

**DOUNREAY STAKEHOLDER GROUP  
COMMUNITY BENEFIT WORKING GROUP**

**DSG(2010)C052**

**NOTE FOR THE RECORD**

**Present:** Bob Earnshaw                      Working Group chair  
                 Alastair MacDonald  
                 Ian Webster  
                 John Green  
                 Trudy Morris  
                 Anne Chard

**In addition:** Marie Mackay,                      DSRL  
                 Anna MacConnell                      NDA  
                 June Love                                      DSG Secretariat

**Background**

The working group met to discuss the two legal documents which had been received and to agree on the timeline to take this forward to the point where a funding body was in place.

**Legal documentation**

Two legal documents had been drafted:

- Memorandum and Articles of Association of Caithness & North Sutherland Fund
- Operating Agreement

These documents are required to ensure appropriate governance arrangements are in place. Members were asked to review the documents and provide any comments or queries.

- **All working group members to raise comments/issues relating to the two legal documents by 4<sup>th</sup> June 2010.**

*NB: Niall Smith had submitted comments on behalf of the Caithness Voluntary Group. It was agreed that if comments can be addressed via correspondence this would be done – if comments received were more substantial then a further meeting may need to be scheduled.*

- **Marie Mackay to draft a couple of paragraphs providing an explanation of how the two documents fit together.**

**Timeline of activities to establish a funding body**

The timeline tabled (see appendix 1) was agreed. The following actions were placed:

- **Tidy up draft advert for funding body and circulate to members for final comment**

- **Information pack for potential candidates to be revisited and sanitised against legal requirements.**

#### **Short-listing and interviews**

It was agreed that if there was a surplus of applicants the short-listing would be carried out by the DSG working group with DSRL/NDA.

It was also agreed that Bob Earnshaw would be the DSG representation, with Anne Chard deputising, on the interview panel. NDA and DSRL would be asked for representatives also.

- **Anna MacConnell to identify NDA representative for shortlisting and interviews.**
- **Marie Mackay to identify DSRL representative for shortlisting and interviews.**

#### **General**

It was agreed that the DSG chair would report progress at the DSG meeting on the 16<sup>th</sup> June.

- **Provide a chair's brief to update DSG members on 16<sup>th</sup> June.**

**Bob Earnshaw**  
DSG Chairman

28<sup>th</sup> May 2010

## APPENDIX 1

When	What	Who	Notes
Nov-09	Discussion with Ian Hargrave, Highland Council & Bob Churchill, NDA Socio Economic Director	DSRL/NDA	Discussion on way forward and agreed
Nov-09	Co-ordination support to fund established	DSRL/NDA	DSRL to provide co-ordination support until mid 2011 (fund established and initial period). Thereafter to be considered by body
Dec-09	Legal papers drafted (Articles & Memorandum and Operating Agreement) by DSRL Legal Team	DSRL	
Mar-10	Highland Council representation	HC	Highland Council approved three councillors to sit on board as directors - councillors asked to express interest. Complete
Jun-10	Articles of Memorandum and Operating Agreement approved by NDA Legal Team	NDA	
Jun-10	Create job advert	DSG	
Jul-10	Advertise posts	DSG	
Aug-10	Short-list applicants	DSG/NDA/DSRL	If more applicants than posts - shortlisting for interviewing may be required
Aug-10	Interviews	DSG/NDA/DSRL	
Sep-10	Applicants notified of outcome	DSG	Letters to successful applicants should indicate a date for first meeting
Sep-10	Highland Council representation identified	HC	

Oct-10	"Body" in place - first meeting to be held	New Body/DSRL	Agree ToRs, Criteria of fund, marketing material, application forms, etc (NDA's process could be followed) "Body" to decide timing of meetings and timetable to ensure launch by mid 2011
Oct-10	Operating agreement signed	NDA/DSRL/New Body	
Oct 10 - Apr 11	Criteria, application material, marketing material, etc to be developed	New Body	
Apr-11	Co-ordination support to fund to be considered	New Body	DSRL to provide support until mid June 2011 (fund set up and initial period). Fund to consider where support should come from thereafter.
Mid 2011	Launch fund	New Body	Construction to commence October 2011