

UK Nuclear Recovery Planning Group

Meeting 4

8 January 2008, BERR Conference Centre

Present

Carol Attwood (EA)	Carissa Poynton (FSA)
Karen Bradley (COSLA)	Anne Nisbet (HPA-RPD)
Stan Cameron (MOD)	Gareth Roberts (HPA-RPD)
Rebecca Cleverley (EA)	Nigel Shrimpton (Defra)
David Humphreys (Cumbria CC)	

Agenda item 1 - Apologies, welcome and introductions

Apologies from Bob Powell (HSE), Bill Lyons (SEPA), Louise Robson (BERR)

Agenda item 2 - Review of agenda and meeting objectives

The agenda was altered slightly to take account of Bill Lyons & Bob Powell's absence.

Objectives

- Agree future membership
- Update on planning & seek views
- Share progress made
- Clarify message for NEPLG

Agenda item 3 - Actions from previous meeting

2.4.4	CA	Put a note round about his briefing of the CEPO meeting on 24/25 July. Nick Rowe has retired – CA to chase progress with David Humphreys	Done
3.1	LR	Send Carol David Humphreys' contact details	Done
3.2	CA	Make contact with David Humphreys	Done
3.3	CA	Contact Angela Patel and Nigel Shrimpton with regard to Defra/RIMNET membership	Done
3.4	BL	Identify contact from Confederation of Scottish Local Authorities (COSLA)	Done
3.5	CA	Ask NEPLG members to provide an outline of workstreams relevant to recovery which are being steered or driven by their own organizations. – <i>There was a disappointing response to this –new action – 4.1 replaces it.</i>	Closed
3.6	CA	Update the Phase 1 Strategy and circulate	Done
3.7	CA	Negotiate with the proposed group leads re membership of the groups	Done

3.8	All	Make sure they have 'buy-in' from line managers and are clear to continue this work. Report back to Carol either way.	Closed
3.9	CA	Transcribe flipchart information onto the Project Plan template and circulate to Work Stream 'Leads' by 4 October.	Done
3.10	Wk Stream 'Leads'	To return completed Project Plans to Carol by 26 October. – <i>1 & 2 are complete 3 & 4 have slipped but good progress has been made</i>	Closed
3.11	CA	Contact Nicki Williams (Home Office) to make sure Bill sees a copy of the draft of the Tolerability of Residual Radiological Risk Working Group conclusions.	Done
3.12	CA	Circulate email addresses for the group to Bill	Done
3.13	CA	Send the plan for Work Stream 4 to Gareth before sending to Bob	Done
3.14	AN, CA, BP	Anne, Carol and Bob to get together to look at gap analysis and lifting of countermeasures	Done
3.15	BL, BP	Bill, Bob and A N Other from Confederation on Scottish Local Authorities to have a teleconference regarding roll-out of our work in Scotland – <i>CA to get a report from Bill on whether this has been done</i>	On-going
3.16	CA	Canvass dates for early January. Nearer the time to check with everyone that a meeting would be useful.	Done

Action 4.1 for Carol & Bob - CA to draft a template to encourage NEPLG members to return information on workstreams relevant to recovery which are being steered or driven by their own organisations. BP to present this template at the January NEPLG meeting and encourage its use.

Action 4.2 for Carol to get a report on whether Bill, Bob & COSLA rep have had teleconference re roll-out of our work in Scotland.

Agenda item 4 – Membership (Carol Attwood)

- Currently as at table (EA, HPA-RPD, FSA, MOD, Defra (NS is wearing his Defra hat), COSLA, Cumbria CC) plus BERR, DfT, HSE & SEPA
- Carol proposed Government Decontamination Service should be invited to join. EA has done some good work with GDS and they are keen to be involved.

Action 4.3 for Carol to invite Rosina Curswell of GDS to join this group.

Action 4.4 for Nigel to report GDS involvement back to Angela Patel.

Agenda item 5 – Planning our work programme (Carol Attwood)

Carol summarised the strategy and moved on to look at each workstream in turn.

Workstream 1 – Gap analysis

- Deliverables look about right.
- Despite the disappointing response from NEPLG on the gap analysis questions the group believes that the July deadline is realistic for presenting a paper to NEPLG.
- Thoughts about gaps from the brainstorm have been collated and CA, AN & BP have discussed.
- David did respond to the email from Dawn Ferrier asking the questions on gaps in recovery planning.

- A quick win would be to get Kathy Settle's report. It was previously too early to do this but the report has now gone to the Cabinet Office. Karen is to attend a capabilities meeting at the C.O. and will ask to bring away a copy of the report.

Action 4.5 for David to find the email from Dawn Ferrier on gaps in recovery planning and forward to CA with his reply.

Action 4.6 for Karen to request copy of Kathy Settle's report.

Workstream 2 – Establish a standard for UK nuclear recovery planning

- David Humphreys is leading this workstream.
- There was a meeting in October to discuss how to proceed with the recovery plan template – decided to wait for Kathy Settle's national recovery guidance. Objective for David, Nancy Lawton & Lindsay Cowan to produce a draft recovery template for this meeting – this has been done.
- Plausible to have something for NEPLG meeting in July.
- David to talk in more detail later in meeting.

Roles & responsibilities

- Aiming to improve existing section in NEPLG guidance and extend for recovery
- Need to ask organizations to clarify roles. We will develop a proforma to collect this information. Success will be highly dependent on others responding.

Workstream 3 – Raise the profile of the need for effective recovery plans

- By raising the profile we mean communicating not only with companies and organizations involved in recovery but also a wider range of stakeholders and the general public - communicating the need for a plan as well as the fact that there is one.
- Bill seems to have a clear idea of what to do with this workstream but is over-committed at the moment.
- The key thing is to develop a communications plan using the right sort of materials and mechanisms for delivery. This hasn't been defined though and Carol feels she could not lead if Bill is unable to. Perhaps corporate affairs/external relations type departments could help.

Action 4.7 for Carol to get in touch with Bill and confirm that he has the time to spare to lead on workstream3 – if not, we need to re-assign leadership of the group.

Workstream 4 – Establish a framework for exercising and testing recovery plans

- Bob has an action to update the project plan.
- Long term aim is to get organizations engaged. Shorter term aim is to get this embedded in NEPLG Guidance.
- David asked if we were over-complicating – if we produce a template and send to local authorities and ask them to exercise it, does this not tick all the boxes? We need to get recovery exercises embedded in NEAF.
- David thinks we should encourage organizations to think about recovery even if it's not built into the exercise.
- Bob has located part of REPPIR which implies that recovery exercising is a statutory requirement.
- Stan asked if we could not develop something for all radiological incidents – we are seated in NEPLG so our focus has to be nuclear.
- The plan for Hinkley Point is interesting – it shows types of businesses and land uses etc in DEPZ and recovery zones. This preparatory work can be done for a fixed nuclear site (but not for a random IRD)

- Gareth thinks it would be easier to plan if embedded in NEAF. HPA-RPD couldn't resource 6 to 7 extra days per year on top of level 2s each year. Carol added that EA could not resource if everyone was doing recovery.
- Bob has suggested key items which need exercising in level 2/3 – not just recovery. He suggests drawing up a programme for a number of years and deciding which points will be required. National agencies can turn up for this sort of thing but local authorities could still exercise without them.

Action 4.8 for Carol to go back to Bob on the planning progress for workstream 4 (he hopes to get this done in the next 3 – 4 weeks)

Where we are now

- Detailed planning in place for workstream 1.
- Detailed planning in place and good progress for workstream 2.
- Carol to talk to Bill about progress on workstream 3.
- Bob to complete actions on workstream 4.
- Pleased with progress since April 2007.

Agenda item 6 – UK Recovery Handbook (Anne Nisbet)

Anne handed out an updated version of section 5 "Planning for recovery in advance of an incident".

- The section has grown – where do you draw the line in what you may need to know?
- Fits well with nuclear sites as local land use can be identified.
- Makes sense to take a risk-based approach and prioritise what is needed in the local area.
- The new section guides thinking as to what can go into a local plan – will flesh out the recovery template.

Agenda item 7 – Recovery template (David Humphreys)

- An unsatisfactory recovery exercise at Sellafield led to the production of a new Sellafield recovery plan. New plan was issued two years ago – also being used in Lancashire and has been fed into Kathy Settle's plan.
- Decided to re-write the Sellafield plan in the light of Kathy Settle's national Recovery Plan Guidance Template (available at http://www.ukresilience.info/response/recovery_guidance/generic_issues/structures_processes.aspx). Once the Sellafield plan is completed we can turn this into a template.
- Re-writing the Sellafield plan will be the time consuming element – once this is done David anticipates that turning it into a template will not take so long.

Detail – Annex A

- The STAC (Scientific & Technical Advisory Cell) was introduced after Buncfield, this combines health and technical advice which don't necessarily sit well together. Bob Powell is reviewing the implications of STAC for nuclear emergencies on behalf of NEPLG.
- STACs are not a given in a nuclear situation, in fact the Process Review Group recommends that we don't have STACs for nuclear emergencies.
- There may be a health cell and there is the Government Technical Advisor (GTA) to give technical advice for nuclear.
- David is working on the assumption that there will be no STAC for nuclear.
- Carol wants to clarify the relationship between the Recovery Co-ordinating Group (RCG) in acute and recovery phases. Need a clear picture of transition from acute to recovery in NEPLG Guidance.

Detail – Annex B

- Kept police in as an initial member of Recovery Co-ordinating Group, but dropped fire and ambulance
- Keep title of Recovery Working Group (RWG) in acute phase then change to RCG (or Strategic RCG) in recovery phase. Need to make sure definition is clear.
- Need a diagram showing transition of structure from acute to recovery phase.

Carol thanked David for his work. The plan provides a really good framework for responding to incidents. However it needs to go further and encourage and give a framework for additional planning outlined by the Recovery Handbook.

Comments on the annexes to Recovery Plan Template covering subgroups of RWG

- Stan thought it seemed to be almost terms of reference for various sub-groups. There could be more about strategic issues to be added and to make it more r/a specific.
- There is scope for more detail and key questions for groups to address.
- Carol would like to see a section in the template to encourage pre-planning.
- Perhaps we might want to add in what sort of information we would expect each group to have available when it comes to the table? How far do we take it?
- If we can agree the groups (diagram) and structure it will give us a manageable template to work with.
- View is that after a certain amount of time the groups would not be running concurrently or even be in the same place. Need to note this.
- Need to look at template carefully to decide what to set up in the first day or two. This can be more flexible further down the timeline.
- Cumbria CC has exercised these groups and they work.
- Need to make it clear that this is a living document which will change according to feedback as exercises come and go.

What next?

- If/when we get NEPLG endorsement the next step is to develop the annexes further. If we can find one appropriate person for each we may not even need to have a meeting in the first instance.
- David would like to have a template to give out at a CEPO meeting. Once it goes out to local authorities we will soon have plenty of feedback.

Action 4.9 for all to send comments and feedback about the recovery plan document to David by the end of the week.

Action 4.10 for David to talk to NEPLG about transition from acute phase to recovery (diagram to be included in brief)

Action 4.11 for Carol to provide brief for David and Bob to take to NEPLG meeting on 31 January.

Action 4.12 for David to produce an updated version of the template incorporating comments from this meeting and further feedback.

Action 4.13 for all to work out who might be best placed to give feedback on the sheets showing groups.

Agenda item 8 – Report to NEPLG (Carol Attwood)

- Bob will be reporting on where we are in general with all planning and projects
- Bob will talk about the template to be sent out to collect views on what projects are relevant to recovery and gaps.
- David will be presenting the template plan
- Juliet Long will attend to represent EA.

Agenda item 9 – Lifting of countermeasures (Anne Nisbet)

- There is lots of information about when to put countermeasures in place, but no definite guidance about lifting them.
- Currently developing generic guidance for Europe (with caveats).
- Draft of guidance due to go to NEPLG members on 09/01/08.
- Section 1 sets the context and Section 2 highlights the main criteria which will influence lifting.
- Currently missing a decision-aiding framework, but hope to come away with a draft after meeting w/c 16 January.

Agenda item 10 – How was it for you?

- Clarissa felt the meeting was useful and interesting. She will establish what her objectives and targets are. She doesn't want to over commit.
- Stan not sure what MOD brings but Carol feels his insight is very useful and that MOD has an important role in recovery arrangements.
- David is much clearer on what the group is aiming to achieve.
- Gareth can see good progress.

Action 4.14 for Carol to assign the new group members to workstreams (Karen will help on communications).

Action 4.15 for Karen to feed back the gist of this meeting to Bill Lyons.

Agenda item 9 – Forward look

- Best to have a meeting towards the end of May in preparation for the NEPLG in July.
- Next meeting will focus on the draft plan/template; final report on gap analysis and a better shape and way forward on communications.

Action 4.16 All to send available dates for last two weeks in May to Carol.

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4.4	NS	Nigel to report GDS involvement back to Angela Patel.
4.5	DH	David to find the email from Dawn Ferrier on gaps in recovery planning and forward to CA with his reply.
4.6	KB	Karen to try to bring away a copy of Kathy Settle's report
4.7	CA	Carol to get in touch with Bill and confirm that he has the time to spare to lead on workstream3 – if not, we need to re-assign leadership of the group.
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