

CNPA BOARD MEETING

APPROVED Minutes of the meeting held on Wednesday, 31 May 2017

Venue:

**Room 3, Building E6, Civil Nuclear Constabulary,
Culham Science Centre, Abingdon OX14 3DB**

Present	Vic Emery (Chairman) Phil Craig Paul Kernaghan Kenna Kintrea Mark Neate Gwen Parry-Jones Rob Wright Mike Griffiths, CEO / Chief Constable Kenneth Kilpatrick, Business Director Joyce Robertson, People Programme Director
Apologies	Neelam Sarkaria Christopher Armit, Operations Director Simon Chesterman, Capability Director
In Attendance	Richard Cawdron, Head of Executive Office and Legal Advisor Adam Crosskey, IT Strategic and Operations Manager (for Item 7.3 only) Catherine Pepler, Board and Committee Secretary Rosemary Powdrill, Board and Committee Manager Chris Roche, Microsoft Surface Hub demonstrator (for Item 7.3 only) Rebecca Webber, Interim Head of Engagement and Communications

Start: 11:00 hrs approx.

1 Chairman's Announcements

The Chairman welcomed members to the Board Meeting.

No potential conflicts of interest were reported.

The Chairman highly commended the Constabulary as a whole in connection with its outstanding professional deployment of Authorised Firearms Officers under the Operation Temperer Section 22A agreement, to support colleagues in Home Office forces (following events at the Manchester Arena on 22 May 2017, when a suicide bomber detonated an improvised explosive device near one of the exits).

Action PAB310517-01: The Corporate Communications Team to issue a message to all Constabulary employees, expressing the CNPA Board's appreciation of their response and willingness to go above and beyond the call of duty to achieve the deployment instigated under Operation Temperer [Action discharged 1 June 2017].

2 Minutes of the Board Meeting held on 29 March 2017

The Minutes of the Board Meeting held on 29 March 2017 were accepted as a true record of the Meeting.

Updates on outstanding actions attached to the minutes of the Board meeting on 29 March 2017, were reported as detailed in the action list at the end of these minutes.

3 Standing items

3.1 CEO / Chief Constable's Business Report March 2017 to May 2017

CEO's Business Report from March 2017 to May 2017 included details as follows:

Strategic - Infrastructure Policing (IP)

The General Election was due to take place on 8 June 2017 and it had been noted that the Conservative Party Manifesto had included a commitment to create a national infrastructure police force that would bring together the Ministry of Defence Police (MDP), the Civil Nuclear Constabulary (CNC) and the British Transport Police (BTP) during the life of the next Parliament (between 2017 and 2022).

Action PAB310517-02: The Executive Secretariat to check the Labour Party Manifesto to see whether the CNPA / CNC was mentioned.

Briefing to Office for Nuclear Regulation (ONR)

On 18 May 2017, the Executive and CEO had presented a briefing to a delegation from ONR and the Department of Business, Energy and Industrial Strategy (BEIS), to show the breadth and complexity of the work undertaken by the Constabulary to achieve its "Mission" and to provide information for next year's Section 90 Memorandum of Understanding report by ONR. Initial feedback had been very positive.

Operations – Escort Operations.

There had been one Dounreay Exotics Consolidation Programme (DECP) movement since the last Board Meeting.

Dounreay Site Restoration Limited (DSRL)

Annual CTX. The Dounreay site and unit had been subjected to an ONR-observed joint safety and security exercise using a very testing scenario. There had been a good outcome for DSRL and the Constabulary, with positive feedback on the actions of the Constabulary's officers.

Sellafield Limited

Project Servator

The Constabulary had been recognised as one of the "big 7" police forces leading on Project Servator and was also viewed as a leader in the community engagement Rural Opportunities Course. The raised profile of the Constabulary's team of Sellafield officers trained in Servator tactics had also led to opportunities and invitations for collaboration with Home Office forces.

VIP Visits

The Deputy National Security Advisor, Intelligence, Security and Resilience, had visited Sellafield Ltd in April 2017, accompanied by the Director, Nuclear Resilience & Assurance Directorate, BEIS. The Constabulary had also been able to show the new NDA Chief Executive around the Sellafield training facility in some detail. The Parliamentary Under-Secretary of State at BEIS had visited the site on 19 May 2017. Sellafield Ltd and the Firearms Training Unit had hosted Protect and Prepare leads from the National Counter-Terrorism Protect and Prepare Board and the ONR CEO had visited the National Nuclear Laboratories (NNL).

EDF and MARSO

The Managed Response Solution (MARSO) had now been delivered and Response Model Testing (RMT) was taking place regularly on all EDF sites.

The inaugural Security Capability Working Group had been held between EDF and the Constabulary on the 14 March 2017 and would be held quarterly.

Counter-Terrorism Exercise Activity

Since the start of 2017, counter-terrorism demonstration exercises had taken place at six of the Constabulary's sites.

Strategic Threat and Risk Assessment (STRA)

The 2017/18 STRA had been submitted to the College of Policing.

Metropolitan Police Service (MPS) Training

The eleventh MPS course was underway and four more courses were due to be delivered before the current contract ceases in September 2017. Discussions were underway in respect of longer-term collaboration opportunities.

Response Model Testing (RMT) and locally delivered training

RMT and locally delivered training had continued as planned with very positive feedback. The aim was to reduce abstraction costs by locally delivering [REDACTED] of each AFO's role profile contact hours.

Sellafield Main Site Control Facility (MSCF)

An MSCF / Incident Management System (IMS) workshop was planned for 8 June 2017.

Emergency Services Mobile Communication Project (ESMCP)

The Constabulary's Business Case to migrate to the Emergency Services Network over the next five years had now indicated a cost of [REDACTED] and an up-to-date version of the Home Office programme was expected imminently.

Incident Management System (IMS)

The IMS team had continued to review delivery expectations and realign resources in support of an updated project plan.

Equalities Consultative and Support Network (ECSN)

The ECSN launch event had been held on 6 April 2017.

Security Breaches for the Year 2017/2018

Two low-risk, self-reported information security breaches had occurred since 1 April 2017. Discussions had taken place with the breach originators.

Operation Temperer

An outline of Operation Temperer activities was given to Board members. AFOs had been deployed to eight different Home Office constabularies, whilst the security at the Constabulary's nuclear sites had been maintained and delivered seamlessly with "backfill" by military personnel. The Site Licence Companies (SLCs) had been outstandingly supportive; the eight Home Office host constabularies had been very grateful for the professional assistance supplied and the public had expressed an appreciation of the high-visibility presence of the CNC's officers on the streets. SLC Board members were particularly thanked for all the help provided by their sites during Operation Temperer.

It was observed that the press had sometimes incorrectly intimated that military personnel had been sent to the Constabulary's sites to provide extra protection, rather than for "backfill" purposes. The Constabulary communications team had attempted to correct this misconception via the messages that it sent out and the situation would be noted for future reference.

The CEO confirmed that a deployment cost-capture process was in progress and he agreed to report on the lessons learned at the September 2017 Board.

AGREED:

- (i) The CEO / Chief Constable's Business Report March 2017 to May 2017 was noted.

3.2 Audit, Risk and Governance Committee (ARGC) Chairman's Report

An ARGC Meeting had taken place on 11 April 2017, draft minutes for which had been circulated as part of the Board meeting documentation.

The ARGC Chairman advised that an ARGC Scrutiny Panel meeting had also been held prior to the Board meeting to examine the draft 2016/17 Annual Report and Accounts (ARA). No major issues had been identified, but the revised ARA would be circulated to Board members for comment in advance of its circulation for approval.

[REDACTED]

AGREED:

- (i) The Audit, Risk and Governance Committee (ARGC) Chairman's Report was noted.

4 Items for approval

4.1 Board Terms of Reference

The Board Terms of Reference (as endorsed by the Authority on 27 July 2016) had been submitted to the meeting for review purposes but there was not considered to be any underlying reason for change.

AGREED:

- (i) The Board Terms of Reference were approved in principle for endorsement by the Authority.

4.2 MFSS Full Business Case for migration to Oracle Cloud

The Multi-Force Shared Service (MFSS) outline business case had been submitted to the March 2017 Board meeting, when the Board agreed to support the proposed recommendation to migrate from the current 'on premise' hosting of the Oracle ERP system to Oracle Cloud applications during 2017/18.

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

Action ARGC310517-03: In connection with the MFSS Full Business Case for the migration to Oracle Cloud, the Business Director to check General Data Protection Regulation (GDPR) requirements.

AGREED:

- (i) The MFSS Full Business Case for the migration to Oracle Cloud Applications was approved.

4.3 Anti-Fraud, Anti-Bribery and Anti-Corruption Policy

The Anti-Fraud, Anti-Bribery and Anti-Corruption Policy dated 31 January 2017 had consolidated the Constabulary's previous anti-fraud and anti-bribery and anti-corruption policies and had updated them in line with recommendations made by the Internal Auditor (RSM) following its recent strategic fraud risk assessment. The main focus of the revisions had been on training and awareness, so that employees would better understand how the policy should be applied.

The revised policy had been approved by the Audit, Risk and Governance Committee at its meeting in February 2017.

CHALLENGE:

- (i) It was queried whether members of the CNPA were covered by the Anti-Fraud, Anti-Bribery and Anti-Corruption Policy; and
- (ii) It was also queried and confirmed that the Anti-Fraud, Anti-Bribery and Anti-Corruption Policy included reference to *Safecall* - the Constabulary's independent hotline (that was manned by personnel who were trained to receive reports on all aspects of wrongdoing).

AGREED:

- (i) The revised Anti-Fraud, Anti-Bribery and Anti-Corruption Policy was endorsed, subject to:
- the consideration of the inclusion of further text to clarify that members of the CNPA were covered by the Policy; and
 - checks to see whether anti-lobbying policies needed to be included.

Action ARGC310517-04: Executive Secretariat to advise whether anti-lobbying requirements needed to be included in the Constabulary's Anti-Fraud, Anti-Bribery and Anti-Corruption Policy.

5 Items for discussion

5.1 Infrastructure policing

Please see Item 3.1 above.

5.2 Pensions / TACOS Update

In March 2017, the principles of the TACOS negotiation strategy had been approved by the CNPA Board, thereby providing delegated authority to the Capability Director to commence formal consultation with representative bodies.

The consultation process with the Federation had commenced on 10 May 2017, with the Federation's legal advisor and Neelam Sarkaria, independent CNPA Board member (nominated to observe the process and to provide reassurance to the Board around the parameters set), in attendance. The People Programme Director was congratulated on the preliminary TACOS business case work with HM Treasury/BEIS on board.

Pensions

It was noted that the pensions project would be deferred as per the notification from HM Treasury, which had required all affected public sector bodies to delay work on entering the Alpha scheme

(due to take effect from 1 April 2017).

A revised project plan, aligned to the anticipated April 2018 date for on-boarding the Alpha scheme, was now in place and there had been no further updates from BEIS officials on the awaited age decision.

[REDACTED]

The advisory contract with UKAEA had ceased and the new CNC role of Senior Specialist – Pensions and TACOS - had been activated to undertake these duties.

Pension administration would continue to be provided via UKAEA as part of the current CPS provision, although the Constabulary had received notification that Aon Hewitt would no longer (2018) directly provide pension administration, as a sub-contractual arrangement had been agreed with Equiniti.

AGREED:

- (i) The move into the TACOS formal consultation phase and the pension project delay impact assessment (together with continuing pension project work) were noted.

5.3 Presentation on Strategic Objective 3 – Efficiency and Effectiveness (SO3) – the Business Directorate

It was advised that Strategic Objective 3 was “*To optimise the efficiency and effectiveness in delivering our services and maintain the confidence of our stakeholders*”, for which there were key deliverables across the following seven themes:

- the effective delivery of business support services;
- the business transformation programme;
- the modernisation and improvement of the Constabulary’s Information, Communications and Technology (ICT) infrastructure;
- the improvement of the Constabulary’s information and cyber security;
- the transformation of the Constabulary’s business efficiency;
- the building of internal collaboration and partnership working; and
- the maintenance of stakeholder confidence and partnership working.

Two key programmes / projects supporting Strategic Objective 3 were:

- the migration to Oracle Cloud Applications and MFSS Payroll; and
- IT modernisation.

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

AGREED:

- (i) The presentation on Strategic Objective 3 - *To optimise the efficiency and effectiveness in delivering our services and maintain the confidence of our stakeholders* – was noted.

6 Business Updates

6.1 Performance Report as at 31 March 2017

The Performance Report had presented the outturn performance for the full 2016/17 financial year against key deliverables contained in the Strategy and Business Plan 2016-19.

[REDACTED]

[REDACTED]

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[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

RIDDOR Reportable Incidents 2016 / 2017 Reporting Year review with an analysis of age / gender profiles.

AGREED:

- (i) The Health, Safety and Environmental Report to 31 March 2017 was noted.

6.5 Sellafield Training Facility update

The new Sellafield Training Facility (STF) would be named the Griffin Park Tactical Training Centre and completion was currently anticipated at the end of September 2017 or in October 2017. The aim was to ensure that the Constabulary was ready to move in, commission, test and safely use the STF as soon as possible, and to prepare for the transition period between practical completion and training delivery in January 2018.

[REDACTED]

The Executive Team and senior managers were scheduled to visit the STF on 12-13 June 2017 and Board members were scheduled to visit on 26 July 2017.

AGREED:

- (i) The update on the Sellafield Training Facility was noted.

6.6 Emergency Services Mobile Communications Programme

It was reported that the Emergency Services Network (ESN) was scheduled to replace the current emergency communications network.

[REDACTED]

6.7 2016/17 Professional Standards Year-End Report

The report summarised Professional Standards department activity during the 2016-17 reporting year. It was reported that complaints from members of the public had decreased in 2016/17, the number of recordable conduct matters was similar to that in previous years and that there were no significant trends or major causes of concern. Educational visits had been conducted at most sites and all Initial Foundation Courses had been addressed by Professional Standards Department personnel.

Nine reports had been received via the *Safecall* confidential reporting line during 2016/17, all of which had been resolved at appropriate levels of management.

It was observed that the Constabulary's officers did not have the same level of contact with the public as officers in Home Office forces.

AGREED:

- (i) The 2016/17 Professional Standards year-end report was noted.
- (ii) Paul Kernaghan, independent Authority member, to be made aware of any complaints regarding the Constabulary's Senior Officers, as the CNPA is the disciplinary body for Chief Officers.

7 AOB

7.1 Board Meeting self-assessment

In reflection on the conduct of the Board Meeting, it was requested that members and meeting attendees speak a little louder, to allow everyone to clearly hear what was being said. Members also requested the circulation of any 'deep dive' presentations in advance of meetings.

7.2 Infrastructure Policing / TACOS

The importance of highlighting TACOS in Infrastructure Policing discussions was raised and it was confirmed that this had been noted as a necessary IP Steering Group work-stream.

7.3 Next Meeting

The next Board Meeting was scheduled to be held on Wednesday, 26 July 2017, at Sella Park Country House Hotel, Calder Bridge, Cumbria CA20 1DW followed by a site visit to the Sellafield Training Facility and Sellafield Limited.

7.4 IT Modernisation – Demonstration of Microsoft Surface Hub

Adam Crosskey, IT Strategic and Operations Manager, and Chris Roche, Microsoft Surface Hub demonstrator, gave an IT Modernisation presentation including a demonstration of a Microsoft Surface Hub.

It was advised that the IT Modernisation programme would:

- provide the ability to communicate and collaborate efficiently and effectively with officers and staff in any location;
- provide the potential to improve business processes in every department;
- reduce the need for travel between sites for meetings / training;
- reduce the need for hotel accommodation;
- reduce the use of paper and the need for printing devices;
- create the potential for mobile, flexible working for back-office staff with opportunities to reduce office accommodation costs and overtime payments;
- create the potential for CNC leadership to take operational control from anywhere; and
- create flexible IT and back-office services on common platforms.

As there were no further items of business, the meeting closed at approximately 14.15 hrs.