



UK Atomic
Energy
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MINUTES OF THE 1ST UKAEA INTERIM BOARD UPDATE IN 2020

16th April 2020

- Location:** Remote via Zoom
- Members:** David Gann (Chair)
Sue Scane
Chris Theobald
Adrian Smith
Shrin Honap
Edward Lewis-Smith (BEIS)
Ian Chapman (CEO)
Antonia Jenkinson (CFO)
- Attendees:** Norman Harrison
Lyanne Maclean (COO)
Tim Bestwick (CTO)
Nick Walkden (Sec)

Apologies

MINUTES

This meeting was called ad-interim to update the Board on key issues affecting UKAEA and to monitor COVID19 issues and the UKAEA response during the ongoing crisis management activities.

1 CHAIR'S REMARKS

- 1.1 The Chair updated the Board on the status of NED recruitment, which have now been recommended to the Secretary of State. After the decision on this recruitment has been made, a series of induction meetings will be organised to introduce new Board members to the organisation –
- 1.2 The Board congratulated the Executive and wider organisation on the ongoing crisis management activities, and highlight the speedy response in addressing issues both internally and externally.

2 COO'S UPDATE ON COVID19

- 2.1 The COO updated the Board on the latest developments in the COVID19 management activities. The Board noted that activities have reached a steady state, with significant

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remote working and key plant safety and maintenance activities occurring on site by key workers. There are a relatively high on-site numbers due to ongoing CNC training activities, however UKAEA on-site entries remain low and are restricted to Key and critical workers. Specific updates were provided on the following points:

- Health, Safety and Security
- Employee tracking during remote working – Non-executive Board members are encouraged to share their status daily.
- Non-chargeable hours of staff and ASWs during remote working
- Recruiting and onboarding of new employees
- Processes for supporting ASWs
- Internal and possible external redistribution of work to staff
- Contributions to the national effort
- Status of major projects during working from home
- Restart planning
- Procurement activities and support for the supply chain

- 2.2 The Board noted that UKAEA have had two documented cases of the virus, both now at home and safe. Both cases were entirely separate and contact tracking strategies were swiftly enacted to track any possible spread, which was found to be at minimal risk of exposure.
- 2.3 Members discussed remote security measures, and advice has been taken from BEIS CIO on the use of Zoom, with the UKAEA IT department providing up to date advice to the organisation. Members also raised the issue of printing secure documents at home.
- 2.4 The issue of pest control during site shutdown was raised, and is being managed by critical workers on site.
- 2.5 The Board discussed the legal responsibility for ASWs in the event of contraction of the virus during UKAEA activities, where liability is held by Rullion or the contracting company.
- 2.6 Members discussed the work ongoing during remote working, noting the effort from staff to produce constructive work at home. The Board highlighted the possibility of learning lessons from the working from home period after site activities return to normal working. This will be considered during the restart period including learning on flexible working but remaining cognisant that some staff will wish to return to previous ways of working. Members discussed the production of online material and re-onboarding of people and suppliers with fusion material to re-highlight the core mission of UKAEA.
- 2.7 On the redistribution of staff for the national effort, there have been no formal requests to staff at present, and different partner organisations are working at different paces. The Board were congratulatory on the speed of response to, and delivery on requests for support of the national effort to date including distribution of PPE, and there are more requests in process. Members highlighted the opportunity for knowledge transfer with the supply chain, which is being considered internally at present. Supply chain support is being actively considered by the Procurement team following Government guidelines. The Board also highlighted the need to consider support lines for small suppliers, which

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is being actively handled by the procurement team with a fair and equitable approach cognisant of the need to avoid state-aid.

- 2.8 Restart planning is being considered in the context of Government guidelines in manufacturing and construction sectors, with reach out to other companies to gauge safe working processes. The Board expressed support for the measures outlined in the COO's report.

3 CEO'S UPDATE

- 3.1 The CEO provided an update on events and issues impacting UKAEA since the last Board meeting.
- 3.2 The Board noted the financial implications of Covid19, outlined on page 1 of the accompanying paper.
- 3.3 The Board highlighted an issue with extended delay to capital projects after site-reopening due to scarcity of construction supplies. This is assumed within the risk tracking during the hiatus.
- 3.4 The European response will be to regard the shutdown as Force Majeure for Eurofusion programmes, allowing milestones due at the end of the grant period to slip by an amount commensurate with the time window incurred by shutdown, which mitigates some of the risk to missed Eurofusion KPIs. The Board noted a higher risk with the JET operating contract. Re-planning talks are ongoing with Commission representatives, and the possibility of conducting discrete works on EDS during site closure to accelerate progress is being considered. Members discussed contingency planning for JET operations and noted that this is an ongoing and evolving situation, with an update to be provided to the Board as discussions progress.
- 3.5 Members discussed the issuing of a delegation letter from BEIS, which is expected at the end of April not including Covid related implications.
- 3.6 The Board offered condolences over the death of Richard Stoneham, recognising the loss to the organisation and the personal loss to family, friends and colleagues.

4 UPDATE ON HARWELL JOINT VENTURE DEAL

- 4.1 Completion of the deal is expected soon, with positive interactions ongoing with the new Private partner. Some issues arose at a late stage regarding the legal entity listed as owning the JV shares, however there was no national security risk and the full corporate structure of the partner is available as a listed and regulated entity.
- 4.2 Members discussed the changes to the operational environment with a larger corporate partner as compared to previous partners.
- 4.3 The possibility of changes to asset value due to the Covid19 pandemic impacting private partners and their behaviour was discussed, though it was noted that Harwell does not represent the standard property market. Members discussed whether there are

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ramifications for Culham site, and suggested these be tracked and updated going forwards.

- 4.4 As an aside, the Board discussed the acceleration of the Vaccine development centre (VMIC) on Harwell Campus with building completion expected in early Autumn with commissioning due in early 2021.

5 ANY OTHER BUSINESS

- 5.1 The next Board meeting will continue to be held remotely, and the strategic session shall be deferred to July subject to the possibility to meet face-to-face. The next Board meeting will go ahead remotely on 19th May.
- 5.2 NIA fusion group meeting is being organised for 15th September which clashes with a current UKAEA Board meeting. The Board did not consider this cause to defer the September meeting.