

**UNITED KINGDOM ATOMIC ENERGY AUTHORITY,
Minutes of the 5th Board Meeting in 2013**

Date: 13 November 2013

Location: York Plasma Institute, University of York

Members present:

Roger Cashmore, Chairman
Keith Burnett
Steve Cowley
Peter Jones
Steve McQuillan

In attendance:

Martin Cox
Eric Hollis
David Martin
Catherine Pridham
Graeme Reid (BIS)
Maya Riddle (secretary)

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1 Chairman's Opening Remarks

- 1.1 Roger Cashmore welcomed everyone to the meeting.
- 1.2 He thanked the University of York for hosting the meeting. The previous day, the Board took a tour of the York Plasma Institute and had been given a series of presentations:
 - Overview, by head of the York Plasma Institute, Professor Howard Wilson;
 - Magnetic Confinement Fusion by Professor Kieran Gibson;
 - Laser Plasmas and Inertial Confinement Fusion by Professor Greg Tallents;
 - Low-Temperature Plasmas by Professor Timo Gans; and
 - Industry engagement by Dr Kate Lancaster.
- 1.3 It was very interesting to find out about their research and interactions with the Authority.

2 Minutes of the 4th Board meeting in 2013

- 2.1 The Board approved the minutes of the Board meeting on 15 October 2013, with a minor correction.
- 2.2 Members reviewed the actions.

3 Update from the Board sub-committees chairs

- 3.1 There was nothing to report.

4 CEO's Report

- 4.1 Steve Cowley informed members that good progress continued to be made in finalising the new contract with the EU Commission for operations of JET.
- 4.2 From 2014, the rest of the European fusion programme would be managed via a consortium of the fusion associations, replacing the European Fusion Development Agreement. The Authority would be providing two project leaders for the Power Plant Physics & Technology (3PT) programme and two deputy taskforce leaders for the tokamak programme.
- 4.3 The Authority was part of the team that presented the Oxfordshire City Deal bid to government on 4 November. The minister, David Willets, said that funding would be provided for the proposed innovation centre at Harwell-Oxford. The business case for an advanced manufacturing and remote handling centre at Culham was being further developed.
- 4.4 At the recent Fusion Advisory Board it had been suggested that the Authority should have a science and technology advisory committee. This could be similar to the model at Princeton, and provide advice to the Authority Board. He would report on development of this at the next meeting.
- 4.5 Neil Geddes, head of e-science at STFC, had led an external IT review. He would keep the Board updated on changes implemented as a result of the review. The Board requested a clear timetable.

- 4.6 Roger Cashmore said that he was pleased to note that the number of vacancies was steadily reducing. He asked about development of the Authority's Apprentice scheme.
- 4.7 David Martin responded that the scheme produced high end technicians and that discussions were in progress with local companies about expanding this. It was also planned to provide a link to the new University Technical College being set up in Didcot.
- 4.8 Keith Burnett said that he was supportive as apprentice schemes offered a valuable way of feeding key skills into the supply chain. At the University of Sheffield the plans were to double the number of apprentices.
- 4.9 Roger Cashmore asked about JET and noted that the plan was for operations, with a single neutral beam, to resume in January 2014. The second neutral beam would be brought into operation in the spring.
- 4.10 The Board noted the report.

5 Transition to Shared Services

- 5.1 Catherine Pridham reminded members that the Authority was being mandated to move to shared services for provision of ICT services in respect of Accounting, Purchasing, HR and Telecoms Services. UK Shared Business Services (UK SBS) had confirmed in writing that the Authority could transition to its shared services.
- 5.2 She had negotiated a contract extension with CSC to end February 2015.
- 5.3 A project team had been set up to manage the exit of the CSC contract and transition to shared services.
- 5.4 Members asked about project reporting, given that this was notoriously difficult to get right. It was noted that the Authority would be working with STFC and UK SBS to develop this.
- 5.5 Roger Cashmore expressed concern over the risks of the transition and said that a proper plan was required so that Authority management and the Board could monitor progress. It was agreed that regular updates on the plan and progress with the transition would be provided to the Board.
- 5.6 The Board noted the position.

6 Financial Report at P6

- 6.1 Catherine Pridham highlighted key points from the report. This included that:
 - the financial performance targets remained as the last report. There was concern about the business development target. Although the Authority had been very successful in winning framework contracts for ITER, task orders against these had been slow in emerging;
 - there was an underspend at the half year point, but much of this was due to phasing of external expenditure. The full year forecast showed a range for the outcome against the main areas;

- Jet Operating Contract forecasting needed to be redone to take account of changes to the JET programme.
- 6.2 Martin Cox said that a presentation on business development including the bid pipeline was planned for the next Board meeting.
- 6.3 The Board noted the report.

7 Update on Harwell Joint Venture (JV) partner

- 7.1 Eric Hollis informed members that there was a lot of activity underway for the forthcoming change in private sector partner for the JV to develop the Harwell-Oxford site. There were no foreseeable show-stoppers and the programme was on track for Prorsus to be in place in the New Year.
- 7.2 He, Tim Beswick (STFC) and representatives from Prorsus had met with the Minister, David Willets, Local MP Ed Vaizey and Adrian Shooter from the Local Enterprise Partnership.
- 7.3 The Board noted the position.

8 Board schedule and programme for 2014

- 8.1 Maya Riddle said that a schedule of reports had been produced for the Board, and included the Audit Committee and Remuneration Committee. This was based on the 2013 schedule with addition of other key reports.
- 8.2 It was proposed that two of the Board meetings would be coordinated to allow a visit to Harwell and to ITER.
- 8.3 The Minister's office had been in contact about the Minister visiting Board members and attending part of a Board meeting.
- 8.4 It was proposed that the Board continued to have presentations on topics of interest. The first two presentations topics in 2014 suggested were on Business development and on Culham Property Strategy. Both of these were pertinent to the 2014 corporate plan discussions.
- 8.5 Suggestions for topics for future presentations were invited.
- 8.6 Members discussed topics for presentations and suggested:
- Culham's science plans for the next 10 years;
 - DEMO Design activities;
 - UK fusion activities including roles of universities; and
 - Industrial strategy for UK nuclear, inviting an industrial representative for their view.
- 8.7 Peter Jones reminded members that a Board visit to meet the NNL Board was also planned to take place on 24 & 25 March 2014.
- 8.8 Graeme Reid said that BIS would help advise on the Minister's visit.
- 8.9 The Board endorsed the 2014 Board schedule.

9 Any Other Business

9.1 The next Board meeting would be held on 12 February 2014.

Secretary Maya Riddle

Chairman Roger Cashmore

Date December 2013