

DOUNREAY STAKEHOLDER GROUP

Minutes of the meeting held on Wednesday 12th January 2011 at 1900 hours in the Pentland Hotel, Thurso.

Present:	Cllr David Flear	Vice-chairman
	Alastair MacDonald	Honorary member, DSG
	Alan Scott	Caithness Contractors Consortium
	Eann Sinclair	CNSRP
	Derrick Milnes	Wick and Thurso Trade Union Council
	John Deighan	Dounreay Unions
	Ronnie Johnstone	Church of Scotland
	Cllr Steven Heddle	Orkney Islands Council
	Donald Mackay	Association of Community Councils
	Anne Chard	Caithness West Community Council
	Koreen MacDougall	Caithness Partnership
	Trudy Morris	Caithness Chamber of Commerce
	Carol Gunn	HIE
In addition:	June Love	DSG Secretariat, DSRL
	Stuart Chalmers	NDA
	Tony Wratten	Deputy MD, DSRL
	Roger Wilson	SEPA
	Peter Dickenson	NII
	Mark Cleminson	MoD, Vulcan

MINUTES

1. CHAIRMAN'S REMARKS

In the absence of Bob Earnshaw (DSG Chairman) Councillor David Flear (DSG vice-chair) chaired the meeting.

David Flear welcomed everyone to the meeting and thanked them for attending. This meeting had been rescheduled from December.

David noted that that the sub group minutes had been circulated well in advance to members and that these would be taken as read which meant that sub group chairman would not give an in-depth report of the meeting. Members were expected to have read the minutes before attending the DSG and if members wished clarification on anything that was minuted they should bring this up at the appropriate time.

David noted that there had been considerable activity since the last meeting. Of note:

- The NDA National Stakeholder Group had met on the 21st/22nd September. A note had been circulated about the future of national engagement and while the NDA have intimated that stakeholder engagement would continue it was unlikely to continue in the format of national stakeholder group meetings.

- Interviews for the Board of the Caithness and North Sutherland Fund had taken place in September and a Board of Directors had now been identified. The first meeting of the Board had taken place on 16th November. The Board includes three Highland Councillors (David Flear, Robbie Rowantree and John Rosie) and four Directors have now been appointed – Koreen MacDougall, John Henderson, Shona Munro and Frances Gunn. Koreen MacDougall was nominated chairperson of the group. A second meeting had been held on the 10th January 2011. Bob Earnshaw had asked for it to be placed on record his thanks to those DSG members who had been involved in taking this forward.
- Derrick Milnes and June Love attended the Scottish Government's Higher Activity Waste post consultation workshop. Scottish Government hopes to have the policy finalised early this year.
- A number of representatives from DSG attended a Parliamentary Reception hosted by Energy Solutions in September, where socio economic opportunities were highlighted.
- June Love and Bob Earnshaw attended the Scottish Sites meeting on 28th October. June has been tasked with keeping a Scottish sites forward diary. A note for the record on the key points of the meeting was circulated to all members (DSG(2010)112). At this meeting, Elizabeth Gray had announced her retirement which would come into effect in March 2011.
- A meeting with various stakeholders had taken place with the PBO bidders for the Dounreay site. This had been a facilitated meeting with the NDA in attendance and had provided the opportunity to question the bidders on how they envisage providing support to the socio economic activity in the area.

2. APOLOGIES RECEIVED

Apologies were received from the following:

1. Bob Earnshaw, DSG Chairman
2. Simon Middlemas, MD DSRL (Tony Wratten deputised)
3. Michael Moreland, MoD Vulcan (Mark Cleminson deputised)
4. Ian Bramwell, NII for Vulcan
5. Stuart Currie, DNSR for Vulcan
6. Roy Kirk, Highlands & Islands Enterprise (Carol Gunn deputised)
7. Hamish Pottinger, Caithness Against Nuclear Dumping
8. Gordon Jenkins, North Highland College
9. Brian Mutch, Scot Gov Rural Payments & Inspections Dept
10. Pauline Crow, Health Service
11. Rick Nickerson, Shetland Islands Council
12. Sandy Mackie, Scrabster Harbour Trust
13. Murray Lamont, North Highland Tourism
14. Cllr George Farlow, Highland Council
15. John Hook, Rolls Royce
16. John Green, Caithness Voluntary Group

3. MINUTES OF LAST MEETING

DSG(2010)M003 refers. The minutes were accepted as a true reflection of the meeting. This was proposed by Derrick Milnes and seconded by John Deighan.

4. PROGRESS ON ACTIONS

Appendix 1 provides details of the current status of actions.

5. DSG BUSINESS MEETING

Cllr David Flear updated the group on the business meeting held on the 12th November. DSG/BM(2010)M002 refers. Of note:

- Information on insurance arrangements had been circulated to all members travelling on DSG business.
- The Terms of Reference have been amended to take account of the reformatting of the sub group meetings. These will be circulated to members in advance of the March meeting for adoption at the AGM.
- The NDA had issued a summary of the National Stakeholder Group meeting held on 21st September (DSG(2010)110 refers).
- Information on finances, membership, attendance and website statistics had been reviewed and these would be finalised and distributed to members in time for the AGM.
- The NDA had also launched a consultation on their draft business plan for 2011-2014. All members have received a copy and a draft response has been collated. The draft response would be brought forward at the site restoration and socio economic sub groups on the 19th January with a view to finalising DSG's response and submitting it to the NDA before the end of January.

There were no issues raised by members. For ease of reference actions raised at the business meeting are recorded here:

Action: DSG(2011)M004/A001: June Love to ask Eann Sinclair to invite Brian Wilson to Caithness on behalf of CNSRP. *Emailed Eann Sinclair on 15th November 2010.*

Action: DSG(2011)M004/A002: June Love to write to all members regarding insurance arrangements. *Action complete – see DSG(2010)C121.*

Action: DSG(2011)M004/A003: June Love to circulate note for the record on discussion with the Pensions Administration Office representatives. *Action complete – see DSG(2010)C126.*

Action: DSG(2011)M004/A004: All members of DSG Business group to comment and/or approve changes to the Terms of Reference. *Action complete – Terms of Reference will be circulated to all members before the AGM in March 2011.*

Action: DSG(2011)M004/A005: June Love to provide further information on the Forum of Stakeholder Confidence (FSC) in Stockholm on 4th May 2011.

Action: DSG(2011)M004/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 complete – email sent on 14th November 2010.*

Action: DSG(2011)M004/A007: June Love to put National Nuclear Archives on agenda for DSG meeting in December. *Action complete.*

Action: DSG(2011)M004/A008: June Love to put NDA competition on the DSG agenda for December. *Action complete.*

Action: DSG(2011)M004/A009: June Love to update DSG agenda for December and send to Business group for approval. *Action complete.*

6. SITE RESTORATION SUB GROUP

In the absence of Cllr George Farlow, David Flear provided the update from the site restoration sub group meeting. The sub group had met on the 3rd November (DSG/SRSG(2010)M002 refers) and the minutes had been circulated to all members. Of note:

- DSG had responded to the NDA draft strategy which closed on 24th November 2010.
- DSRL had provided the group with a reformatted progress report which provides more detail of site activities. The chairman thanked DSRL for being accommodating and providing DSG with a more informative report.
- A number of issues had been discussed at the meeting including transport of materials, particles update and low level waste issues.
- Since the last sub group meeting the Redfern enquiry had reported and will be discussed at the next sub group meeting.

David Flear then invited those observers in attendance to provide an update on activities since the last meeting.

- Mark Cleminson provided a verbal update on Vulcan. Of note:

The Shore Test Facility is currently shutdown with a mechanical problem, repairs are progressing well and it is expected to resume critical operation and trials early this year.

Regretfully the site had four lost time accidents during September and December. Safety on the site is taken very seriously and investigations will identify measures to prevent any recurrence and what general lessons can be learnt for all site activities.

Since the last meeting, the Defence Nuclear Safety Regulators have carried out a routine inspection of the site's nuclear safety committees. No findings resulted.

Future programme for the site remains under consideration. There was nothing to update from previous reports.

- Tony Wratten provided a verbal update on DSRL. Of note:

The site has continued its good record on safety and there have been no lost time accidents since the last meeting.

The highest hazard on the site (DFR liquid metal) continues to be destroyed in the NAK Disposal Plant (NDP) with the programme slightly ahead of schedule. Approximately 2/3rds of the hazard has now been destroyed.

The ventilation system in the fuel cycle area is now commissioned and is working well. This was a good example of local companies delivering a project on site to time and cost.

Decommissioning of the redundant uranium line in D1203 has now been complete.

Overall the programme of work for the site had been going mostly to plan.

- Peter Dickenson, NII (for Dounreay) added that NII recognises the good safety record for conventional safety but emphasised the need for the site not to lose sight of the fact that it is licensed site because of the hazards. NII will continue to inspect the site robustly. Peter noted that the NII's quarterly report would be available for the next sub group.
- Roger Wilson noted that SEPA had launched a consultation on change proposals for better environmental regulation which would close on the 14th February. He

Action DSG(2011)M004/A014: Phil Cartwright to ensure that it is made explicit in reports that the barge is not searching for particles in Scrabster bay and is situated there in times of inclement weather. *Action complete – Phil Cartwright has requested DSRL Communications to report this when appropriate.*

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Action DSG(2011)M004/A021: Secretary to consider wording in DSG's response to the NDA strategy to emphasise that Shetland Islands Council were not part of the response and would submit their own. *Action complete – wording sent in draft response on 7th November.*

Action DSG(2011)M004/A022: All members to respond to secretary with comments on the draft response from DSG to the NDA's strategy. *Action complete.*

- **Update on comprehensive spending review and DSRL's lifetime plan**

David Flear noted that DSRL had agreed to provide DSG with a presentation on the lifetime plan. DSG had requested an update on the NDA's comprehensive spending review (CSR) and the allocation of funding for the site.

Stuart Chalmers, NDA noted that a considerable amount of work had been done at the back end of last year on the CSR and NDA re-organisation. The NDA had received a good settlement from Government in the present financial climate. The Dounreay site had been awarded up to £150M flat funding and that will go forward for the next four years.

Over and above that there had been additional funding allocated locally to the NDA and provided DSRL can make good use of this by accelerating work, etc these funds would be released.

- Trudy Morris, Caithness Chamber of Commerce asked how much the additional funding was. Stuart Chalmers responded that it was between £5M-£10M.
- John Deighan asked if some of the additional funding could go towards funding the National Nuclear Archive. Stuart Chalmers confirmed that it could not, the additional funding was for decommissioning activities only.

Tony Wratten, DSRL provided a briefing on the site's current lifetime plan. DSG(2010)C141 refers.

- Ronnie Johnstone noted the comments made earlier about co-location of spent fuel. He was surprised that the NDA was considering this when Scottish Government policy was to leave everything near site. Stuart Chalmers responded that Scottish Government policy was for waste whereas NDA were considering the co-location of fuel and/or spent fuel that has the potential for re-use. He emphasised again that NDA were at an early stage in their thinking.
- Roger Wilson, SEPA added that Scottish Government would permit movement of waste if treatment was required but that waste, following treatment, would return to the site of origin.
- John Crowden asked if the fuel was removed from the Dounreay site would it make any difference to the staffing levels. Tony Wratten responded that the removal of fuel would mean some changes to the site security arrangements and other surveillance/response needs would be removed. Stuart Chalmers, NDA added that any cost savings realised would be diverted to decommissioning activities for the site.
- Louise Smith noted that she was interested in the staff numbers, specifically for contract staff. Tony Wratten noted that so far there had been reduction of approximately 35 agency staff with DSRL staff being retrained to carry out these tasks. Where possible where posts had been identified as surplus DSRL staff would be reskilled to fill other posts. Tony also noted that the reduction of staff so far had been not resulted in any compulsory redundancies.
- Roy Blackburn asked about the shaft and silo project noting that the site was currently working on the safety case and no decisions would be made until after the site competition. Tony Wratten responded that the work on the safety case was to ensure that, by deferring the waste retrieval work within the lifetime plan, would not have a detrimental impact on safety or the environment. Both SEPA and the NII were particularly interested in this and work was ongoing. With regards the silo DSRL have been working with SEPA and made some enhancements around the silo to help demonstrate that the conditions are not changing. Peter Dickenson added that the HSE were also interested in the safety case for the silo. NII and SEPA were working closely to ensure that DSRL could demonstrate that it will remain safe until materials are removed. Tony Wratten also noted that had the decision been taken to fund the shaft/silo retrieval project something else within the lifetime plan would have had to be moved because of the funding situation.

No further questions were raised and Cllr David Flear thanked Stuart Chalmers and Tony Wratten for the information provided.

7. SCOTTISH GOVERNMENT UPDATE ON DOUNREAY'S WASTE SUBSTITUTION CONSULTATION

Cllr David Flear noted that, at this stage, representatives from Scottish Government had planned to attend to provide a brief on the waste substitution consultation. However, due to the change of date of the meeting it had been impossible to co-ordinate attendance.

David noted that the consultation document had been circulated to all members and that comments were currently being collated. The draft response would be brought forward at the site restoration sub group for further discussion..

He also noted that Scottish Government had provided a written update (DSG(2010)C136 refers) This had been circulated to members and would also be brought forward at the next site restoration sub group for discussion.

8. SOCIO ECONOMIC SUB GROUP UPDATE

Derrick Milnes, chairman of socio economic sub group reported. The socio economic sub group had met on 3rd November (DSG/SESG(2010)M004 refers). The minutes had been circulated to members in advance. Of particular note:

- DSG placed on record their congratulations to the local Mod organising committee for hosting a very successful Royal National Mod in Caithness.
- A number of consultations had been responded to including the Northern Isle Ferry review and the National Renewables Infrastructure report.
- A letter of support for the John O'Groats development planning application had been submitted and members had also visited the public event on the Highland wide local development plans.
- Members had attended the Renewables exhibition, organised by the Crown Estates, on 9th/10th November.
- The North Highland Regeneration Fund AGM had been held on 12th November. Since the launch of the fund in 2008 there has been £1,433,000 committed in loans. 36 companies have been successful so far, with an estimated retention of 140 jobs and 90 projected new jobs.
- The CNSRP Advisory Board had met on the 16th November – a note for the record was circulated to members (DSG(2010)124 refers).
- DSG had also written to Scottish Government regarding the development of Scrabster Harbour and the community's support for such a development. The letter had been backed up by a press release from the Trades Council and had resulted in radio interviews with Moray Firth and BBC. Funding had been secured from NDA, HIE and European funding. Scottish Government had just provided a response and this would be subject of consideration at the next sub group meeting.
- DSG members were also pleased to hear that Babcock International Group is investing in the Pensions Administration Office. The investment is designed to secure the long-term future of the existing jobs and create a platform for further new job creation. Representatives from DSG met with Babcock and emphasised

the need to communicate progress as the review and investment developments.

- A letter had also gone to the NDA regarding the National Nuclear Archives inviting the NDA to provide an update.

Stuart Chalmers, NDA said that the archive was one of the things that the NDA had been looking at. When the Comprehensive Funding Review had been finalised the NDA reviewed the overall spend for the estate, in particular the non-core activities. As part of that review the archives sites within the non-core activities. Stuart noted that there was a wider piece of work on record management with the archives being the end product of that. Both the NDA Chairman and Chief Executive had re-stated their commitment to building the archives in Wick, the only thing in question was the timescale.

No further issues were raised and therefore Derrick Milnes invited those round the table to provide a verbal update. Of note:

- Eann Sinclair, CNSRP noted:

The CNSRP progress report would be available for the sub group meeting due to be held next week.

EDRF funding for Scrabster had been announced early in the New Year which was very welcome and commitments had been given by Highland Council for ongoing support. This was in addition to funding from the NDA and HIE early last year.

£3M of European funding had also been awarded to Invicta New Park to support the proposals to develop biomass facilities at Georgemas and Forss.

On a slightly smaller scale HIE, DSRL and HC had provided funding for a STEM (science, technology, engineering and mathematics) project for local schools.

- Carol Gunn, HIE added:

Planning permission to develop the John O'Groats hotel and the field behind for self catering facilities had been approved along with improvements to the Journey's end café.

Continuing to work with the Pentland Firth lease holders.

- Trudy Morris, Caithness Chamber of Commerce, noted:

That Caithness was doing very well on the funding front and this was very good news.

LEADER Highland had just confirmed approval of funding for the Chamber's Town Centre strategy and the funding would allow for a Town Centre Development Manager for the next two years. Match funding had been provided by the NDA.

Two conferences had been attended at the back end of last year where the Chamber had taken the opportunity to highlight the Invest Caithness brand to

promote the area.

The Future of Education event would take place on 20th January in Wick. Presentations would be provided by the new rector of Wick High School, North Highland College (Engineering Skills Centre and the Centre for Energy and the Environment) as well as an update on the STEM project.

The Chamber, working with partners, was leading with the skills transition programme. DECC had now approved NDA's contribution (£800K) and Skills Development Scotland and DSRL had also committed funding towards this. The Chamber was currently awaiting confirmation from ESF as to whether the application for European funding had been approved. Adverts had been placed for a Business Development Manager to take this project forward and interviews were being held on Friday 14th January 2011.

- Koreen MacDougall, Caithness Partnership, noted:

Work on the feasibility study for the berriedale braes had commenced and was on target to be complete by the end of March.

A response had been submitted to the RUS-2 consultation emphasising the need to develop freight capacity and journey times as well as safety issues.

A letter had also been written raising concerns of the removal of the ADS business related travel scheme.

For ease of reference actions raised at the socio economic sub group meeting are recorded here:

Action: DSG(2011)M004/A022: June Love to write to Trudy Morris asking whether she would be willing to take on deputy chair of the DSG Socio Economic sub group. *Action complete – Trudy Morris has accepted invitation to become deputy chair of DSG Socio economic sub group.*

Action: DSG(2011)M004/A023: Bob Earnshaw, David Flear and Eann Sinclair to have an informal discussion with the editor of the Courier/Groat and a separate meeting with freelance reporter on positive news stories.

Action: DSG(2011)M004/A024: June Love to invite Sandy Cummings to provide presentation on off-shore renewables to main DSG.

Action: DSG(2011)M004/A025: June Love to circulate DSG(2010)C114 and the presentation from Murray Bainbridge, Scottish Enterprise which had been provided at the Scottish Sites meeting. *Action complete – information sent on 8th November.*

Action: DSG(2011)M004/A026: Derrick Milnes to provide questions raised by Dounreay Unions to the Dounreay bidders. *Action complete – this information will be made available at the DSG business meeting.*

Action: DSG(2011)M004/A027: Eann Sinclair to send DSG Secretary the remit of the group who will meet with the bidders on the 17th November. *Action complete – sent on the 15th November 2010.*

Action: DSG(2011)M004/A028: Philip Behan to provide secretary with remit that Babcock have provided to Aon for review of Pensions Office.

Action: DSG(2011)M004/A029: : All members to provide comments on DSG(2010)C109 (NRIP submission) to the secretary by Friday 5th November at the latest. *Action complete – final draft sent out on 7th November 2010.*

Action: DSG(2011)M004/A030: Cllr David Flear to keep DSG Socio Economic sub group updated on progress of the feasibility study for the Berriedale Braes. *Action complete – feasibility study will be carried out by March 2011.*

Action: DSG(2011)M004/A031: : Ken Nicol to write to David Flear outlining commitment of funding for the Berriedale Braes feasibility study was time sensitive and would need to be committed this financial year. *Action complete – email sent to David Flear outlining DSRL's commitment of funding which is time sensitive and needs to be committed before end March 2011.*

9. NDA COMPETITION UPDATE

Cllr David Flear noted that DSG had requested an update on the Dounreay site competition. He added that the NDA had published a press release announcing the start of formal dialogue and two meetings had been held in the evenings of the 15th and 16th November. On the 15th the bidders had met with the Dounreay Unions and Trades Council. The second meeting had been held with a small group of stakeholders including David Flear, Bob Earnshaw, Trudy Morris, Eann Sinclair and Roy Kirk among others.

DSG members had also received copies of the ITPD (Invitation to participate in dialogue) document which had been provided to the bidders and these documents were available on the DSG's website.

Stuart Chalmers noted that there was not a lot to add to the summary provided by Cllr Flear. Most people were aware that at the back end of last year both bidding participants had spent a lot of time on site gathering information. The formal dialogue had now started and both participants were in discussion with the NDA. This would continue for 12 weeks and then the participants would be invited to submit their tenders.

- David Flear noted that it had been intimated that a second round of meetings would take place with the participants and stakeholders. Stuart Chalmers said he was aware of this but did not know if a date had been identified. He agreed to confirm this.

Action: DSG(2011)M004/A032: Stuart Chalmers to confirm date of meeting between competition participants and stakeholders.

- Anne Chard asked if after the 12 weeks of formal dialogue one of the bidders decided not to submit a tender what would happen. Stuart Chalmers responded that that he would have to clarify this as he did not know what the policy was. (Secretary's note: Stuart Chalmers is part of the site facing team and is therefore is not permitted to take an active part in the site competition).

Action: DSG(2011)M004/A033: Stuart Chalmers to confirm the policy in one of the competition participants pulled out.

- John Crowden noted that he had read the ITPD document, especially the part on the weightings. He said that the biggest weighting was against cost and given the high weighting for this in comparison to the weightings for other threshold criteria it appeared that whoever put the cheapest bid in would win the contract. The weightings appeared to show that it would be practically impossible for the participant with the highest cost to win even if they exceeded in all other criteria scoring.

Stuart agreed to ask the NDA competition team to clarify this.

Action: DSG(2011)M004/A034: Stuart Chalmers to put question on criteria weighting to the NDA competition team for response.

10. QUESTIONS FROM MEMBERS OF THE PUBLIC

No further questions were raised.

11. ANY OTHER BUSINESS

No further business was raised.

12. CLOSE

Cllr David Flear thanked everyone for their input and closed the meeting.

Cllr David Flear
DSG vice-chairman
15th January 2011

APPENDIX 1 – PROGRESS ON ACTIONS

ACTIONS ARISING FROM THIS MEETING

DSG(2011)M004/A001:: June Love to ask Eann Sinclair to invite Brian Wilson to Caithness on behalf of CNSRP. *Emailed Eann Sinclair on 15th November 2010.*

DSG(2011)M004/A002: June Love to write to all members regarding insurance arrangements. *Action complete – see DSG(2010)C121.*

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DSG(2011)M004/A004: All members of DSG Business group to comment and/or approve changes to the Terms of Reference. *Action complete – Terms of Reference will be circulated to all members before the AGM in March 2011.*

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DSG(2011)M004/A009: June Love to update DSG agenda for December and send to Business group for approval. *Action complete.*

DSG(2011)M004/A010: June Love to circulate SEPA's consultation document on environmental regulation to DSG members.

DSG(2011)M004/A011: June Love to circulate KIKK report to all site restoration sub group members for consideration. *Action complete – see DSG(2010)C127.*

DSG(2011)M004/A012: Michael Moreland to look into whether he could provide the final report on Exercise Lonestar to the site restoration sub group. *Action complete Commander Moreland noted that the NII report had not yet been received and a request should be forwarded to Ian Bramwell. – see DSG(2010)C129.*

DSG(2011)M004/A013: Simon Middlemas to provide schematic of buildings in site report to DSG and to report on the five main projects in relation to schedule and budget.

DSG(2011)M004/A014: Phil Cartwright to ensure that it is made explicit in reports that the barge is not searching for particles in Scrabster bay and is situated there in times of inclement weather. *Action complete – Phil Cartwright has requested DSRL Communications to report this when appropriate.*

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DSG(2011)M004/A034: Stuart Chalmers to put question on criteria weighting to the NDA competition team for response.

ACTIONS CONTINUING FROM PREVIOUS MEETINGS

DSG(2009)M004/A008: Secretary to invite COMARE to present their findings once the extended study on cancer excesses in the vicinity of Seascale and Dounreay was complete. *Action ongoing: As per recommendation in COMARE's 11th report (2006) for the incidence of childhood cancers around both Sellafield and Dounreay to be kept under surveillance and reviewed periodically.*

The review of childhood leukaemia in the vicinity of Sellafield and Dounreay is listed on the current work programme for the committee. The work programme (which can be found on the COMARE website (http://www.comare.org.uk/comare_work.htm)) is reviewed and updated on a regular basis and is liable to changes in priority through requests for advice by Government departments. Arrangements for the Sellafield and Dounreay childhood leukaemia review are still in the early stages and I am afraid at this point it is not possible to give a timescale on the work. We will update the information on this item on the COMARE website as work progresses. We have noted your interest in this work and will be happy to advise you once definite timescales have been established.

DSG(2010)M001/A001: Elizabeth Gray to update DSG on low level waste issues relating to policy (and including licensing issues) at the appropriate time. *Awaiting update.*

DSG(2010)M002/A004: Alan Scullion to consider how to best to present sampling results and discuss with Deirdre Henderson to ensure the information is what is required.

DSG(2010)M002/A007: Simon Middlemas to provide a presentation on the revised decommissioning programme at December DSG.

DSG(2010)M002/A012: Eann Sinclair to develop a model on the economic impact and how this could be monitored to be shared with DSG and CNSRP Advisory Board.

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.*

DSG(2010)M003/A015: Secretary to organise a convenient date for members of SCCORS to meet with DSG members (and visit site). *Action ongoing – currently awaiting information from SCCORS.*

DSG(2010)M003/A028: Anna MacConnell to provide a written update for the national nuclear archives.

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 – ToRs were tabled at business meeting held on 12th November 2010.*

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

DSG(2009)M003/A003: Secretary to invite National Nuclear Archives Project Manager to the next DSG socio economic sub group meeting for an update. *Action complete – on agenda for 3rd November 2010.*

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.*

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 – minuted in DSG/BM(2010)M002.*

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.*

DSG(2010)M003/A010: June Love to include deputy sub group chairmen on both site restoration and socio economic sub group meetings. *Action complete.*

DSG(2010)M003/A011: Simon Middlemas to provide response to Shetland Islands Council to DSG on shipment of radioactive material. *Action complete – see DSG(2010)C107.*

DSG(2010)M003/A012: Secretary to put Shetland Islands Council letter and DSRL's response on next Site Restoration Sub group meeting. *Action complete – on agenda for 3rd November.*

DSG(2010)M003/A013: All members to read DSG(2010)P019, NII report and raise any issues or questions with the Secretary. *Action complete.*

DSG(2010)M003/A014: All Site restoration sub group members to read DSG(2010)C054 and provide the Secretary with any issues they would like to see raised at the Scottish Sites meeting. *Action complete.*

DSG(2010)M003/A016: Katrina MacNab to email Secretary with question on apprentices to table at Socio Economic sub group meeting on 21st July. *Action complete – this was tabled at socio economic sub group and a response provided.*

DSG(2010)M003/A017: Secretary to re-circulate sub group membership to all members. *Action complete – See DSG(2010)C075.*

DSG(2010)M003/A018: Secretary to identify and circulate dates for Site Restoration sub group up to end of March 2011. *Action complete – see DSG(2010)C075.*

DSG(2010)M003/A019: Secretary to put Terms of Reference on next DSG business meeting to identify any changes that need to be incorporated with the change in sub group format. *Action complete.*

DSG(2010)M003/A020: Secretary to write to George Farlow asking him to consider taking on the role of chairman of the Site Restoration Sub Group. *Action complete.*

DSG(2010)M003/A021: Roy Kirk, HIE to provide a breakdown of the 120 jobs created by sectors/types of jobs. *Action complete – see DSG(2010)C106.*

DSG(2010)M003/A022: Secretary to circulate Willie Roe's written response to questions raised by David Flear. *Action complete – DSG(2010)C078 circulated on 25th July 2010.*

DSG(2010)M003/A023: Derrick Milnes to write to NDA with regards the funding for the sale of the Viewfirth land. *Action complete – see DSG(2010)C82*

DSG(2010)M003/A024: Derrick Milnes to summarise discussion on Viewfirth project and ask for endorsement at the full DSG meeting on the way forward. *Action complete.*

DSG(2010)M003/A025: All socio economic sub group members to provide comments on DSG(2010)C067 to Anna MacConnell by close of play 26th July 2010. *Action complete.*

DSG(2010)M003/A026: Secretary to finalise letter (DSG(2010)C073) to Graeme Rankin on issues related to socio economics and the closure contract. *Action complete – sent out electronically on 22nd July 2010.*

DSG(2010)M003/A027: All members to consider the table of spend against NDA socio economic funding and provide the Secretary with any comments or questions *Action complete..*

DSG(2010)M003/A029: Secretary to draft letter to Chris Huhne (copied to Vince Cable) inviting them to Caithness to visit Dounreay and learn about opportunities/challenges in the county. *Action complete – see DSG(2010)C076.*

DSG(2010)M003/A030: Ken Nicol to provide a briefing note on Fusion for SESG members. *Action complete – see DSG(2010)C077.*

DSG(2010)M003/A031: Koreen MacDougall/Trudy Morris/June Love to get together and draft a response to the Northern Isle Ferry Services consultation for approval by DSG. *Action complete – questionnaire drafted and circulated to members.*

DSG(2010)M003/A032: Secretary to put Transport for Scotland 2010 event on DSG business meeting for discussion on representation by DSG. *Action complete.*

DSG(2010)M003/A033: Secretary to put insurance arrangements for members on the DSG business meeting agenda for discussion. *Action complete.*

DSG(2010)M003/A034: Eann Sinclair/Trudy Morris to update Cllr Katrina MacNab on the ESF funding application for workforce transition, including apprentices. *Action complete.*

DSG(2010)M003/A035: Secretary to invite Keith Muir, HIE to the next DSG Socio economic sub group meeting to provide an update on the nuclear decommissioning supply chain development project. *Action complete – Keith Muir has confirmed his attendance at next socio economic sub group meeting on 3rd November.*

DSG(2010)M003/A036: All DSG socio economic sub group members to consider questions that could go forward to the public meeting with the First Minister on 27th July.. *Action complete – Written questions were submitted and responses now received.*