

RADIOACTIVE WASTE MANAGEMENT LIMITED

(the "Company")

Minutes of the meeting of the directors of the Company
held at NDA Warrington Office, Hinton House and Building 587, Curie Avenue, Harwell
on 23rd May 2018 (13.00 – 14.45)

PRESENT:

Professor Malcolm Morley OBE	(Chair)
Mr Claes Thegerström	(Independent Non-Executive Director)
Mr Mike Bowman	(Independent Non-Executive Director)
Mr Bruce McKirdy	(RWM Managing Director)
Professor Melanie Brownridge	(NDA nominated Non-Executive Director)
Mr Andrew van der Lem	NDA nominated Non-Executive Director
Mr Peter Lock	(RWM HSSEQ Director)
Mrs Ann McCall	(RWM Waste Management Director)
Mr John Corderoy	(RWM Programme Director)

IN ATTENDANCE:

Nicola Beale PA to the RWM Managing Director

1 APOLOGIES, QUORUM AND CONFLICTS OF INTEREST

- 1.1 The Chairman reported that, notice having been given to all directors of the Company, a quorum was present, and welcomed the attendees to the meeting.
- 1.2 No conflicts of interest were declared.

2 RWM UPDATE: READINESS TO LAUNCH THE NEXT STAGE OF THE GDF PROGRAMME

- 2.1 The Managing Director presented a paper which summarised evidence to support RWM's readiness to support the launch of the next phase of the GDF programme namely Community Engagement and Information Provision (Project 2).
- 2.2 In terms of preparations, the following activities had been undertaken:
 - In early 2016 the RWM Board commissioned a formal Readiness Review and engaged the assistance of the IPA and their Project Initiation Routemap process. The IPA assembled a team who, between June and October 2016, delivered a comprehensive assessment of RWM's readiness to launch and deliver the next stage of the programme. The review concluded that RWM would be ready to launch in 2017 subject to completion of a challenging schedule of activities.
 - The report from the Routemap review and supporting evidence provided key inputs to an IPA Project Assessment Review carried out in November 2017 which rated RWM's readiness as Amber – challenging but achievable for a June launch- and made a set of recommendations on RWM, BEIS and NDA.
 - A joint action tracker was developed to monitor progress in addressing all the IPA Recommendations from the review. The IPA recommended a follow up 'mini-PAR' prior to the HMT's Major Programme Review Group (MPRG) panel. The mini-PAR was scheduled for the week of the 4 June, and the MPRG will consider the GDF Programme Business Case on 26 June.
- 2.3 The Board reviewed progress against the 13 actions recorded on the IPA Recommendations action tracker and agreed that all activities which affected RWM's readiness to launch of the Community Engagement and Information Provision process,

and which were within the control of the organisation, were complete.

- 2.4 The Board agreed that a review and simplification of RWM's governance arrangements was crucial to ensure clear decision making arrangements were in place to enable RWM to operate in a reactive and agile way during the community engagement phase and to provide an integrated approach to assurance. The Board also agreed that clarification around RWM's work programme to support national, as well as local, media interest and stakeholder engagement was required in order to provide assurance to the Board that RWM were appropriately prepared to operate effectively at both levels.
- 2.5 It was noted that the Board approved Communications Strategy and Siting and Engagement Strategy would be shared with the Strategic Communications Partner when appointed. It is essential for the Strategic Communications Partner to take joint ownership of both strategies.

Action: The Siting and Engagement Director would circulate to the Board a copy of the Communication Strategy and Siting and Engagement Strategy following any changes agreed with the Strategic Communications Partner.

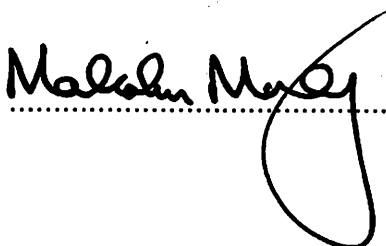
- 2.6 Based upon the information provided and the assurance of the Executive the RWM Board APPROVED the case set out for RWM's readiness to launch the next phase of the GDF programme namely Community Engagement & Information Provision (Project 2) subject to the following external factors which were outside the control of the organisation:
- Publication of the Working with Communities Policy and the consideration of implications arising from it.
 - Approval from the Cabinet Office Professional Assurance and Communications Control Panel for the appointment of the Strategic Communications Partner on a timely basis in order to support the launch.
 - Major Projects Review Group approval of the GDF programme business case recognising the contingent requirement for a successful outcome from supporting IPA review in June 2018.

3. TERMS OF REFERENCE FOR THE RWM BOARD

- 3.1 The Board noted the amendments to the RWM Board Terms of Reference and the Chairman undertook to review the comments made with the Company Secretary in respect of the quorum.

4. DATE OF NEXT MEETING AND FORWARD LOOK

- 4.1 The next Board meeting would be held on Wednesday 27 June.
- 4.2 It was noted that a Board review of the integrated risk register would be held on 25 September 2018.
- 4.3 There being no further business, the Chairman declared the meeting closed.


.....Chairman