



UK Atomic
Energy
Authority

MINUTES OF THE 4TH UKAEA BOARD MEETING IN 2020

1st July 2020

Location: Remote

Members

David Gann (Chair)	Stephen Barter
Ian Chapman (CEO)	Luc Bardin
Antonia Jenkinson (CFO)	Mark Bayley
Chris Theobald	Shrin Honap
Adrian Smith	
Sue Scane	
Shrinn Honap	

Attendees

Eithne Birt
Lyanne Maclean (COO)
Tim Bestwick (CTO)
Norman Harrison
Adam Baker (BEIS)
Kay Church
Nick Walkden (Sec)
Alli Brown (Finance Director, item b)
Jerome Pamela (CPAC Chair, item 7)

Apologies

MINUTES

1 CHAIR'S OPENING REMARKS

- 1.1 The Chair welcomed Kay Church from the Met Office as an invitee to the Board on the 'Open Board Scheme'.
- 1.2 No declarations of interest were raised.

2 MINUTES AND ACTIONS

- 2.1 The Board highlighted several minor changes to the minutes of the May meetings, which will be re-issued.
- 2.2 The Board reviewed the open actions.

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3 SUB-COMMITTEE REPORTS

3.1 The Chair briefed new Board members on the reporting of sub-committees to the Board. All three sub-committees had met prior to the Board, and the key points from each were presented by respective Chairs. The Board noted the three reports.

3.2 Board Assurance Committee

3.2.1 Key points from the Board Assurance Committee were

- The COVID-19 action plans and the JET DTE2 campaign were the focus of the meeting
- The BAC members noted the detailed COVID action plans produced in all zones on site.
- BAC members were assured of a well designed safety regime under COVID-19 on JET, and noted that this will be tested as the campaign begins.
- The committee considered the impact of over-focussing on COVID-19, and noted that a series of non-COVID safety exercises were due in coming weeks
- BAC were assured that the preparations required for DTE2 on JET would not threaten the COVID safety case

3.3 Audit Committee

3.3.1 Key points from the Audit Committee were

- The UKAEA accounts for 2019/20 were agreed and recommended for signature to the Board with an unqualified audit report. The narrative in the performance report was noted as being very positive, and a need was recognised to rebalance this reporting.
- The AC commended the audit team for their
- Going forwards, the AC will look towards continual review of the lifetime decommissioning provision
- The policies around ransomware were discussed
- The AC agreed the pension accounts with an unqualified audit report.

3.4 Remuneration Committee

3.4.1 Key points from the Remuneration Committee were

- Directors objectives for 19/20 were the focus of the meeting. The CEO's views were presented and discussed. A unanimous agreement on Executive director bonuses for 19/20 was reached
- The committee noted that the 19/20 objectives were largely completed in a pre-covid

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climate. This complicated the current reporting year and the committee considered looking ahead to the coming year.

- The issue of wider staff remuneration was agreed to move forward

4 CEO'S REPORT

4.1 The CEO overviewed key points of note in the accompanying paper.

4.2 The Board discussed the policy regarding staff travel and quarantining and asked if comparisons with other organisations had been sought. No explicit contact with peers has been made on the issue, but the policy is well aligned with other similar organisations. The policy has been communicated to staff.

4.3 The CEO updated the board on the latest round of Euratom negotiations. The Board discussed the details of this position.

4.4 The Board discussed recruitment of European scientists in the current climate.

4.5 The Board expressed support for the ongoing efforts of the CEO and executive team in navigating the current political landscape.

4.6 The Board noted that BEIS have published a new R&D roadmap. Members were briefed on key messages from the R&D roadmap. The Board expressed an interest to remain engaged in the process

4.7 The Board discussed the recent investment round for Commonwealth fusion systems and the UKAEA's approach. UKAEA is not a competitor and has an approach of collaboration and support with a small degree of consultancy work.

4.8 Members discussed the cost and importance of a near term neutron source facility noting that the status of the IFMIF-DONES facility and that an intermediate facility in the UK is being considered. The capability of these facilities towards materials science and other fields was discussed.

4.9 The Board noted the report.

5 CFO'S DASHBOARD

5.1 The CFO overviewed the key points from the dashboard. Members discussed the RAG rating applied and requested that a future update provide indications of the rationale underlying the RAG rating.

5.2 The Board discussed UKAEA responsibilities regarding legacy issues relating to injury and disease, noting that this represents a financial liability, with fair and equitable treatment verified by advice and records.

5.3 Members discussed the new product lifecycle management tool developed for STEP, noting that there are several new tools being rolled out on STEP and there is a new layer of portfolio management being enacted in the organisation. A digital strategy is being

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developed in the organisation, and the Board suggested requested a session over the summer to discuss this further

5.4 The Board noted the report.

6 FINANCE UPDATE

6.1 The key points from the finance update were overviewed. The Q1 forecast will present the outlook after COVID-19, but the present budget will be used as a baseline.

6.2 The relationship between the delegated authority and the budget was clarified. The delegation of authority covers the entire business, however the funding quoted in the delegation letter represents the BEIS component, with the full budget also accounting for other income sources. The Board noted the report.

6.3 New Board members will be invited to an optional session for a brief on UKAEA financial reporting

7 CPAC REPORT

7.1 The Board were provided with an overview of CPAC, its remit, the background of its Chair, its membership and the recommendations of the most recent CPAC review. The Board extended their thanks to the CPAC for the thorough review, summary and set of recommendations to the Board.

7.2 The CEO outlined the organisation response to the CPAC report, and the Board suggested the construction of a strategic diagram demonstrating the interaction between UKAEA programmes with emphasis on how these fit into STEP

7.3 The Board discussed its role in addressing recommendations, particularly in strategic areas. The action plan following up the full recommendations made by CPAC is reviewed in an interim November meeting, and the Board were referred to the main strategic recommendations in the report as the most effective area for input. The Board requested an update after the November meeting to followup on the action taken to address the recommendations.

8 BOARD EFFECTIVENESS REVIEW PREPARATION

8.1 The Board were briefed on plans for the upcoming Board Effectiveness Review, noting that the review has come at the request of BEIS and the plan presented follows BEIS guidance. The Board recognised the review as a good discipline, despite difficulties in current working circumstances. Members noted that the 360 review proposed will be conducted at interview. The Board noted that key metrics will be needed to measure effectiveness in the Board and, in terms of the 360 review, an action plan for each non-executive. Members advised care in the interpretation of the effectiveness of the Board, encouraging a forward looking view to guide governance, effectiveness and strategic accountability for the future.

8.2 The Board noted the report.

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9 INTERNATIONAL NETWORKS AND PARTNERSHIPS

- 9.1** The Board held a wide ranging discussion regarding the key strategic choices associated with international partnerships, UKAEA's perception internationally, and the key strategic choices that may arise soon. Members discussed the strategy needed to maintain the UK position as fusion leaders, and the board encouraged the organisation to remain cognisant of the international network to help inform strategic decisions in the future.
- 9.2** The Board noted the report.

10 ANY OTHER BUSINESS

- 10.1** The Board reviewed the terms of reference for the new Campus and Property sub-committee, Members noting an ambition of the committee to support the strategy and growth of the business through development and financing of property, with a strategic and future looking remit. The board noted the Terms of Reference.