

DOUNREAY STAKEHOLDER GROUP  
BUSINESS MEETING

DSG/BM(2011)M004

**Minutes of the DSG Business meeting held on Thursday 2<sup>nd</sup> June 2011 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.

### 2. APOLOGIES

There were no apologies.

### 3. MINUTES OF LAST MEETING

The minutes of the last meeting, DSG/BM(2011)M003, were accepted as a true record. This was endorsed by Derrick Milnes and seconded by George Farlow.

### 4. PROGRESS ON ACTIONS

All actions of DSG were reviewed. It was agreed to update the action status and circulate to all members in time for the main meeting to be held on the 15<sup>th</sup> June.

**Action: DSG/BM(2011) M004/A001: Secretary to update progress on actions and circulate to all DSG members.**

### 5. ISSUES ARISING FROM SUB GROUP MEETINGS

#### Site Restoration sub group (20<sup>th</sup> July 2011)

- Low level waste – timeline for project: The secretary noted that the low level waste project raised a number of issues at the site restoration sub group meeting. There had been an action to ask for a timeline for the project. This has been received and it was agreed that the low level waste project manager should be invited to the next site restoration sub group meeting to discuss the project.

**Action: DSG/BM(2011)M004/A002: Secretary to invite low level waste project project manager to site restoration sub group meeting (20<sup>th</sup> July) to provide an update of the project.**

- DSG(2011)C186: Japanese event – facts sheet: The fact sheet from the NDA was noted. The secretary noted she would bring forward for the site restoration sub group meeting on 20<sup>th</sup> July.
- COMARE/KIKK report: The secretary noted there had been an action placed at the site restoration sub group meeting to invite a member of COMARE to the DSG to present the findings of their latest report. However, following the last site

restoration sub group meeting Rick Nickerson had asked that the COMARE and KIKK report were put on the agenda for discussion. The secretary asked for clarification as to whether she should invite a representative from COMARE to attend or to wait until the discussion had taken place on the 20<sup>th</sup> July to see if there were any major issues raised.

Following discussion it was agreed that the COMARE/KIKK report would be put on the agenda for the site restoration sub group meeting. Following that a decision could be taken as to whether a COMARE representative should be invited.

#### **Socio economic sub group (20<sup>TH</sup> July 2011)**

- The secretary noted that at the last socio economic sub group meeting there was an action to agree the wording for reporting the update received from Pensions Office. Following discussion the brief was agreed and the secretary will include in the brief for the main meeting on 15<sup>th</sup> June.

#### **6. ADMINISTRATION ARRANGEMENTS**

- DSG(2011)C148 – attendance report was tabled. Members discussed the report and a number of issues were highlighted. It was agreed that the DSG chairman and secretary would meet to draw up a proposal for membership going forward.

**Action: DSG/BM(2011)M004/A003: DSG Chairman and Secretary to meet to discuss membership issues and come forward with a proposal.**

- DSG(2011)C147 – financial report. The secretary noted that the finances had now been audited by DSRL. No issues were raised.
- DSG(2011)C150 – forward diary. The forward diary was tabled for noting.
- Use of videoconferencing: The secretary noted that the question of the use of videoconferencing had been raised by Rick Nickerson. The group felt that videoconferencing would be an extra cost on DSG and, with experience, felt that videoconferencing would make the meeting difficult to chair as well as logistics for meeting rooms, etc. Following discussion it was agreed that Bob Earnshaw should write to Rick Nickerson.

**Action: DSG/BM(2011)M004/A004: Bob Earnshaw to write to Rick Nickerson regarding use of videoconferencing facilities for sub group meetings.**

- DSG draft agenda for 15<sup>th</sup> June: a draft agenda was tabled for discussion. The group approved the agenda for distribution.

**Action: DSG/BM(2011)M004/A005: Secretary to issue DSG agenda and appropriate paperwork to DSG members for the 15<sup>th</sup> June meeting.**

#### **7. ANY OTHER BUSINESS**

The following correspondence was tabled for noting:

- DSG(2011)C152: NDA engagement.

The following correspondence was tabled for discussion:

- Minutes of West Cumbria stakeholder group meeting – members were interested in other SSGs to identify if there were areas that DSG should consider for future use. The October minutes were tabled and members agreed to consider the minutes in full and respond back to the secretary.

**Action: DSG/BM(2011)M004/A006: Business meeting members to consider West Cumbria site stakeholder group minutes with a view to identifying areas where DSG may consider for future use.**

- Scottish Sites meeting – it was noted that the next Scottish Sites meeting would be held on 26<sup>th</sup> October 2011.
- NDA SSG chair's forum – Bob Earnshaw noted that the next SSG chair's forum would take place in London on 29<sup>th</sup> June. DSG had asked for an update on the fuels options to be put on the agenda. The chairman and secretary would get together following DSG on 15<sup>th</sup> June to produce a brief for the chair's forum.
- National Nuclear Archive: David Flear noted that he had brought up the issue of the National Nuclear Archives at the CNSRP Advisory Board where Jon Philips, NDA Communications Director was present. David had noted that NDA had now agreed to take forward pre-planning consultation and apply for outline planning permission in parallel with the review of Sellfield records. Jon Philip at the Advisory Board did not think this was the case. *[NB: Secretary's note: following discussion at the Advisory Board Jon Philip's had now written to David clarifying the position and intimating that the pre-consultation and outline planning would go ahead].*
- Key influencers paper: Derrick Milnes noted that, now that the Scottish elections were completed, the key influencer's document would be updated for DSG use.
- DSG(2011)C200 – Report from FSC workshop. Members noted the report provided by Anne Chard following her recent visit to Stockholm for the FSC (Forum on Stakeholder Confidence) workshop. It was agreed that the recommendations made in the report should be considered and that a small working group should be set up to consider the recommendations and to consider carrying out a review of the DSG.

**Action: DSG/BM(2011)M004/A007: Secretary to write to all DSG members to ask for volunteers to sit on a working group to consider the report and recommendations from the FSC workshop.**

There being no further business the chairman thanked those for attending and closed the meeting.

**Bob Earnshaw**  
DSG Chairman  
5<sup>th</sup> June 2011

## **PROGRESS ON ACTIONS**

### **ACTIONS ARISING FROM THIS MEETING**

DSG/BM(2011) M004/A001: Secretary to update progress on actions and circulate to all DSG members.

DSG/BM(2011)M004/A002: Secretary to invite low level waste project project manager to site restoration sub group meeting (20<sup>th</sup> July) to provide an update of the project.

DSG/BM(2011)M004/A003: DSG Chairman and Secretary to meet to discuss membership issues and come forward with a proposal.

DSG/BM(2011)M004/A004: Bob Earnshaw to write to Rick Nickerson regarding use of videoconferencing facilities for sub group meetings.

DSG/BM(2011)M004/A005: Secretary to issue DSG agenda and appropriate paperwork to DSG members for the 15<sup>th</sup> June meeting.

DSG/BM(2011)M004/A006: Business meeting members to consider West Cumbria site stakeholder group minutes with a view to identifying areas where DSG may consider for future use.

DSG/BM(2011)M004/A007: Secretary to write to all DSG members to ask for volunteers to sit on a working group to consider the report and recommendations from the FSC workshop.

### **ACTIONS COMPLETED SINCE LAST 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 complete – The CNSRP Executive Board met with the CNSRP Advisory Group on the 31<sup>st</sup> May. DSG members took the opportunity to meeting with Sir Anthony at this meeting.*

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

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

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

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

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

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

Endorsed on 16<sup>th</sup> August 2011

DSG/BM(2011)M003/A007: Secretary to write to Vulcan Trade Unions to invite them to become a member of the DSG. *Action complete – Vulcan Trade Union were invited to become a member of DSG but were unfortunately unable to accept this invitation.*

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. *Action complete.*