DOUNREAY STAKEHOLDER GROUP ADMIN AND PROCEDURES SUB GROUP

DSG/APSG(2009)M003

Minutes of the DSG Admin and Procedures sub group meeting held on Friday 21st August 2009 at 1330 hours in Dounreay.com, Thurso.

Present:	Alastair MacDonald John Green Koreen MacDougall John Deighan	DSG Chair Caithness Partnership Caithness Partnership Dounreay Unions
Apologies: In addition:	Bob Earnshaw Rod Johnstone June Love	Thurso Community Council Scrabster Harbour Trust DSRL, Secretariat

MINUTES

1. WELCOME

Alastair MacDonald welcomed everyone to the meeting and noted that Koreen MacDougall was attending her first meeting representing Caithness Partnership.

2. MINUTES OF LAST MEETING

The minutes of the last meeting (DSG/APSG(2009)M002 refers) were taken as a true reflection of the meeting.

3. APOLOGIES RECEIVED

Apologies are minuted as above.

4. **PROGRESS ON ACTIONS**

One action was outstanding – see appendix A for information and for all new actions raised.

5. UPDATE ON DSG BUDGET

DSG(2009)C066 was tabled. It was noted that a total of £8.5K had been spent to date and spend would accelerate a bit over the next few months because of the volume of external meetings in the diary. The group was satisfied that no overspend would be made during this financial year.

6. **ATTENDANCE UPDATE**

DSG(2009)C067 was tabled. This paper was noted and it was agreed that review of membership would follow after the March 2010 AGM when the chair and sub group chairs would need to be reviewed.

John Green noted that Koreen MacDougall has now joined the Caithness Partnership. While both attended this meeting today it was agreed that Koreen would sit on the Admin and Procedures sub group and at main DSG meetings, John would represent Caithness Partnership at the socio economic sub group. This was accepted by the group.

ACTION: DSG/APSG(2009)M003/A001: SECRETARY TO PUT ON FORWARD DIARY A REVIEW OF MEMBERSHIP AND CHAIR/SUB-GROUP CHAIRS

FOLLOWING THE AGM IN MARCH 2010.

7. DIARY OF EVENTS (ROLLING PROGRAMME) DSG(2009)C009 was tabled and noted.

The secretary noted that a number of external meetings would be held shortly and representation at these would need to be agreed. Following discussion it was agreed • NDA National Stakeholder Group (Manchester) – 18/19 Nov 2009

It was agreed that Alastair MacDonald and June Love would continue to attend on behalf of DSG for this meeting.

• <u>Communities in a Risk Society – 24th November 2009</u>

A one day conference will be held in London and follows on from previous conferences in Preston and Lanarkshire which concentrated primarily on Sellafield and Dounreay as decommissioning sites and the challenges for regeneration. DSG representatives had attended the previous conferences. It was agreed that up to three DSG representatives would be funded to attend and the secretary was asked to email round members to see if there was any interest in attendance. If more than three responses were received the Admin and Procedures sub group would consider appropriate attendance.

ACTION: DSG/APSG(2009)M003/A005: JUNE LOVE TO CIRCULATE FLIER FOR ONE DAY CONFERENCE IN LONDON ON 24TH NOVEMBER AND INVITE VOLUNTEERS FOR ATTENDANCE.

8. NATIONAL STAKEHOLDER GROUP CHAIR'S FORUM

DSG(2009)C051 refers. It was noted that the Chair's forum were considering meeting in advance of the NDA's national stakeholder group meetings (previously they had been held the day before). A suggestion at the last NSG was to hold a chair's forum in Caithness to include a visit to the Dounreay site. However, due to the competition process it has proved difficult to get a suitable date and therefore this proposed meeting and visit has been postponed until March 2010. With this in mind the chair's forum will continue to meet the day before the November NSG.

9. NDA STAKEHOLDER AUDIT

DSG(2009)C042 refers. Alastair MacDonald noted that he had taken part in this audit and that the report was a fair reflection of the issues which were raised.

10. DRAFT AGENDA FOR SEPTEMBER DSG MEETING

A draft agenda was tabled for discussion. It was agreed that:

- Jim Morse, NDA Programme Director (who had indicated his attendance) would be invited to provide an update at the DSG.
- That the agenda topics would be rotated over the year.
- That the discharge authorisation presentation be postponed until the December meeting.

The agenda would now be finalised and distributed to all members 10 working days before the meeting on the 16th September.

11. ANY OTHER BUSINESS

The secretary noted that following agreement to re-design the DSG website Navertech were now working on this. Once up and running the secretary would take over the role of updating the website. Members of the Admin and Procedures sub group would be kept updated on progress of this.

There being no further business the meeting was closed.

Alastair MacDonald DSG Chair

21st August 2009

APPENDIX 1 – PROGRESS ON ACTIONS

ACTIONS ARISING FROM THIS MEETING

DSG/APSG(2009)M003/A001: Secretary to put on forward diary a review of membership and chair/sub group chairs following the AGM in March 2010.

DSG/APSG(2009)M003/A002: June Love to check with David Flear whether he is available to attend Higher Activity Waste Workshop in Edinburgh on 28th October 2009.

DSG/APSG(2009)M003/A003: June Love to progress attendance at Scottish Sites meeting on 29th October 2009.

DSG/APSG(2009)M003/A004: June Love to confirm to SEPA and DSRL that