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| 24 January 2013 |
| BAE SYSTEMS Marine Limited - Local Liaison Committee |
| Draft Minutes of the 2012 BAESYSTEMS Marine Limited held 24th January 2013  |
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**BAE SYSTEMS MARINE LIMITED**

**LOCAL LIAISON COMMITTEE MEETING**

The Minutes of the BAE SYSTEMS Marine Limited Local Liaison Committee meeting held at 1000 hours on Thursday 24th January 2013 at Cumbria Fire Station, Divisional headquarters are presented below.

**Present**

 Mr M Barclay BAE Systems Maritime – Submarines – Nuclear & Radiation Services Manager (Chairman)

Mr G A Murrin BAE Systems Maritime – Submarines – Project Leader Health Physics & Emergency Planning (Secretary)

Mr P Connell BAE Systems Maritime – Submarines – Health Physics Services Manager

Mr L Hodgkiss BAE Systems Maritime – Head of Project - Nuclear

Mrs C Leak BAE Systems Maritime – Submarines – Communications Manager

Mr D Prescott Office for Nuclear Regulation (ONR) – Site Inspector

Mr R Clarke Environment Agency, Nuclear Regulations Group – Site Inspector

Mr M Rawlinson Cumbria Police

Mr R Exley Cumbria Fire & Rescue Service – Station Manager

Mr N ClarkeUntited Utilities

Mr R Pointer Barrow Borough Councillor

Mr A Buck Barrow Borough Council

Mr B Sweeney Barrow Borough Councillor

Mr F Cassidy Barrow Borough Councillor

Mrs S Wright Cumbria County Council - Children’s Services

Lt Cdr S Morrison Defence Nuclear Safety Regulator (DNSR)

Cdr A Sansford MOD SMP Barrow

Mr C Parsons Site Liaison Officer (SRD)

Mr N Atkinson Associated British Ports

1. **Chairman’s Welcome and Opening Remarks**

1.1 The Chairman welcomed all those attending the Local Liaison Committee (LLC) and thanked Cumbria Fire Rescue Service for providing the facilities and refreshments.

1.2 The Chairman introduced himself and informed the Committee that the appointed Chairman Mr A Hearnden was unable to attend the meeting and that he would be Chairing in his absence.

**2. Introductions of members and Apologies**

2.1 The Chairman arranged introductions around the table before informing the Committee of the apologies received.

**Apologies**

Mr A Hearnden BAE Systems Maritime – Submarines

Mr J Burgess Cumbria County Council

Mr G Gunning North West Ambulance Service

Mr R Parry Corporate Director, Adult and Local Services

Dr A Mackie Consultant Medical Physicist, University Hospital, North Durham

Mr D Harrison Corporate Director, Public Protection/Chief Fire Officer

Mr J Hall Locality Manager, Cumbria Fire and Rescue Service

**3. Minutes of Last Meeting Held on 1st February 2012**

3.1 The Chairman requested a page by page review of the Minutes from the meeting held on 1st February 2012, there were no comments by the committee and the minutes were agreed.

**4. Outstanding Actions**

4.1 Action 13.7, LLC held 19th January 2011 Members to report to Chairman/Secretary their thoughts on improvements that could be made to the LLC.

The Chairman gave a brief summary of the background to this action, explaining that at the last two LLC meetings there was discussion on the current agenda and how the committee currently operates and whether improvements could be made. He then asked members for their thoughts.

Mr B Sweeney stated as there was normally attendance at the Committee from both the Borough and County Council representing the local community, along with representation from the regulators, he felt the Company were open and honest with activities on the site.

The Chairman informed the Committee that the Chairmanship of other sites LLC was a bit of a mix bag with some being chaired by the Local Authority while others by the operator. He then asked the Committee to consider if they were happy with the company chairing the meeting and if the Committee agenda should be extended to include reports from the company Internal Regulator and Safety Health and Environment (SHE) Departments.

The Committee felt including these two new items would be beneficial. The Chairman placed an action on the Secretary to amend the agenda for the next meeting to include Internal Regulator and SHE reports.

**New Action 13.1** Secretary to include Internal Regulator and SHE reports on future agenda.

Mr B Sweeney went on to discuss the chairing of the Committee and stated that he would be happy to Chair the Committee but could see issues due lack of continuity if the council representation was to change. He advised he would discuss with the Council post May elections, the possibility of the Barrow Borough Council taking over the role of LLC chair to address his outstanding action (Action 5.2.1 to be left on going). It was agreed by the Committee that the role of Secretary and administration support for the Committee should remain with the company.

 Cdr A Sansford asked if there was a method by which the Committee could inform and answer questions from the general public and if they are made aware of periods of Critical Operations on the Barrow site. Mr P Connell explained that the conduit for this information was via the Councillor representation at this Committee.

Mr B Sweeney enquired if the Company intended to provide details of how exercise INDIGO 13 went to the General public. The Chairman replied this would normally take place at the Emergency Planning Sub Committee. He stated his intention a take a new action to discuss with Cumbria County Council Resilience Unit (CCCRU) whether Council Representation should be included within the membership.

**New Action 13.2** Chairman to speak with CCCRU on Council Representation at future EPSC meetings.

Mrs C Leak asked if we currently make the LLC Meeting minutes available to the general public. The Chairman felt this needed to be investigated and placed an action on Mr P Connell to look at creating a link to the company’s website which would make available to the general public the business of the LLC.

**New Action 13.3** Mr P Connellto look at creating a link to the company’s website which would make available to the general public the business of the LLC.

Cdr A Sansford stated to the Committee that the Radiation Emergency leaflets are distributed by the company to the Detailed Emergency Planning Zone (DEPZ) every three years. He wondered whether as the hazard on site was intermittent, leafleting should be undertaken again prior to Artful PRT. The Chairman stated that considering critical operations on site were irregular a new action should be placed on Mr P Connell to discuss this at the next planned Emergency Planning Sub Committee (EPSC).

**New Action 13.4** Mr P Connell to discuss re-leafleting prior to Artful PRT at the next EPSC

Following lengthy debate and the new actions raised the Chairman advised the Committee that he considered action 13.7 closed

**Action 13.7 Complete**

4.2 Action 5.1.1, LLC held 1st February 2012 - Up to date list of Barrow Borough Council representation received.

 The Secretary advised an up to date list had been provided by the Borough Council

**Action Complete**

4.3 Action 5.1.2, LLC held 1st February 2012 – Mr J Burgess to review the LLC membership for Cumbria County Council

The Chairman advised the Committee in the absence Mr J Burgess that this action would remain open.

**Action On going**

4.4 Action 5.2.1, LLC held 1st February 2012 – Mr B Sweeney to discuss the Chairmanship of the LLC at the next Borough Executive meeting and that he will feed back the results of the discussion to the Committee.

As discussed at Action 13.7, Mr B Sweeney advised the Committee that this action was still outstanding and would discuss with the Borough Executive LLC Chairmanship post May elections.

**Action On going**

4.5 Action 5.2.2, LLC held 1st February 2012 - Mr Sweeney requested background information about what goes on within the Shipyard and the Emergency Planning Arrangements applied would be most useful.

The Secretary advised that a site visit had been undertaken by Mr B Sweeney and R Pointer which included a tour of facilities and Site Emergency Arrangements presentation. Mr B Sweeney and R Pointer gave a brief summary of the visit and thanked the company for the opportunity to visit the site. Mr B Sweeney stated that he would ensure that if there were any changes post Borough elections that they would be actively seeking a familiarisation visit for new Councillors to Barrow Shipyard. The Chairman stated that there was an open invitation for relevant parties to visit the Site.

**Action Complete**

4.6 Action 5.4.1, LLC held 1st February 2012The Chairman stated that the LLC Terms of Reference (TOR) were produced in November 2003 and have not been fully reviewed since. The Chairman requested that in light of the previous discussions members review the TOR and forward any comments to the Secretary.

 The Secretary advised that no comments on the TOR had been received. The Chairman advised the Committee that this action would be closed under Agenda Item 5.

**Action Complete**

4.7 Action 8.3.1, LLC held 19th January 2011 – ONR to be invited to become a member of the Off Site Emergency Planning Committee

Jonathan Burgess has confirmed to the Secretary that ONR will be invited to all future planned Off Site Emergency Planning Committees.

**Action Complete**

The Chairman advised the Secretary that there should be a new action placed on Jonathan Burgess to disseminate the dates of the planned Emergency Planning Sub Committee (EPSC) meetings as soon as possible to allow for full attendance.

**New Action 13.5**  Jonathan Burgess to provide dates of planned EPSC meetings.

4.7 Action 12.1 Mr Saunders emphasised the requirement for an early Off Site Emergency Planning Sub Committee (EPSC) to be held to discuss proposed changes to the Off Site Emergency Plan (OSEP)

 Meeting of the EPSC held 17th February 2011 to discuss proposed changes to OSEP.

**Action Complete**

**5. Local Liaison Committee- Terms of Reference**

5.1 The Chairman informed the Committee that the TOR for the Committee had not been amended since they were produced in November 2003 and there had not been any comments received from previous meetings on the content of the TOR. Some members of the Committee stated they have not received them previously and were not in a position to comment. The Chairman raised a new action on the Secretary to amend and re distribute the TOR to the Committee for comments.

 **New Action 13.6** Secretary to amend and re distribute the TOR to the Committee for comments.

**6.0 Nuclear Submarine Build Programme** – **Mr L Hodgkiss**

6.1 The Chairman invited Mr L Hodgkiss to give his presentation to the Committee.

6.2 Mr L Hodgkiss went on to deliver his presentation and invited questions from the Committee. There were no questions from the committee.

**7.0. Report by the Chairman of the Site Emergency Planning Committee**

7.1 The Chairman gave a presentation to the Committee on the background and purpose of the Committee. He summarised current site issues including the Site Shelter Station process and the various Emergency Arrangements Demonstration Exercises carried out and planned over the next year.

7.3 He further outlined the proposed change to the location of the Strategic Control Centre (SCC). It was intended that this would be located in Penrith replacing the SCC at Barrow Fire Station.

7.4 The Chairman requested any questions from the Committee

7.5 Mr B Sweeney enquired how many personnel would need to be deployed from the Barrow Site to Penrith and were there any concerns about personnel vital to the Strategic response having to travel on the A590. The Chairman stated that there would be approximately two cars required to travel to Penrith and that all changes were being considered in the implementation plan and that the company were working closely with the County Council to make the new changes practical and workable.

**8. Report of the Emergency Planning Sub-Committee – Mr J Burgess**

8.1 The Chairman stated as Mr J Burgess was not in attendance it would be inappropriate to discuss Off Site arrangements at this time.

**9. Office for Nuclear Regulation Report – Mr D Prescott**

9.1 The Chairman invited Mr D Prescott to address the committee.

9.2 Mr D Prescott informed the Committee that he had replaced Mr S Saunders as the Barrow Site Inspector, he went on the explain that he would be following the same intervention strategy going forward undertaking various inspections on site every month and producing quarterly reports. Mr D Prescott went on to give an overview of the work of the Office for Nuclear regulations since the last LLC meeting and work coming up (1st – 3rd quarterly reports pre-issued to the Committee). He stated that the fourth quarterly report would be available shortly on the website.

9.3 He gave a brief outline of post Fukushima findings, stating that there were lessons to be learned across the Nuclear Industry and that each site has actions to carryout to satisfy the recommendations

9.4 With no questions the Chairman thanked Mr D Prescott for his report.

9.5 The Chairmantook a new action to produce an update for the Committee at the next meeting on progress with the recommendations from the Fukushima report.

**New Action 13.7** Provide progress update to the Committee regarding the recommendations made within the Fukushima report.

**10**. **Defence Nuclear Safety Regulator Report – Lt Cdr S Morrison**

10.1 The Chairman invited Lt Cdr S Morrison to address the Committee.

10.2 Lt Cdr S Morrisongave a brief summary of the actions carried out on site by DNSR stating that there were almost weekly site visits monitoring amongst other things Changes in processes and compliance with the Authorisation Conditions and that findings were reflected in the DNSR quarterly reports which were open to the public.

10.3 He referred to the quarterly reports previously distributed and asked the Committee if they had any questions.

10.4 With no further questions the Chairman thanked Lt Cdr S Morrison for his comments.

**11. Environment Agency – Nuclear Regulations Group Report – Mr R Clarke**

11.1 The Chairman invited Mr R Clarke to address the Committee.

11.2 Mr R Clarke gave his report to the Committee advising how the agency regulates against a number of permits:

* Regulation of the generation and disposal of radioactive wastes
* Regulation of the keeping & use of radioactive sources, including high activity sealed sources (HASS)
* Radioactive discharges to the Environment
* Pollution Prevention Control: Combustion Plant & Surface Water Discharges
* Control of Major Accident Hazards – COMAH

11.3 With no further questions, the Chairman thanked Mr R Clarke for his report.

**12. Any Other Business**

12.1 General comment from the Committee was that any acronyms within presentations or written correspondence were explained in full.

12.2 Cdr A Sansford requested that all dates for meetings and relevant training leading up to the INDIGO 13 exercise be distributed at the earliest opportunity. The Chairman advised this would be undertaken at the INDIGO 13 exercise planning meetings.

With no further business the Chairman closed the meeting.

Written By:

Mr G A Murrin

**(Secretary)** Date:

Accepted By:

Mr M Barclay Date:

 Nuclear & Radiation Services Manager **(Chairman)**

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| **ACTION****NO** | **ACTION** | **COMMENTS** |
| **From LLC 2010 Meeting Held 19th January 2011** |
| 13.7 | Members to report to Chairman/Secretary their thoughts on improvements that could be made to the LLC.  | All members**Complete** |
| **From LLC 2011 Meeting Held 1st February 2012** |
| 5.1.1 | Obtain up to date Barrow Borough Council representation list from the Councils Democratic Services Department.  | Mr G Murrin**Complete** |
| 5.1.2. | Mr J Burgess to review the LLC membership for Cumbria County Council | Mr J Burgess**On going** |
| 5.2.1 | Mr B Sweeney stated that he would take an action to discuss the Chairmanship of the LLC at the next Borough Executive meeting and that he will feed back the results of the discussion to the Committee. | Clr B Sweeney**On going** |
| 5.2.2 | Mr Sweeney requested background information about what goes on within the Shipyard and the Emergency Planning Arrangements applied would be most useful. | Mr G Murrin**Complete** |
| 5.4.1 | The Chairman stated that the LLC Terms of Reference were produced in November 2003 and have not been fully reviewed since. The Chairman requested that in light of the previous discussions members review the TOR and forward any comments to the Secretary.  | All members**Complete****Superseded by Action 13.6** |
| 8.3.1 | ONR to be invited to become a member of the Off Site Emergency Planning Committee | Mr J Burgess**Complete** |
| 12.1 | Mr Saunders emphasised the requirement for an early Off Site Emergency Planning Committee to be held to discuss proposed changes to the Off Site Emergency Plan | Mr J Burgess**Complete** |
| **From LLC 2012 Meeting Held 24th January 2013** |
| 13.1 | Secretary to include Internal Regulator and SHE reports on future agenda | Mr G Murrin |
| 13.2 | Chairman to speak with CCCRU on Council Representation at future EPSC meetings. | Mr M Barclay |
| 13.3 | Mr P Connellto look at creating a link to the company’s website which would make available to the general public the business of the LLC. | Mr P Connell |
| 13.4 | Mr P Connell to discuss re-leafleting prior to Artful PRT at the next EPSC | Mr P Connell |

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| **ACTION****NO** | **ACTION** | **COMMENTS** |
| 13.5 | Mr J Burgess to provide dates of planned EPSC meetings. | Mr J Burgess |
| 13.6 | Secretary to amend and re distribute the TOR`s to the Committee for comments. | Mr G Murrin |
| 13.7 | Provide progress update to the Committee regarding the recommendations made within the Fukushima report. | Mr M Barclay |