

**Minutes of the Nuclear Emergency Planning Liaison Group Meeting at
Conference Centre, BERR, 1 Victoria Street, London
31 January 2008**

Attendees:

John Foggo	BERR	Alan Rae	NDA
Dean Gallacher	BERR	Lesley Prosser	HPA
Andy Wooldridge	BERR	Dr Anne Marie Roach	URENCO
Dawn Ferrier	BERR	Ian Chell	DH
Bobby Ronnie	SE	Peter Fenn	Magnox North
David Senior	HSE/HMNII	Juliet Long	EA
John Skegg	BE	Julie Dawber	GONW
Nigel Shrimpton	DEFRA	Stan Cameron	MOD
Anthony Ridgley	UKAEA	Bill Lyons	SEPA
David Humphreys	LGA	Mark Lester	CNC
Graeme Forrester	Met Office	Des Williamson	CFOA
Chris Lloyd	Springfields	Rose Morris	Magnox South
Robert Williams	WAG	Norman McPhail	Sellafield
Barry Cripwell	Rolls Royce	Andy Shields	Cabinet Office
Arthur Johnston	SE Health	Andy Dugdale	FSA

Observers/in attendance

Duncan Poole	NDA
Roh Hathlia	BERR (for <u>Nuclear Liability Claims Handling</u>)
David Bligh	BERR (for <u>Nuclear Liability Claims Handling</u>)

Apologies:

Bob Powell	NII
Chris Perry	Ambulance Service Association
Nicholas Barton	DFT

The Chairman opened the meeting following introductions. The Chairman introduced Dean Gallacher as having temporary responsibility for emergency planning in the absence of Louise Robson.

Agenda Item 1. Minutes of the Last Meeting 31st January 2007

Comments on the minutes were incorporated after the last meeting and the final version was circulated to members on the 20th August. The minutes are on the BERR website.

Actions Arising

- The points on actions arising from the last meeting were:

(1) Cabinet Office to look into GNN issues in relation to recommendations 4 and 5 of Paper NEPLG (LL) 06 (LLSG Review of Level 2 & 3 Exercises 2005/06) and also regarding attendance at Media Sub Group

Action: Cabinet Office Communications

Position: A GNN representative (Peter Whitbread) attended the Media Sub Group meeting on 2 November at BERR.

(2) The next meeting of the Training Sub Group to address issues surrounding the MANERS Course.

Position: The Training Sub Group met on 28th September. Action progressed superseded through work program of subgroup.

Action: Subgroup to report back on progress.

(3) Scottish Executive to circulate a paper on where NEPLG sits within the wider civil nuclear community.

Action: SE

Position: Bobby Ronnie sent a letter to Cabinet Office on 21 March highlighting issues from Exercise Cutty Sark. A chase up letter was sent by John Foggo of BERR on 19 July 2007. Cabinet Office had prepared a draft paper for the NSID(PSR) meeting in March.

(4) Terry Kelly to be responsible for updating Chapters 5 and 6 of the Consolidated Guidance.

Action: Terry Kelly

Position: Completed. Chapter 5 has been updated by Terry Kelly.

(5) NII to draft a paper for PRSG on proposed arrangements for sites that no longer fall under REPPIR.

Action: NII

Position: Ongoing. To be completed for the winter meeting.

(6) MOD to consider and agree the process for integration of MOD guidance with NEPLG guidance.

Action: MOD

Position: Work is in progress on this action.

(7) BERR to circulate a note of the Nuclear Insurance Claims Sub Group meeting

Action: BERR

Completed: These were circulated with the NEPLG minutes on 30 August.

(8) BERR to arrange a meeting to discuss the flu pandemic issue.

Action: BERR

Completed: Meetings have taken place on 12 September and 21 November.

(9) Comments on the Lessons Learned Paper should be sent to Bob Powell.

Action: All

The next paper will be presented at the meeting in May.

(10) BERR to circulate the revised Action Tracking paper with the NEPLG minutes.

Action: BERR

Completed: The Paper was circulated with the NEPLG minutes on 30 August.

(11) BERR to invite a GNN member to attend the Ad Hoc Media Sub Group meeting.

Action: BERR

Completed: Peter Whitbread attended the meeting on 2 November.

(12) NEPLG to nominate a media person for the Media Sub Group.

Action: All

(13) BERR to chase Bruce Mann at CO for a reply to Bobby Ronnie's 21/3/07 letter.

Action: BERR

Completed. BERR sent a letter to Bruce Mann on 19 July.

(14) BERR to arrange Training SubGroup meeting in September.

Action: BERR

Completed: The meeting took place on 28 September.

(15) Louise Robson, Bob Powell and Nick Rowe to champion the Recovery Sub Group paper at CEPO in July.

Action: LR, BP and NR

Completed.

(16) NEPLG to send comments on the Recovery Sub Group paper to Carol Attwood.

Action: All

(17) Brian Dillon, on behalf of the SCC/LEC User Group, to prepare revised guidance for the winter NEPLG meeting.

Action: Brian Dillon

BERR awaiting notification of new ACPO member to replace Brian Dillon.

(18) BERR to circulate minutes of SNEG meeting to NEPLG.

Action: BERR

Completed. The minutes were circulated with the NEPLG minutes on 30 August.

(19) BERR to update the Horizon Scanning Paper and circulate to NEPLG.

Action: BERR

Completed. The Horizon Scanning paper was circulated with the minutes on 30 August.

(20) Depts/Agencies to contribute updates to the Consolidated Guidance as required. Comments on chapter 3 should be sent to Andrew Wooldridge by 31 July.

Action: All

Completed. The revision of chapter 3 has been published.

(21) Bob Powell to produce further guidance on the STAC in consultation with NEPLG for Cabinet Office to circulate.

Action: Bob Powell/Cabinet Office

Bob Powell & Louise Robson met Alex Passa of Cabinet Office on 11 December and gained agreement to the issue of additional guidance. Further guidance should be in place by April 2008.

(22) The Training Sub Group to review Sup Ian Dickinson's proposal on training for senior managers.

Action: Training Sub Group

Expected early 2008 (at the March meeting).

(23) Defra to update members on the progress of their relocation.

Action: Defra

The relocation is taking place as scheduled.

(24) DH to update BE on progress of ordering KI tablets.

Action: DH – Ian Chell.

This action was completed in September.

(25) BERR to circulate the minutes of the National Conference of LEC/SCC managers meeting.

Action: BERR

Awaiting Brian Dillon's replacement.

(26) BERR to update NEPLG contacts list and circulate to members.

Action: BERR

Completed.

(27) GDS to provide a permanent rep at the next meeting following recruitment.

Action: GDS

BERR to chase for a replacement.

Agenda Item 2. Sub-Groups

An update on all NEPLG Sub groups was provided in Louise Robson's paper of 12 December 2007 which was circulated to all NEPLG members. Minimal updates were therefore presented at the meeting.

a) Process Review Sub-Group

BERR reported:

The last PRSG meeting took place on 22nd November. The main issues covered were:

- STAC Guidance.

- Consolidated Guidance.

b) Lessons Learned Sub-Group

The last LLSG meeting took place on 22nd November.

The group are looking to streamline the process of progressing actions outstanding.

Action Tracking Paper

Dawn Ferrier ran through the updates to the action tracking paper.

Lesley Prosser brought it to attention that the response on contaminated fatalities is a multi agency response and not exclusively HPA.

Action: BERR to circulate the revised Action Tracking Paper with the minutes.

c) Media Sub-Group

John Skegg presented a paper detailing proposals to promote the use of the Media Briefing Centre user guide during exercises. NEPLG support was sought for a proposed media table top exercise to take place, and a request for NEPLG to approach GNN to ascertain their willingness to carry out an exercise of this kind.

Action: BERR to circulate the Media Sub Group note to NEPLG members.

Action: BERR to discuss possible exercise to take place with GNN.

d) Training Sub-Group

The group met in September to discuss the training 'masterclass' proposed by Ian Dickinson and Keith Pearce's work on Training Needs Analysis.

Action: BERR to arrange next Training sub-group meeting in March.

e) Recovery Sub-Group

David Humphreys gave a short presentation concerning the group's proposed structure for the recovery phase of a nuclear emergency based on the new National Recovery Guidance which was issued last October. HPA RPD requested that 'Environmental Monitoring Team' be changed to 'Monitoring Team' and with this change the new structure was approved. The Recovery Sub Group will now move forward to produce a proposed recovery plan template.

Action: Members to feedback to David Humphreys on the new Recovery Structure.

Action: NII to circulate the updated STAC guidance to NEPLG.

f) Nuclear Liability Claims Handling Sub Group

Duncan Poole – NDA – spoke about the work of this sub group. He explained that the operator currently has liability for £140m. Under the Paris/Brussels convention 3rd party liability is due to be raised to £500m. The scope of liability is also due to be extended to include environmental damage. A consultation will take place in May/June and the plans are due to come into force in spring 2009.

g) SCC/LEC User group

Since Brian Dillon's departure from Lancashire constabulary, no further work has been carried out by this group. We are currently waiting for Lancashire to confirm whether they are going to provide an ACPO replacement for NEPLG.

Action: BERR to chase Lancashire for a response on the ACPO member issue.

h) NEPLG Remit Sub-Group

Bobby Ronnie reported that the work of this group has now been completed.

i) Flu Pandemic Sub Group

Peter Fenn reported that a flu pandemic exercise had taken place at Oldbury. The lessons will feed back into the group.

Scottish Nuclear Emergencies Group

The first meeting took place on 8th June in Glasgow. The group has agreed to cover civil and MOD nuclear. Terms of reference have now been agreed. A nuclear workshop is taking place on 11 March and the next full meeting will take place in April.

Agenda Item 3. Horizon Scanning Paper

Dawn Ferrier ran through the Horizon Scanning paper.

Lesley Prosser raised an amendment to No 2. The ICRP recommendations have now been issued and HPA will be writing to inform lead government departments. Further discussion will take place before PRSG in May.

The STAC issue is to be added following Bob Powell's guidance.

Action: BERR to update the Horizon Scanning paper and circulate to NEPLG.

Agenda Item 4. Updates to Consolidated Guidance

The update to Chapter 4 is now almost completed.

The Ambulance Service are in the process of updating their section, however this may not be completed until May.

There are issues with Chapter 15 and HSE regarding polonium. This will be discussed further at PRSG in May.

Action: Depts/agencies to contribute updates as required. Written comments on Chapter 4 should be sent to Andrew Wooldridge at BERR by 20 February.

Agenda Item 5. New developments and issues

1) Environment Agency – Incident Communications Service

The new centralised incident communications service – based in Sheffield – went live in December. Regional centres are gradually being phased out and the new numbers are being phased in. Current arrangements will still be available until 31 May.

Action: EA to notify agencies/OGD of new arrangements in the next few weeks.

2) National Emergency Plan

Peter Fenn raised concerns regarding the availability of fuel to staff while the emergency situation is in place.

Action: BERR to provide Peter with appropriate BERR contact for queries regarding the Fuel plan.

3) The Responder Electronic Personal Dosimeter

Ian Chell presented details of the new responder model electronic personal dosimeter. These are now to be issued to ambulance staff following lessons learned from the roll-out and experiences of using the industry model.

4) Handover of contaminated casualties to Emergency Ambulance Staff

Ian Chell stated that further clarification is required on this issue. He suggested that the nuclear industry nominate a representative to talk to the ambulance service regarding procedures in this situation.

HPA are happy to host a central meeting for the whole of the UK.

Action: Ian Chell to organise a meeting with industry and ambulance service.

5) Progress update on the Emergency guidance to the NHS

Ian Chell remarked that this will be available for consultation in spring 2008.

Agenda Item 6. Any Other Business

1) NUSAC Report

John Skegg reported that NUSAC, following observations of exercises Sabrina, Oscar 8 and Short Sermon, have commented that the way in which information is communicated to the public is not good enough. This issue will be raised again at a further meeting in February. The ambition is that the level 3 exercise at Sizewell in August will show that things have improved.

Action: Nil to circulate comments from NUSAC.

2) Purpose of Level 3 exercises

John Skegg would like the importance of level 3 exercises re-iterated to agencies.

John Skegg proposed the date of the Torness exercise, Level 3 2009, should be moved to avoid a clash with the Fastlane Short Sermon exercise in 2009 and rescheduled thereafter to de-conflict the clash into the future. Changes to exercise dates is an issue for NEAF to consider.

Action: The importance of level 3 exercises will be discussed at PRSG in May.

3) SQEP (Suitably Qualified Experienced Personnel) standards for responders at SCC

John Skegg queried the regulators view regarding comments in LL reports relating to the need for 'qualified' responders the obligation under REPPiR for emergency responder personnel to be trained.

4) ACPO representation

John Skegg reiterated the importance of ACPO representation on NEPLG.

Action: BERR to clarify the position within Lancashire regarding an ACPO rep for NEPLG.

Agenda Item 7. Date of Next Meeting

The date of the next meeting will be the 17th July. Members were invited to host the next meeting, otherwise it will take place at BERR.

Dawn Ferrier
Department for Business, Enterprise and Regulatory Reform
Nuclear Unit