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

**DSG/APSG(2010)M001**

**Minutes of the DSG Admin and Procedures sub group meeting held in Wednesday 12<sup>th</sup> May 2010 at Dounreay.com, Thurso at 1330 hours.**

**Present:** Bob Earnshaw                      Thurso Community Council (sub group chair)  
Koreen MacDougall                      Caithness Partnership  
Alastair MacDonald                      DSG honorary member  
  
June Love                                      DSG Secretariat, DSRL

**MINUTES**

**1. WELCOME**

Bob Earnshaw welcomed everyone to the meeting.

**2. MINUTES OF LAST MEETING**

DSG/APSG(2010)M001 refers. The minutes were approved as a true reflection of the meeting. No amendments were recorded.

**3. APOLOGIES**

Apologies were received from John Deighan, Dounreay Unions.

**4. PROGRESS ON ACTIONS**

There were no outstanding actions from the Admin and Procedures sub group. The group discussed the actions covering all DSG topics. Most outstanding actions were on the Environment sub group and these would be progressed in time for the next meeting.

**5. ADMINISTRATION ISSUES**

- DSG(2010)C007 - Finance report was tabled, which had been updated to the end of March (end of financial year). It was noted that the accounts were now with DSRL's audit team and a response was expected shortly. From the £30K budget allocated £22.5K had been spent during the year.
- DSG(2010)C042 - Attendance report for 2010/11 was noted.
- DSG(2010)C043 – A paper providing details of current membership status was tabled. This outlined new representatives and resignations. Bob Earnshaw said he would talk to National Farmers Union to clarify their position regarding membership.

**6. REFORMING OF DSG SUB GROUPS**

DSG(2010)P010 refers. Following the AGM and a review of the membership a paper had been circulated to the socio economic sub group and the site operations sub group with proposals to reformat the sub groups. In summary there would be no change to the socio economic sub group but it had been proposed to combine the site operations and environment sub groups and rename it as the 'site restoration sub group'. The admin and procedures sub group would change to the DSG business meeting and would

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include the chair, vice-chair and the sub group chairs – it would not be a decision making body but would come forward to the main DSG with proposals for endorsement.

The secretary noted that the socio economic sub group had no objections to the proposals. The site operations sub group had raised the issue of time constraints if the two sub groups combined. It was felt, however, that a number of topics overlapped and there may be some advantages to combining the two sub groups. Site operations sub group members asked that the secretary report back that they would be willing to have a trial meeting as a combined sub group.

The admin and procedures sub group agreed to the proposals. It was felt that a trial of the site operations and environment sub group would be of benefit and the secretary would now circulate this paper to the ESG members to allow them to consider in advance of a discussion at their meeting on 16<sup>th</sup> June.

The Admin and Procedures sub group members agreed that the refocus of this sub group would benefit from the idea of replacing it with a business meeting.

### 7. SUMMARY OF SUB GROUPS HELD IN APRIL

The secretary noted that the socio economic and the site operation sub groups had been held in April. The draft minutes of both groups had been circulated and it was noted that a number of actions had been placed at the socio economic sub group. Letters had been written to the NDA on a number of topics and these would be progressed.

### 8. ANY OTHER BUSINESS

- Update on SSG's chairs visit to Dounreay. The secretary noted that up to 20 of the SSG chairs/vice chairs had indicated their intention to visit Dounreay on 29<sup>th</sup> June. A visit programme was currently being drafted and the DSG secretary would continue to work with NDA and DSRL to finalise the arrangements. The DSG chair and vice chair would also be involved in this visit if they were available.
- Update on DSG's visit to Dounreay: This had now been organised for the morning of the 17<sup>th</sup> June and would take the form of a presentation and general site tour. Those who had indicated a desire to visit site and were available would receive the visit programme shortly.
- DSG agenda: The agenda for the next DSG meeting on 16<sup>th</sup> June was discussed and topics agreed. The agenda would be issued to members by the end of May.
- Bob Earnshaw suggested writing to John Thurso, MP congratulating him on his re-election and inviting him to meet with DSG members to discuss a number of issues at his earliest convenience. The secretary was asked to draft a letter.

**ACTION: DSG/APSG(2010)M002/A001: Secretary to draft a letter to John Thurso, MP on his re-election and to ask for a meeting at the earliest opportunity.**

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**APPENDIX 1 – STATUS OF ACTIONS**

**ACTIONS ARISING FROM THIS MEETING**

DSG/APSG(2010)M002/A001: Secretary to draft a letter to John Thurso, MP on his re-election and to ask for a meeting at the earliest opportunity.

**ACTIONS COMPLETED SINCE LAST MEETING**

DSG/APSG(2010)M001/A001: All members to comment to June on Chairman's report for AGM. *Action complete – was tabled at AGM in March 2010.*