

**DOUNREAY STAKEHOLDER GROUP
BUSINESS MEETING**

DSG/BM(2010)M002

Minutes of the DSG Business meeting held on Friday 12th November 2010 at 1330 hours in Dounreay.com, Thurso.

Present:	Bob Earnshaw	DSG Chairman
	Cllr David Flear	DSG Vice-Chairman
	Derrick Milnes	DSG Socio economic sub group chairman
	Cllr George Farlow	DSG Site Restoration sub group chairman
	June Love	DSG Secretariat, DSRL

MINUTES

1. WELCOME

Bob Earnshaw welcomed everyone to the meeting.

There were no apologies.

2. MINUTES OF LAST MEETING

The minutes of the last meeting – DSG/BM(2010)M001 – were accepted as a true record.

3. PROGRESS ON ACTIONS

All DSG actions were reviewed and discussed.

David Flear noted that, when attending a Parliamentary Reception, an invitation had been extended to Brian Wilson to visit Caithness. David asked if there was a mechanism for picking up ad hoc actions. It was agreed that actions that were identified outwith sub group or DSG meetings would be picked up at the business meeting and logged.

Action: DSG/BM(2010)M002/A001: June Love to ask Eann Sinclair to invite Brian Wilson to Caithness on behalf of CNSRP.

- DSG(2010)M003/A001: June Love to amend Terms of Reference to take account of the change in sub groups and send draft version to business meeting for agreement to take forward to AGM.

June Love noted that she had circulated an amended Terms of Reference and this would be discussed under agenda item 4.

- DSG(2010)M003/A007: June Love to investigate insurance arrangements for members when on DSG business.

June Love confirmed that travelling to and from DSG meetings did not require insurance. If members are travelling on DSG business and the travel arrangements are made by DSRL DSG members are covered by insurance. However, if a DSG member wished to drive their own car then business insurance is required. It was agreed that June would write to all members to inform them of these arrangements.

Action: DSG/BM(2010)M002/A002: June Love to write to all members regarding insurance arrangements.

- DSG/SESG(2010)M004/A002: Bob Earnshaw, David Flear and Eann Sinclair to have an informal discussion with the editor of the Courier/Groat on positive news stories.

Following discussion it was agreed that this action should be amended to include the freelance reporter as well as editor of Courier/Groat. *[Secretary's note: this has been done]*.

- DSG/SESG(2010)M004/A007: Philip Behan to provide secretary with remit that Babcock have provided to Aon for review of Pensions Office.

June Love noted that DSG representatives had met with Andrew Briskett (Babcock), Richard Stoneham (Babcock) and Stuart Heatley (Aon Hewitt) to discuss the review and investment in the Pensions Administration Office, Thurso. A short note for the record had been drafted and was currently with those who had attended for approval. June stated that she would circulate to all members once comments had been received.

Action: DSG/BM(2010)M002/A003: June Love to circulate note for the record on discussion with the Pensions Administration Office representatives.

4. ADMINISTRATIVE ISSUES

June Love tabled an amended version of the Terms of Reference to take account the change of format for the sub groups etc.

David Flear felt that the socio economic activities should be highlighted on the first page of the Terms of Reference.

He also stated for clarity that while he was appointed by the Highland Council to sit on the Dounreay Stakeholder Group his priority was to represent his constituents and political interests did not apply for these meetings. Derrick Milnes noted that this was adequately covered within the Terms of Reference.

June Love agreed to amend the Terms of Reference to take account of the socio economic activities and would recirculate to the business group for their final comments.

Action: DSG/BM(2010)M002/A004: All members of DSG Business group to comment and/or approve changes to the Terms of Reference.

Bob Earnshaw noted that at the socio economic and site restoration sub group a discussion on the minutes had taken place. It had been stressed at both sub groups that the minutes were not final until ratified by members at the following sub group meeting. Draft minutes should not be circulated to anyone until accepted as a true record.

The following correspondence was tabled for noting:

- DSG(2010)C116: Financial report up to October 2010
- DSG(2010)C117: Sub group membership – membership and remit
- DSG(2010)C118: Attendance up to 8th November 2010

- DSG(2010)C120: Website statistics up to end October 2010

5. REVIEW OF DIARY

DSG(2010)C119 was tabled. The secretary noted that the Scottish Government had sent information out on the Forum of Stakeholder Confidence (FSC) in Stockholm on 4th May 2011. Members asked for further information before a decision would be taken on whether DSG should be represented.

Action: DSG/BM(2010)M002/A005: June Love to provide further information on the Forum of Stakeholder Confidence (FSC) in Stockholm on 4th May 2011.

6. REVIEW OF DSG AND SUB GROUP MINUTES

The minutes of the last DSG (DSG(2010)M003), the socio economic sub group (DSG/SESG(2010)M004) and the site restoration sub group (DSG/SRSG(2010)M002) were reviewed and topics were identified to take forward for the DSG agenda for December.

Derrick Milnes noted that he had met with Jon Philips, NDA along with Eann Sinclair. As part of that discussion Jon had updated them on the nuclear archives. In addition a contract notice had been issued by RSRL for archive services for the next 2 years with a possible extension for a further 3 years.

It was noted that there was an action on NDA to come forward with a written update on the archives. It was agreed that this should be pursued and put on the agenda for the DSG meeting in December.

Action: DSG/BM(2010)M002/A006: June Love to progress action on Anna MacConnell regarding a written update on the national nuclear archives requesting information on forward plans and timescales.

Action: DSG/BM(2010)M002/A007: June Love to put National Nuclear Archives on agenda for DSG meeting in December.

7. COMPETITION PROCESS

It was noted that the NDA had circulated a press release announcing formal dialogue for the competition. Meetings with the Dounreay Unions/Trades Council and a second group of stakeholders would take place on 15th November with the two participants. Eann Sinclair was pulling the second group of people together and those invited to attend were currently awaiting information on the meeting.

It was also agreed that the NDA should be invited to provide an update on the competition process at the next DSG meeting.

Action: DSG/BM(2010)M002/A008: June Love to put NDA competition on the DSG agenda for December.

8. DSG AGENDA TOPICS

A draft agenda was tabled for discussion. Following discussion it was agreed that the sub group reports would concentrate on key topics only. Of note the following would be included on the agenda:

- Business meeting
 - Update on terms of reference
 - Information on insurance for members

- Site Restoration sub group
 - Explanation of comprehensive spending review (NDA)
 - Lifetime plan presentation (DSRL)
- Socio economic sub group
 - Update on national nuclear archives
- NDA competition
 - Update on formal dialogue process

It was agreed that the secretary would update the draft DSG agenda and circulate to business group for approval.

Action: DSG/BM(2010)M002/A009: June Love to update DSG agenda for December and send to Business group for approval.

9. **ANY OTHER BUSINESS**

There being no further business the meeting was closed.

Bob Earnshaw
DSG Chairman

14th November 2010

ACTIONS ARISING FROM THIS MEETING

DSG/BM(2010)M002/A001: June Love to ask Eann Sinclair to invite Brian Wilson to Caithness on behalf of CNSRP.

DSG/BM(2010)M002/A002: June Love to write to all members regarding insurance arrangements.

DSG/BM(2010)M002/A003: June Love to circulate note for the record on discussion with the Pensions Administration Office representatives.

DSG/BM(2010)M002/A004: All members of DSG Business group to comment and/or approve changes to the Terms of Reference.

DSG/BM(2010)M002/A005: June Love to provide further information on the Forum of Stakeholder Confidence (FSC) in Stockholm on 4th May 2011.

DSG/BM(2010)M002/A006: June Love to progress action on Anna MacConnell regarding a written update on the national nuclear archives requesting information on forward plans and timescales.

DSG/BM(2010)M002/A007: June Love to put National Nuclear Archives on agenda for DSG meeting in December.

DSG/BM(2010)M002/A008: June Love to put NDA competition on the DSG agenda for December.

DSG/BM(2010)M002/A009: June Love to update DSG agenda for December and send to Business group for approval.

ACTIONS ONGOING FROM PREVIOUS MEETINGS

DSG(2010)M003/A008: June Love to send a letter of invitation to Sir Anthony Cleaver to attend DSG meeting to update on CNSRP Executive Board. *Action ongoing – Eann Sinclair indicated this would likely to be March 2011.*

ACTIONS COMPLETED SINCE LAST MEETING

DSG(2010)M003/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. *Action complete – discussed under item 4 of agenda (DSG/BM(2010)M002).*

DSG(2010)M003/A002: June Love to register Derrick Milnes at the SNP conference on 14th-17th October. *Action complete*

DSG(2010)M003/A003: June Love to register David Flear's attendance at Transport Scotland 2010 Conference. *Action complete – this conference was cancelled and therefore David Flear did not attend.*

DSG(2010)M003/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. *Action complete – Derrick Milnes attended.*

DSG(2010)M003/A005: June Love to request DSRL to produce a more detailed report for the site restoration sub group covering the topics assigned. *Action complete – DSRL provided a new format for the site restoration sub group meeting on the 3rd November.*

DSG(2010)M003/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 15th September. *Action complete.*

DSG(2010)M003/A007: June Love to investigate insurance arrangements for members when on DSG business. *Action complete – discussed at business meeting on 12th November 2010.*

DSG(2010)M003/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. *Action complete.*

ENDORSED on 11th February 2011

APPENDIX 1