

**BAE Systems Maritime – Submarines
Local Liaison Committee
30th January 2014
Barrow Fire Station**

Attendees

Colin Parsons	AMEC Clean Energy
Guy Lockwood	Associated British Ports
George Murrin	BAE Systems
Michael Barclay	BAE Systems
Len Hodgkiss	BAE Systems
Michelle Knott	BAE Systems
Bill Wilson	BAE Systems
Paul Connell	BAE Systems
Allan Day	BAE Systems
Gary O'Brien	BAE Systems
Jonathan Wilkinson	BAE Systems
Adam Hearnden	BAE Systems
Andy Buck	Barrow Borough Council
Councillor Bob Pointer	Barrow Borough Council
Councillor Frank Cassidy	Barrow Borough Council
Councillor Brendan Sweeney (Chair)	Barrow Borough Council
Dominique Casson	Cumbria Constabulary
Alison Love	Cumbria County Council
Bernard Kershaw	Cumbria County Council
Jonathan Burgess	Cumbria County Council
Stella Atherton	Cumbria County Council
Duncan Lyne	Defence Nuclear Safety Regulator
Shaun Morrison	Defence Nuclear Safety Regulator
Richard Clarke	Environment Agency
Alison Slater	NHS England
Val Bowman	NHS England
Grahame Gunning	North West Ambulance Service
David Prescott	Office for Nuclear Regulation
John Astbury	Public Health England
Gavin Clelland	Royal Navy
Councillor Janet Willis	South Lakeland District Council
Suzanne Halligan	United Utilities

Apologies

Carol Leak	BAE Systems
Fiona McCredie	Cumbria County Council (Director of Public Health)
John Wall	Cumbria Fire & Rescue Service
Ian Belton Alison Mackie	Regional Medical Physics Department Regional Medical Physics Department

1. Welcome , Opening Remarks and Confirmation of Chairmanship.

Adam Hearnden, BAE Systems introduced himself as the current chair. He confirmed that the meeting would be recorded for the aiding of the preparation of the minutes. Agreement had been made between all parties that the Chair was to be transferred to Cllr Brendan Sweeney, Barrow Borough Council.

Public involvement and Terms of Reference were still in need of discussion and agreement; these will be discussed later on in the meeting.

2. Introduction of members

All members of the committee introduced themselves.

3. Minutes of last meeting held on 24th Jan 2013

The minutes from the last meeting were reviewed and agreed as an accurate record.

4. Actions from the last meeting

- Action 5.1.2 – Review of BAE Local Liaison Committee membership – Complete.
- Action 5.2.1 – Brendan Sweeney to discuss the Chairmanship of the BAE Local Liaison Committee - Complete
- Action 13.1 – Secretary to include Internal Regulator and SHE reports on future agenda - Complete
- Action 13.2 – Chairman to speak with Cumbria County Council Resilience Unit on council representation at future Emergency Planning Sub Group – Complete Brendan Sweeney attending Emergency Planning Sub Committee.
- Action 13.3 – Paul Connell to look at creating a link to the company's website which would make available to the general public the business of BAE Local Liaison Committee – Complete through using Barrow Borough Council's Website.
- Action 13.4 – Paul Connell to discuss re-leafleting prior to Artful PRT at the next re-leafleting Emergency Planning Sub Group – Complete (due before January 2015)
- Action 13.5 – Jonathan Burgess to provide dates of planned Emergency Planning Sub Group - Complete
- Action 13.6 – Secretary to amend and re distribute to the Terms of Reference to the members for comments - On Agenda
- Action 13.7 – Members to report to Chairman/Secretary their thoughts on improvements that could be made to the BAE Local Liaison Committee - On Agenda

5. Local Liaison Committee – Terms of Reference

Bernard Kershaw, CCC, went through the governance of the committee. All previous attendees/members were contacted to see if they wished to attend, not attend but receive minutes or not receive any further correspondence about the committee. This was an opportunity to fully review the membership; a revised membership will be circulated with minutes.

Bernard Kershaw asked the committee members to be aware that of the proposed change to section 3.4. 'The chair and sub chair will be nominated from BAE Local Liaison Committee members'.

Member organisations had been asked to review Terms of Reference prior to the committee. It was raised that section 2.1. made reference to Radiation (Emergency Preparedness and Public Information) Regulations REPPIR compliance. This committee has no statutory function therefore this could be misleading. It was agreed by members of the committee that this wording will be changed to 'assist with compliance'.

Attendance of the public to this committee, or a subgroup of the committee, was discussed. Consideration should be made to the need to involve public engagement with the committee; this approach is supported by REPPIR and most other nuclear sites Local Liaison Committees have some element public involvement. It was noted that there are many methods of the public becoming involved in the BAE Systems Local Liaison Committee. This would be discussed further at the end of the meeting.

CCC and BAE Systems have worked very closely on the on-going secretariat of the committee. After this meeting it is proposed that CCC takes on the secretariat responsibilities for the meeting to keep the transparency of the meeting – all members in agreement.

It was also noted that Adam Hearnden, BAE Systems will remain deputy chair.

6. BAE Systems on site report

Nuclear Submarine Build Programme Update

Len Hodgkiss, BAE Systems, gave a presentation giving an overview of programme development and expansion of the apprentice scheme. It was confirmed that Boat 3 (Artful) is due to be launched in April/May 2014, leaving Barrow in one year's time, spring 2015. A successful family day to visit the site was held in Sept 2013. Boat 4 (Audacious) is due to launch in December 2015 and boat 5 (Anson) focus through 2014 is for open fit out. Boat 6 (Agamemnon) production has started and is at an early stage; a naming ceremony has been held. There is also an 8 year programme planned for extending the facilities.

A safety impact assessment of the improvements to facilities is underway. Len Hodgkiss confirmed that the workforce is about 6,000 at present. The Chair asked a BAE Systems representative to talk to CCC Adult Social Care cared for children

team about access to apprenticeships. Michelle Knott confirmed that there are a number of activities being undertaken with the local community and CCC.

Corporate Responsibilities

Michelle Knott, BAE Systems, gave a presentation about the activities of the Corporate Responsibility Department and their key vision for BAE. The presentation covered stakeholder mapping, the Trident Successor programme, Waterfront Business Park and Cumbria Local Enterprise Partnership. The education and skills programme was highlighted, with community engagement, schools mentoring and on site careers opportunities.

Site Infrastructure – Planned Works

Allan Day, BAE Systems, gave a presentation about the planned site infrastructure developments with refurbishments, new build and new equipment purchases. The challenge with this is to develop the site around the Astute Programme, and its space restrictions. The committee were shown an artists impressions of the new buildings. The site is very tight with limited space to expand and develop. The plan is to develop a logistics centre at Ramsden Dock; this will enable the co-location of a number of teams. The bays on site will be cleared starting in early March.

Allan Day was asked by the committee to look into the repeater installed for local TV reception, as the building will be demolished. The issues around local access are still to be resolved.

Concerns were raised by the committee about the state of the Grade II listed building and other site appearance issues.

The Chair confirmed the opportunity to discuss the Waterfront Project in more detail with the press and public.

It was raised that information going out in the Evening Mail would not necessarily give enough time for residents to make alternative arrangements. The plan is to use visual boards as well as local press. Confirmation of the number of new employees was requested, and if these were likely to increase the population of Barrow.

Allan Day was asked to review the presentation prior to it being published in the public domain.

Fukushima – Lesson Learnt

Gary O'Brien, BAE Systems, gave a presentation on Fukushima and the considerations from the incident. There are plans to create an integrated approach to Business continuity across the site.

Internal Nuclear Regulatory Report

Bill Wilson gave a presentation on the internal nuclear regulatory structure and programme. BAE have to demonstrate that they are a learning organisation; from

exercises and incidents. Reports made back to the board are benchmarked against statutory and internal compliance. The 2013 inspection programme included both internal and external compliance. The annual review of this inspection programme gives an executive summary of areas meeting requirements, and then those requiring further work, development or investment. The key deliverables for the 2014 inspection programme gave the strategy for improvement.

Site Emergency Planning Committee Report

Michael Barclay, BAE Systems, gave a presentation on the On Site Emergency Planning Committee. The exercises carried out within 2013 included Exercise INDIGO and Exercise Swiftsure. There were lessons learnt and areas for development from debriefs from the exercises. In July 2014 the onsite elements of a level 2 exercise will be held with a scenario at Ramsden Dock, this will feed into the agreed Objectives for the off-site exercise requirements. Key work streams for 2014 also covers the establishment of the resilience organisation, delivery of exercises, revised sheltering arrangements, changes to the Detailed Emergency Planning Zone (DEPZ) and revisions of emergency plans.

It was confirmed that BAE Systems is a lower tier Control of Major Accident Hazards (COMAH) site, and therefore does not have significant off site hazard requiring Off Site Emergency Plans.

7. Cumbria County Council Off Site Report

Jonathan Burgess, CCC, gave a briefing description of the role of the Off Site Emergency Planning Sub Group Committee; this is a Sub Group from this committee.

In August 2013 the George Basterfield Ferrous Anomaly incident gave the agencies an opportunity to plan an evacuation of an area within the BAE DEPZ. The area was identified as having a very high percentage of vulnerable residents, these were identified through ten difference data sets. The warning and informing was a difficult area to manage and was a key lesson learnt from the incident as, due to the very low likelihood of the anomaly being an object of threat, no informing of the public was undertaken.

INDIGO 2013 Level 2 Exercise was held in July, which included a Strategic Coordination Group (SCG) at Barrow Fire Station. Office for Nuclear Regulation (ONR) has agreed that Ramsden Dock 14 level Two exercise will have a scenario centred around Ramsden Dock, but will not repeat areas tested in INDIGO 2013 or other key exercises. The INDIGO 2014 level One will exercise the BAE Systems onsite emergency arrangements only. The next full Level Two exercise for BAE Systems will be held in 2016.

Barnard Kershaw, CCC, went through some of the lesson learnt and identified from INDIGO 2013. The recommendations from the debrief report are being progressed and will be fed into the Development Plan for the Cumbria LRF.

There is up and coming Cumbria LRF training for both Resilience Direct and Scientific and Technical Advisory Cell (STAC), for further details contact Jonathan Burgess @ emergency.planning@cumbria.gov.uk or 01768 812500.

8. Office of Nuclear Regulation (ONR)

David Prescott, ONR, covered some of the developments on site and changes to ONR within 2014. ONR reports, which are quarterly, are available on the HSE website. It was queried if the reports could be circulated, but it was concluded that the web link would be added to the notes.

<http://www.hse.gov.uk/nuclear/llc/2013/index.htm>

The reports identify issues that may take some time to fix but there are measures currently being implemented to resolve these issues. It was recognised that the resolution of these issues need to be addressed in line with the proposed dates for the next boat launch.

ONR is moving to be a public corporation organisation on 1st April, moving away from being part of Health and Safety Executive.

Adam Hearnden asked David Prescott if there could be liaison with BAE prior to the release of ONR reports. This was not designed to influence ONR reports but to assist with communications. David Prescott agreed with this proposal.

It was requested that ONR check the listing to ensure BAE Systems are named correctly and the communications are appropriate on the website.

John Astbury raised the issue of potassium iodate tablets (PIT`s) distribution. It was noted that at present arrangements are to be reviewed and future procedures will be in line with national guidance.

9. Defence Nuclear Safety Regulator (DNSR)

Lt Cdr S Morrison, reported that there is not expected to be any impact on DNSR with the changes within ONR. There is a large amount of commissioning work for DNSR to cover during 2014 and they are continuing to work with the site with regard to Wet Dock Quay, Fukushima considerations and internal reviews. Although the quarterly reports were distributed to the committee they are currently not available on the website.

It was raised that there was a report regarding power loss at Devonport. BAE Systems confirmed that there had been a loss of shore supply power there.

10. Environment Agency

Richard Clarke, Environment Agency, went through key elements of the latest report; which was distributed to the members prior to the committee. Environment Agency regulates the site with environment licences. The report covered the monitoring data, limits and information relating to the lower tier COMAH activities.

Richard Clarke also confirmed that he would be handing over to Mike Baggs, who will attend the future BAE Local Liaison Committee Meetings.

11. AOB

i. Strategic Co-ordinating Centre (SCC)

Michael Barclay, BAE Systems, requested an update on the SCC developments from Jonathan Burgess, CCC. The South Cumbria Emergency Control Centre is at Barrow Fire Station. It was raised through a number of exercises about having a purpose built turn key Strategic control Centre in Penrith. A business case for the project has now been developed, including investigating funding and establishing a Project Board. Rod Mackay, Cumbria Constabulary is the SCC project manager and is taking the project forward based on feedback from the Cumbria Local Resilience Forum (LRF). A present the proposed timescale is two years. These developments will be monitored through the offsite emergency planning sub-group committee.

ii. Arrangements for meeting

The Chairman returned to the earlier discussions relating to the arrangements for the meetings.

- The frequency of meetings, it was agreed to have two meetings a year.
- Public attendance – it was agreed that the meeting should be open to the public with the provision of have a closed (e.g. Part 2 agenda) item should the need arise
- Other public forums – it was agreed that consideration will be given to identifying other local meetings which may provide a forum for public engagement.

ACTION: CCC/BAE in liaison with Chair to re-draft terms of reference, membership of committee and circulate to members.

12. Date of Next Meeting:

To be confirmed.