Minutes

**Mossmorran & Braefoot Bay**

**Community & Safety Liaison Committee Meeting**

**Date:** 08/03/2018

**Time:** 18:30

**Location**: New City House, Dunfermline

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| Present | Alistair Bain, Chair – Fife Councillor  |
|  | Rachael Turner, Secretary |
|  | Alex Macdonald – Burntisland cc |
|  | John Raine – Shell UK Limited |
|  | Teresa Waddington – Shell UK Limited |
|  | Sonia Bingham – ExxonMobil Chemical Limited |
|  | Catherine Cubitt – ExxonMobil Chemical Limited |
|  | Alex Haddow – Cowdenbeath cc |
|  | Ian Brocklebank – SEPA  |
|  | Rob Morris - SEPA |
|  | Kathleen Leslie – Fife Councillor |
| Absent | Amelia Howie – Lumphinnans cc |
|  | David Taylor – Cardenden & Kinglassie cc |
|  | Thomas Lochhead – Auchtertool cc |
|  | Willie Dryburgh – Aberdour Community Council |
|  | Alex Rhodes – Shell UK Limited |
|  | David Barratt – Fife Councillor |
|  | James Mann – Lochgelly cc |

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| **1.** | **Apologies for Absence** |
|  | * Amelia Howie – Lumphinnans cc
* David Taylor – Cardenden & Kinglassie cc
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| **2.** | **Declaration of Interest** |
|  | * None.
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| **3.** | **Minutes of Previous Meeting** |
|  | * Minutes accepted
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| **4** | **Current Situation Reports** |
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| **4.1**  | **Shell UK Limited – Circulated Report** |
|  | * Safety
* Personal Safety

A member of staff required treatment as a result of a minor injury, which happened while moving some barriers. We have investigated the incident to establish the root causes, learn from it and prevent re-occurrence. Safety is a priority across Shell, and so we also plan to do a wider review of our manual handling risk assessments.AM questions if the minor injury has an effect on the loss time injury record, TW states that because the individual needed medical treatment and was able to return to work the next day, it does not effect the loss time injury record.* Process Safety

In February, following planned maintenance activities, repair work was required. This required the de-pressurisation of one of our Modules to allow the safe completion of the repair. As a result, intermittent flaring occurred for a short period on the 23 February. SEPA was pre-informed of the de-pressurisation including the potential duration and impact of flaring. On completion of the work the module was restarted. We provided the community with the following statement:“Shell UK Limited would like to inform the local community that a processing module at the Shell Fife NGL Plant was shit down today to carry out immediate maintenance work. Between the hours of 1100hrs – 1430hrs (23 February) local residents may have noticed a small amount of intermittent flaring from the elevated flare. We have informed the regulator, SEPA of the incident. The work is almost complete and the process to re-start the module will begin in the next 24 hours.”Teresa Waddington, Plant Manager at Shell Fife NGL said: “We apologise to the local community for the flaring incident today. The flare is an essential part of the plant’s safety systems. I would like to assure residents that we aim to minimise any disturbance and the plant is now returned to normal operations.” * Environmental

The intermittent flaring incident (details above) on 23 February was reported to SEPA or around 1600hrs. The M&BB Air Quality Monitoring Review Group meeting scheduled for Monday 5 March was cancelled due to bad weather, which will be rescheduled.Progress work continues with Fife Ethylene Plant and SEPA in the areas of flaring and monitoring environmental impacts.Shell UK Limited will continue to share the actions taken, in relation to what is called ‘social performance’, including community engagement and communication via this Committee report through the year with a view to seeking Committee feedback at the December meeting. * Emergency Planning Exercises
* Shell UK Limited has an annual schedule for exercising its response to a range of potential on and offsite emergency scenarios. The scenarios test Shell staff and processes, including relevant interface arrangements between the site, domino group members, local authority and emergency support services, for the management of occupational and process safety related events. These events include, for example, rescue from height and material releases.
* Mossmorran Activities
* The plant operations experienced two other trips (sensor trigger an automatic shutdown of equipment in January and February due to the compressor issues on Module 3, current investigation on the underlying causes.
* Shell UK Limited has submitted a planning application to construct toilet and washroom facilities on the Shell FNGL site as a measure for worker welfare.
* NGL Processed Tonnes
* Average/Day
* Dec 9,983
* Jan 10,320
* Feb 8,965
* Braefoot Bay Activities
* New Loafing Arms 1, 2 and 3 installed and operable. Arm 4 is planned for installation over the coming months.
* Shipping total (number of vessels)
* Sep 10
* Oct 11
* Nov 10
* Community Feedback & Information
* No operational complaints received over the last quarter.
* One land complaint received about the condition of potholes on a road near the cottages at Newton Farm. Shell is working with their contractors to remedy the issue.
* Two websites are currently being developed for Shell gas plants as part of improving community communications. The websites will contain information about Shell Operations, HSE, their role in the community, as well as a place for feedback, and to apply for Community Grants.
* Workforce
* Total 256
* Site Visits
* Shell UK Limited hosted a SEPA visit to discuss the overall environmental performance and how Shell and SEPA will work together in the coming year to further reduce, manage and communicate our environmental performance.
* Social Investment & Events
* Fife Art

The winning artworks from the 2017 Fife Art Exhibition were on display in Kirkcaldy Galleries. This small exhibition opened on 13 January and concluded on 25 February. In advance of this display ending, the winners and NHS Fife were invited to attend the formal part if handing the work over to the NHS. Teresa Waddington handed over the 6 pieces of art at the Kirkcaldy Galleries.* SCDI Young Engineers Clubs – Dundee Science Centre

The event was postponed due to the weather; it will be rearranged for April or May.* Lochgelly High School Employability

Shell UK Limited is supporting Lochgelly High School by providing pupils with a three-day work placement from 25 June. All pupils will apply for positions with a CV and cover letter in response to a job specification supplied by Shell UK Limited, who will then interview the students and the chosen candidates are selected for a placement.The following positions will be available:* Assistant Electrical Maintenance technician
* Assistant Instrument Maintenance technician
* Assistant Marine Terminal Operations support
* Assistant Operations Maintenance technician
* Assistant Process Engineer
* Girls in Energy

A new intake of students began the Girls in Energy programme in June 2017, and attended ‘offshore Europe’ in September. Approximately 150 students are taking part from across Scotland, 26 are from Fife. The course is being delivered in the following schools: St Andrews High School, Madras, Woodmill High School and Auchmuty.* 2018 Calendar overview
* April – SCDI Young Engineers clubs – Dundee science centre.
* April – Lochgelly High School Employability – Job Interviews & Work Placements.
* May – Girls in Energy (2017 intake) end of year celebration event with Fife College.
* May – Girls in Energy (2017 intake) attend Shell Make the Future London LIVE!
* May – Tomorrows Engineers Programme – ongoing throughout the year.
* June – Shell Industry Experience.
* September – Girls in Energy (2018 intake) – year long course begins.
* October/November – Fife Art Competition, Launch Event in Lochgelly.
* December – Girls in Energy (2018 intake) Conference in Aberdeen.
* Donations to local community groups
* Total Donations 2018 £17,567.50
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| **4.2** | **ExxonMobil Chemical Limited – Circulated report** |
|  | * Safety, Health and Environment
* 8,237 days without a time losing injury to any personnel working onsite.
* 426 days since the last recordable injury.
* 272 days without any exceedances of consent limits
* 129 days since last flaring
* Site Visits
* No visits during the reporting period.
* Corporate Hospitality
* The annual FEP Burns Supper took place in Friday 26 January at Balbirnie House Hotel.
* Plant Operations
* Scheduled meetings with SEPA and HSE since last meeting:
* 16 Jan – SEPA, management discussion – FEP prioritise and values.
* 18 Jan – SEPA, investigation status update discussion (I. Brocklebank).
* 19 Jan – SEPA, CEO visit.
* 31 Jan – SEPA, Site Compliance Inspection (I. Brocklebank).
* 6/7 Feb HSE, Power Systems Inspection.
* 2 Mar – SEPA, Audit of action closure from June 2017 (postponed due to adverse weather).
* Steady plant operations during the last period.
* On Thursday 8 March the site held a tabletop COMAH Emergency Exercise onsite at Mossmorran with emergency services in attendance.
* Contributions
* ExxonMobil Chemical Limited is delighted to be supporting Auchtertool Community Council with a donation of £1,000 to enable them to purchase a defibrillator to be located at the Community Centre for use by people in the village in case of emergency.
* 1Q18 ExxonMobil Chemical Limited VIP and School Governor Grants will be reported at the next meeting in June.
* Other
* 800+ Senior Citizens from local communities were entertained at the pantomime ‘Hansel & Gretel’ performed by Cowdenbeath Community Theatre, at the Lochgelly Centre on Wednesday 6 and Thursday 7 December.
* Approximately 60 Senior citizens from Burntisland joined us onsite in January for one of the senior Citizens Burns Lunches. The lunches for residents from Cardenden and Cowdenbeath were cancelled due to adverse weather conditions after liaising with the Community Councils and coach company. These communities will be extended an invitation to attend in 2019.
* Community Complaints
* No attributed community complaints received during the reporting period.
* Other
* ExxonMobil Chemical Limited have agreed to sponsor the Ecology Centre at Kinghorn to enable them to recruit a dimmer work placement student at the Ecology Centre, Kinghorn, who will also assist ExxonMobil Chemical Limited at FEP in their summer Environmental Pond Dipping programme. Letters will soon go out to local Fife schools inviting participation in this activity in May/June.
* ExxonMobil Chemical Limited are again recruiting for people to join the Modern Apprentice scheme. The recruitment campaign is now underway for maintenance apprentices. The successful candidates will join our programme in August/September 2018.
* Jeroen Koustaal, former FEP Integrated Event Manager returned to FEP in January 2018 to become the FEP Maintenance Manager.
* FEP has also recruited 4 additional new hires, in Administration (a business Administration Apprentice) Process Control Engineer, Machinery Planner and a Project Application Engineer.
* FEP has supported the Fife Chamber of Commerce Business Awards, sponsoring the “Excellence in People Development” category.
* FEP also participated in a meeting in January 2018 with Lesley Laird, MP, representatives of Fife Council, representatives of the IAQMRG and Shell UK Limited, Fife NGL Plant to discuss the current remit of the IAQMRG as well as the company’s current communication and community engagement practices. A further meeting is planned for April 2018, which will include a wider representation of interested parties and representation from this committee also.
* Workforce
* ExxonMobil Chemical 177
* ExxonMobil Education Trust Apprentices 15
* Base Contractors 114
* Project Contractors 47
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| **4.3** | **SEPA – Circulated report** |
|  | Mossmorran and Braefoot Bay Complexes* SEPA newsletter
* SEPA is committed to keeping the local communities around Mossmorran informed.
* To receive the latest updates in our activities and the stages of the investigation being undertaken following the flaring incident in June, one can sign-up to receive our newsletter or view the latest edition at our website:
* www.sepa.org.uk/regulations/air/air-quality/mossmorran-and-braefoot-bay-complexes/
* Investigation update
* In-line with SEPAs commitment to the local community SEPA will be sending out an update on its investigation into the flaring of June 2017 shortly.

Shell UK Limited* PPC Inspection
* An audit of actions by Shell following the flaring event last year was carried out this week.
* Shell’s PPC permit is in the process of being reviewed following publication of the BAT Conclusions for the refining of mineral oil and gas.
* COMAH Inspection
* Shell has carried out a few improvements to their COMAH environment risk assessment and a further review will be carried out during March.

ExxonMobil Chemical Limited* PPC Inspection
* An audit of actions by ExxonMobil Chemical Limited following the flaring event last year was is planned for this week.
* Although the BAT Conclusions for the Large Volume Organic Chemicals have not yet been published ExxonMobil Chemical Limited’s permit is being reviewed to update it in-line with Directive requirements.
* COMAH Inspection
* The COMAH Competent Authority (CA) has reviewed the Establishments Safety Report. SEPA is undertaking some final assessments of the COMAH Environment Risk Assessment.
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| **4.4** | **Community Council**  |
|  | Burntisland cc* Thank you to ExxonMobil Chemical Limited for the Burns supper invite.
* Thank you to Shell UK Limited for the donations to the Burntisland Heritage Trust.
* There is a lot of debris on the roads in the local community’s, due to the recent weather, can this be cleared.

Cowdenbeath cc* Thank you to ExxonMobil Chemical Limited for the pantomime tickets. The Burns lunches were cancelled for safety reasons.
* AH has questions from local residents, these will be sent to ExxonMobil Chemical Limited and Shell UK Limited to be answered and will be added to the minutes.
* See section 5. for questions and answers.
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| **5.**  | **Cowdenbeath Community Council Questions** |
|  | Shell UK Limited response **Q1. The plant was originally meant to have a life span of 25years but in the last few years, its life has been extended. Do we know for how long?**The life-span of the Shell FNGL plant is determined by various factors including our investment in maintaining the safety and integrity of the plant, and commercial arrangements that supply hydrocarbons to the plant and demand the products it processes. We aim to keep the plant evergreen, and the current outlook for the plant is beyond 2025.**Q2. Is there another review of the plants expectancy due in the future?**No specific review is planned. Please see the answer above**Q3. It was mentioned that neither Benarty or Kelty or Hill of Beath are represented at the meeting. Minutes state that when this meeting was set up, it was agreed with local community councils who should be attendees. There has also been indication that it is community councils within a certain radius that can attend. Also that tests were carried out to see which communities would be affected. The appropriate CCs were then invited to join the Committee.**This is for Fife Council**Q4. Can we obtain clarity on how it was agreed which communities would be included in meetings.  Is it decision of community councils or radius to the plant.  Or a result of tests)?**This is for Fife Council**Q5. Should the attendee list be reviewed?**This is for Fife Council**Q6.  Are there any plans to do real time monitoring at the site?**We use real-time monitoring of the flare using CCTV camera and on-line temperature sensors. We use an array of operational monitoring data, which provides real-time updates and alerts regarding most aspects of the plant. This monitoring includes flow meters and chemical analysers that allow emissions from the plant to be calculated.We undertake periodic monitoring of our stack emissions to verify the data. Our monitoring systems are compliant with environmental monitoring commitments required for our Pollution Prevention and Control (PPC) Permit, and our emissions are consistently below limits set for the plant. A local independent Air Quality Monitoring Review Group advises Fife Council regarding the monitoring of air emissions arising from the operations at the Mossmorran plants and the Braefoot Bay terminal facilities. The 2016 Annual Report of the Review Group says: “The outcomes of air quality monitoring to date in the vicinity of the Mossmorran and Braefoot Bay facilities indicate that automatic continuous monitoring of pollutants in surrounding local community areas is not required. In conclusion, the work undertaken by the Review Group in 2016 demonstrates that emissions from the Shell and ExxonMobil Plants at Mossmorran and Braefoot Bay continue to pose no significant risk to the health of members of the local community.”We continue to participate in the Review Group and discussions on monitoring, and we are willing to engage with the authorities when future requirements are being considered.**Q7. 6 complaints were received from residents of Cowdenbeath/Lochgelly and Auchtertool as a result of flaring in Oct 2017. What was the nature of the complaints and how were they handled?**NAExxonMobil Chemical Limited**Q1. The plant was originally meant to have a life span of 25 years but in the last few years, its life has been extended. Do we know for how long?** Through securing additional business streams, we foresee a long-term future for the plant, including the creation of new employment opportunities. FEP was the first plant specifically designed to use natural gas liquids from the North Sea as feedstock. Initially the plant took its feedstock from the Shell/Esso Brent Field in the North Sea. Feedstock sources for the plant have now diversified to include additional fields in the North Sea in both the UK and Norwegian Sectors. FEP now also has the ability to take imported gas for processing at the site. FEP has seen continuous ongoing investment in the equipment onsite over its life to date and in the last 5 years alone, some £50million has been invested in the site. This ongoing investment ensures the plant remains a key asset in the UK chemical industry. This positive outlook also ensures the future of the approx. 180 permanent employees and 50 core contractors who work at the plant. The majority of the workforce lives locally, with 11% of employees living within three miles of the plant and 65% within seven miles. Former apprentices account for around one-third of the workforce and we currently employ around 15 apprentices on-site. **Q2. Is there another review of the plant’s expectancy due in the future?** All aspects of feed supply and operations of the Fife Ethylene Plant are constantly reviewed by the company and the regulators for the site.  FEP is regulated by local and national authorities including HSE, SEPA and Fife Council. More information about regulation is available from our Fife Ethylene Plant Community Affairs department, on 01383 737 000*.***Q3. It was mentioned that neither Benarty or Kelty or Hill of Beath are represented at the meeting. Minutes state that when this meeting was set up, it was agreed with local community councils who should be attendees. There has also been indication that it is community councils within a certain radius that can attend. Also that tests were carried out to see which communities would be affected. The appropriate CCs were then invited to join the Committee.** The Mossmorran and Braefoot Bay Community Safety Committee (The Liaison Committee) was established by Fife Council. The Committee provides a forum to enable local community representatives to engage with the operators at Mossmorran and Braefoot Bay, to be briefed on any environmental impacts or safety issues associated with the facilities and to allow the views of local communities to be properly expressed. Its membership, as per its constitution and terms of reference, comprises three representatives from Fife Council and one representative from each of the following: -        ExxonMobil Chemical,-        Shell UK,-        Aberdour Community Council,-        Auchtertool Community Council,-        Burntisland Community Council,-        Cardenden and Kinglassie Community Council,-        Cowdenbeath Community Council,-        Crossgates and Mossgreen Community Council,-        Dalgety Bay and Hillend Community Council,-        Lochgelly Community Council, and-        Lumphinnans Community Council. The minutes of the local community liaison committee are published on [Fife Council’s website](https://www.fifedirect.org.uk/publications/index.cfm?fuseaction=publication.pop&pubid=34207FD3-D71A-67EE-977B0E3DD810E464) and we are working with the other members of the committee to seek ways to improve communications with the community.**Q4. Can we obtain clarity on how it was agreed which communities would be included in meetings.  Is it decision of community councils or radius to the plant.  Or a result of tests)?** Please see our previous response. **Q5. Should the attendee list be reviewed?**This is a matter for the Fife Council - Mossmorran and Braefoot Bay Community Safety Committee to determine. ExxonMobil Chemical Limited continues to engage with all communities surrounding our facilities at Mossmorran and Braefoot Bay, and is looking at ways to build on this.**Q6.  Are there any plans to do real time monitoring at the site?**Air Quality around the plant is monitored and reviewed by the Fife Council Independent Air Quality Monitoring Review Committee, Chaired by Professor Sibbett of St. Andrews University.Many years of rigorous testing by independent consultants on behalf of Fife Council Mossmorran & Braefoot Bay Independent Air Quality Monitoring Review Group show no significant impact on air quality in the local communities.  The 2016 Annual Report from this group is available on the Fife Council Website. **Q7. 6 complaints were received from residents of Cowdenbeath/Lochgelly and Auchtertool as a result of flaring in Oct 2017. What were the nature of the complaints and how were they handled?**Calls received re flaring in October 2017 were:5 related to noise and one related to light from the flare.Callers who contact the site, have their calls logged, and where they provide contact information, are called back the same day or the next day, depending on the time of day the call is received. |
| **6.** | **Date of future meetings:**  |
|  | * 14 June 2018 18:30
* 13 September 2018 18:30
* 13 December 2018 18:30
* 14 March 2019 18:30
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