

## Minutes of the 43<sup>rd</sup> AWE Local Liaison Committee Meeting

Thursday 1<sup>st</sup> December 2005

### Present:

Bill Haight	Managing Director, AWE	Chairman LLC
Jonathan Brown	Director Infrastructure, AWE	
Dr Andrew Jupp	Director Assurance, AWE	
Avril Burdett	Public Affairs Manager, AWE	Secretary LLC
Lindsey Appleton	Corporate Communications, AWE	
Gareth Beard	Head of Environment, AWE	
Cllr Peter Beard	Reading Borough Council	
Cllr Mike Broad	Tadley Town Council	
Cllr Malcolm Bryant	Woking Unitary Authority	
Cllr Bill Cane	Mortimer West End PC	LLC Community Liaison Rep.
Cllr Dennis Cowdery	Brimpton PC	
Cllr Margaret Dadswell	Aldermaston Parish Council	
Cllr David Dymond	Reading Borough Council	
Cllr Terry Faulkner	Tadley Town Council	
Cllr Pat Garrett	Baughurst Parish Council	
Cllr Peter Hobbs	Sulhamstead Parish Council	
Julie James	Hampshire County Council	
Cllr David Leeks	Tadley Town Council	
Cllr Gordon Lewis	Holybrook Parish Council	
Cllr Royce Longton	West Berkshire Council	
Ben Matthews	Hampshire County Council	
Cllr Jeff Moss	Swallowfield Parish Council	
Cllr Irene Neill	West Berkshire Council	
Cllr Dr Murray Roberts	Padworth Parish Council	
Cllr David Shirt	Aldermaston Parish Council	
Cllr John Southall	Purley-on-Thames Parish Council	
Cllr Alan Sumner	Wokefield Parish Council	
Mr Bill Taylor	Stratfield Mortimer Parish Council	
Cllr Gerry Traynor	Basingstoke & Deane Borough Council	
Cllr Graham Ward	Woolhampton Parish Council	
Cllr Tim Whitaker	Mapledurham Parish Council	
Cllr David Wood	Theale Parish Council	
<b>Observers:</b>		
Martin Sayers	Nuclear Installations Inspectorate	
Steve Lewis	Nuclear Installations Inspectorate	
Dr Craig Reiersen	Nuclear Installations Inspectorate	
Darren Baker	Environment Agency	

### 1. Introduction

Bill Haight told members that since Malcolm Hutchinson had retired he had been asked to take on the additional role of Executive Chairman and had been happy to accept.

### 2. Welcome and Apologies

**Apologies from:** Ros Baxter; Angus Campbell; Cllr Glyn Charlesworth; Alan Craft; Cllr Chris Goss; Cllr John Heggadon; Cllr Miriam Kennet; Cllr Michael Lochrie; Cllr Doug Mundy and Tom Payne;

### 3. Actions from the last Meeting

Action 42/1: Secretary to send copies of 'Insight' and 'Discovery' to members. *Action complete, copies were sent to members.*

Action 42/2: Secretary to ensure that Ufton Nerve & Sulham School is notified of work on the Pangbourne Pipeline. *Action complete.*

Action 42/3: Jonathan Brown to look at the issue of complaints from neighbours and establish a process at an appropriate level. *Jonathan to update during his presentation.*

#### **4. Minutes of the last meeting**

The minutes were accepted as a true record.

#### **5. Chairman's Remarks – Bill Haight, Managing Director.**

##### **Changes to the AWE Plc Executive Board**

Mr Haight introduced new Assurance Director, Dr Andrew Jupp. Dr Jupp took over the role when Angela Jenkins left. He first joined AWE as an Assistant Health Physicist in 1985. Since then he has held a variety of posts at Aldermaston and Burghfield in Assurance, Human Resources, Infrastructure and Stockpile Management. He served as the Company's Deputy Director Assurance between 1998 and 2000. His last post was Head of Assembly and Explosives Technology Division.

Mr Haight said that he was delighted to have someone of Dr Jupp's experience at AWE to take on this crucial role. Dr Jupp was tasked to build on what his predecessor had achieved and continue to make the Assurance function more relevant to the needs of the business at a time of great change for the Company.

Mr Haight said that there had been another change to the AWE plc Executive Board. Dr Bob Irvin, who had been the Operations Director with Jacobs Engineering, had recently joined the Board, taking over as Director Major Projects. Dr Irvin is a chartered engineer with almost 30 years experience in the civil, nuclear and mining industries. He joined Jacobs Engineering in 1997 and worked in senior project and business management roles before becoming Operations Director in 2004. His role will be to direct the challenging programme of major modernisation construction projects ahead of AWE and the integration of teams with the managing agents, Jacobs Engineering.

##### **Einstein Year**

There has been some very positive feedback and media coverage on the Einstein Year event held at AWE in September. Mr Haight said that it had been a major undertaking to plan and deliver an event of that scale and the exhibition was a great credit to the team who had organised it. Some of the most positive comments were about the enthusiasm of AWE staff who ran the exhibition zones with some extremely complimentary messages from VIP visitors, including MoD and Basingstoke MP Maria Miller.

Schools day had gone particularly well, feedback from both teachers and pupils reflected the fun and learning opportunities experienced. Staff who attended the weekend event with their families also reported favourably on the depth of information in the exhibition and enthusiasm of staff and presenters.

##### **Apprentice Prize-giving**

Gold Medal winning Olympic rower Tim Foster paid tribute to the efforts of AWE's craft apprentices. The top sportsman was the VIP guest at the recent Apprentice Academy prize-giving when he joined in the celebrations to recognise apprentices who had finished their apprenticeships and to present awards to this year's prize-winners.

Bill Haight reported that the Apprentice Academy had undergone a great deal of change in the last 12 months. Twelve new members of staff had been recruited to the apprentice training team and were proving to be both enthusiastic and professional. The company had significantly invested in the future of the scheme by refurbishing the original training centre providing a second centre. The result is an excellent environment in which to learn and work. Fifty new apprentices were taken on this year making a total of about 130 in training, this level is expected to be maintained in the future. Mr Haight said that young people were choosing engineering as a career and the fact that they also had a good level of academic ability showed that engineering was and will be in good health at AWE in the years to come.

Bill Cane praised AWE's continued expansion of the Apprentice Academy and asked what qualifications they had at the end of their course. He was told that as well as their Deeds of Apprenticeship, at the

foundation level, apprentices gained an NVQ 2 and at advanced level, an NVQ3. They also had the opportunity to go on to take advanced degrees and some former apprentices now had roles at senior management level within the Company.

Cllr Broad asked when Apprentices were recruited and asked that members be informed.

**Action 43/1:** Secretary to inform LLC members when apprentice recruitment was taking place.

**Action 43/2:** Members asked for a visit to the refurbished Apprentice Academy. Secretary to arrange during 2006.

### **AWESome Science Campaign**

The AWESome Science campaign has progressed well. AWE held a Science & Engineering Challenge in September for A level students from five local schools. This was a blind challenge to build a rocket from household materials supplied on the day. It had been a tremendous success, met with great enthusiasm and excitement as the rockets were tested. Thames Valley University were the winners; Kendrick School, Reading second; St Gabriel's Newbury third with Abbey School Reading and Kennet School Newbury was Highly Commended. Recent reports about the lack of Physics teachers in schools reflected the concerns which AWE had had for many years and through this campaign and the Schools Liaison programme, AWE tried to demonstrate to young people that science is an exciting subject to study.

### **Sitex B**

The Annual Level 1 Demonstration Exercise, known as Sitex (B) took place at Burghfield on Tuesday 11th October. There was an excellent response from all staff in their various roles as well as Royal Berkshire Fire & Rescue who also took part in the exercise, building on previous years play by arranging for them to undertake casualty recovery and rescue from within the incident building and they sent three appliances and officers support to assist the AWE teams.

The NII stated the demonstration showed further improvement and cited some particular areas of good performance; responders were trained to a high level, there was good team working, good briefings, good command and control, the contamination control measures worked well, there was good performance from Royal Berkshire Fire & Rescue and a high standard of casualty handling.

NII's final assessment was that had this been a real event AWE would have coped easily, overall it was a "Good Demonstration".

Jonathan Brown gave an update on the re-run of elements of the Sitex (A) exercise at Aldermaston. He said that elements of the original exercise in the summer had not been up to standard, particularly forward control, casualty handling and elements of the health physics response. The exercise this time had shown considerable improvement and NII had declared it a satisfactory demonstration.

Cllr Faulkner asked whether these exercises involved Hampshire services. Jonathan Brown explained that the primary interface for AWE was with West Berkshire Council and Berkshire Emergency Services, it was their decision whether or not to call in resources from Hampshire.

### **Exercise Senator**

Bill Haight had attended exercise Senator in September. AWE Emergency Response Staff participated in the exercise as an integrated element of the MoD response forces under the Military Co-ordinating Authority. Exercise Senator forms part of the exercise programme required by MoD regulation to demonstrate the emergency response arrangements to an accident involving nuclear weapons and addresses the transportation phase for the UK nuclear deterrent.

The exercise provided the local authorities with an opportunity to demonstrate their Major Incident Plan, which involved Police, Fire, Health Service (Hospitals and Ambulance), Local Authorities, Government Agencies and Regional Government. The exercise involved AWE staff who support the MoD convoy operation and also AWE technical specialists who support the 'recovery to normality' from a potential accident. The exercise was a Command Post Exercise for the follow on forces with AWE supporting the MOD in providing a series simulated activities to provide realistic information for military, civil and government decision makers.

The Minister Armed Forces (Adam Ingram) also participated in the exercise, visiting on the second day when the exercise was also being observed by members of the NATO/Russian Council. To provide more detail on technical recovery techniques AWE provided a significant 'Show and Tell' display of its capabilities which was very well received.

*[Further information can be found in the Local Authority Emergency Safety Information (LAESI) guide which is openly available on the MoD website.]*

### **Celebrate Success**

AWE has a reward and recognition scheme which gives staff an extra 'thank you' for recognition of good work. Approximately 15 per cent of the Company's employees have been issued with 'Silver Awards' in recognition of their special effort or contribution in meeting business objectives and in most cases exceeding expectations. Some of these achievements led to cost savings.

A panel of judges scored each Silver Award nomination against the Company's values of purpose, achievement, courage and trust and came up with a shortlist of 7 nominees for consideration by the company for Gold Awards. The results of the Gold Award, voted by staff, were announced on 14 October at a party for Silver Award winners.

Mike Fell won the individual prize, together with a cheque for £4000 for his blind trial predicting the results of the 1960 underground test. The team prize and £6000 was won by the a decommissioning team for their decommissioning project carried out within the Target Zero culture which resulted in 730 days work being carried out injury-free, not even a paper cut.

### **Corporate Communications Team acknowledged as top communicators**

The AWE Corporate Communications team has been short-listed for three prestigious communication awards by the Chartered Institute of Public Relations. The PRide Awards is the only UK PR awards scheme that showcases the best PR work being carried out across 11 participating regions.

AWE's Corporate Communications team has been acknowledged among the best communicators in the Thames Valley and Chiltern region. We will receive certificates of excellence in each of the three categories and will find out in February 2006 whether our entries win the overall regional awards.

The "Now We're Talking" campaign has been recognised in the category for best use of internal communication, while the already national award-winning staff newspaper, AWE Today, has been short-listed among the region's best newsletters. Thirdly, the team's work to promote the activities of our schools' liaison committee - along with its 74 members - has been recognised in the category for best relationship management programme.

These awards are an opportunity for PR professionals across the UK to demonstrate the quality of their work and to show how they make a contribution to business strategy and success.

Our success in such a broad range of categories is a tribute to the hard work of the whole communications team. It is also a useful benchmark for the very real improvements which have been implemented across the Company in the last two years.

### **Meeting the Challenge**

Almost 3000 AWE employees attended 14 'Meeting the Challenge' briefings which Managing Director, Bill Haight gave earlier in November.

Each year the MD gives an address to all staff on the AWE Strategic Plan. As the plan was made robust enough to cover this year as well as last, he gave a state of AWE address instead. This covered all areas of progress this year and looked at future site development and how staff need to work together and re focus to meet the coming challenges. This also gave staff an opportunity to ask the questions they most wanted answered.

### **CSR Stakeholder Survey**

AWE has recently carried out a stakeholder survey on Corporate Social Responsibility performance. A draft report has been produced and the information is being assimilated and will go to the AWE Plc Board in the near future. Bill Haight thanked the LLC members who had taken part in the survey. The

results of this survey together with an internal one will give the information needed to help formulate future strategy.

Cllr Shirt asked how those taking part in the survey had been selected. Bill said that a more detailed report would be given at a future meeting.

**Action 43/3:** Report on the stakeholder survey at a future LLC meeting. Avril Burdett

### **Graduate Projects Exhibition**

An exhibition organised by members of the AWE Graduate Programme had been set up for the LLC to look at over lunch. Graduate projects are generally carried out during a graduate's first year at AWE and are often associated with AWE's Community Outreach programme.

They are useful not only to the graduates in terms of team building, leadership, planning, financial control etc, but also to the Company in improved local perception in technical and non-technical areas.

Cllr Shirt thanked AWE for their donation towards the cost of printing the Aldermaston Plan. He also said that he had seen press speculation about a change in management at AWE. Bill Haight explained that the Board of Directors of BNFL, one of AWE's Parent Companies, had made a recommendation to the Government to sell the British Nuclear Group. The Government had not taken any action on that recommendation, and there was no time frame for them to do so. There had been no specific mention of BNFL's ownership of a share in AWE. If this recommendation is taken up, then the ownership of the share in AWE will be considered at that point.

## **6. Health, Safety and Environmental Report – Dr Andrew Jupp, Director Assurance**

### **Response to Improvement Notices**

D29 incident – there had been good progress with the re-training and awareness of legacy issues having been completed. AWE was to present to NII on the formal close out in December, after which NII would make their decision.

Trailing Cables – AWE believes that it has done all the necessary work, moving cables and putting in improved signage. There will be an inspection in January.

Improvement Notice from EA – Dr Jupp told members that he expected a further improvement notice concerning the utilities facility which generates steam. Oil had been spilt into the gravel bed following a failure in a pressure system which had led to an overflow. AWE's investigation had noted the need for some improvements in the alarm and information systems. The Environment Agency is aware of AWE's progress on this work but will issue an improvement notice in order to follow progress formally.

### **Application under the Radioactive Substances Act**

AWE has now submitted its information and proposals to the EA. The limits requested are pitched at a level which will accommodate all the planned operational and decommissioning activities. AWE has been able to propose significantly reduced limits compared with the current ones. The maximum credible dose to the public from the proposed discharges for Aldermaston is <2 microsieverts/year, only 0.2% of the public dose limit of 1000 micro sieverts/year. For Burghfield it is lower still. The EA will now carry out a preliminary review and consideration of the proposals and then consult with statutory consultees.

There should be a public consultation in mid 2006. The EA will then consider the results of the consultation which will be summarised in a 'Decision Document'. The new authorisations will take effect from late 2006 or early 2007.

LLC members have been sent documents to consider. Bill Cane will collate the comments from members and submit them as a single document.

**Action 43/4:** LLC members to send comments on the RSA submissions to Bill Cane.

### **Food Standards Agency Report**

The RIFE Report, Radioactivity in Food and the Environment has just been published. The report is produced by the Food Standards Agency in conjunction with the Environment Agency and assesses the impact of discharges into the environment and the presence of radionuclides in foodstuffs. The survey is carried out across the country but with particular emphasis on the areas around nuclear sites. This report covers the 2004 data. The findings confirm our own findings of nil radiological impact on our surroundings. Darren Cutts of the Food Standards Agency gave more detail at item 8 on the agenda.

## **Target Zero – Slips, Trips and Falls**

Dr Jupp reported that AWE was still striving for excellence in safety performance, even though the Company's safety standards were already good. Target Zero was based on the premise that every incident and accident is preventable. All management leaders and supervisors were briefing staff on safety performance, concentrating on slips, trips and falls which tend to happen more often during the winter months. The aim of the campaign is to ensure that the desire for an incident and injury free workplace becomes the leading behaviour of the entire workforce, regardless of the work they do or their position in the Company. 'Get it right – not put it right.'

## **Performance against Key Performance Indicators**

Slides attached

### Slide 1 - Injuries

This KPI covers all injuries from very minor paper cuts to more serious injuries. The number of injuries is falling and an improvement on last year. There has been a slight increase in minor injuries to contractors. We noticed a trend of injuries to hands and introduced new rules on the wearing of gloves which is already producing improvements. The other trend is slips, trips and falls which has already been discussed.

### Slide 2 - Injuries 2001 to 2005-09-19

The general trend is downwards. Each reportable injury is investigated and corrective action put in place to prevent recurrence.

### Slide 3 - Lost Time Accidents

This covers accidents resulting in more than 3 days absence from work. Quarter 1 is showing an improvement over 2004 figures.

### Slide 4 – Lost time accident frequency rate

There is significant improvement over the last two years.

### Slide 5 – OSHA rate

This is the first year of using the OSHA rate at AWE. The OSHA is a widely used method of recording injuries. Lost Time Accidents covers accidents with associated medical absence of more than 3 days, whereas OSHA covers from 1 day's absence and a number of specific types of injuries. Although we are not meeting the target, there is an improvement quarter on quarter. The performance is good compared to other sites.

### Slide 6 – Non attendance

This KPI monitors non-attendance through sickness or other reasons.

There is a steadily improving trend throughout the year from 3.4% in January to 3.1% at the end of September. Work is ongoing with line managers to make improvements. The CBI non-attendance data shows an average of 3.2% time loss.

### Slide 7 – Maximum Individual Dose

This measures the maximum dose of radioactivity to a single individual. The target is set as low as possible whilst taking into account the programme of work for the year. Current results are within target. Each operation is judged according to whether the potential dose is justified.

### Slide 8 – Collective Dose

This is the total dose to all workers. For CY6 the workload is increasing but the target has stayed the same. The results are within the target. Infrastructure and Assurance staff work closely together to ensure that their results are as low as is reasonably practicable.

### Slide 9 – Public Dose Assessment

Results are low and well below recommendations and show there is no significant hazard to members of the public from AWE's radioactive discharges.

#### Slide 10 – Security Index Rate

Calculated as a rate so that as the number of staff increases, the trend can be followed. The target is based on 2004 performance, but current performance is not meeting the target. An awareness campaign is focussing on the main problem areas, for example, staff leaving cabinets open or not removing the hard drive from their computers when leaving work.

#### Slide 11 – Recycling

Good performance on asset waste, but not meeting the target on office waste due to the closure of the waste sorting facility.

#### Slide 12 – Liquid Discharges

Results are well below authorisations and Company Targets and have no impact on the public or the environment.

#### Slide 13 – Airborne Discharges

Airborne discharges are very low and well within targets. The targets are set to reflect the planned programme of work.

#### Slide 14 – Summary

Cllr Bryant asked about the management of long-term sickness. He was told that Trident Medical Services and AWE managers work together with staff concerned to get people back to work in a managed way.

Cllr Whitaker said that he had attended the workshop on AWE's RSA applications and all LLC members present had found it very interesting and informative.

### **7. Infrastructure Report – Jonathan Brown, Director Infrastructure**

**Presentation: Jonathan Brown, AWE and John Steele of RPS Consultancy Group plc repeated the presentation which they had given to the West Berkshire Council Eastern Area Planning Committee as a background to the planned development at the AWE sites.** [Slides attached]

Cllr Cowdery asked whether AWE was asking West Berkshire Council to authorise the nature of the work within buildings. Jonathan Brown explained that the buildings proposed were replacements for old buildings carrying out the same processes. He said that the use of the site and what it does was not changing. Cllr Cowdery asked what would happen if there were new processes, he was told that this did not apply Orion for example was a replacement for HELEN. The legality of AWE's business was established and therefore not a matter for the planning authority development related to any planning applications, but for the Government. However, those against what AWE does were taking the opportunity to voice their opinion. During the consultation stage West Berkshire planners were able to get specialist advice from AWE's regulators.

Cllr Bill Cane asked who would make a final decision on planned facilities at AWE if the local authority refused permission. It was explained that information was put into the public domain to help West Berkshire make a decision. If they refuse planning permission then there would be a public inquiry reporting to the Secretary of State, which is normal for any planning application. Some of the information may be sensitive in some cases and may mean that there would have to be a closed meeting in order for the local authority to assure themselves that they have all the information they require to make a sound decision. AWE cannot, and would not wish to avoid the planning system.

Cllr Pat Garrett and Cllr Peter Beard asked if AWE was considering renewable energy sources. Jonathan said that AWE was looking at this, but the systems would have to be safe in respect of AWE's core business, efficient and affordable.

Cllr Faulkner asked if there was a target date for the work to commence. Jonathan said that it would be a long process which would evolve. Members had already seen demolition and land clearance taking place on the site in several areas, including the Orion site. Cllr Wood asked whether AWE was submitting an environmental impact statement. The need for EIAs for future developments would be

considered at the appropriate time. He was told that MoD was not exempt from such things and that AWE would be putting the necessary documents into the system.

Cllr Irene Neill commented that the presentation had been very useful, both to the LLC and West Berkshire Council and she was encouraged that the lines of communication were in place. David Leeks said that any improvement to the visual impact of the site such as the removal of old buildings and the steam main was very welcome. He felt that the current infrastructure dated the area.

Cllr Royce Longton said that he had voted against giving planning permission for Orion. He said that some very useful information had been provided to the committee, but not all members had seen the information and he had felt that it was important that all members had the same information on which to base their decision. He also said that there were many opponents.

Cllr Neill raised the issue of an environmental impact study. Town & Country planning had said that this was not required but AWE had felt that it was important that West Berkshire Council had all the information it required at the right time. Other members asked whether their councils would be included in the consultation on AWE's planning applications. It was explained that this was part of the normal planning process for West Berkshire Council, but that AWE staff were happy to talk to other local councils. Cllr Faulkner stressed the impact on Tadley, he was told that on transport issues, meetings had already and would continue to be held between AWE, West Berkshire and Hampshire Councils.

Cllr Moss said that this development was proposed to support AWE's existing work, but asked what would happen if the Government made the decision that a new weapon was required. He was told that it would change the building requirements, that the current plans were to support Trident in service and dismantle it at the end of its life. With no decision yet made, AWE did not know exactly how this would change, but a manufacturing facility could be re-tooled within the existing building. It is most likely that only some elements of the proposed development would change, which would not mean that the current plan would be totally redundant.

Bill Cane thanked John Steele for his presentation. He said it had been an excellent explanation of the situation.

## **8. Presentation: Report on Radioactivity in Food and the Environment – Darren Cutts, Food Standards Agency**

[Slides attached] For more information, see the Food Standards Agency web site [www.food.gov.uk](http://www.food.gov.uk)

Cllr Bryant asked what dosage was fatal. Darren Cutts replied that as a guide, children with thyroid cancer could be given a dose of 40GBq. [This relates to 4,000,000,000,000 units of activity]. Cllr Tim Whitaker asked why the concentration of tritium was high in honey. It was explained that as bees collect pollen from the surface of thousands of flowers, they concentrated the tritium. The amount found was harmless.

## **9. Any Other Business**

### **10. Date of next meetings**

Thursday 16<sup>th</sup> March  
 Thursday 8<sup>th</sup> June  
 Thursday 14<sup>th</sup> September  
 Thursday 30<sup>th</sup> November

Avril Burdett  
 Secretary to the AWE Local Liaison Committee