

**UNITED KINGDOM ATOMIC ENERGY AUTHORITY,
Minutes of the 6th UKAEA Board Meeting 2004**

Date: 7 September 2004

Location: Winfrith

Members present:

Barbara Thomas, Chairman

Colin Bayliss

Norman Harrison

John Macpherson

Dipesh Shah

Rosemary Day

Ken Vowles

Paul White

Alan Young

Secretariat:

Maya Riddle, Minutes Secretary

Stephen White, Authority Secretary

Others present

Steve Beackon

John Crofts

Beth Taylor

Apologies:

Stan Gordelier

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1 Chairman's Opening Remarks

- 1.1 Barbara Thomas Judge said that she was delighted to be Chairman of UKAEA. The organisation was the best in the business and ought to be confident about its future.

2 September 2004 CEO's Report

- 2.1 Dipesh Shah informed members that there were four priority areas:
- Completing negotiations for the contractual relationship between UKAEA and the NDA.
 - Developing the Business Plan.
 - Delivering high levels of operational performance.
 - Developing the organisation.
- 2.2 Paul White added that regular meetings were being held with the LMU and that it had now recognised that the contract would need to reflect UKAEA's status as a non-departmental public body.
- 2.3 The Board noted the report.

3 Project Challenge – 16TH Progress Report

- 3.1 Stephen White updated members with progress being made with Project Challenge.
- 3.2 UKAEA was on schedule to deliver the lifecycle baseline 2 plan at the end of September. Sites were endeavouring to be compliant with the late change in funding levels from the DTI, which required a cut of 6% to 10% over the next three years, and 10% thereafter. UKAEA was challenging the figures and the split between sites.
- 3.3 Work would shortly start on near term work plan 2. UKAEA was looking to get to a point where it had a robust baseline and could reduce future planning effort.
- 3.4 Phase 2 of SAP went live on schedule, and self-service modules were currently being trialled. Many of the systems issues had been resolved, but further improvements were required in particular, in the purchasing module.
- 3.5 There had been good feedback from the developing leaders programme, and the next phase was due to start shortly. UKAEA was also developing a programme to build its commercial and bidding capability.
- 3.6 Members discussed the cut in funding noting that UKAEA had already absorbed a £30m cut in its present Corporate Plan. It was noted that accelerated programmes were still achievable, but not all of the milestones in

the 2004 Corporate Plan would be achieved. The Board stressed that cuts should be prioritised so that key projects in the programme were protected. It was agreed that UKAEA should focus attention on support and overhead areas and protect progress on the programme as far as possible.

3.7 The Board noted the report.

4 UKAEA Performance Report for Period 4, 2004/5

4.1 Stephen White informed members that the nominal fee earned to date was higher than the projected fee due to completing Performance Based Incentive (PBI) work ahead of schedule.

4.2 Dipesh Shah informed members that performance was regularly reviewed by the Executive Committee.

4.3 The Board noted the paper.

5 Marketing UKAEA in External Publications

5.1 Beth Taylor explained that a review of UKAEA's current publications had concluded that they were no longer fit for purpose.

5.2 It was therefore proposed that there should be a new suite of publications consisting of a short clean-up marketing brochure and supported by folders providing more information on the expertise that UKAEA offered.

5.3 Corporate documents such as the Annual Review and Report & Accounts would continue to be published in its business streams.

5.4 The Board noted the sketch for the marketing brochure and requested to see the draft document before it was published.

5.5 The Board discussed the audience for the brochure and noted that this would include customers, stakeholders and potential partners.

5.6 The Board endorsed the publications strategy.

6 Engaging with Key Stakeholders

6.1 Beth Taylor informed members that a stakeholder map had been sketched out, showing possible mechanisms for communicating with UKAEA's key stakeholders.

6.2 The Board noted the report.

7 Safety and Assurance Division (S&AD) Presentation

7.1 John Crofts informed members that S&AD covered the disciplines of safety, environment, health, security, management systems and nuclear materials management. It also managed the Records services. The Division was formed around the continuous improvement process of:

- Plan – set the standards and policies.
- Do – enable safe work (although the sites were primarily responsible for safety and environmental performance).
- Check – ensure that the systems and processes are being followed.
- Learn – share good practice and learn from mistakes and good practice.

7.2 S&AD's achievements included:

- Introducing new safety, environment and security systems.
- Providing good internal assurance processes and gaining greater trust from the Regulators.
- Improving UKAEA's risk awareness and compliance culture.
- Producing an assurance framework to identify strengths and weaknesses.
- Developing new site security plans.
- Integrating the inspection and audit programmes.
- Peer reviewing 86 safety/environment documents.
- Complying with the Public Records Office requirements for electronic document management (one of only 17 out of 74 Government departments/agencies).

7.3 Challenges and opportunities included:

- Making the assurance processes and working practices more efficient and effective.
- Enhancing working relationships with the Regulators, in particular using the Nuclear Regulatory Forum to improve communications throughout the industry.
- Further improving UKAEA's safety and environmental protection cultures.
- Ensuring that the pressures facing UKAEA did not affect safety and environmental performance.
- Developing S&AD as the organisation moves forwards.

7.4 Barbara Thomas Judge thanked John Crofts and his team for doing an excellent job, and the Board Assurance Committee for ensuring that UKAEA maintains high standards.

7.5 The Board noted the presentation.

8 Any Other Business

- 8.1 The Board thanked Kevin McIntyre and Paul Knight for an informative presentation on the use of UKAEA's business information system at Winfrith and to all the staff that had been involved in the Board's site tours, the previous day.
- 8.2 It was agreed to hold the 12 October Board meeting in London, to co-ordinate with the Parliamentary reception to celebrate UKAEA's fiftieth anniversary. It was noted that staff celebrations were being held at each site on 18 September.
- 8.3 The Board dates for 2005 were agreed, as follows:
- Tuesday 8 February (Edinburgh)
 - Monday 7 March (Harwell)
 - Monday 11 & Tues 12 April (Windscale)
 - Wednesday 1 June (Harwell)
 - Monday 11 & Tue 12 July (Dounreay)
 - Wednesday 7 September (Winfrith)
 - Tuesday 11 October (Culham)
 - Monday 7 November (Harwell)

9 Minutes of July 2004 Board Meeting

- 9.1 The Board approved the minutes of the previous meeting.

Maya Riddle, Minutes Secretary

Date:

Approved and signed

Barbara Thomas, Chairman