**UKOPA Infringement Working Group**

Minutes of the 37th Meeting

Penspen Offices, Kirby Lonsdale

10am, 23rd January 2018

1. **Attendance, Apologies and Membership**

Present

N Barker IWG Secretary

K Burns Wood Group

P Crooks Cadent

B Downes Shell

I Hageman CHLPS

W Gaffney SGN

G Glover Sabic

D Ingham Cadent

J Jarvie Ineos

K Liddar National Grid

M Mills Esso

A Meyer HSE

K Pittman HSE

G Rogers Wales & West Utilities

P Taylor (Chairman) BPA

Apologies:

R Bood National Grid

M Davey SGN

D Brown Essar UK Oil Ltd

D Turner NGN

PT welcomed everyone to the meeting and introductions were made.

1. **Minutes of 16th October 2017 Meeting and Actions Arising**

The minutes of the previous meeting were accepted.

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

1. **IWG 2017 Infringement Report (inc 2016 update)**

The 2016 Infringement report had been approved by the Board and was published at the end of December on the website. There are links at the bottom of the home page, the IWG pages and published reports page. This is the direct link.

<http://www.ukopa.co.uk/wp-content/uploads/2017/12/UKOPA_17_001-2016-Report-for-UKOPA-Infringement-database.pdf>

It was already agreed that the 2017 should be submitted to NB by the end of March 2018. NB pointed out that SGN (WG) needed a prize for being the first company to submit their 2017 infringement data.

A spreadsheet containing the outline data requirements had been prepared by NB and circulated with the agenda. An overview of how gas data should be sorted, had also been prepared and GR was commenting on this. Both documents, IWG-18-04; Process for Gas Data Cleansing and IWG-18-05; Annual Report Minimum Requirements are to be circulated with these minutes.

JB asked if there was a way to get a figure of number of infringements per kilometre. There was a discussion around the table that this could be possible, but the benefit was questioned given the slightly different ways in which companies record the data. This however is a possibility to be included in the 2017 Annual Report.

KL queried why the NG data is not provided via Linewatch given that they are members of that organisation. Outside of the meeting it was confirmed by Linewatch, that although NG are members, NG have chosen not to submit their infringement data via the Linewatch database and as such will need to continue to submit separately – as per other non-Linewatch members.

It was agreed that if all of the infringement data is submitted as per the end March 2018 deadline, then a draft report should be prepared by NB for discussion at the next IWG meeting on 15th May 2018.

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

a) Develop GPG for Local Authority Planners –

NB had circulated a ‘straw man’ as an initial discussion document to Martin Davy, Alan Meyer, Carl Sadler, Kam Liddar and Grant Rogers all of whom had shown interest, or offered to find someone in their organisation, to be in the subgroup to develop this document. CS had provided comments back, and outside of the meeting so had AM. PT has since seen a copy of the initial draft and is working to bring the group together in order to get the document to the final draft stage – to be ready for discussion at the next IWG meeting in May.

**Action 37.4.1 – Sub-group to develop final draft for circulation**

b) Development of Working Near Pipelines Guide

RB sent NB the second draft of the report just prior to the meeting, and NB / KL presented at the meeting. One of the points raised by RB was the fact that at the last meeting it was requested that the table of contacts be removed and a link to the UKOPA website replace it. RBs concern was that the links to the various members’ websites in some cases do not take people to a ‘pipeline specific’ page. Members are requested take a look at their companies link on the bottom of the UKOPA webpage ([www.ukopa.co.uk)](http://www.ukopa.co.uk)) and if possible provide a link to pipeline / plant protection page.

**Action 37.4.2 – All check website link**

SB raised the issue that prior to any work taking place then including a link to members is fine, his concern was that in an emergency situation, then the recommendation should be to find the closest marker post to where the emergency had taken place and call the number on the post.

It was agreed that the final draft of the document should prepared and circulate to the IWG prior to the next meeting in May. Outside of the meeting, PT requested a small sub-group of Rob Bood, Kenneth Burns, Geoff Glover, Daniel Ingham and himself get together to develop the final draft.

**Action 37.4.3 – Sub-group to develop final draft for circulation**

GR/NB provided KP with an overview of where the scope for this document had come from with the basis being an HSE Agricultural Information Sheet No8 – Working Safely Near Overhead Electricity Power Lines. The suggestion had been made that the UKOPA prepare a guidance document that might eventually be adopted by HSE, if it fitted with their strategy. KP offered to find the new contact within the HSE department and let PT know for future reference.

Outside of the meeting, KP feedback details of the contact, who did not currently foresee the department taking on such a document, but he did suggest that the IWG contact Farm Safety Partnership (Via NFU) who may be interested.

PT actioned NB with following this contact up

**Action 37.4.4 – NB contact Farm Safety Partnership**

c) ‘Normal’ Agricultural Activities

NB shared her thoughts that there could be an article developed to share via Farmer’s weekly – or similar – that highlighted developments in machine sizes and ways of working that impact on ‘normal’ agricultural activities and why it was important for the farming community to contact pipeline operators when carrying out certain work.

GR reminded the group that the original aim had been to identify ‘normal’ agricultural activities and thus which ones are notifiable to the pipeline operator. There was discuss around the group regarding this and it was decided that at the next meeting, the IWG would hold a mini workshop to develop the list of activities which could then be developed into a guidance document.

**Action 37.4.5 – NB ensure workshop is included in May agenda**

d) Article for Famers Weekly

It was agreed that until the work on ‘Normal’ Agricultural Activities had been completed the potential article for farmers weekly should be put on hold.

**5. IWG programme / Budget Update**

 **Action 36.6.1 NB/ PT – prepare plan and budget - CLOSED**

 The 2018 IWG budget had been submitted to the board and approved. The board had requested more regular updates with regards to percentage completion against line items and work invoiced. NB had prepared a tracking sheet for IWG in order to facilitate this.

 It was noted that the contact with Fisher German to host the infringement database finishes at the end of 2018 and PT agreed to have a discussion with Andrew Jackson (Fisher German) regarding cost for the next 3 years.

 **Action 37.5.1 – PT agree price with Fisher German for Infringement database from 2019 onwards**

**7. Sharing Learning from Infringements**

JJ provided a brief presentation that he had been sharing in Ineos, regarding ‘Zero Infringements’ recorded during 2017. His department had been doing lots of work during the previous few years not only to raise awareness of their pipelines with the local communities and local authorities, but also how to engage with Ineos when potential work was due to be taking place. JJ wanted to thank Sabic (and GG) for the join work that they had done together also. The presentation is to be put into the IWG folder in the members centre.

 KB shared a presentation regarding an issue that CATS had experienced when a local company, despite CATS being in regular contact with them regarding construction work that was taking place, did not inform CATS when they crossed the pipeline. KB now uses this presentation when engaging with local companies, communities and local authorities – again the presentation will be placed in the members centre.

 Both KB and JJ had had successful awareness days during the last year that were attended by many local authorities, planner and others, and that had been well received. The secret was to have these well targeted and to host them a number of times at a number of different places. There was lots of discussions around how others might be able to utilise the same formula and KL is to follow up with JJ / KB outside of the meeting to find out more.

 This lead onto an item not on the agenda but on the action list regarding updating of the ‘Stakeholder engagement document’). NB had circulated an updated version of the questions in spreadsheet form – IWG-18-003 - once submissions had been received she will try and condense this further. Members are therefore asked to return their submissions as **per Action 35.3.2 by the end of March**.

 IH provided an overview of an infringement on a CLHPS pipeline where work in the grounds of a golf club lead to a post being inserted into the ground within 6” of the pipeline and to a similar depth. The golf club admitted communications issues with the contractor carrying out the work.

 IH and KB are to work with NB to prepare Safety Alerts for both of their infringements.

 There was a discussion regarding leak that had occurred on the FPS pipeline at the end of 2017, where the removal of rock on the underside of the pipe (prior to repair taking place) had led to a crack in the unrestrained dent leaking. Once the investigation has taken place, there may need to be some review of the Dent strategy developed by UKOPA (this would be via the PIWG).

 GG provided feedback on his Local Authority visits stating that he had taken copies of the UKOPA GPGs for Solar Farms and Wind Farms and that these had been well received.

**7. IWG items for the next UKOPA members meeting**

PT has the previous presentation given by GG to the October members meeting. He will update this for the February members meeting outlining the ongoing work of the IWG and also the aim to ensure that all A1 and B1 infringements would be submitted as Safety Alerts.

**9. Date, Venue and Agenda Of Next Meeting**

The following dates were set for future IWG meetings:

Tuesday 15th May 2018 – Derby Conference Centre (prior to Technical Seminar on 16th May)

Tuesday 18th September 2018 – CATS, Teeside

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

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| --- | --- | --- | --- | --- |
| **Action** | **Who** | **Summary** | **Update** | **Status** |
| 37.4.1 | Sub Group | Complete final draft of GPG for Local Authority Planners |  |  |
| 37.4.1 | All | Check UKOPA website to see where the link for your company goes and whether a more appropriate ‘plant protection’ page should be used. |  |  |
| 37.4.3 | Sub Group | Complete final draft of Working Near Pipelines document |  |  |
| 37.4.4 | NB | Contact NFU regarding Farm Safety Partnership |  |  |
| 37.4.5 | NB | Put time in May agenda for ‘normal’ agricultural activities mini workshop |  |  |
| 37.5.1 | PT | Agree contract with Fisher German for hosting of infringement database from 2019 onwards |  |  |
| 37.6.1 | NB / IH / KB | Prepare Safety Alerts for infringements |  |  |
|  |  |  |  |  |
| 36.4.1 | NB | Prepare and send out requirements for data for the 2017 IWG report and resend the specification document to non-linewatch memebers | Final copies of both documents are to be sent out with these minutes | **CLOSED** |
| 36.4.2 | All | Provide 2017 IWG data by 31st March 2018 | Only SGN data submitted to date | Ongoing |
| 36.5.1 | NB | Produce draft of GPG and circulate to subgroup by first week in December | ‘Straw Man’ of GPG submitted with agenda for the meeting. Replaced by action 37.4.1 | **CLOSED** |
| 36.6.1 | NB / PT | Prepare 2018 and proposed budget for submission to Board | Budget prepared and submitted to the board which was agreed at the end of 2017 | **CLOSED** |
|  |  |  |  |  |
| 35.3.2 | All | Update communications document to be circulated with the minutes | The document was sent but very few responses had been received.NB is to draft the information (identified at the meeting on 16/10) into a new spreadsheet format and circulate once again for completion23/1 spreadsheet IWG/18/003 circulated and members are requested to return to NB by end March 2018 | Ongoing |
| 35.4.2 | RB | Produce initial draft of document and send to IWG for comment | RB brought a copy of the initial draft to the meeting for discussion. It was agreed to update the document and RB would recirculate to the group for further comment.23/1 2nd draft discussed and subgroup created. Action closed replaced by 37.4.1 | **CLOSED** |
| 35.6.1 | DB / NB | Identify agricultural equipment for potential GPG | A high level review had been done, but this should be further developed23/1 this is to be replaced by the workshop to identify ‘normal’ agricultural activities in May 2018 | **CLOSED** |
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| 33.5.1 | Neil Jackson | Negotiation with SUKA over agreement for GPG | NJ does not have a contact for SUKA so NB to make contact via their website9/5 NB sent message to SUKA website and awaiting response16/10 no response had been received in relation to the email request and so the group agreed NB should try phoning to see if she can get any further.23/1 CS has provided NB with details in the association and is to contact them. | Ongoing |