

**DOUNREAY STAKEHOLDER GROUP
BUSINESS MEETING**

DSG/BM(2011)M003

Minutes of the DSG Business meeting held on Friday 11th February 2011 at 1330 hours in Dounreay.com, Thurso.

Present:	Bob Earnshaw	DSG Chairman
	Cllr David Flear	DSG Vice-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.

2. APOLOGIES

Apologies were received from Derrick Milnes, DSG Socio economic sub group chairman.

3. MINUTES OF LAST MEETING

The minutes of the last meeting – DSG/BM(2010)M003 – were accepted as a true record.

4. PROGRESS ON ACTIONS

All DSG actions were discussed and reviewed. Members were content with the progress being made to close out the actions.

5. ANNUAL GENERAL MEETING

The draft paperwork for the AGM to be held in March was tabled for discussion.

- AGM agenda – it was agreed that the terms of reference would be tabled following election of the chairman and vice-chairman.
- DSG(2011)C147 – financial report. Secretary would update financial report up to end of February before distributing to members.

Action: DSG/BM(2011)M003/A001: Secretary to update financial report at end of February for distribution to members for AGM on 9th March 2011.

- DSG(2011)C148 – attendance report was noted.
- DSG(2011)C149 – website report. Secretary would update website report up to end of February before distributing to members.
- DSG(2011)C150 – forward diary was noted.
- DSG(2011)C151 – chairman's report. The Chairman agreed to provide secretary with any comments on the draft document.

Action: DSG/BM(2011)M003/A002: Bob Earnshaw to comment on draft chairman's report for AGM.

6. REVIEW OF DSG AND SUB GROUP MINUTES

The minutes of the last DSG (DSG(2010)M004), the socio economic sub group (DSG/SESG(2011)M0045) and the site restoration sub group (DSG/SRSG(2011)M003) were reviewed.

7. 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.

- Update from Annual General meeting
- Business meeting
 - Update on membership
 - Update on NDA's engagement process
- Site Restoration sub group
 - Waste substitution consultation
 - Plutonium consultation
- Socio economic sub group
 - Update on national nuclear archives
- NDA competition
 - Update on formal dialogue process. It was noted that an update had been provided by the NDA at a meeting on the 10th February. A note for the record had been drafted and will be circulated to all DSG members before the March meeting.

It was agreed that the secretary would update the draft DSG agenda for distribution.

Action: DSG/BM(2011)M003/A003: June Love to update DSG agenda for March and distribute to members.

8. NDA ENGAGEMENT PLAN

DSG(2011)C152, NDA engagement was tabled for discussion. NDA have asked SSGs to complete a questionnaire highlighting the sites and topics that are of interest. This was discussed and the topics were agreed to submit to NDA.

Action: DSG/BM(2011)M003/A004: Secretary to complete NDA questionnaire on stakeholder preferences and also respond to the NDA draft national engagement plan.

9. ANY OTHER BUSINESS

- **Forum on Stakeholder Conference, Sweden, May 2011.** The Secretary tabled an agenda for the FSC Conference. This had previously been attended by Anne Chard who had found the conference very useful and had made useful contacts. It was agreed that attendance at this conference would be useful.

Action: DSG/BM(2011)M003/A005: Secretary to speak to Anne Chard to check availability for attendance at FSC conference in Sweden.

- **National Skills Academy, Nuclear.** An invitation had been received to attend the National Skills Academy, Nuclear awards dinner in Manchester. Following discussion it was agreed that the invitation would not be accepted for cost reasons.

Action: DSG/BM(2011)M003/A006: Secretary to write to National Skills Academy, Nuclear declining invitation to the awards dinner.

- **Membership.** It was agreed that a Vulcan Trade Union representative should be invited to sit on the DSG.

Action: DSG/BM(2011)M003/A007: Secretary to write to Vulcan Trade Unions to invite them to become a member of the DSG.

- June Love noted she had received correspondence from Anne Bergmans regarding a future research project which would include 2 project workshops for site stakeholder groups to be involved in as well as stakeholder reflection groups.

It was agreed that the DSG should write back and indicate their interest and possible involvement in this project. It was further suggested that DSG should offer to host one of the project workshops in Caithness.

Action: DSG/BM(2011)M003/A008: Secretary to write to Anne Bergmans indicating DSG's interest in being involved and also offering to host one of the project workshops in Caithness.

**Bob Earnshaw
DSG Chairman**

14th November 2010

ACTIONS ARISING FROM THIS MEETING

DSG/BM(2011)M003/A001: Secretary to update financial report at end of February for distribution to members for AGM on 9th March 2011.

DSG/BM(2011)M003/A002: Bob Earnshaw to comment on draft chairman's report for AGM.

DSG/BM(2011)M003/A003: June Love to update DSG agenda for March and distribute to members.

DSG/BM(2011)M003/A004: Secretary to complete NDA questionnaire on stakeholder preferences and also respond to the NDA draft national engagement plan.

DSG/BM(2011)M003/A005: Secretary to speak to Anne Chard to check availability for attendance at FSC conference in Sweden.

DSG/BM(2011)M003/A006: Secretary to write to National Skills Academy, Nuclear declining invitation to the awards dinner.

DSG/BM(2011)M003/A007: Secretary to write to Vulcan Trade Unions to invite them to become a member of the DSG.

DSG/BM(2011)M003/A008: Secretary to write to Anne Bergmans indicating DSG's interest in being involved and also offering to host one of the project workshops in Caithness.

ACTIONS ONGOING FROM PREVIOUS MEETING

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 April 2011*

ACTIONS COMPLETE SINCE LAST MEETING

DSG(2011)M004/A001:: June Love to ask Eann Sinclair to invite Brian Wilson to Caithness on behalf of CNSRP. *Action complete – Eann Sinclair has spoken to Martin Wenban and, in conjunction with Chamber of Commerce, visit is likely to take place in April.*

DSG(2011)M004/A005: June Love to provide further information on the Forum on Stakeholder Confidence (FSC) in Stockholm on 4th May 2011. *Action complete – information was provided at business meeting*

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