

**Minutes of the Nuclear Emergency Planning Liaison Group Meeting at the
Scottish Executive, St Andrews House, Edinburgh
12 July 2007**

Attendees:

John Foggo	BERR	Roy Blackburn	NDA
Louise Robson	BERR	Duncan Cox	HPA
Andy Wooldridge	BERR	Dr Anne Marie Roach	URENCO
Dawn Ferrier	BERR	Ian Chell	DH
Brian Dillon	ACPO	Nicholas Barton	DFT
Bobby Ronnie	SE	Pauline Dodd	Magnox North
Bob Powell	HSE/HMNII	Carol Attwood	EA
John Smith	GDS	Rod McKenzie	SE
John Skegg	BE	Julie Dawber	GONW
Nigel Shrimpton	DEFRA	John Smith	GDS
Terry Kelly	UKAEA	Bill Lyons	SEPA
Nick Rowe	LGA	Jocelyn Harvey	FSA
Martyn Sunter	Met Office	Des Williamson	CFOA
Chris Lloyd	Springfields	Rose Morris	Magnox South
Robert Williams	WAG	Norman McPhail	Sellafield
ACC Ian Dickinson	ACPO(S)	Richard Pink	CNC

Observers/in attendance

Alex Passa	Cabinet Office
Colin Ramsay	Health Protection Scotland
Barry Phillips	DML Devonport
Stephen McLaughlin	Emergency Planning Officer for East Lothian

Apologies:

Alan Moore	Ambulance Service Association
Stan Cameron	MOD
Walter Walker	CNC

The Chairman opened the meeting following introductions. The Chairman explained to the group that the Department of Trade and Industry had been disbanded in the recent machinery of government changes and had been replaced by the Department for Business, Enterprise and Regulatory Reform (BERR). For the purposes of emergency planning, contact personnel have remained the same. BERR becomes the lead Government department for dealing with a civil nuclear emergency in England and Wales.

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 6th March. 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.

Ongoing.
 2. DTI to inform members when information from the review of security of communications is placed on the UK resilience website.

Action completed. The link to the website was circulated to members with the minutes on 6 March.
 3. The next meeting of the Training Sub-Group to address issues surrounding the MANERS course.

To be discussed at the next Training-Sub Group meeting in August.
 4. DTI to send minutes of the last Training Sub-Group meeting to Bill Lyons.

Completed. These were circulated shortly after the last NEPLG meeting.
 5. The media plan has been formally handed to ACPO for approval. DTI to circulate the plan to NEPLG.

Completed. The media plan was circulated with the final version of the minutes of the last meeting on 6 March.
 6. Scottish Executive to circulate a paper on where NEPLG sits within the wider civil nuclear community.

Bobby Ronnie to update under Remit Sub-Group agenda item.
 7. DFT to let DTI have further information on the Carriage of Dangerous Goods Act for circulation to NEPLG.

Completed. DFT's contribution was included in the minutes of the last meeting.

8. DTI to update and circulate the Horizon Scanning Paper.
Completed. The Horizon Scanning Paper was circulated with the minutes of the last meeting on 6 March.
9. DTI to establish with DEFRA what work is being done on the national coordinating group.
Completed. DTI has contacted DEFRA and a response has been received.
10. Departments and agencies to contribute updates to the Consolidated Guidance as required. Written comments on Chapters 1 and 2 should be sent to DTI by 14 February.
Completed.
11. DTI to establish a Sub-Group to update the LEC User Guide.
Completed. A Sub-Group has been formed, chaired by Brian Dillon. The first meeting took place in April.
12. Brian Dillon to advise DTI whether he is content to Chair the above Sub-Group
Completed.
13. Members to self nominate to DTI for inclusion in the LEC User Guide Sub-Group by 28 February.
Completed.
14. Terry Kelly to be responsible for updating Chapters 5 and 6.
Chapter 5 has been completed. Work has not yet started on chapter 6.
15. Members to self nominate to DTI for inclusion in the Recovery Sub-Group by 28 February.
Completed.
16. Comments on the EA Recovery paper should be communicated to EA.
Completed.
17. EA to report back to NEPLG on recovery issues by the end of April.
Recovery Sub-Group to update.

18. In a recent draft paper on Specialist Scientific Advice in the SCC, the term HAT/HAG was replaced by STAC. DTI to circulate the paper to members.

Completed. The paper was circulated to members with the minutes on 6 March.
19. DTI to circulate the minutes of the National Conference of LEC Managers meeting attended by Brian Dillon.

Completed. These were circulated to members with the minutes on 6 March.
20. BE raised an issue regarding disposal and re-stock of KI tablets. Ian Chell to find out this information from colleagues in DH and update NEPLG.

Completed. Ian Chell has replied to BE. To discuss further under AOB.
21. NII are drafting a paper for PRSG on proposed arrangements for sites that no longer fall under REPPiR.

Ongoing. To be completed for the winter PRSG meeting.
22. Letter to Cabinet Office on issues arising from exercise Cutty Sark to be drafted and issued.

Completed. A letter was sent on 21 March. No reply has been received.
23. MOD to consider and agree the process for integration of MOD guidance with NEPLG guidance.

Ongoing.
24. Discussion on NEPLG/CAPELG linkages to take place.

Ongoing.

Agenda Item 2. Sub-Groups

a) Process Review Sub-Group

BERR reported:

The last PRSG meeting took place on 17th May. The main issues not covered elsewhere in the agenda were:

- A further meeting would be arranged outside PRSG to discuss the issue of flu pandemic.

- A nuclear insurance claims sub-group has been formed in order to set up a claims response plan that can be implemented in the event of an emergency.

Action: BERR to circulate note of insurance claims meetings.

Action: BERR to arrange a meeting to discuss the flu pandemic issue.

b) Lessons Learned Sub-Group

HSE reported:

The last LLSG meeting took place on 17th May. The main topic discussed was the review of level 2 and 3 exercises. The group reviewed the recommendations in the Lessons Learned Report, a summary of which is attached to the Action Tracking Paper as Annex 1. There are now 7 recommendations in the paper.

Comments on exercises Ganges, Heron 3 and Ursula have now been added to the Action Tracking Paper.

The group will redouble efforts to progress actions outstanding.

Action: Any comments on the Lessons Learned paper should be sent to Bob Powell.

Action: The revised Action Tracking Paper to be circulated with the minutes.

Action Tracking Paper

Andy Wooldridge ran through the updates to the action tracking paper. No comments were raised at the meeting.

c) Media Sub-Group

BERR reported:

The media planning guidance will now become chapter 14 of the Consolidated Guidance. It will be tested at the next opportunity, i.e. the Level 3 exercise Sabrina on 17th October and comments fed back to the group.

The sub-group has now stood down and will meet on an ad hoc basis to discuss issues arising. Julie Bennett of BE will now chair the group.

Action: BERR to invite a GNN member.

Action: NEPLG members to nominate a media person for sub-group.

d) NEPLG Remit Sub-Group

SE reported:

A letter was sent to the Cabinet Office from Bobby Ronnie on 21 March highlighting further work required on CT and civil nuclear matters. No response has yet been received.

The remit sub-group has now been stood down.

Action: BERR to chase Bruce Mann at Cabinet Office for a reply to the letter.

e) Training Sub-Group

The revised MANERS course took place in May: however it is still not attracting the right people; and the course content needs further revision in order to bring it up to an acceptable standard. The next meeting of the training sub-group is due to take place in September.

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

f) Recovery Sub-Group

Meetings took place in April and June. Carol Attwood tabled a paper setting out the group's aims and objectives and the progress made to date. Actions and timescales are to be set out over the next month or two.

Action: Louise Robson, Bob Powell and Nick Rowe to champion this at the CEPO seminar.

Action: Members to send comments on the paper to Carol Attwood.

g) SCC/LEC User group

The group's first meeting took place in April.

Brian Dillon has produced a draft revision of the user guidance. SCC/LEC managers have reviewed it and provided feedback. The revised version will go back to the group before it is tabled at the next NEPLG meeting.

Action: Brian Dillon to prepare revised guidance for the winter NEPLG meeting.

Scottish Nuclear Emergencies Group

The first meeting took place on 8th June in Glasgow. The minutes are due to be circulated shortly. The group has agreed to cover civil and MOD nuclear. Terms of reference are currently being finalised. The next meeting is to take place on the 5th December.

Action: BERR to circulate minutes to NEPLG members.

Agenda Item 3. Horizon Scanning Paper

Louise Robson ran through the Horizon Scanning paper. No amendments or additions were raised at the meeting.

It was noted that recommendations from the Buncefield inquiry report may have an influence on nuclear recovery.

Item 6 – Jocelyn Harvey reported a problem with his pager messages being a couple of days late. No other pager problems have been reported.

No items are due to be removed from the paper.

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

Agenda Item 4. Updates to Consolidated Guidance

Chapters 1, 2 and 14 have been updated and are to be placed on the website soon.

Chapter 4 – to be looked at after NEPLG.

Chapter 5 – Terry Kelly has updated this chapter

Chapter 15 – currently with HSE and HPA

Chapters 16 and 17 – Revisions are ongoing through the recovery sub-group. This is an agenda item for the next recovery sub group meeting.

Action: Depts/agencies to contribute updates as required. Written comments on chapter 3 should be sent to Andrew Wooldridge at BERR by 31 July.

Agenda Item 5. New developments and issues.

STAC

Alex Passa of Cabinet Office presented the background to the STAC. It was announced following the Buncefield and Litvinenko incidents. This replaces the previous HAT/HAG.

A weakness has been identified in providing Gold command with appropriate science and technical advice. The guidance currently applies to England only but has been offered to DA's as good practice. Local responders have responsibility to implement the guidance in their own area.

Colin Ramsay stated that Health Protection Scotland is part of the NHS and not HPA, therefore, for an emergency that occurs in Scotland the NHS will take the lead and not HPA. A first draft of the guidance for Scotland had been completed in which greater emphasis will be placed on the importance of health components in exercises.

Bob Powell welcomed the guidance, since it recognises the importance of the provision of technical advice. However no specific guidance was provided on the interrelationship between the roles of the GTA and the STAC/STAC Lead, which both cover the provision of technical advice to Gold. Therefore there is a need to review the application of the STAC guidance to the nuclear dimension and NEPLG will facilitate this. It is important that any changes to emergency arrangements are tested and any issues that are raised are reflected into the final revised guidance which Cabinet Office will then issue as a more detailed supplement for the nuclear dimension. It was noted that the STAC will be formed of personnel with the relevant knowledge and experience appropriate to the incident.

The meeting expressed the view that it is essential that the GTA role is retained as it provides key advice to Gold.

Action: Bob to produce further guidance in consultation with NEPLG for Cabinet Office to circulate.

Training for Senior Managers

Sup Ian Dickinson tabled a paper to the group.

It is accepted that the content of the MANERS course requires review and revision. Senior managers are reluctant to attend the current course as it does not meet their requirements.

One possible solution could be a learning package that is delivered locally which would ease managers' time restraints.

Action: The Training Sub-Group to review the proposal at the next meeting.

RIMNET

Nigel Shrimpton reported that Defra has decided to transfer management of the RIMNET system to Met Office. There remain technical issues with the performance of the RIMNET computer system, and following transfer to Met Office, it is proposed to relocate the RIMNET nuclear emergency response facility to Clerkenwell.

LogicaCMG were scheduled to provide an assessment of the computer system on 18 July. Defra will continue to examine ways on ensuring the eventual delivery of an acceptable system and it is expected that LCMG would table a set of proposals which would offer a solution.

The relocation from Ashdown House to Clerkenwell is unlikely to happen before January 2008 because of the need to have secure communications installed. These have been ordered but there is a six month lead time due to heavy demand for those circuits.

On media briefing arrangements, under current arrangements for response to an overseas nuclear accident, Defra would co-ordinate the response from the RIMNET Technical Co-ordination Centre and information for the Press would be issued through a co-located Information Centre staffed by Defra Communications Directorate. With the current facility for e-mail and electronic document distribution, it is probable that Defra Communications Directorate would actually operate from their usual offices rather than from the RIMNET Information Centre. After the transfer to Met Office, the technical co-ordination aspects of the response would be managed from either the current facility in Ashdown House, or from Met Office, Clerkenwell, after relocation. The media aspects would be co-ordinated by Defra Communications Directorate from their offices in Whitehall. There will be dedicated communications links from Clerkenwell to Whitehall, and access to the Defra Intranet will also be maintained.

Defra confirmed that existing contact numbers would continue until the relocation, when new numbers will be issued.

On plans for a RIMNET exercise, Defra said that that was certainly the intention but unlikely until after relocation.

Action: Defra to update members on progress of the relocation.

Radiation Levels for Police Officers

Brian Dillon talked to Acting Deputy Chief Constable Adrian McAllister's letter to Louise Robson of 25th May clarifying the policy in relation to the deployment of police officers in the event of a radiological incident. This policy applies only to England and Wales and does not cover Scotland.

The importance of Gold command undertaking training of radiological hazards before deployment of police officers takes place was reiterated.

Agenda Item 6. Any Other Business

John Skegg stated that potassium iodide tablets have a 2 year shelf life which is due to expire in September. The NHS is required to order more tablets in time to replace the old stock.

Action: DH to update BE on progress of ordering KI tablets.

British Energy have the new terminology of '**off site nuclear emergency**' in place.

Automatic countermeasures have now been agreed - people within the DEPZ will automatically be advised to take KI tablets and shelter in the event of an emergency.

A new emergency centre has opened at Prestwick airport to support Hunterston.

The National Conference of LEC/SCC Managers meeting took place on 1st June. Issues discussed were advice of sheltering, warning and informing and protective equipment for police officers.

Action: BERR to circulate the minutes to NEPLG.

Terry Kelly informed the meeting that Radsafe now has approval from the NDA and Safety Dir. Forum to become a Limited Company.

Ian Chell advised the meeting that there is an outstanding action from the NEAF meeting for Operators to send feedback on the Ambulance Decontamination Form to Rob Wharton.

The NEPLG contacts list needs updating and circulating to members.

Action: BERR to update contacts list and circulate to members.

Action: GDS to provide a permanent rep at the next NEPLG meeting following recruitment.

Agenda Item 7. Date of Next Meeting

The date of the next meeting will be Thursday 31st January at BERR in London.

Dawn Ferrier
Department for Business, Enterprise and regulatory reform
Nuclear Consultations and Liabilities Unit
20 August 2007