

**DOUNREAY STAKEHOLDER GROUP  
DSG BUSINESS MEETING**

**DSG/BM(2010)M001**

Minutes of DSG Business Meeting held on Monday 30<sup>th</sup> August 2010 at 1330 hours in Dounreay.com, Thurso.

**Present:** Bob Earnshaw DSG Chairman  
David Flear DSG Vice-Chairman  
Derrick Milnes DSG Socio economic sub group chairman  
  
June Love DSG Secretariat, DSRL

**Apologies:** George Farlow DSG Site Restoration sub group chairman

**MINUTES**

**1. MINUTES OF LAST MEETING**

The minutes of the last DSG Admin and Procedures sub group meeting – DSG/APSG(2010)M002 refers – were taken as an accurate record of the meeting. It was noted that following the last sub group meeting changes had been made to the sub groups and the business meeting now replaced the admin and procedure sub group.

**2. PROGRESS ON ACTIONS**

All DSG actions were noted and the group were happy with the progress on the actions. The actions would continue to be progressed via the relevant sub group meetings.

**3. ADMINISTRATIVE ISSUES**

- DSG Terms of Reference – it was agreed that the Terms of Reference should be revisited to consider changes required to align with the new format of the sub group meetings.

**Action: DSG/BM(2010)M001/A001: June Love to amend Terms of Reference to take account of change in sub groups and send draft version to DSG business group members for agreement to take forward to main DSG meeting.**

- **Finances:** DSG(2010)C084 refers. £7K had been spent (up to end of July) which meant that DSG was well in budget.

It was noted that the DSG Vice-chair was entitled to £1500/yr to cover out of pocket expenses relating to attendance at meetings outwith the area. David Flear, Vice-chair asked that this payment be waived since he was employed by Highland Council and travel expenses were covered by DSG for DSG related work. He asked that consideration be given to making use of this payment to reimburse representatives of organisations, who represent the DSG, but do not have a budget, ie voluntary groups. This was agreed and all claims from members representing DSG outwith Caithness would be discussed at the business meeting for approval before payment was made. Monies re-imbursed would be for mileage allowance, overnight accommodation, etc in line with NDA policy.

- **Membership:** DSG(2010)C075 refers. A replacement representative for Scrabster Harbour Trust was being pursued. There were no further issues on membership discussed.
- **Attendance:** There were no issues raised regarding attendance.

#### **4. REVIEW OF DIARY EVENTS**

DSG(2010)C010 refers. There were a number of meetings/events in the coming months which would have DSG representative. Of note the following was discussed:

- The 76<sup>th</sup> annual conference of the SNP, Perth – 14-17<sup>th</sup> October 2010. It was agreed that Derrick Milnes would attend on behalf of DSG with a further representative from the Thurso and Wick Trade Union Council. Travel would be co-ordinated to ensure expenses (for both organisations) would be kept to a minimum.

**Action: DSG/BM(2010)M001/A002: June Love to register Derrick Milnes at the SNP conference on 14<sup>th</sup>-17<sup>th</sup> October.**

- Transport for Scotland 2010 conference would take place on 5<sup>th</sup> October 2010. David Flear indicated that he would be in the area around that date and would attend on DSG's behalf. This was agreed and it was also noted that Koreen MacDougall and John Green would also be attending on behalf of Caithness Partnership.

**Action: DSG/BM(2010)M001/A003: June Love to register David Flear's attendance at Transport Scotland 2010 Conference.**

- Scottish Government will be holding a series of post consultation workshops on higher activity waste. David Flear would be attending the Edinburgh event (1<sup>st</sup> October) and there were two places available at the Inverness event on 28<sup>th</sup> September. Members asked that the secretary attend and to circulate an email to all DSG members to ask if anyone else was interested in attending.

**Action: DSG/BM(2010)M001/A004: June Love to circulate note to all DSG members to see if anyone wanted to attend Scottish Government post consultation workshop on higher activity wastes.**

- The Scottish Council Committee on Radioactive Substances (SCCORS) requested a meeting with the DSG. It has been suggested that they attend the Site Restoration sub group on 3<sup>rd</sup> November and the group has indicated that this is a suitable date. They have also requested a visit to the site. The secretary will continue to progress this request.
- The NDA National Stakeholder Group will be held on 21<sup>st</sup>/22<sup>nd</sup> September in Manchester. Bob Earnshaw and June Love will be attending on behalf of DSG and it was noted that Simon Middlemas (DSRL), John Deighan (Dounreay Unions), David Alexander (Dounreay Unions) and Roy Kirk (HIE) will also be in attendance representing their respective organisations.

## **5. MINUTES OF MEETINGS**

The DSG minutes (DSG(2010)M002) and sub group minutes (SESG(2010)M003 and SRSG(2010)M001) were tabled. The main points of the sub group meetings were agreed for reporting to the main DSG meeting on the 15<sup>th</sup> September. It was hoped that this would reduce the amount of reporting required at the main meeting and would focus on issues which needed further debate.

The site performance report was discussed and the group agreed it would be useful to request a more detailed report which would cover the topics assigned to the site restoration sub group meeting.

**Action: DSG/BM(2010)M001/A005: June Love to request DSRL to produce a more detailed report for the site restoration sub group covering the topics assigned.**

## **6. COMPETITION PROGRESS**

Discussion on the various correspondence received from the NDA Competition team took place. It was noted that there had been a meeting on the 14<sup>th</sup> July with the NDA and following that a number of letters had been written. It was agreed to take this as a separate agenda item at the main meeting and NDA had indicated that Adrian Simper would provide an update on the progress.

## **7. CORRESPONDENCE AND ITEMS FOR DISCUSSION**

The following correspondence was discussed:

- DSG(2010)C072 and C081: NDA and Site stakeholder groups. The site stakeholder group chairs' forum had written to NDA Chief Executive raising a number of issues, ie future stakeholder engagement and commitment to socio economics. A response had been received and this will be the subject of discussion at the National Stakeholder Group meeting in September.
- DSG(2010)C076: DSG had written to Chris Huhne and Vince Cable inviting them to Caithness and Dounreay to see the progress on decommissioning. A response is currently awaited.
- Viewfirth redevelopment project. A full discussion had taken place at the socio economic sub group meeting held in July. It had been agreed that a proposal to shelve the project would be put to the main DSG for endorsement. It was suggested that a briefing paper be circulated to all DSG members in advance to ensure everyone was aware of the discussion that had taken place.

**Action: DSG/BM(2010)M001/A006; June Love to draft briefing note on Viewfirth redevelopment project, and following approval, circulate to all DSG members for discussion at the DSG on 15<sup>th</sup> September.**

- **Insurance arrangements for members:** It was noted that some organisations with members who serve as directors of companies, or in other decision-making capacities on outside bodies, serve that particular body and therefore their organisation's insurance arrangements may not be valid. It was agreed that insurance arrangements should be investigated to ensure that all members were fully covered when representing DSG at various meetings. A guidance note for members will be circulated to members when available and will include the need for anyone driving on DSG business will require business insurance for their vehicle.

**Action: DSG/BM(2010)M001/A007: June Love to investigate insurance arrangements for members when on DSG business.**

#### **8. CORRESPONDENCE FOR NOTING**

The following correspondence was noted:

- DSG(2010)C079: Report on LEADER meeting.
- DSG(2010)C083: Letter of support for ESF funding for workforce transition project.
- DSG(2010)C087: NDA National Stakeholder Group – review of stakeholder engagement.

#### **9. DSG AGENDA TOPICS**

It was agreed that the following would be added to the agenda for discussion:

- Future of Viewfirth redevelopment project
- Outcome of Dounreay's site heritage strategy
- NDA competition process
- Presentation by NDA on strategy consultation

#### **10. ANY OTHER BUSINESS**

David Flear and Derrick Milnes had both attended the Cumbrian Learning journey on behalf of the DSG. Useful contacts and discussions had been made and information on the Cumbria Vision had been received. It was noted that members of the Caithness & North Sutherland Regeneration Partnership had also attended and it was agreed to invite Sir Anthony Cleaver to a DSG meeting to provide an update from the Executive Board.

**Action: DSG/BM(2010)M001/A008: June Love to send a letter of invitation to Sir Anthony Cleaver to attend DSG meeting to update on CNSRP Executive Board.**

It was also agreed that questions would be raised, via the Advisory Board, to ask whether CNSRP were thinking about making any changes given the information they had received from Cumbria.

**Action: DSG/BM(2010)M001/A009: June Love to draft note for DSG representative to take to CNSRP Advisory Board taking on board discussions relating to the organisation and representation of the CNSRP bodies.**

There being no further business the meeting was closed.

**Bob Earnshaw**  
**DSG Chairman**  
31<sup>st</sup> August 2010

**ACTIONS ARISING FROM THIS MEETING**

DSG/BM(2010)M001/A001: June Love to amend Terms of Reference to take account of change in sub groups and send draft version to DSG business group members for agreement to take forward to main DSG meeting.

DSG/BM(2010)M001/A002: June Love to register Derrick Milnes at the SNP conference on 14<sup>th</sup>-17<sup>th</sup> October.

DSG/BM(2010)M001/A003: June Love to register David Flear's attendance at Transport Scotland 2010 Conference.

DSG/BM(2010)M001/A004: June Love to circulate note to all DSG members to see if anyone wanted to attend Scottish Government post consultation workshop on higher activity wastes.

DSG/BM(2010)M001/A005: June Love to request DSRL to produce a more detailed report for the site restoration sub group covering the topics assigned.

DSG/BM(2010)M001/A006; June Love to draft briefing note on Viewfirth redevelopment project, and following approval, circulate to all DSG members for discussion at the DSG on 15<sup>th</sup> September.

DSG/BM(2010)M001/A007: June Love to investigate insurance arrangements for members when on DSG business.

DSG/BM(2010)M001/A008: June Love to sent a letter of invitation to Sir Anthony Cleaver to attend DSG meeting to update on CNSRP Executive Board.

DSG/BM(2010)M001/A009: June Love to draft note for DSG representative to take to CNSRP Advisory Board taking on board discussions relating to the organisation and representation of the CNSRP bodies.