



**Minutes of the 84th AWE Local Liaison Committee Meeting
Wednesday 23 March 2016
AWE, Aldermaston**

Present:

Mark Hedges	Site Manager, Joint Acting Chair
Fiona Rogers	Head of Corporate Communications, Joint Acting Chair
Cllr Lynn Austin	Ashford Hill with Headley Parish Council
Cllr Graham Bridgman	West Berkshire Council
Cllr John Chapman	Purley on Thames Parish Council
Cllr Jonathan Chishick	Tidmarsh with Sulham Parish Council
Cllr Penee Chopping	Ufton Nervet Parish Council
Cllr Roger Gardiner	Basingstoke and Deane Borough Council
Cllr Patricia Garrett	Baughurst Parish Council
Cllr Barbara Jones	Theale Parish Council
Cllr David Leeks	Tadley Town Council
Cllr Marian Livingston	Reading Borough Council
Cllr Mollie Lock	Stratfield Mortimer Parish Council
Cllr George McGarvie	Pamber Parish Council
Cllr Ian Morrin	West Berkshire Council
Mr. Jeff Moss	Swallowfield Parish Council
Cllr Susan Mullan	Tadley Town Council
Cllr Jonathan Richards	Basingstoke and Deane Borough Council
Cllr John Robertson	Mortimer West End Parish Council
Cllr Carolyn Richardson	West Berkshire Council
Cllr Steve Spillane	Silchester Parish Council
Cllr Jane Stanford-Beale	Reading Borough Council
Cllr Clive Vare	Aldermaston Parish Council
Cllr Tim Whitaker	Mapledurham Parish Council
Nick Bolton	ESH Lead
Susie Tucker	AWE
Carolyn Porter	AWE, LLC Secretary
Michele Maidment	AWE, LLC Administrator
Philippa Kent	AWE
John Steele	AWE
Peter Caddock	AWE
Liz Pearce	AWE
Samantha McRae	AWE

Regulators:

Andrew Pembroke	Environment Agency
Bruce Archer	Office for Nuclear Regulation

Visitors:

Craig Strudley	Future Thinking
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Apologies

Apologies had been received from Councillors Philip Bassil, Dominic Boeck, Mike Broad, Keith Gilbert, Gerald Hale, Clive Littlewood, Royce Longton, Ian Montgomery, Barrie Patman, John Robertson, David Shirt and Richard Smith.

Actions from the last meeting

Action 2/82 Fiona Rogers to ensure the reviewed travel plan is accessible on the AWE website; **John Steele** to provide copy direct to Cllr Spillane

The 2015 travel plan is due to be published on the website.

Action ongoing

Action 1/83 Corporate Communications to consider running an 'apprentice open day' at Mortimer Library.

Action ongoing

The Minutes of the 83rd Meeting were accepted as a true record of the meeting.

1. Chairman's update

Our People

The Chairman told members that following a successful assignment as Managing Director of AWE plc, Kevin Bilger will be returning to Lockheed Martin in April and that Iain Coucher joins AWE as its new Chief Executive in April.

Iain began his early career in defence but since then has held leading roles in the transport sector, most notably as the former Chief Executive of Network Rail. His experience of major strategic infrastructure programmes and transformational change in large, complex organisations, will help to drive AWE through the next stage of its development.

Iain is a keen supporter of Corporate Responsibility issues - including AWE's work in the local community and is looking forward to meeting you all at the next LLC meeting in June.

The Chairman also shared the news of the appointment of Ian Tyler as the first independent chair of AWE Management Limited. This is the first time an individual from outside the three shareholders has been selected to chair the organisation. Ian is a former Chief Executive of construction firm Balfour Beatty, with a wealth of experience of working in demanding environments overseeing the management of very large investment and technical programmes.

AWE say farewell and thank you to Fiona Rogers, who has headed up its corporate communications team for the last four years, for her excellent work in shaping AWE's communications and helping us to improve the flow of information to important stakeholders such as the AWE Local Liaison Committee.

Under Fiona's leadership a review of the LLC was carried out and the latest independent research shows that the subsequent improvements such as guidelines for members have been well received.

Fiona leaves us to move back into consultancy and we wish her well.

She is succeeded by Susie Tucker, who takes up the reins as Head of Corporate Communications next month. Susie is currently AWE's Head of Strategy so already knows the business well. Her previous experience of communications and stakeholder engagement in Whitehall combined with several years working in different publications roles makes her well placed to lead the communications team.

Questions on Chairman's brief

Jeff Moss referred to Kevin Bilger's successful tenure as AWE Managing Director and asked what his achievements have been.

Mark Hedges advised that he has been project focused and worked with the customer to achieve stability around the AWE programme and MOD requirements.

Cllr Leeks asked how the nine day fortnight is working out and added that local residents are appreciating the reduced traffic on the non-working Fridays.

Mark Hedges confirmed that it is aligning with working patterns and the benefits are being seen. On the days the site is closed essential maintenance can be carried out thus providing better value for money.

Environment, Safety and Health Update

Nick Bolton, ESH Service Delivery Lead

Performance during the period

Nick gave an overview of the perfect day performance covering the period October to December 2015. He reported that there had not been any plant or process related abnormal events during the period and no regulatory action.

One Community Complaint received in November which related to a residents concern received via a LLC member regarding the SSE Cabling Project. The Road closures and diversions were reported to be adding time and delays to local traffic.

He told members that the historic trend is a routine increase in slips and falls at this time of year and that each year there is a 'Winter Awareness' campaign to minimise the injuries. There were nine work-related injuries requiring treatment above First Aid which included four instances of trips and falls resulting in fracture, three experiences of back pain, one colleague trapping fingers when moving scientific equipment and one colleague who suffered an electric shock.

The electric shock occurred whilst removing cladding from piping. At the time of the incident, AWE took immediate steps to isolate and make safe the faulty equipment as well as

launching a full senior management-led investigation. There was no risk of an explosion or release of radioactive material.

The internal investigation has been completed and shared with the ONR who are conducting their own investigation.

AWE takes the safety and welfare of its employees very seriously and will continue to work to further improve its safety standards

The OSHA total recordable injury rate shows a slight increase over the same period in 2014 though first aid is dropping. The injuries are not necessarily more significant but are leading to more hours taken off work. AWE routinely undertake detailed review of OSHA Rate to understand the trend. The slight increase over the rolling twelve month period is influenced strongly by the reduction in headcount and consequent reduction in hours worked.

The largest contributor to the OSHA rate has been from within the Site function, primarily within the contractor community within Site Operations. One contractor has a significantly higher rate and AWE are working with them to help reduce this rate.

Highlights

Members were told about the new ESH Award; a new award specifically targeted to recognise employee's commitment to the development and implementation of workplace hazard solutions, Safety Leadership and improvements to Environment, Safety and Health practices.

The Annual Review of Safety has been completed.

Items of Interest

LC14 - This Licence Condition relates to good quality safety cases The ONR found that AWE's process for Peer Review of this documentation had not been followed and requested corrective actions which AWE responded to.

At no point did this issue put staff or the public at risk.

Question arising from Environment, Safety and Health Update

Cllr McGarvie referred to the 17 Perfect Days in December 2015 and asked whether the nine day fortnight influenced this number.

Mark Hedges advised that the same number of hours are being worked but over nine instead of ten days.

Cllr Chishick referred to the injury performance over a year and asked how many days are worked in a year.

Fiona Rogers explained that we work in hours at AWE and would advise Cllr Chishick of the conversion into days.

Action 1/84 Corporate Communications to advise Cllr Chishick of the conversion of hours worked over a 12th month period into the number of days.

Action ongoing

Cllr McGarvie referred to the OSHA TRIR and the one contractor with significantly higher rate than others and asked whether this could be as a result of poor reporting from other contractors

Mark Hedges confirmed that the reporting culture is good across all contractors.

Site Update

Mark Hedges, Site Manager

Community Concerns

Mark Hedges reported on the community concerns and clarified that when reported they are always treated as valid. Following the introduction of a new triage system correct assessment is carried out and a number of them are found to be non-AWE related. During 2015 there were nine such concerns.

- 6 x noise reports which when investigated were found to be unrelated to AWE
- 1 x Road Traffic Collision off-site – cyclist and car
- 1 x general enquiry – housing development in the Mortimer area
- 1 x alleged local driving behaviour related incident

Protester Activity

To date it has been quiet but there is a month of activity expected in June. AWE has engaged in local planning with West Berks Council and Thames Valley Police to minimise any disruption.

Questions arising from Site - none

Planning and Estate Development Briefing

John Steele, Planning & Development Manager

Cabling Project

John Steele gave members an update on the SSE cabling project. He advised them that the cable ducting is now complete between AWE and Crookham Hill and that the Crookham Hill installation work is due to be completed over coming weeks.

There are however issues over road closures and traffic light measures at Crookham Hill which need to be resolved by West Berks Council and SSE. Members were told of the drop in session at Thatcham Football Club on the 30th March 16:00 – 19:00. SSE and AWE representatives will be attending to answer any questions.

The entire SSE work is due to be finished by May.

James Lane Closure

Members were advised that James Lane will be closed following the issue of a closure order from WBC whilst the culvert carrying Burghfield Brook beneath James Lane is replaced. There will be a diversion in place via Burghfield and Hollybush Lane.

Questions on Planning and Estate Development Briefing

Cllr Mollie Lock expressed her concern over the proposed diversion route during the closure of James Lane as it could impact the safety of the Mortimer children who walk to and from the Willink School. She would like to see an alternative diversion proposed.

John Steele said he would discuss with West Berks Council who is responsible for identifying the diversion route.

Action 2/84 John Steele to discuss the James Lane diversion route with West Berkshire Council.

Action ongoing

Questions to the Regulators

Environment Agency

There were no questions asked of the Environment Agency.

ONR

Bruce Archer told members that the key points in the ONR report for period include failure of AWE to correctly implement their arrangements for the production of safety case documentation and emergency exercise performance. He also confirmed that ONR are undertaking an independent investigation into the electric shock sustained and will report on their findings in due course.

Cllr Bridgman in referring to the annual demonstration exercises observed by the ONR, expressed concern that the ONR judged the Aldermaston exercise to be adequate whilst the Burghfield one was judged as good.

Bruce Archer advised that the License Condition 11 requires AWE to have adequate arrangements for dealing with any accident or emergency that may arise on the site and this is what licensees aspire to. The purpose of the annual demonstration exercises is to demonstrate those arrangements to ONR, to an adequate standard. A rating of good means that an adequate standard was exceeded. In the case of the Burghfield exercise, the rating of good was given because of a particularly strong command and control performance on the day.

Community Update

Community Engagement Manager

Philippa Kent gave an overview of AWE's recent involvement in the Community. She reported that the community publication 'Connect' has more than doubled its circulation, increasing from 22,000 to 56,000 homes and businesses and now includes a regular LLC feature. The next issue is due out in May.

AWE's charitable giving activity has included collecting in excess of 100 pairs of used spectacles to help the underprivileged, free resuscitation training to schools and the community, donation of science equipment and provision of high vis jackets to a local school.

The AWE Team Challenge raised £17,000, half of which was donated to the Dame Kelly Holmes Trust. Donations have also gone to AWE's charities of the year, Living Paintings and Whizz Kidz.

Philippa told members that the AWE Schools programme is thriving and there have been a number of engineering initiatives run by AWE apprentices in 2016. These included an event at Theale Green School (Girls in High Tech Business) and an engineering challenge at Park House School which was part of National Apprentice week.

AWE has also received an award from Hampshire County Council for its volunteering support.

Community Survey Results

Craig Strudley, Research Director for Future thinking gave an overview of the 2015 community survey and reported on some of the findings. He informed members of the background and objectives of the survey and compared the findings with those of 2014.

Key findings

- Communication to Residents / Schools is generally rated higher than 2014
- Schools rate AWE as more open and transparent and also more safe and secure
- The overall impression of AWE is slightly more negative than 2014. Though the quality of communication has improved, it is not necessarily getting to enough people.
- AWE is still regarded as being reactive rather than proactive when it comes to communicating with the public; this impacts on the overall reputation of the business
- The LLC continue to acknowledge that it is hard for AWE to be completely open and transparent but ratings for this metric have declined;
- It is felt that meetings are rather 'scripted' and that the LLC is sometimes AWE's conduit for positive PR
- AWE still need to be better at understanding the needs and requirements of the LLC; there is still scope to improve relationships
- Awareness of the LLC remains relatively low and so, despite overall positivity, their impact is not as great as it could be in most area

Next Steps

Philippa Kent told members that following the results that have emerged from the survey AWE propose setting up a small forum of members to discuss the results in more detail. She

said that AWE would like the LLC to help it understand their requirements and how to best promote the LLC in the community.

Those members wishing to be part of the forum were asked to notify the AWE LLC secretary as soon as possible.

Questions arising from Community Survey Results

Cllr Lock asked why Mortimer had not been included in the survey distribution
Fiona Rogers advised that the survey had to be controlled and cover the same area as 2014.

Cllr Mullan asked if AWE could provide her with the name of the schools we have on our liaison data base.

Philippa Kent confirmed she would do this.

Action 3/84 Cllr Mullan to be provided with names of the schools on AWE' liaison data base Action ongoing
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Bruce Archer of the ONR asked what was meant by the feedback in the community survey which suggested the LLC meetings are scripted and asked if this referred to structuring the agenda.

Fiona Rogers responded and reminded members that at their request AWE re-introduced the issue of the Chairman's remarks at each meeting. She also referred to the review of the LLC in 2014 and the revised terms of reference which stipulate that any member can request an agenda item and that six weeks' notice is requested.

Any other business

Cllr Spillane asked if there would be any change to the strategy or contract following the appointment of the new Managing Director

Fiona Rogers explained the contract has not changed but is regularly reviewed and that any such decisions are a matter for the Ministry of Defence.

Cllr McGarvie asked if there were any updates on the Submarine Dismantling Project (SDP)
Fiona Rogers advised that there have been no further updates and that an announcement is due later in the year.

2016 Meeting Dates

Wednesday 22nd June

Wednesday 21st September

Thursday 8th December

Carolyn Porter
LLC Secretary