

**DOUNREAY STAKEHOLDER GROUP
ADMIN AND PROCEDURES SUB GROUP**

Minutes of the DSG Admin and Procedures sub group meeting held on 30th January 2009 in Dounreay.com at 1330 hours.

Present: Bob Earnshaw Thurso Community Council
 John Deighan Dounreay Unions

 June Love DSG Secretariat, DSRL

Apologies: Alastair MacDonald DSG
 Sandy Mackie Scrabster Harbour Trust
 Anna MacConnell Caithness Partnership

MINUTES

1. WELCOME

Bob Earnshaw noted that due to unforeseen circumstances the sub group was limited in attendance for this meeting. It was agreed to continue to ensure progress was made on Terms of Reference and logistics for the AGM etc.

2. MINUTES OF LAST MEETING

The minutes had been circulated in advance and comments had been received electronically. The minutes were accepted as a true record.

3. PROGRESS ON ACTIONS

See appendix 1 for progress on actions.

4. AGM PAPER

Draft paperwork for the AGM to be held on the 18th March was tabled. These included the financial report, attendance report, website report and forward look diary. It was noted that all paperwork would be updated to the end of February to allow time for distribution before the meeting.

ACTION: DSG/APSG(2009)M001/A001: SECRETARY TO UPDATE FINANCE, ATTENDANCE, WEBSITE REPORTS AND FORWARD LOOK DIARY BY END OF FEBRUARY AND DISTRIBUTE TO MEMBERS WITH AGM AGENDA AND MINUTES.

5. DSG TERMS OF REFERENCE UPDATE

The Terms of Reference were reviewed taking the NDA's Guidance for SSG's into account. A number of revisions were identified and the secretary would now continue with previous actions to circulate to all DSG members for discussion at the AGM on the 18th March.

The draft guidance paper from the NDA was also discussed. It was noted that a meeting with NDA Stakeholder Relations team which had been scheduled for October 2008 had been cancelled. The secretary was asked to agree a date with NDA for discussion to clarify some issues within the guidance.

ACTION: DSG/APSG(2009)M001/A002: SECRETARY TO CONTACT NDA STAKEHOLDER RELATIONS TEAM TO AGREE A NEW DATE FOR DISCUSSION OF THE NDA GUIDANCE FOR SSGS.

6. MEMBERSHIP ISSUES

It was noted that the Caithness Young Farmers representative had recently been employed by DSRL. Presently the representative sat on the Environmental sub group as well as the main DSG. The group felt that there would not be a conflict of interest and as long as site management were content with the individual continuing her role there was no issue.

ACTION: DSG/APSG(2009)M001/A003: SECRETARY TO ENSURE WITH SITE MANAGEMENT THAT THE REPRESENTATIVE FOR THE CAITHNESS YOUNG FARMERS COULD CONTINUE WITH HER ROLE.

It was also noted that there had been an increase in the number of representatives from the Caithness Chamber of Commerce. This was because of the efforts to reinvigorate the Chamber and that, at this time it was going through a transitional change. The group agreed that to ensure continuity of attendance that both George Bruce and AN Other from the Chamber should continue to attend for future meetings until the Chamber held its AGM in May 2009.

ACTION: DSG/APSG(2009)M001/A004: SECRETARY TO WRITE TO CAITHNESS CHAMBER OF COMMERCE TO CONFIRM ATTENDANCE OF GEORGE BRUCE AND AN OTHER UNTIL AFTER THE CHAMBER'S AGM TO BE HELD IN MAY 2009.

7. AGM ARRANGEMENTS

It was agreed that the AGM would be held at 1830 hours on the 18th March and would follow the format of the previous AGM. Nominations for chair and vice chair should be invited in advance and the secretary was asked to write to all members to invite nominations.

ACTION: DSG/APSG(2009)M001/A005: SECRETARY TO WRITE TO ALL MEMBERS INVITING THEM TO PROVIDE ANY NOMINATIONS FOR CHAIR/VICE CHAIR BEFORE THE AGM.

8. AGENDA ITEMS FOR MARCH DSG

- **SEPA presentation:** SEPA had written to the secretary requesting time on the next agenda to provide a brief presentation on the radioactive substances act (RSA) 93 authorisation consultation for the low level waste facility. This was agreed.
- **DSRL presentation:** DSRL had requested to present an update on the decommissioning programme. This was also agreed.

ACTION: DSG/APSG(2009)M001/A005: Secretary to put presentations by DSRL (update on decommissioning) and SEPA (RSA authorisation consultation of low level waste facility) on the agenda for the DSG on 18th March.

9. ANY OTHER BUSINESS

The Secretary noted that David Flear (Highland Council) would be in Manchester on 12th March attending a workshop on behalf of the DSG. On the evening of the 12th the National Skills Academy, Nuclear were holding its 2009 UK Nuclear Skills Awards

and a number of Caithness entries were being considered. It was agreed that since David would be in Manchester at that time he would attend the dinner on behalf of the DSG.

ACTION: DSG/APSG(2009)M001/A006: Secretary to book seat at 2009 UK Nuclear Skills Awards to be held on 12 March for David Flear.

There was no further business and the meeting closed.

Bob Earnshaw

Admin and Procedures sub group, chair

31st January 2009

PROGRESS ON ACTIONS

ACTIONS ARISING FROM THIS MEETING (JAN 2009)

- DSG/APSG(2009)M001/A001: Secretary to update finance, attendance, website, reports and forward look diary by end of February and distribute to members with AGM agenda and minutes.
- DSG/APSG(2009)M001/A002: Secretary to contact NDA Stakeholder Relations to agree a new date for discussion of the NDA Guidance for SSGs.
- DSG/APSG(2009)M001/A003: Secretary to ensure with site management that the representative for the Caithness Young Farmers could continue with her role.
- DSG/APSG(2009)M001/A004: Secretary to write to Caithness Chamber of Commerce to confirm attendance of George Bruce and AN Other until after the Chamber's AGM to be held in May 2009.
- DSG/APSG(2009)M001/A005: Secretary to write to all members inviting them to provide any nominations for Chair/Vice Chair before the AGM.
- DSG/APSG(2009)M001/A005: Secretary to put presentations by DSRL (update on decommissioning) and SEPA (RSA authorisation consultation of low level waste facility) on the agenda for the DSG on 18th March.
- DSG/APSG(2009)M001/A006: Secretary to book seat at 2009 UK Nuclear Skills Awards to be held on 12 March for David Flear.

ACTIONS ONGOING FROM PREVIOUS MEETINGS

- M014/A011 Secretary to progress the etching of the winning design on a plaque for display in Caithness Horizons. *Action ongoing – awaiting costing for simplifying the drawing, etching and materials required*
- M017/A009: Secretary to work with site management to clarify the topics in C221 which are relevant to the Dounreay site and to define the issues.
- M017/A010 Bob Earnshaw and June Love to identify any revisions to the Terms of Reference taking the NDA guidance document into account.
- M017/A011 Secretary to distribute revised Terms of Reference to the APSG for comment/review.
- M017/A012 Secretary to distribute revised Terms of Reference to full DSG membership once reviewed by APSG.

ACTIONS COMPLETE SINCE LAST MEETING

- M017/A002: Anna MacConnell to speak to Young Farmers representative re attendance at meetings. *Action complete.*

- M017/A003: Bob Earnshaw to discuss deputy arrangements for the Association of Community Councils.
- M017/A004 Secretary to contact Tim O'Brien to request additional representation from the Caithness Contractors Consortium for the site operations sub group. *Action complete – email sent to Tim O'Brien before xmas.*
- M017/A005 Secretary to contact DSG Highland Council reps to ensure they have nominated deputies to cover absences, *Action complete – emailed David Flear and Bill Fernie on 23rd December 2008.*
- M017/A006 Secretary to recirculate DSG(2006)C192 (as of 11th August 2008) to remind representatives of membership remit of each sub group. *Action complete – this was circulated with paperwork for meeting held on 10th December.*
- M017/A007 Secretary to invite Jamie Stone, MSP to the next meeting of DSG. *Action complete – invite sent – Secretary will provide forward meeting dates to Jamie Stone and John Thurso to allow attendance at an appropriate time.*
- M017/A008 DSG Chairman (Alastair MacDonald) to speak to Randall Bargelt, NDA re issues in relation to consultation. *Action complete – discussions have taken place and pre-briefing arrangements have been put in place to ensure that the DSG is updated in a timely manner.*
- M017/A010 Bob Earnshaw and June Love to identify any revisions to the Terms of Reference taking the NDA guidance document into account. *Action complete – ToRs sent to members for comment.*
- M017/A011 Secretary to distribute revised Terms of Reference to the APSG for comment/review. *Action complete.*
- M017/A013 Secretary to reduce the amount of paperwork sent out to DSG members by sending the full minutes, status of actions and sub group minutes only to members for main meetings. *Action complete – this was done for meeting held on 10th December 2008.*
- M017/A014 Secretary to raise issue of representation for site operations sub group at next Admin and Procedures sub group meeting. *Action complete – this was discussed at ASPG on 13th November 2008.*