

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

DSG/APSG(2010)M001

Minutes of the DSG Admin and Procedures sub group meeting held on 29th January 2010 at 1330 hours in Dounreay.com, Thurso.

Present:	Bob Earnshaw	Thurso Community Council
	John Deighan	Dounreay Unions
	Koreen MacDougall	Caithness Partnership
	June Love	DSG Secretariat/DSRL

MINUTES

1. WELCOME

Bob Earnshaw welcomed everyone to the meeting.

2. APOLOGIES

Apologies were received from Alastair MacDonald, DSG Chairman.

3. MINUTES OF LAST MEETING

The group agreed the minutes (DSG/APSG(2009)M004) were a true reflection of the meeting. No amendments were recorded.

4. PROGRESS ON ACTIONS

See Appendix 1 for the status of actions.

5. PREPARATIONS FOR ANNUAL GENERAL MEETING

The secretary tabled the draft paperwork for the AGM meeting. These included:

- Agenda
- Minutes of AGM meeting held in March 2009
- Chairman's annual report
- Financial report
- Attendance report
- Website report
- Forward diary

She noted that the attendance, financial and website report would be updated at the end of February before being distributed to all members.

The chairman's report had been drafted and comments were requested to this document to allow the secretary to finalise it ready for distribution.

Action: DSG/APSG(2010)M001/A001: All members to comment to June on Chairman's report for AGM.

6. AGENDA FOR MARCH DSG MEETING

The secretary tabled a draft agenda for the March DSG meeting. This was approved and will be distributed to all members in time for meeting on 10th March 2010.

7. ANY OTHER BUSINESS

The secretary noted that DSG members were currently reviewing representation with their respective organisations and a number of changes in personnel were coming forward. The following had been received:

- Changes to representation of Highland Council (Caithness)
 - o Donnie Mackay
 - o Katrina MacNab
 - o David FlearWould now be the formal members with (John Rosie, Bill Fernie and Robert Coghill has their deputies respectively).
- Still awaiting a response from National Farmers Unions
- A request had been sent to ERI to see if there were any students interested in becoming involved following the resignation of Irina Foss and Silvia Batchelli (both of whom had completed their studies and returned home).
- Caithness Contractors Consortium was currently considering their representative with the resignation of Tim O'Brien (from DSG) due to work commitments.

Requests for nominations for Chairman and Vice-chair had been distributed. To date one written nomination had been received and this would be recorded at the AGM.

A discussion on representation on the various sub groups was discussed and it was agreed that following confirmation of the members following the AGM this would be revisited to ensure that the sub groups were well represented.

There being no further business the meeting closed.

Bob Earnshaw

Chair, Admin and procedures sub group
30th January 2010

APPENDIX 1 – PROGRESS ON ACTIONS

NEW ACTIONS

DSG/APSG(2010)M001/A001: All members to comment to June on Chairman's report for AGM.

ACTIONS ONGOING FROM PREVIOUS MEETINGS

M002/A001: Secretary to seek clarification on representation of the National Farmers Union. *Action ongoing – Written again on 8th January (DSG(2009)C109)..*

DSG(2009)M004/A005: June Love to organise a visit to the Dounreay site for Councillors Steven Heddle and George Farlow (and extend to other DSG members) at a convenient time. *This will be organised followed AGM in March where it is possible a number of new members may be appointed and an invitation to visit site will be extended to all new (and existing) members.*

ACTIONS COMPLETED

DSG(2009)M004/A010: Chairman to write to DSRL and NDA on behalf of DSG sub group expressing disappointment that there was no representation at this meeting. *Action superseded – letters from NDA and DSRL were received.*

DSG(2009)M004/A013: DSG to write to Highland Councillors asking them to attend meetings and/or put deputy arrangements in place in times of absences. *Action complete – combined with letter C109.*

DSG(2009)M004/A020: DSG to write to Babcock International (through Simon Middlemas) inviting them to meet with stakeholder group members at the earliest opportunity, *Action complete – see DSG(2009)C097. Proposed dates are 21/22nd January or 28/29th January 2009.*

DSG(2009)M004/A021: Secretary to write to all members, prior to AGM in March 2010, asking for written confirmation of representation for their respective organisations. *Action complete – see DSG(2009)C109.*

DSG(2009)M004/A022: Secretary to write to all members, prior to AGM in March 2010, asking for nominations for chair and vice-chair. *Action complete – see DSG(2009)C109.*