



OFFICIAL

**Minutes of the 90th AWE Local Liaison Committee Meeting
Wednesday 6 September 2017
AWE, Aldermaston**

Present:

Haydn Clulow	Director Site and Transformation AWE (Chair)
Cllr Graham Bridgman	West Berkshire Council
Cllr John Chapman	Purley on Thames Parish
Cllr Jonathan Chishick	Tidmarsh with Sulham
Cllr Roger Gardiner	Basingstoke and Deane
Cllr David Leeks	Tadley Town Council
Cllr Clive Littlewood	Holybrook Parish Council
Cllr Mollie Lock	Stratfield Mortimer Parish Council
Cllr George McGarvie	Pamber Parish Council
Cllr Ian Montgomery	Shinfield Parish
Cllr Jeff Moss	Swallowfield Parish Council
Cllr Susan Mullan	Tadley Town
Cllr Barrie Patman	Wokingham Borough Council
Cllr John Robertson	Mortimer West End
Cllr David Shirt	Aldermaston Parish Council
Cllr Steve Spillane	Silchester Parish Council
Cllr Jane Stanford-Beale	Reading Borough Council
Cllr Tim Whitaker	Mapledurham Parish Council

Avril James	AWE – Acting LLC Secretary
Philippa Kent	AWE
Paul Rees	AWE
Michele Maidment	AWE
John Steele	AWE
Scott Davies-Hearne	AWE
Sarah Bakewell	AWE
Verity Leal	AWE

Regulators:

Gary Cook	Office for Nuclear Regulation
Stuart Parr	Environment Agency
Rob Green	Environment Agency
Malcom Peters	Environment Agency

Apologies

Apologies had been received from Councillors Dominic Boeck, Avril Burdett, Crissy Clemson, Royce Longton, Darren Lye, John Miller, Jonathan Richards and Richard Smith. Carolyn Richardson of West Berkshire Council, Susie Tucker and Mark Hedges from AWE also sent their apologies.

Actions from previous meetings

Action 1/87 AWE to present on the HAW programme at a future meeting.

Chairman confirmed that an update would be given at the December 17 meeting.

Action on-going

Action 1/89 John Steele agreed to make investigations about the document Cllr Gardiner referred to (this is an ONR document which was been submitted to Basingstoke and Deane Borough Council).

John Steele to look at the document.

Action on-going

Action 2/89 Philippa Kent to revisit database of schools contacts.

Database of schools contacts has been updated.

Action closed

Minutes of the last meeting

Cllr Bridgman asked for one small change to a sentence under AOB in the minutes of the last meeting.

Para '**Cllr Bridgman** asked if the previous LLC minutes are to go out now with the invitations as well as in the pack on the day, or just with the invitations' to be updated to read:

'**Cllr Bridgman** asked if the previous LLC minutes are to go out now with the invitations as well as in the pack on the day, or **only** with the invitations.

The Minutes of the 90th Meeting were then accepted as a true record of the meeting.

Chairman's remarks/update

Membership Changes - Councillor Crissy Clemson replaces Clive Vare representing Aldermaston Parish Council. We thank Clive for his contribution and look forward to welcoming Crissy at the next meeting.

Chief Nuclear Inspectors report

The ONR published its Chief Nuclear Inspectors report last month and this received considerable media attention which you may have heard or seen in local press reports.

Delivering safe and secure operations remains a core priority for AWE and we welcome the independent scrutiny and monitoring our regulators provide.

Whilst the report acknowledged the progress we have made in some areas the AWE sites here at Aldermaston and at Burghfield remain in 'enhanced attention'.

Colleagues across the Company are now working with our regulators on a Structured Improvement Plan which will enable AWE to move from enhanced to normal regulatory attention by March 2020.

Industrial Action

An agreement has been reached with the union Unite and we are pleased that members have voted to end their dispute. Our commitment has always been to provide staff and prospective employees with a sustainable and affordable pension provision for the future. The new AWE Group Personal Pension (AWE GPP) scheme is competitive and meets these requirements.

Graduate and apprenticeship schemes flourish

We were delighted to welcome our new apprentice and graduate recruits this week.

This year our apprentice intake has nearly doubled; with 83 apprentices joining us in technical, business and operational areas. I am pleased to report that 18 of these new starters were female. In percentage terms that is nearly 22 per cent which is a six per cent increase on last year. (Last year we had 38 males and 6 females.)

Some of the new disciplines for apprenticeships include supply chain management, finance, human resources, lab technicians and technical authors.

We also welcomed 58 new graduates this week who will work across the business. Again we reduced the gender imbalance with nearly 21 per cent females (12) joining the programme. Again there is a wider range of disciplines including project management, business change, health physics, finance and HR as well as the core engineering and science roles.

Last month we held events to celebrate the achievements of apprentices and graduates who completed their training programmes with us this year - 46 apprentices out-turned from the Skills Academy in 2017 and 22 of our graduates completed their two year initial training scheme.

Car Share

As part of our drive to be a responsible business we have reinvigorated our car sharing scheme with a new more user friendly platform to link up colleagues

Nearly 1200 users are now signed up to the scheme and together, to date, that means a saving of an amazing 400 tonnes of carbon and 2 million miles per annum off the road!

UK Challenge

One of our teams came a close second in the tough UK Challenge event held this year in Stirling. They narrowly missed out on first place, which went to Accenture, beating the likes of GCHQ, the RAF, PWC, CGI and T-Systems.

Our first ever all-ladies team entry, finished 3rd as a Ladies team and 21st overall out of the 70 teams taking part

The teams spent two and a half days running, cycling, canoeing, open-water swimming, map reading and puzzle-solving.

Between them our three teams raised over £3,000 for Help for Heroes.

Raising our Profile

Route to Success

Next month a team of 14 AWE volunteers will be taking part in a 1,000-mile journey to attract new talent to the business.

The team which spans colleagues of all ages and disciplines is cycling round the UK stopping off at Universities to promote AWE's amazing career opportunities.

They are also dedicated to helping, and raising funds for, our corporate charity partner *Living Paintings*. Based in Kingsclere, *Living Paintings* is the only UK charity designing, creating and publishing tactile and audio 'Touch to See' books for the blind and partially-sighted.

New Scientist Live

We will also be helping raise AWE's external profile by exhibiting at a number of national events. We will have a team of scientists and engineers at the New Scientist Live at the end of this month. (September 28 to October 1) It is AWE's first time attending the exhibition, held at Excel in London and attended by over 22,000 visitors.

Community Outreach

We were pleased to sponsor the Aldermaston Community award which was presented last weekend and we have also supported the refurbishment of Heath End Village Hall in Baughurst.

In terms of schools outreach the summer months are a quieter period for us but new programmes will get underway this term.

Community information

Making sure that people in our local communities are well informed about our activities is important to us.

We are now looking at how we can broaden the information going out to local residents using other channels as well as the LLC.

As you know, we are now on social media and this has been a great way to get news out quickly and share many more stories.

Our Twitter account has around 1,000 followers and generates an average engagement of 66,000 impressions each month. We are now looking at launching a Facebook account next year.

Not everyone wants to embrace the digital age so last year we more than doubled the circulation of our printed community magazine Connect. This is now circulated to 56,000 homes and businesses twice a year and has received very positive feedback.

This year colleagues have also attended community meetings giving presentations on a range of topics from site development to our community programmes and these have been well received.

LLC Meetings

The LLC is an important community forum and we recognise the value of regular face to face meetings.

To align things more closely to our business cycle and enable us to meet our increasingly busy community programme we are going to space out the LLC meetings to every four months rather than every three – starting in 2018. We will have the planned December meeting this year then next year we will move to a pattern of early March, July and November, avoiding all the major holiday periods.

This will enable us to divert some resources to other community initiatives and will also place less demand on LLC members' time. Having reviewed LLC attendance figures we recognise that many members have other conflicting commitments which prevent them attending regularly.

Just to reassure you the new meeting cycle will not mean any reduction in information available to you and, as always, you can contact the team through our community email address to raise concerns or ask questions at any time.

As you know we already share press releases and updates with you as they occur and we feel that works well. We hope you and your parishioners find it useful and we welcome your views on how we can continue to keep you fully informed without impacting too heavily on your time.

We listened to your feedback earlier this year when you told us that the most important topic for local people was emergency response arrangements.

Next year we plan to give a series of presentations at major council meetings to ensure that local people understand the new emergency planning areas once they are determined and are able to attend and ask questions directly.

If you have any other ideas on how we can continue to improve our engagement with our neighbours please let us know.

Questions arising from the Chairman's remarks/update

Cllr Locke said that AWE should be congratulated on the outreach worked carried out with Junior and Primary schools in the area. The work has helped the schools a great deal.

Cllr Montgomery asked about the large increase in apprentice and graduate numbers at this year's intake. Has this resulted in an overall increase in staff numbers at AWE or are they replacing staff lost through natural wastage?

Haydn Clulow (Chairman) said that the numbers of the core workforce has remained pretty stable at around 5,000 to 5,600 across the AWE sites.

Environment, Safety and Health

**Paul Rees,
Head of Environment Safety and Health**

Performance during the period

Paul gave an overview of the perfect day performance covering the period May - July 2017, highlighting any items of particular interest.

Members were advised of one process related event in June where an automatic fire alarm had activated in a plant room.

Members were also advised of five personal injuries to staff during the period resulting from slips trips and falls.

There were three investigations during the period relating to a

- Missing document route card issue which was subsequently located;
- Installation of a firing interlock modification which did not meet design intent; and
- Smell of burning due to the shorting of an electrical system. This event linked to a member of the electrical maintenance team receiving a minor electrical burn to forearm. .

AWE and ONR are both investigating the minor electrical burn issue above.

Paul Rees then gave an overview of the performance statistics for the period.

He noted a marginal increase in the OSHA Recordable Events occurring during the 12 months to the end of July 2017 compared to the previous 12 month period.

The number of RIDDOR reportable events had also increased slightly

By contrast the number of First Aid Events had dropped representing a 21 per cent improvement over the year.

Paul said the ES&H team would be looking at these trends to make future improvements.

He noted that increased reporting of incidents should be seen as a positive safety behavior.

Highlights

World Environment Day

Paul Rees updated the members on the World Environment Day events that were held at AWE Aldermaston and Burghfield in June. The event had 350 to 400 visitors and various environmental commitments were made by staff and visitors.

Car Share

Paul also briefed members on the new Lift Share (car share) scheme which has been introduced at AWE. The aim is to reduce the number of vehicles coming on to the AWE sites – reducing costs, carbon footprint and emissions.

Questions arising from Environment, Safety and Health update

Cllr Shirt asked if going over to the 9 Day Fortnight (9DF) working pattern has had any affect on ES&H performance, and is this reflected in the figures?

Paul Rees said that they are looking at the data around the 9DF in detail; this includes times, locations and other related trends. Paul also said they are looking at more exposure time at the workplace. Slips and trips seem to be the trend moving around site.

Action 1/90 Paul Rees to look into the performance data around the 9DF and come back to members at a future meeting.

Action ongoing

Cllr Gardiner asked if the nonworking Fridays (NWFs) included in the Perfect Day data.

Paul Rees said 'yes' they were and that although many staff are not working maintenance staff are on the AWE sites on the NWFs.

Cllr Stanford-Beale raised a potential discrepancy between AWE staff and contractors on the OSHA slide. Why do AWE staff have a lower incident rate?

Paul Rees explained that contractors have specific tasks to carry out at AWE and many of these can be categorised as 'at risk' tasks – they spend more time on these tasks than AWE staff do. There are also cultural differences around ES&H.

Haydn Clulow added that, for example, the Mensa construction team has had a good record for a long time; however last month they had two injuries. Another contractor previously had issues, and have since introduced a new training programme to address this.

Cllr McGarvie asked if we were looking at other schemes such as a Cycle to Work Scheme. He also commented that the 9DF would also reduce the total of vehicles coming on to the sites.

John Steele explained that the existing AWE Travel Plan looks at all ways to reduce the number of vehicles – including cycling, walking and car sharing. The Travel Plan is to be reviewed next year and will be owned by the Environment team to support the integration of aspects of the overall plan.

Action 2/90 John Steele to present the AWE Travel Plan to the next meeting in December.

Action ongoing

Cllr Shirt asked if there are any plans for electric points to be fitted on the AWE sites to allow staff to charge electric cars.

John Steele said that AWE are making an investment in upgrading car parks on site next year and this will include the provision of electric charging points for cars.

Site Update & Planning and Development Update

John Steele
Planning & Estate Development Manager

Aldermaston Manor

John Steele spoke about the current planning application for 250+ houses on the site of Aldermaston Manor. The Ministry of Defence (MOD) has formally objected to the application due to the proximity of the land to the AWE Aldermaston Site.

Grazeley

John Steele updated members of the planning application put forward to build a large scale settlement close to the AWE Burghfield site. Planning is still in very early days.

Gravel Extraction

John said that the MOD had made a representation regarding plans for possible gravel extraction at Boot Farm, Brimpton.

John Steele asked members to contact him if they hear of any plans or issues for the local area.

Questions arising from Site, Planning and Development update

Cllr Spillane made members aware of a planning application which has been submitted by Travellers in Silchester.

Cllr Mullan told members of a plan for residential homes to be built in the Bishopswood Golf Club area, Tadley. West Berkshire Council (WBC) is aware of this.

Cllr Leeks added that the decision was being made that evening.

Cllr Bridgman asked if John Steele gets a list of WBC planning applications. **John** confirmed that he does.

Cllr Leeks raised the issue of vehicles using the drive through between the Tadley and Aldermaston gates as a short cut.

John Steele said that AWE try to minimise this but there is very little more that can be done about it. The Tadley and Aldermaston gates are closed at night and there are speed humps on the road.

Ask the Regulators

Gary Cook,
Office for Nuclear Regulation

Gary gave members an overview of the items covered by the ONR report for the period 1 April to 30 June (which is posted on the ONR website).

He made reference to a number of specific issues:

- He said the Aldermaston Sitex, designed to test emergency arrangements was judged to be an adequate demonstration of the arrangements, with strong elements of command and control being observed. ONR did identify opportunities for

improvement regarding the failure to complete the muster of all personnel.

A further demonstration exercise was held yesterday (5 September). This was not formally assessed but improvements had been made to the site muster process and during the exercise a full site muster was completed in the time guidelines set by the ONR.

- ONR is nearing completion of technical assessment work regarding a revised Burghfield Report of Assessment that is required under the Radiation Emergency Preparedness and Public Information Regulations (REPPiR). The determination of a revised Emergency Planning Area (EPA) for Burghfield will follow and is planned to be completed by the end of October 2017.
- ONR is continuing to engage with AWE regarding the Improvement Notices (LC17) and Specifications (LC13) issued to Aldermaston and Burghfield during Q1 2017. ONR is fully engaged with the stakeholder wide initiative Structured Improvement Plan (SIP). The initiative is intended to support AWE to enable it to move from enhanced to normal regulatory attention by March 2020.
- ONR has responded to an electrical arcing event that occurred in a facility in June. A specialist ONR inspector will visit site to inspect the plant and undertake follow-up enquiries. The inspector will review the findings of AWE's own internal investigation and consider whether an ONR investigation is appropriate.
- A regulatory enforcement letter was issued in June 2017 following the ONR investigation into the live cable strike incident at the Aldermaston site on 27 June 2016.

Stuart Parr from the Environment Agency explained that there was a new regulatory team from EA. He also offered to answer any questions on the EA's quarterly report.

Questions arising from the Ask the Regulators Briefing

Cllr Bridgman asked about plans to publicise the new EPA for the Burghfield site.

Philippa Kent outlined plans for presentations at Council meetings and an engagement plan for residents. Once both EPAs for AWE sites have been determined the REPPiR booklet will be reissued. ONR has agreed with this plan.

Cllr Gardiner asked why it has taken a whole year to investigate the live cable incident at AWE Aldermaston.

Gary Cook agreed that it does sound like a long time but explained that it takes time to carry out the process. However, ONR required AWE to conduct a second investigation into the event in order for the root cause to be adequately considered, then the ONR did their own investigation before considering their course regulatory action. ONR have been mindful throughout the process and attention has been paid to other incidents.

Cllr McGarvie asked how the regulator reports will fall, date wise, if we move to three LLC meeting per year?

Gary Cook assured members that the ONR can produce reports over a period suitable to everyone.

Stuart Parr (EA) also agreed that they could produce a report covering the four month period.

Cllr Shirt raised the subject of media coverage on the recent Chief Nuclear Inspector (CNI) report. Cllr Shirt asked Gary Cook to comment (on behalf of the regulator) on the alarm caused by the contents of the report which was covered as a headline piece in the local paper. Cllr Shirt added that he hadn't seen anything sent to the LLC by AWE to allay any

fears within the community.

Gary Cook agreed that the language used in the headlines and in the article were, in places alarmist and inaccurate. He said AWE was the subject of enhanced attention and was not as papers reported in 'special measures'. He said ONR and others were working with AWE on a Structured Improvement Plan to move AWE out of enhanced attention by 2020.

Action 3/90 Philippa Kent to look at process for sharing information with LLC and regulators on press issues.

Action ongoing

Community Programme

**Philippa Kent
Community Engagement Manager**

Philippa Kent updated members on recent community activities. These included an audit of the books for charity Living Paintings, support for Heathend Village hall (blinds and a plaque) and funding support for the disability forum in Basingstoke.

Philippa also covered some of the activities coming up over the next few weeks:

- Engineering Challenge at the beginning of October
- Spotlight on STEM Graduate project
- Dove House soap box engineering project.

Questions arising from the Community Programme briefing

Cllr Leeks added his thanks for the help and support from AWE given to the disability forum.

Strengthening the Talent Pipeline through Diversity and Inclusion

**Sarah Bakewell
Diversity and Inclusion Manager**

Sarah described her role as Diversity and Inclusion (D&I) Manager at AWE and why D&I is so important. She explained some of the issues which now exist nationally and how these also need to be addressed at AWE, e.g. UK wide we have a skills shortage for STEM (Science, Technology, Engineering and Maths).

Sarah highlighted how AWE is aiming to strengthen its talent pipeline through focussing on its D&I strategy and shared the Company's aspirational goals to reach a 50:50 gender split for apprentices, graduates and all other new joiners by 2020.

She told members that that AWE also has a goal that 13% of new starters will represent the BAME (Black, Asian, Minority, and Ethnic) community.

Activities underway include

- Defining critical leadership behaviors and measuring performance against these
- Educating Leaders on the behaviours we expect and providing tools and support
- Reviewing gender pay gap

Sarah said the plan was to educate all Employees on D&I, the part they have to play and the behaviors that are expected from them. AWE is looking at new systems, updated policy and guidance, learning and sharing best practice, education for local schools, training and sponsoring awards.

Cllr Bridgman asked a question about positive discrimination.

Sarah Bakewell pointed out that positive discrimination is illegal. We are looking at the best candidates for the job. Recruitment will reviewed to look out for gender based language in adverts and aim to attract diverse talent.

Haydn Clulow added that we aim to broaden our pool and open up opportunities to attract a range of skill sets.

Cllr McGarvie commented that other organisations also have the 50:50 gender split by 2020 target, so it will be even more difficult to achieve.

Cllr Lock asked how many applicants we had for this year's apprentice intake.

Haydn Clulow said he will find out for the next meeting.

Action 4/90 Haydn Clulow to find out the number of applicants for this year's Apprenticeship intake – for next meeting.

Action ongoing

Cllr Leeks asked if members could be sent all the presentation slides in advance of the meeting.

Philippa Kent said she would look at the feasibility of this; the majority of the slides are already provided in the pre-meeting pack.

Action 5/90 Philippa Kent to look at the feasibility of making all the presentation slides available before the meeting.

Action ongoing

Any other Business

Cllr Shirt thanked AWE for attending the Aldermaston Show on 2 September. He also thanked AWE for providing and presenting a community award at the event.

Cllr Shirt also updated members on the increased anti-social behaviour from members of the Paices Hill Travellers Camp. The Police area already aware of the issue and may be setting up a local meeting. John Steele will be sent an invitation to this.

Haydn Clulow recapped on a number of commitments from this meeting and asked members if there is anything they would like to include in future meetings.

Cllr Lock suggested that a visit to the Skills Academy for new LLC members would be beneficial.

Cllr Shirt said that a visit to Orion would also be something to include in future meetings.

Action 6/90 Philippa Kent to look at suggestions visit programme for future meetings.

Action ongoing

2017 Meeting Dates

Wednesday 6th December

2018 Meeting Dates

Wednesday 7th March

Wednesday 4th July

Wednesday 7th November

Avril James

Acting LLC Secretary