

Minutes of Meeting:

Title of Meeting	Civil Nuclear Police Authority Board Meeting	Date(s) Meeting Held & Venue	30 March 2022 [REDACTED]
Meeting Called By	Craig Mackey, Interim Chair	Start Time	09.00 hrs
Reference Meeting No.	CNPA 2022030	End Time	12.30 hrs

MEMBERS:

Sir Craig Mackey	Interim Chair, CNPA	[REDACTED]
Andrew Harvey	Independent Member	[REDACTED]
Chris Pilgrim	Independent Member	[REDACTED]
Jerry Haller	Industry Member, EDF	[REDACTED]
Mark Rouse	Industry Representative Member, DSRL	[REDACTED]
Pamela Duerden	Industry Representative Member, NDA	[REDACTED]
Sue Scane	Independent Member	[REDACTED]

In ATTENDANCE:

CC Simon Chesterman	Chief Constable/Chief Executive	[REDACTED]
T/DCC Louise Harrison	Temporary Deputy Chief Constable	[REDACTED]
T/ACC Duncan Worsell	Temporary Assistant Chief Constable	[REDACTED]
T/ACC Michael Vance	Temporary Assistant Chief Constable (Operations)	[REDACTED]
Richard Cawdron	Director, Governance, Compliance & Legal Services	[REDACTED]
[REDACTED]	Chief Finance Officer	[REDACTED]
[REDACTED]	Head of Governance & Assurance	[REDACTED]
[REDACTED]	Supt, Chief of Staff, Executive Office	[REDACTED]
[REDACTED]	Board & Committee Secretary	[REDACTED]
[REDACTED]	Board & Committee Manager	[REDACTED]

OBSERVER:

[REDACTED]	Director, Nuclear Protection, BEIS	[REDACTED]
Stephen Martin	Incoming DCC	[REDACTED]
[REDACTED]	Board & Committee Secretary (new post)	[REDACTED]

APOLOGIES from attendee(s):

Richard Saunders	Director of People & Organisational Development	[REDACTED]
[REDACTED]	Industry Member, Sellafield Limited	[REDACTED]

CIVIL NUCLEAR POLICE AUTHORITY (CNPA) MEMBERS ONLY SESSION

A CNPA Members Only Session was held prior to the CNPA Board meeting.

1. 1.1 WELCOME & CHAIR'S UPDATE [REDACTED]

[REDACTED] welcomed those that attended in person & those that had joined remotely. He welcomed [REDACTED] and [REDACTED] who were observing the meeting.

1.2 APOLOGIES

Apologies for absences as indicated above.

1.3 CONFLICTS OF INTEREST

No conflicts of interest were declared.

2. UPDATE OF EVENTS SINCE THE LAST MEETING ()

Document Reference: Agenda

circulated a briefing to the Members regarding key updates prior to this Board. He enquired as to whether this was more beneficial than having a Teams meeting.

invited to provide an update on BEIS's work.

1. referred to the war within Ukraine and the direct impact it was having on the work of the Government. BEIS published their Energy Strategy and Net Zero Strategy which reaffirmed the role of nuclear in their energy mix. The cost-of-living crisis and the spike in energy prices, had been compounded by the war in Ukraine and a growing concern about assuring energy security, means that there is a huge amount of work underway to develop an Energy Security Strategy. spoke about the strategy being published soon, outlined that the Prime Minister had made a clear commitment to nuclear as a core part of BEIS's energy mix going forward, precisely how much is still a matter of further discussion.
2. pressed that there is an assured future for nuclear, both with gigawatts, the large reactors and also with the small module reactors and in due course also advanced technologies.
- 3.
- 4.
- 5.
- 6.
7. spoke about the continued focus on nuclear safety and in particular strengthening cybersecurity, CNC's Chief Constable had been involved in senior cross sector activity on that, which had been seen as invaluable.

thanked for her observations about the changing landscape and the updates would help focus some of the work the Board would be discussing later that afternoon on matters such as agreeing priorities and meeting some of those challenges going forward.

No further comments or questions were raised regarding events since the last meeting.

3. APPROVAL OF MINUTES OF MEETING HELD ON 26 January 2022 ()

Document Reference: PAB(22)R026

The Chair asked Members if they were content that the draft minutes of the CNPA Board Meeting that was held on 26 January 2022 and if they represented an accurate record of the meeting.

[illegible]

████████████████████

4. REVIEW OF CNPA ROLLING ACTION LOG (Chair)

Document Reference: PAB(22)R28

The Chair asked Members if they were content that the two items that were discussed at the Extraordinary Meeting on 4th of March, were closed off.

The Chair asked if there were any comments, questions or any actions omitted from the Action Log. No items were raised.

DECISION: Members **APPROVED** the closure of the actions that had been logged in the CNPA Rolling Action Log as “Proposed Closed”.

5. CHIEF CONSTABLE/CHIEF EXECUTIVE'S REPORT [REDACTED]

Document Reference: PAB(22)R29

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 since 27 January 2022

(b) (6), (b) (7)(C)) outlined his report and the Chair asked if there were any questions or comments.

[REDACTED] questioned what had been communicated to staff in relation to social media conduct in particular about 'MS teams chat'. [REDACTED] spoke about staff knowing that conversations are discoverable and that certain words are flagged up which help CNC deal with any inappropriate use of teams messaging. There have been numerous conversations in different forums about this theme across the organisation. [REDACTED] commented about speaking with staff on the ground when he had visited sites and was of the opinion that staff were taking on board the guidance being provided about social media. [REDACTED]

[REDACTED] asked whether CNC had enough support regarding this. [REDACTED] confirmed the support was lean but of good quality. CNC have a Gold Group running, which the Board's Interim Chair is a part of. [REDACTED]

██████████ raised the area of recognising the good work that staff do and as an Authority they should be noting successes and achievements and thanking staff for their efforts, and to consider the benefits of going to different sites in person and liaising more with the workforce. ██████ confirmed that there was an Awards Evening in West Cumbria in May which the

Board Members have been invited to and hoped that other Members would be interested in attending as he plans to go and support. There was a general consensus from Members that going to the event would be positive for the Board to do.

[REDACTED]

[REDACTED]

No further comments and questions were put forward.

DECISION:

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

ITEMS FOR DECISION

6.

6.1 Annual Policing Plan for 2022/23 [REDACTED]

Document Reference: PAB(22)R30

The purpose of this report is for the CNPA Board to endorse the Annual Policing Plan 2022-2023.

The CNPA Board were invited to endorse the Annual Policing Plan 2022-23.

[REDACTED] outlined the report and the Chair asked if there were any questions or comments.

[REDACTED] observed that it was a positive plan but raised that there might be some formatting issues that need checking. On the graph relating to hours of sickness per officer/staff, the interpretation of the graph indicates that the sickness was going up, where in fact it was recovering from the dip in COVID. [REDACTED] offered that some commentary would help put the statistics into better context. **Action 003 and Action 004.**

She also asked where the plan is published. [REDACTED] informed everyone that the plan is a front facing document that would be available for the public on the internet (externally) and internally it would be available to staff and supplemented by posters and pamphlets. The plan is aligned with CNC's 3-year strategy and CNC are keen to get the plan out in April, so it is out in circulation for the full 12 months. [REDACTED] spoke about the gender split graph and how it drew attention to the challenges CNC face. [REDACTED] responded to the query of having to publish an annual refresh and confirmed that there is possibly a drafting anomaly in the original legislation. Currently the legislation means it needs to be done but BEIS are looking to rectify this with the Energy Bill. In the meantime, it is intended that there is a three-year strategy and a modicum of refresh is sufficient. The legislation's intention is to essentially see a continued forward momentum and progress against delivery. [REDACTED] asked whether the plan flowed down into a 'milestone' plan about what would be delivered this year in respect to prioritization and how would the plan provide some insight of performance against the plan's goals/targets. [REDACTED] confirmed that there is a mid-year report that provides how targets are moving forward. [REDACTED] responded by acknowledging that there is a gap in this area and there needs to be some improvement to better demonstrate business planning performance to the Board. (Action 004)

[REDACTED] raised to the group that the afternoon session would have slides on near-term prioritisation and the process CNC will work through to achieve those deliverables. [REDACTED] highlighted to save work for the Executive Team on this, they should consider producing a higher-level/strategic version of the Risk reports that already go to the Audit, Risk and Finance Committee (ARFC) as they address some of the key areas of action. [REDACTED] highlighted that it was also worth considering that whatever is determined as near-term priorities, they had to be considered against three key areas: risk, cost effectiveness and strategic fit. [REDACTED] advised that the Annual Policing Plan is of a specifically focussed operational policing document, which is done this way to give transparency to the CNC's policing objectives for the year. The Plan ties into the strategy and is covered through the Risk Register and the Medium-Term Financial Plan and these are key documents when referring to near term priorities.

There was a consensus from the Members that the presentation of the plan was very professional and that there were good examples of gender mix that could be used for recruitment.

No further comments or questions were raised.

DECISION:

Members **ENDORSED** the Annual Policing Plan 2022-23 for publication and submission to the Permeant Secretary.

[REDACTED]
[REDACTED]

[REDACTED] [REDACTED] [REDACTED] [REDACTED] [REDACTED] [REDACTED] [REDACTED] [REDACTED] [REDACTED] [REDACTED]
[REDACTED]
[REDACTED]

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[illegible]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[BREAK FOR 10 MINS]

6.4 Summergrove Lease Renewal [REDACTED]
Document Reference: PAB(22)R32

This report was submitted to outline the proposed terms and requests approval to enter into a new agreement for 5 years with a rolling annual break clause.

Members were invited to Approve that the lease may be agreed by affixing the CNPA Seal.

[REDACTED] introduced the report and the Chair asked if there were any comments or questions.

No further comments or questions were raised.

DECISION: Members **APPROVED** the lease.

6.5 Counter Fraud, Bribery and Corruption Policy -Refresh

Document Reference: PAB(22)R33

The purpose of this report is to present the refreshed updated Counter Fraud, Bribery & Corruption Policy, that has been scrutinized by CMG and the ARFC, who recommend the policy and procedure to the CNPA for formal approval in accordance with the Scheme of Delegation.

The CNPA were invited to Approve for adoption by the CNPA Board the refreshed and updated Counter Fraud, Bribery & Corruption Policy, which includes the Fraud Response Plan

introduced the report and the Chair asked if there were any comments or questions.

No further comments or questions were raised.

DECISION: Members **APPROVED** the adoption of the refreshed and updated Counter Fraud, Bribery & Corruption Policy, which included the Fraud Response Plan

6.6 Annual Review: Terms of Reference for CNPA Board, Senior Appointments Committee, and Audit, Risk and Finance Committee

Document Reference: PAB(22)R34

The purpose of this paper was to consider the annual review of the CNPA Terms of Reference (ToR) for the:

- CNPA Authority Board Meeting
- CNPA Audit, Risk and Finance Committee
- Senior Appointments Committee

The review of the CNPA People Committee ToR had not been included as a discussion is still required with the new People Committee Chair. This will be circulated at a later date for review.

Members were invited to:

- i. **APPROVE** the proposed Terms of Reference for the Civil Nuclear Police Authority.
- ii. **APPROVE** the proposed Terms of Reference for the Audit, Risk and Finance Committee.
- iii. **APPROVE** the proposed Terms of Reference for the Senior Appointments Committee.

introduced the report and the Chair asked if there were any comments or questions.

mentioned that she had not seen any references to Equality, Diversity and Inclusivity (EDI), culture and gender balance in the CNPA's Terms of Reference (ToR) and did not see that cyber security or the SIRO report was incorporated within the Audit, Risk and Finance Committee (ARFC) ToR. **Action 006**

spoke about Schedule 11 2004 Act and there are several things that are reserved for the Authority which some are defined in statute and related to employment issues. stated that it would be useful to discuss which areas the Authority maybe able to influence. It was agreed a meeting would take place to discuss the remit of the People Committee's role and how the new Conduct regulations are incorporated. **Action 007**

No further comments or questions were raised.

DECISION: Members

- i. **APPROVED** the proposed Terms of Reference for the Civil Nuclear Police Authority.
- ii. **APPROVED** the proposed Terms of Reference for the Audit, Risk and Finance Committee.
- iii. **APPROVED** the proposed Terms of Reference for the Senior Appointments Committee.

6.6 BEIS/CNPA Framework

Document Reference PAB(22)R34a

This report was submitted to outline a review of the framework that is in place which identifies the core elements of the collaborative relationship between the Department for Business, Energy and Industrial Strategy (BEIS) and the Civil Nuclear Police Authority, as well as detailed arrangements for BEIS to monitor and understand the CNPA's strategy, performance and delivery. The current Framework had not been reviewed since 2017, both the CNPA and BEIS agreed that a review and refresh was required.

Members were invited to:

- i. **Review** and provide any **comment** to the Final Working Draft Framework document.
- ii. Subject to no material changes from point (i), **AGREE** the Final Working Draft Framework in its current state recognizing there are still some omissions which require input from the BEIS central Finance team (financial Annex) and Lawyers.
- iii. **AGREE** to delegate the work remaining to get the document to a 'final' version and for submission to the Permanent Secretary be delegated the [REDACTED] [REDACTED] noting that any changes or additions that material change the current final Working Draft be brought to the attention of the Chief Constable/Accounting Officer and CNPA.

[REDACTED] introduced the key headlines of the report and the Chair asked if there were any comments or questions

[REDACTED] praised everyone involved for their contributions on this particular piece of work. [REDACTED] welcomed the joint work and agreed a huge amount of work had gone into this and stated that it is an improvement to how things were before and looked forward to continuing to work in this way going forward.

DECISION:

Members:

- iv. **REVIEWED** and provided **COMMENTED on** the Final Working Draft Framework document.
- v. Subject to no material changes from point (i), **AGREED** the Final Working Draft Framework in its current state recognizing there are still some omissions which require input from the BEIS central Finance team (financial Annex) and Lawyers.
- vi. **AGREED** to delegate the work remaining to get the document to a 'final' version and for submission to the Permanent Secretary be delegated the [REDACTED] [REDACTED] noting that any changes or additions that material change the current final Working Draft be brought to the attention of the Chief Constable/Accounting Officer and CNPA.

ITEMS FOR DISCUSSION

7.1 SIRO Report

Document Reference: PAB(22)R36

[REDACTED]
[REDACTED]
[REDACTED]
[REDACTED]

Members were invited to:

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

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED] introduced the report, and the Chair opened the item up for comments and questions.

[REDACTED] both agreed with the importance of progressing with this area. [REDACTED] view was Cyber Security should be a separate function and not sit directly with the IT Department in order for there to be a high level of oversight. [REDACTED] explained about being thoughtful about how the paper was written and being asked to approve the problems that CNC are experiencing in progressing the actions. [REDACTED] acknowledged that the paper was perhaps not solution focussed enough, however he highlighted that he had recently spoken with [REDACTED] about drafting a proposal to get these much-needed resources which were not reflected in the report. [REDACTED] asked if everyone was happy to note the position of the paper and agree to support the request for additional resources within this particular area. All Members agreed with this.

[REDACTED] how confident he was getting an IT provider appointed, given there had already been a delay, and queried in regard to timescales. [REDACTED] assured Members that there are some good providers that are being evaluated as part of the tendering process. [REDACTED] agreed to circulate to Members the timeline regarding the new IT contract provider coming onboard. **Action 008**

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

Members

No further comments or questions were raised.

DECISION:

Members:

- i. **NOTED** NCSC's advice is that we move to state of heightened alert, prioritising and bringing forward long terms plans for cyber security improvement.
- ii. [REDACTED]
[REDACTED]
- iii. **NOTED** that publication of the BEIS Cyber Security Strategy is awaited before the CNC Cyber Security Strategy can be formally published. This is in response to a direct request for delay from BEIS. The BEIS strategy will contain core time-lined activities which will be reviewed against the CNC Strategy for alignment

8. STANDING ITEMS

8.1 Operations Report [REDACTED]

Document Reference: PAB(22)R37

The purpose of this report was to provide CNPA Members with information in respect of current operations at an official level.

The Members were invited to note the content of this report.

[REDACTED] asked from the Board Members if there was any feedback for [REDACTED] given this is a fairly new report. [REDACTED] assured [REDACTED] it was a good report, but queried about the risks and retention section, in particular the risk of officer transferees and whether this is covered effectively with the Risk Matrix. [REDACTED] assured Members that there is some oversight of the matter and that it would probably feature more in the People Committee forum for closer scrutiny. [REDACTED] advised Members that several Home Office forces struggling with their recruitment numbers and some

forces have tried to approach CNC Officers. [REDACTED] has raised this issue with the [REDACTED] [REDACTED] commented that the report's operational focus is generally felt less by the Board than all the other business-related issues, yet this is core mission, so he felt that the report needed to be built upon and needs to have a higher profile for the Board. [REDACTED] concurred with this observation.

No further comments or questions were raised.

Decision: Members **NOTED** the content of the report.

8.2 Health and Safety Report [REDACTED]

Document Reference: PAB(22)R38

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

[REDACTED] commented in regard to COVID transmissions and being challenged by the regulators about this within the nuclear industry. [REDACTED] queried whether CNC had any RIDDOR reportable workplace transmissions as there is an expectation that some of those incidences should have been reported as RIDDOR. [REDACTED] responded with there is some historical data on this which he can provide if required. **Action 009**

[REDACTED] asked for assurance for when accidents happen that there are good investigations taking place. [REDACTED] assured [REDACTED] that every incident is thoroughly investigated. [REDACTED] also added that any learning from investigations is incorporated into CNC training.

No further comments and questions were put forward.

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

8.3 Balanced Scorecard Performance Report to Feb 2022 [REDACTED]

Document Reference: PAB(22)R39

The purpose of this report was to provide information and explanation for the Corporate Balanced Scorecard for Performance across the CNC and invites discussion and comments on any areas of underperformance. The Scorecard is designed to report on a suite of metrics that are considered appropriate to support the demonstration of delivery of the Plan at a strategic level.

Members were invited to:

- i. Consider this report and particularly the Balanced Scorecard at Appendix A
- ii. Consider the reporting by exception at 3.3 which identifies where performance does not meet the expected target or is showing significant negative trends
- iii. Note that the Scorecard will undergo a detailed review and refinement as part of the wider business planning and prioritisation exercise planned for the early Spring in terms of content and presentation to ensure its alignment to the Strategic Plan and that it meets the needs of the Executive and the CNPA.

[REDACTED] introduced the report. The Chair asked if there were any comments/questions.

[REDACTED] commented on 3.3 reporting by exceptions (Reg 10s) that there were 22 new reg 10 in Feb 2022 and whether there was an issue emerging. [REDACTED] assured that there is not an issue, and the percentage is low for staff. [REDACTED] spoke about the target for invoicing being paid within 30 days. It has been below its target for a long time and that she will be looking at this over the next couple of months to see whether with the new system, the target will be improved.

No comments or questions were raised.

DECISION: Members

- i. **CONSIDERED** this report and particularly the Balanced Scorecard at Appendix
- ii. **CONSIDERED** the reporting by exception at 3.3 which identifies where performance

- does not meet the expected target or is showing significant negative trends
- iii. **NOTED** that the Scorecard will undergo a detailed review and refinement as part of the wider business planning and prioritisation exercise planned for the early Spring in terms of content and presentation to ensure its alignment to the Strategic Plan and that it meets the needs of the Executive and the CNPA

8.4 Project Portfolio Delivery Report ()

Document Reference PAB(22)R40

The purpose of this report was to provide CNPA Board Members with an update on those projects that are in active delivery in furtherance of the CNPA 2021/24 Strategy.

The Board Members were invited to note the paper and the updates on the following areas:

- BPSS
- TETC
-
- ESMCP
- Provision of Future IT Services

introduced the report and the Chair asked if there were any comments or questions.

expressed his thanks to everyone on the BPSS work, he confirmed at some point about collectively reviewing what worked successfully, the challenges and what CNC and the Authority could learn for other parts of the portfolio project. also concurred with how far the project had moved on over the last couple of months, with the report being much clearer and realistic. spoke about wanting to raise with at this point had left the meeting at this stage) about ESMCP and whether BEIS has any leverage with pushing this with the Home Office in relation to increasing costs which are impacting on delivery. is keen to pick this up with to understand the budget. confirmed Phase one was complete on 4th April and Phase two starts on 18th April. raised a comment about Phase two still being a lot of work alongside still keeping up with business-as-usual (BAU) priorities and that she noticed that the report outlined 189 other working projects and was keen to discuss later on in the strategy meeting about how many of the projects are BAU, low priorities, are they are looking to the same resources, and progression against those deliverables.

No further comments and questions were raised.

DECISION: Members **NOTED** the updates the paper and the updates on those projects that are in active delivery in furtherance of the CNPA 2021/24 Strategy

8.5 Strategic Risks and Emerging Risks Report and Opportunities Register ()

Document Reference PAB(22)R41

The purpose of this report was to provide an update to the CNPA on the risk management arrangements, and the assurances around the Strategic and Goal Risks, and the Armed Policing Strategic Threat Risk Assessment (APSTRA) risks since the last reporting period (7 January 2022)

Members were invited to:

- i. Note the report and risk management arrangements
- ii. Note risk review updates in Appendix A (strategic and goal risks) and Appendix B APSTRA risks, with further details at Appendix C for the red APSTRA risks.

introduced the report (no significant changes since the last Board meeting).

The Chair asked if there were any comments/questions.

[REDACTED]

No comments and questions were raised

DECISION:

Members

- i. Noted the report and risk management arrangements
 - iii. Noted risk review updates in Appendix A (strategic and goal risks) and Appendix B APSTRA risks, with further details at Appendix C for the red APSTRA risks.
- [REDACTED]
- [REDACTED]
- [REDACTED]

9. ITEMS FOR READING

9.1 AUDIT, RISK AND FINANCE COMMITTEE (ARFC) [REDACTED]

9.1.1 Chair's Report of ARFC Meeting held on 15 March 2022

Document Reference: PAB(22)R43

The Chair asked the ARFC Chair [REDACTED] if she wished to bring any items to the attention of the CNPA Board. [REDACTED] responded by commenting on the risk and failure of the legislative changes. [REDACTED] commented that the changes had not been incorporated in the Risk Report which was raised with [REDACTED] who informed the attendees that the risk may be abating slightly. [REDACTED] confirmed that the risk would be [REDACTED] not being given to CNC and the legislation talked about effects and approval being given to any extension of the jurisdiction and that he was confident that CNC could get it done within the timescales provided. [REDACTED] mentioned that he had discussions with [REDACTED] who had articulated to [REDACTED] the importance for there to be a transparent process in relation to [REDACTED], which [REDACTED] insisted was the appropriate decision and preparing a business case would also demonstrate how it will not impact on core business but essentially enhance it.

No further questions or comments were raised.

9.2 PEOPLE COMMITTEE [REDACTED]

9.2.1 Chair's Report of People Committee Meeting held on 15 March [REDACTED]

Document Reference: Verbal Briefing

[REDACTED] highlighted some positive movements in areas such as medical records and the pay review. A decision not to have the culture discussion was made at the People Committee as he hoped that it would come up in the afternoon's session. [REDACTED] spoke about prioritisation, and the issues of duplication of subject matters being incorporated in numerous papers and would be working with [REDACTED] and his team to address this.

No questions or comments were raised.

9.3 CNPA Board Decision Log

Document Reference: PAB(22)R20

[REDACTED] commented on the log being incredibly long as it still had decisions going back for an extensive period and asked whether it was necessary to keep the historical decisions or whether they could be archived. [REDACTED] suggested that there should be a log for the current financial year and to archive the other historical years. Action 010

No further questions or comments were raised on the CNPA Board Decision Log.

ANY OTHER BUSINESS

10.

[REDACTED]

10.1 May 2022 CNPA Board Meeting arrangements in view of Covid-19 situation (Chair)

Document Reference N/A

The Chair advised the Board Meeting in May would be held at [REDACTED]. There would be an Awards ceremony taking place in the evening which all Board Members were invited to attend. Members would also be able to observe some training at [REDACTED] as well. [REDACTED] queried about having ARFC at [REDACTED] on Tuesday 24th April as well. This is to be confirmed due to other delegates commitments.

10.2 CNPA BOARD SELF-ASSESSMENT (Chair)

Document Reference: N/A

The Chair asked everyone for their thoughts about the quality of the meeting. [REDACTED] observed that he thought that some of those joining virtually sometimes struggled to hear the discussions and this needs to be considered for future meetings.

No other comments were raised.

The Chair thanked everyone for their input into the meeting that day.

Meeting concluded at approximately 12.15 hrs.

Distribution: CNPA Board Members, CNC Executive
Next Meeting Date: 25 May 2022 CNPA Board Meeting at 10.00 hrs [REDACTED]