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**Defence
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DGSM/CSSE
Defence Procurement Agency,
Ministry of Defence
Rowan 1a, #164
MOD Abbey Wood
Bristol, BS34 8JH

Switchboard: 0117 91 3000

16 June 1999

Dear Mr Evans

REQUEST FOR DOCUMENTS - PQ 84348

The documents you requested in your letter of 30 May are enclosed. I have had to use two boxes, and have enclosed a copy of this letter in each box. This is Box One of Two.

If you wish to make a complaint that your request for information has not been properly dealt with, you should appeal to The Ministry of Defence, OMD 14, Rm 617, Northumberland House, Northumberland Avenue, London WC2N 5BP. You may at any time register a complaint with the Parliamentary Commissioner for Administration (the Ombudsman) through your Member of Parliament, but the Ombudsman will expect you to have exhausted the internal Ministry of Defence complaints procedure first.

*Yours sincerely
S C Goilty*

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AN EXECUTIVE AGENCY OF THE MINISTRY OF DEFENCE



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SECONDEES TO HUNTING-BRAE

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1. PURPOSE

- 1.1 In order to meet the requirements for Nuclear Installations Inspectorate Licensing, Hunting-BRAE have been appointed as the licensee and it is necessary to second certain AWE employees to that company. This section describes how such employees are identified, who is responsible for identifying and appointing them, maintaining a list of them and arranging for personal passes to be issued to them.

2. SCOPE

- 2.1 Individual employees are seconded to Hunting-BRAE on the basis of the impact of their role on nuclear safety. The decision to second an individual shall take account of their position in the Company and the degree of control they exercise over people and processes.
- 2.2 The following management positions shall be included in the list:
- (a) the Chief Executive and all members of the Executive Committee
 - (b) other senior management positions which have an impact on nuclear safety either by direct management control or indirectly through, for example, financial control
 - (c) Facility Managers and Deputy Facility Managers for Category 4 and 5 facilities handling radioactive materials
 - (d) Emergency Managers, Deputy Emergency Managers and Burghfield Emergency Controllers
 - (e) Key Fire Service Personnel
 - (f) Senior Shift Managers
 - (g) Chairmen and Deputy Chairmen of Directorate Safety Assurance Committees and the Chairman and Deputy Chairman of the Nuclear Safety Committee.

3. RESPONSIBILITIES

- 3.1 Directors shall ensure that posts falling under the scope of PERS 401, Para 2 are identified and that details of such posts and the employees occupying them are notified to the appropriate Directorate Personnel Manager in the Personnel Directorate. Any changes to such posts or employees shall also be notified.
- 3.2 Personnel Director shall be responsible for issuing secondment letters to appropriate employees, for issuing end of secondment letters when an employee moves to a post which is not on the secondment list and for ensuring the list is maintained, updated and issued.
- 3.3 Directorate Personnel Managers shall ensure that details of secondees are maintained on IMPPS.
- 3.4 Manager Special Personnel Projects shall notify the Pass Office of new or removed secondees so that appropriate passes may be issued to or withdrawn from them.

4. AUTHORISED RECIPIENTS OF THE LIST OF SECONDEES

- 4.1 Current issues of the list of secondees will be sent on request to Executive Board members, Directorate Personnel Managers, the Pass Office and any other recipients authorised by the Executive Board.

5. VACANCIES IN POSTS NORMALLY OCCUPIED BY SECONDEES

- 5.1 Each post identified in accordance with PERS 401, Para 3.1 will normally be occupied by a secondee. When the secondee moves to another post, the post will normally be filled at once by the nominated successor to ensure continuity. Exceptionally where a post cannot be so filled, Directors shall specify and advise Directorate Personnel Managers how the aspects of the post relating to nuclear safety are to be covered and by whom. Directorate Personnel Managers shall inform Manager, Special Personnel Projects in writing of these interim arrangements so that the master list can be annotated appropriately.