

**RADIOACTIVE WASTE MANAGEMENT LIMITED**  
(the "Company")

Minutes of the 13<sup>th</sup> meeting of the directors of the Company  
held at Building 587, Curie Avenue, Harwell, Didcot, Oxfordshire OX11 0RH and (via  
videoconference) at Herdus House, Westlakes Science and Technology Park, Moor Row,  
Cumbria CA24 3HU on 31st March 2015 at 10.00 a.m.

**PRESENT:**

Dr Adrian Simper	(Chairman)
Mr Bruce McKirdy	(RWM Managing Director)
Mr Alun Ellis	(RWM Science and Technology Director)
Professor Charles Curtis	(Independent Non-Executive Director)
Mr Claes Thegerström	(Independent Non-Executive Director)
Mr Jon Phillips	(NDA nominated Non-Executive Director)
Professor Melanie Brownridge	(NDA nominated Non-Executive Director)
Mr Rob Higgins	(NDA nominated Non-Executive Director)

**IN ATTENDANCE:**

RWM HSSEQ Director  
RWM Business Services Director, for Agenda Item 5  
RWM GDF Siting Director, for Agenda Item 6  
RWM Chief Scientific Advisor, for Agenda Item 6  
RWM Company Secretary  
PA to RWM Managing Director

**1 NOTICE, QUORUM AND DIRECTORS DUTIES**

- 1.1 The Chairman reported that, notice having been given to all directors of the Company, a quorum was present. There were no apologies for absence.
- 1.2 The Chairman reminded the directors of the need to consider their general duties, including those contained in the Companies Act 2006, in considering the matters put to the meeting.

**2 CHAIRMAN'S INTRODUCTION**

- 2.1 The Chairman welcomed the attendees to the last Board meeting of the financial year. The previous twelve months have been very successful and the organisation has met the requirements placed upon it. On behalf of the Board, the Chairman thanked the RWM Executive Team and employees for their dedication and support.

**3 CONFLICTS OF INTEREST**

- 3.1 No new conflicts of interest were declared.

**4 HEALTH, SAFETY, ENVIRONMENT, SECURITY AND QUALITY**

- 4.1 The RWM HSSEQ Director presented the Health, Safety, Security, Environment and Quality section of the Monthly Performance Report for Period 11. There were three health and safety near misses reported during February 2015, relating to minor collisions or falling objects. The increase in near miss reporting is attributed to the current awareness raising campaign. The Board discussed the risk of driving on company business and agreed employees should be encouraged to report near misses whilst driving.
- 4.2 The RWM HSSEQ Director noted that the Nuclear Safety and Environment Committee supported RWM's updated assessment of the implications of non-aqueous phase

liquids for post-closure safety and RWM's proposed advice on the disposability of plutonium disposition options.

- 4.3 It was noted that the NDA is refining security requirements around the handling of information and that guidance would soon be provided.
- 4.4 The RWM HSSEQ Director presented the Safety and Environmental KPI's, which remain one at amber and three at green. The 3 year organisational development action plan is progressing well and the agreed organisational structure is now being implemented. The data and models project is continuing to make good progress, with the development of an improvement plan to identify and allow tracking of any required improvements to models. The Science and Technology Director commented on the excellent work being undertaken and that the longer timescales should not detract from the success of the project.
- 4.5 Good progress is also being made with the plan to update the generic Disposal System Safety Case. Key aspects to be finalised include the safety case manuals and the approach to addressing the Groundwater Directive. RWM is now working to a prioritised schedule for the provision of disposability advice.
- 4.6 The Board noted the Health, Safety, Security, Environment and Quality section of the Monthly Performance Report.

## **5 ANNUAL REPORT AND ACCOUNTS PREPARATION**

- 5.1 The RWM Business Services Director joined the meeting and updated the Board on the work ongoing regarding the preparation of the RWM Annual Report and Accounts. The purposes of the Strategic Report and the Directors' Report were outlined and the Board were asked to comment on the content. It was confirmed that the approach for the RWM Annual Report and Accounts is, in line with other NDA subsidiary companies, to comply with the minimum reporting requirements, without additional narrative. However, it was agreed that there was an opportunity for an annual review "highlights document" to be produced to sit alongside the formal accounts.
- 5.2 The Board noted the indicative management letter of representation and the draft Strategic Report, Directors' Report and the basis upon which the business is deemed to be a going concern.
- 5.3 The Board delegated the authority to sign the Annual Report and Accounts and provide written management assurances to the external auditors in support of their audit work, to the Managing Director, following approval by the Audit and Risk Committee. The RWM Board requested sight of the draft Annual Report and Accounts in good time before the Audit and Risk Committee, to enable them to review and, if appropriate, provide comments.
- 5.4 The RWM Business Services Director left the meeting.

## **6 OPERATING PLAN TARGET OT01 – PROGRESS IN GDF SITING DURING 2014/15**

- 6.1 The RWM Managing Director welcomed the GDF Siting Director and the Chief Scientific Advisor to the meeting and introduced the paper, which describes the overall programme of work being undertaken by DECC and RWM, presenting an update on progress to date including evidence that Operating Plan Target OT01 success criteria has been met and a summary of the process by which draft proposals for national geological screening guidance were being developed for review by the Independent Review Panel appointed by the Geological Society.
- 6.2 The RWM Managing Director then spoke to a comprehensive presentation entitled Progress in Siting, reminding the Board of the content of the 2014 Implementing Geological Disposal White Paper and the policy framework. Three initial actions have been established as: (i) amendments to national land-use planning arrangements for

GDF and boreholes, (ii) providing greater clarity on how DECC/RWM intend to work with communities and (iii) a national geological screening exercise. Further information was provided on the timescales and programme and the Board discussed the critical path activities. The RWM Managing Director explained that parallel workstreams are also ongoing to ensure RWM is ready to engage with communities after delivery of the initial actions. A detailed overview was provided of the national geological screening exercise, including the approach taken, engagement, the disposal system safety requirements, geological attributes and the proposed outputs of the screening exercise.

6.3 The Board noted the update on progress presented in the paper, observing the vast range of activities to be undertaken in a relatively short time-frame. The Board acknowledged that DECC expertise in areas such as policy development would be invaluable.

6.4 The GDF Siting Director and the Chief Scientific Advisor left the meeting.

## **7 RADIOACTIVE WASTE MANAGEMENT LIMITED MONTHLY PROGRESS REPORT PERIOD 11**

7.1 The RWM Managing Director provided the key highlights from the Monthly Performance Report for Period 11, noting that RWM is to award 25 framework agreements for Specialist Nuclear Services. The latest financial position is being closely monitored, and NDA Finance kept informed, to ensure that the year-end position is consistent with NDA expectations.

7.2 Mr Phillips noted that RWM had responded to the consultation on the future of CoRWM.

7.3 The Board noted the Monthly Progress Report.

## **8 REPORT FROM SUB-COMMITTEES**

8.1 Mr Higgins informed the Board of the main points arising from the recent Audit and Risk Committee, which had been discussed under agenda item 5.

8.2 The Chair outlined the highlights of the recent Remuneration Committee, which had evaluated performance of the organisation over the past year and reviewed the calibration exercise undertaken. The Committee has agreed to hold three meetings a year, one to set objectives, one to review pay policy and other matters and one to evaluate progress. A written report will follow.

8.3 The Board noted the reports from the Sub-Committees.

## **9 AOB**

9.1 The RWM Managing Director presented the publication version of the RWM Corporate Strategy, which was noted by the Board.

9.2 It was noted that the RWM Science and Technology Director plans to retire in September 2016 and that a succession plan will be put in place.

## **10 MINUTES AND ACTIONS OF THE PREVIOUS MEETINGS AND REDACTIONS**

10.1 The Board approved the minutes of the twelfth meeting of Radioactive Waste Management Limited.

10.2 The Board reviewed the minutes of the twelfth meeting of Radioactive Waste Management Limited to consider possible redactions needed prior to publication of the minutes on the NDA website. No redactions were identified.

10.3 An updated actions list is attached.

**11 DATE OF NEXT MEETING AND 12 MONTH LOOK AHEAD**

11.1 The next meeting will take place on 28<sup>th</sup> April 2015. The Board will, in due course, move to bi-monthly meetings.

11.2 There being no further business, the Chairman declared the meeting closed.

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Chairman