PAB270121-09: (REDACTED) to present the delivery plan in support of the SOFT Report with a clear plotted line to show progress and highlight the performance of time, cost, status against the Plan. A resource plan to also be included to provide transparency against any potential impacts.**

(REDACTED) also observed that the Project Portfolio Delivery Update item 5.4 (and other CNPA Board reports submitted to the meeting) had stated that "there are no risk implications associated with this paper", although there clearly were risk implications. The Chair agreed that the risk implications need to be made explicit to the Board and reflected in the risk register.

**ACTION PAB270121-10: (REDACTED) to ensure that the risk implications associated with the Project Portfolio and Delivery Plan is made explicit to the Board and assurance given that it is reflected in the risk register.**

No further comments and questions were put forward.

#### DECISION:

Members NOTED the Project Portfolio Delivery Update.

### 9.2 BALANCED SCORECARD PERFORMANCE REPORT (REDACTED)

Document Reference: PAB(21)R13

At the November 2020 CNPA Board meeting the provision of a Balanced Scorecard against which to monitor performance was agreed in response to CNPA Board action PAB280120-011. The Balanced Scorecard Performance Report (Reference PAB(21)R13) had been submitted to provide

The report invited Members “to:

- ██████████ outlined the report and the Chair opened the item up to Members for questions and comments.

The Chair recognised that the Balanced Scorecard Performance Report continued to be work-in-progress, but he suggested that additional integration was required. He also highlighted that it had been previously identified that deliverables from the 3-Year Strategy needed to be included and that alignment with the Risk Register was required. [REDACTED] confirmed that alignment and integration was being looked at.

██████████ welcomed the information in the Balanced Scorecard Performance Report, but he suggested a re-look at the presentation of the document, as the text had been truncated in places.

**ACTION PAB270121-11:** In conjunction with work on the alignment and further integration of the Balanced Scorecard Performance Report which included deliverables from the 3-Year Strategy, ██████████ to ensure that formatting and readability of the document were revisited, and that risk management and risk trending details were incorporated.

No further comments and questions were put forward.

- (i) Members CONSIDERED this report and particularly the Balanced Scorecard at Appendix A.
- (ii) Members CONSIDERED the reporting by exception at 3.4, which identifies where performance does not meet the expected target or shows significant negative trends.
- (iii) Members NOTED that some areas in Appendix A are under development with a plan being formalised to identify a date by when further performance reporting will commence, which will

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#### 9.4 STRATEGIC RISK REPORT

Documents Reference: PAB(21)R15

The purpose of the Strategic Risk Report was to provide an update to the CNPA Board on assurances around the Strategic Risks and Goal Risks that were approved by the CNPA in November 2020. Armed Policing Strategic Threat Risk Assessment (APSTRA) risks were also included in this new report, to ensure appropriate senior management oversight of these important mission-related risks.

Members were invited to:

- (i) Note progress on risk management;
- (ii) Note the status of risks shown in Report PAB(21)R15 Appendix A (strategic and goal risks) and Appendix B APSTRA risks, including a narrative on those identified with limited or overdue actions that evidence that the two controls shown with limited assurance are being effectively managed (Section 3.3);
- (iii) Approve the CMG decision to report the Goal, and Strategic risks to BEIS (Section 3.4). For reference, Section 3.4 also identifies those risks that are currently reported to BEIS on their online reporting platform – ORB. These risks are aligned to the CNPA/CNC's previous strategic objectives;
- (iv) Note that the CNC will provide an extract from 4Risk to BEIS covering those risks agreed in the point above. This will be on a quarterly basis in line with BEIS' timelines, with the next update required in February 2021.

outlined the report and the Chair opened the item up for comments and questions.

had no specific questions.

advised that he found the Strategic Risk Report very comprehensive, more digestible than previous risk reports and he also highlighted that it was helpful to see the risks that were due to be reported to BEIS. He asked if the report showed individual risks in the context of the Constabulary's overall risk appetite.

[REDACTED]

The Chair indicated that he was comfortable with the submission to BEIS of risk reports following CNPA Board visibility. However, if the risk documentation for submission to BEIS contained a sub-set of the information provided to the CNPA Board, he requested prior sign-off of this information by the Chief Constable. CC [REDACTED] and [REDACTED] confirmed that they were content with this course of action.

No further comments or questions were received.

#### **DECISION:**

- (i) Members NOTED progress on risk management.
- (ii) [REDACTED]
- (iii) Members APPROVED the CMG decision to report the Goal, and Strategic risks to BEIS (Section 3.4). For reference, Section 3.4 also identifies those risks that are currently reported to BEIS on their online reporting platform – ORB. These risks are aligned to the CNPA/CNC's previous strategic objectives.
- (iv) Members NOTED that the CNC will provide an extract from 4Risk to BEIS covering those risks agreed in the point above. This will be on a quarterly basis in line with BEIS' timelines, with the next update required in February 2021.
- (v) Members AGREED that if the risk documentation for submission to BEIS contained a sub-set of the information provided to the CNPA Board, the Chief Constable should sign-off this information prior to its submission to BEIS.

#### **9.5 HEALTH, SAFETY AND ENVIRONMENT REPORT [REDACTED])**

Document Reference: PAB(20)R16

The Health, Safety and Environment Report was submitted to illustrate how the Health, Safety and Environment Policy Statement of Intent objectives were being met.

[REDACTED] outlined the report and the Chair requested that going forward, a standing CNPA Board update be provided on the Constabulary's current position regarding sustainability and its net zero ambitions etc.

**ACTION PAB270121-13: [REDACTED] to arrange for the submission of a standing "environment" update from the March 2021 CNPA Board onwards, in respect of sustainability and the Constabulary's net zero ambitions etc.**

The Chair opened the item up for comments and questions. No further comments or questions were put forward.

**DECISION:** Members NOTED the Health, Safety and Environment Report.



## 10. ITEMS FOR READING

### 10.1 PEOPLE COMMITTEE: CHAIR'S REPORT OF MEETING HELD ON 20 JANUARY [REDACTED]

Document Reference: N/A (Verbal Briefing)

[REDACTED] provided a verbal briefing of the People Committee meeting held on 20 January 2021. She advised that:

- (i) A refresh of the People Committee Terms of Reference had been reviewed and it was agreed that the new Terms of Reference should be forwarded to the CNPA Board.
- (ii) It had been identified that additional granularity was required in plans, including the Healthy, Fit and Safe Delivery Plan and the Mental Health and Psychological Wellbeing Plan, for example, clarity regarding who the plans were targeted at, what the expectation of staff was and what was expected of leadership.
- (iii) It was recognised that the resilience of staff was being tested as the difficulties of the Covid period continued and that there was a need to ensure that steps were being taken to keep in contact with personnel who were missing the people interaction of the office environment.

The Chair asked when the results of the staff survey would be available. [REDACTED] advised that the assessor should be able to provide a full report of the staff survey at the end of the second week in February 2021.

No further comments and questions were put forward.

#### **DECISION:**

Members NOTED the verbal briefing on the People Committee meeting that had been held on 20 January 2021.

### 10.2 SIRO REPORT TO CNPA BOARD ([REDACTED])

Document Reference: (PAB(21)R17)

This report was submitted to provide the Board with an overview of the CNC's compliance journey with regard to Information Governance 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 that had been made, to inform members of the extent of the work outstanding, which includes developing and embedding an effective Information Governance Framework and Information Security Management System.

The report also raised other information risk issues for CNPA Board awareness.

The report invited the CNPA Board to:

- (i) Note the position regarding the Cyber Security Strategy.
- (ii) Note work underway to improve the process for responding to incidents including cyber attacks.
- (iii) Note the current challenges facing the delivery of the information governance agenda, and risks for compliance.

[REDACTED] outlined the report and the Chair opened the item up to Members for questions and comments.

[REDACTED]

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██████████ echoed ██████████ comments regarding Skype and he wondered whether perhaps Microsoft Teams might prove a more suitable platform. In terms of debates during the meeting, ██████████ felt that he had had the opportunity to raise items and that there had been

good papers.

**ACTION PAB270121-15: [REDACTED] to investigate the possible use of Microsoft Teams for CNPA Board meetings instead of Skype.**

[REDACTED] observed that as usual, the quality of input of the CNPA Board papers by the Executive and their teams had assisted meaningful discussions, particularly given current Constabulary challenges.

[REDACTED] confirmed that he had definitely had the chance to contribute to the meeting. He further observed that the papers were very good, and the meeting had been very professionally run. Overall, under the circumstances, it had been a high-quality meeting. The Chair acknowledged the stress that the Executive members were under and he thanked them for the sterling work that they were doing in keeping the Constabulary going in a very difficult environment.

The Chair thanked everyone for attending the meeting.

**Meeting concluded at: 14.06 hrs.**

<b>Distribution:</b> CNPA Board Members, CNC Executive
<b>Meeting Dates:</b> 31 March 2021 CNPA Board Meeting at 10.00am