**UKOPA Infringement Working Group**

Minutes of the 50th Meeting

Meetpoint Kegworth and via TEAMS

10am 10th May 2022

1. **Attendance, Apologies and Membership**

Present

N Barker IWG Secretary

S Crossley HSE

M Davey SGN

M Fisher SGN

J Jarvie Ineos

R Kilmister Perenco

D O’Caoimh GNI

C OConor CATS

C Sadler Exolum

C Scott Valero

P Taylor (Chairman) BPA

Apologies:

K Ainsworth NGN

C Findlay Ineos FPS

D Gilbank NGN

G Glover Sabic

D Ingham Cadent

F Masterton Shell

R Murray PetroIneos

P Potts Essar

G Rogers WWU

P Shortt Mutual Energy

PT welcomed everyone to the hybrid meeting and introductions were made. A welcome was extended to new members, Carl, Donal and Simon.

1. **Minutes of 18th January 2022 Meeting and Actions Arising**

The minutes of the previous meeting of 18th January 2022 were accepted.

**Actions Arising –** are covered in the table at the end of these minutes and detailed below, unless covered as agenda items – where more details are provided in these minutes.

**3. Infringement Reports**

a) 2020 Actions – IWG-22-03 was reviewed and an update is provided in that spreadsheet to be circulated with theses minutes.

Action 49.1 – MF had been unable to source the SGN advert for damage prevention – CLOSED

Action 49.2 – All return completed IWG-18-03 stakeholder engagement document by 31st Mar 2022 – only 1 return had been made so member were asked to return by 15th June - Ongoing

1. 2021 Report – NB had circulated the draft report on the evening of 9th and was conscious that members had not had much time to review. It was agreed that members should return comments to NB by 20th May, after which time the final document would be prepared and submitted to the Board for approval to publish.

**Action 50.1 – All provide comment on 2021 draft report by 20th May**

It was noted that the following changes should be made:

* MD provided an update to the festival infringement overview
* Section numbering needs updating
* Review of 2021 actions should be in its own section

PT asked about the increase in the number of reports of 7.5%. Most members didn’t think that this was an issue particularly if infringements were being investigated.

Aware vs Unaware – is already a point to sort out form the 2020 report – i.e. does ‘aware’ mean that the pipeline operator knew about the work taking place, but the infringement still occurred? PT is to discuss this with Linewatch and the definition agreed. All members then need to record the same way

**Action 50.2 – PT – agree with Linewatch the definition for ‘Aware’**

CS noted that there is potentially a need to have a 3rd party type of ‘traveller’ as its own category rather than appearing under ‘other’

Unknown figures are still increasing, however it was noted that investigations do take place, but in a lot of case the infringement report does not get updated to take account of the findings. PT noted that linewatch are currently including ‘unachieveable’ – i.e. unable to conclude who the 3rd party was – in this drop down as a way of reducing the ‘unknown’ figure.

NB is requested to add the actions from 2021 infringement report into a new tab in the action tracking spreadsheet IWG-22-03 so that this years actions can be tracked to conclusion.

**Action 50.3 – NB add 2021 actions into IWG-22-03 tracker**

2022 data is requested for submission by 31st January 2023.

KL asked if members had been experiencing problems with local authorities not using the HSE webapp to determine if there are pipelines in the area of a development? To date she has 5 examples of this happening. PT requested that members send to NB details of any LA’s they had been experiencing this type of problem, identifying the council name and issue that had been experienced.

**Action 50.4 – All send NB names of LAs who have not been using the HSE LUP webapp**

**4. Good Practice Guides / IWG Documents for Update**

a) GPG 036 Managing developments and works in the vicinity of high pressure pipelines – This is now published and available on the UKOPA website <https://www.ukopa.co.uk/published-documents/good-practice-guides/>

b) GPG 041 Tree Planting Guidance – A draft of the document was shown at the meeting and members are requested to provide comments by 20th May after which it will be updated and sent to the governance group for approval to print. DO did note that it would be helpful to include a statement about removal of trees, noting that it would be more beneficial to have a totally separate guide for tree felling – that could be used as the basis for discussion with the forestry industry (given the increase in forestry related infringements again in 2021 figures).

**Action 50.5 – All send NB comments on Tree Planting Guide by 20th May 2022**

**5. Hazard Awareness Video**

PT had had a discussion with the company who had prepared the CATS hazard video and they had provided lots of thoughts and examples of what could be done from the usual short films to clips using avatars and animations. The group could still not agree what the scope might be for such a film and PT agreed to go away and look at the 2020 report actions and also the 2021 report statistics to identify what the initial proposal should be and would work with NB to prepare something for discussion at the next meeting.

 **Action 50.6 – PT/NB prepare scope for Hazard video to be discussed at the next meeting**

 It was noted that the UKOPA working safely video is available on the UKOPA website <https://www.ukopa.co.uk/working-safely-near-high-pressure-pipelines/>

 CO also noted that he and his operational colleagues include a link to their Hazard video in their email footers – which members thought was a great idea if they could work around their corporate identity (in some cases).

**6. Agricultural College Course discussion**

PT had meet with the Landex Course Board to present the UKOPA course and to ask for support to get members to encourage students and Course Principals to participate when the course goes live in September 2022. The Board were complementary about the course and PT has now been invited to present to the Quality and Curriculum Committee on 17th May. PT reiterated his request for members to support their local colleges when the course goes live and if possible attend the colleges and present where appropriate.

 PT agreed to ask Nico, the Landex Contact, to provide a link for members to use should they want to encourage their own staff to complete the course.

 **Action 50.7 – PT request link for live course from Landex and share with members**

**7. HSE Update**

SC advised the meeting that Neil Cassey was retiring from HSE later in the year and currently he would be taking on the role of invited HSE member on the committee. PT wanted to extend his and the IWG group’s thanks to Neil for his involvement and support with IWG over the last few years and wished him well in his retirement.

**8. Sharing of Learnings from Infringements**

* NB noted that there were 2 A infringements that as a minimum could be used to prepare learning briefs from once the final investigations had been carried out internally by the member companies
* There were no other learnings to be shared and PT requested that members all look to bring some examples to the next meeting
* NB informed the group the PSWG now had a new process for preparing ‘learning bulletins’ rather than safety alerts and that this format would be utilised moving forward – and example will be shared at the next meeting.
* There was a discussion about stakeholder engagement and issue with planning offices not utilising the HSE webapp. NB reminded everyone that there was an action for members to complete and return the stakeholder engagement questionnaire and identify any LA’s where specific problems have been experienced

**Action 49.2 – is still outstanding so please return by end May**

 KL asked about the NUAR project and what companies were doing about this and if they had any issues. NB noted that UKOPA had been involved in discussions since its early inception a few years ago, with Grant Rogers putting forward the issues to be considered by the developers. It was however up to member organisations to put their own views into the consultation as this could not be done by UKOPA due to the varying different views. NB would however raise the issue with the Board.

 **Action 50.8 – NB raise NUAR issue with the Board**

**9. IWG Programme / budget update**

 **a) 2022 work plan**

The work programme was reviewed and at present no issues were identified.

**10. Date, Venue and Agenda of Next Meetings**

The date of the next meeting is Wednesday 21st September 2022 – venue to be decided

**Summary of Actions from this meeting and Outstanding from previous meetings**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Action** | **Who** | **Summary** | **Update** | **Status** |
| 50.1 | All | provide comment on 2021 draft report by 20th May |  |  |
| 50.2 | PT | agree with Linewatch the definition for ‘Aware’ |  |  |
| 50.3 | NB | add 2021 actions into IWG-22-03 tracker |  |  |
| 50.4 | All | send NB names of LAs who have not been using the HSE LUP webapp |  |  |
| 50.5 | All | send NB comments on Tree Planting Guide by 20th May 2022 |  |  |
| 50.6 | PT/NB | prepare scope for Hazard video to be discussed at the next meeting |  |  |
| 50.7 | PT | request link for live course from Landex and share with members |  |  |
| 50.8 | NB | raise NUAR issue with the Board |  |  |
|  |  |  |  |  |
|  |  | **Previous Meeting Actions** |  |  |
| 49.1 | NB | Follow up on actions listed in 2020 infringement report action plan IWG-22-03 | Report updated – see spreadsheet send with the minutes – and actions still be followed up | **Ongoing** |
| 49.2 | All | Return stakeholder questionnaire (IWG-18-03) by 31st March | This action remains open and members were requested to update and return by 20th May | **Ongoing** |
| 48.5 | NB | Work with the 5 members who had A infringements in 2020 to prepare safety alerts | May – information provided, but alerts not yet producedJan 22 – MF presented some information that needs further development. Awaiting confirmation from PT for his alert and MD needs to provide final information  | **Ongoing** |
| 48.6 | Members with A infringements | Present information at the Jan 2022 meeting regarding these incidents | No further updates, action closedInformation presented bar MD | **CLOSED** |
|  |  |  |  |  |
| 47.4 | Sub-group | Subgroup to prepare tree planting initial draft for review at the next meeting | May 22 – draft reviewed at the meeting and action replaced by 50.5Jan 22 – meeting of subgroup arranged for 25th JanSep 21 – group not yet met | **CLOSED** |
|  |  |  |  |  |
| 46.2 | PT | Find out about how to engaged with LAs through Associations / other working groups | May 22 – this action is to be closed as once stakeholder feedback has been collated (action 49.2) a new approach will be identifiedJan 22 – still ongoingSep 21 – still ongoingMay 21 – work still required to address this | **CLOSED** |
| 46.5 | PT | Prepare safety alert re fencing infringement | Jan 22 – still awaiting confirmation from BPA that this information can be sharedSep 21 – PT to request colleagues put into UKOPA formatMay 21 – Not yet prepared  | **Ongoing** |
| 46.7 | Subgroup | Hold initial meeting re hazard film development | May 22 – PT had initial meeting and scoping subgroup to be set upJan 22 – CoC has followed up (outside of meeting) to try and get things movingSept 21 – Not meeting held, but KB is still happy to host. Decide at Jan meeting if this action should proceedMay 21 – as per 46.6 no meeting held as no volunteers came for forward | **CLOSED** |
|  |  |  |  |  |
| 42.4.2 | NB | Liaise with FARWG to share spreadsheet of LUP issues | May 22 – to remain on the action list a s rMay 22 – ditto Jan 22Jan 22 – this item is to remind open to remind people to share issuesSep 21 – CF asked about the aim of this work. Examples are needed if UKOPA members want to challenge HSE regarding planning zones. Examples are still requested if members have them.May 21 – this is to remain on the action listJan 21Sept/ Jun/ Jan 20The spreadsheet still needed to be updated, so if anyone has any issues that could be included they are requested to share with Graham Goodfellow the FARWG | **Ongoing** |
| 42.4.3 | NB / ALL | Complete spreadsheet of councils visited and send back to NB – sent with minutes | May 22 – awaiting information closed as 49.2 replaces the actionJan 22 – still awaiting completed formsSep 21 – It is was requested that the spreadsheet be updated to include issues experienced with LAs that might feed into new action 48.1May 21 – a decision required at the next meeting as to whether this should remain openJan 21Sept / Jun/ Jan 20Some members had returned the spreadsheet, but this will be an ongoing action as more members carry out LA visits | **CLOSED** |