

**DOUNREAY STAKEHOLDER GROUP
BUSINESS MEETING**

DSG/BM(2011)M006

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

Present:	Bob Earnshaw	DSG Chairman
	David Flear	DSG Vice-chairman
	George Farlow	DSG Site Restoration sub group chairman
	Derrick Milnes	DSG Socio Economic 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 were accepted as a true record. This was proposed by Derrick Milnes and seconded by David Flear.

4. PROGRESS ON ACTIONS

All DSG actions were reviewed. These would be updated to reflect the current status and distributed to all members in time for the meeting on 14th December. Two actions which were passed from the site restoration sub group were discussed:

- Future of Vulcan: The Site Restoration sub group meeting discussed the recent announcement of the future of Vulcan. While there were questions raised at the meeting Commander Michael Moreland could not respond as the questions were pointed towards Rolls Royce. It was agreed that members would provide any questions on Vulcan to the secretary to allow discussion at the business meeting. Questions had been collated.

Members agreed it was disappointing that Rolls Royce had chosen not to continue its membership with DSG. It was noted that the remit of the DSG, in addition to the Dounreay site, was to also function as the local liaison committee for the Vulcan Naval Reactor Test Establishment, providing a formal interface between Vulcan and the local community.

It was agreed that the chairman would write to Rolls Royce asking them to reconsider their membership as well as listing the questions raised from members.

Action: DSG/BM(2011)M006/A001: DSG Chairman to write to Rolls Royce asking them to reconsider their membership with DSG, including questions raised from the recent announcement of the future of Vulcan.

David Flear noted that this was something that the Highland Council would also take an interest in and asked the chair's permission to discuss the future of Vulcan and the views of DSG with the Leader of the Highland Council. This was agreed.

- ONR involvement in risk assessments for sea transport

DSG(2011)M007/A043: ONR to provide a response as to whether risk assessments for nuclear shipments consider the removal of the emergency tug vessels. **Action complete** - Email from Peter Dickenson on 10th October 2011 as follows "It is my understanding that risk assessments for shipments are not a matter for ONR. However, my transport colleagues have taken the matter up with the Maritime and Coastguard Agency (MCGA), who replied to the question as follows: Risk assessments for shipments are for the consignor of the cargo. The ETV [emergency tug vessels] service has been withdrawn and although we [MCGA] are involved in the efforts to fund and provide a short term service in Scotland post-withdrawal we cannot comment on the impact of these arrangements until the contractual arrangements have been completed."

Following discussion at the site restoration sub group it was agreed that this action be passed to the business meeting for further consideration.

Members discussed the response and agreed that they would write back to Peter Dickenson to ask if he could pass on to the appropriate people within ONR's organisation to respond more fully to this issue. In addition, it was agreed to write to Michael Foxley, Highland Council, who had been leading a working group on the removal of the emergency tug vessels.

Action: DSG/BM(2011)M006/A002: DSG Chairman to write to ONR seeking further clarification to actions DSG(2011)M007/A043 (re risk assessments for nuclear shipments in relation to removal of the emergency tug vessels. This letter should be copied to Michael Foxley, Highland Council, who was leading a working group on the removal of the emergency tug vessels.

5. ISSUES ARISING FROM SUB GROUP MEETINGS

Socio Economic sub group: mtg held on 2nd November.

Derrick Milnes reported that all issues relating to socio economics sub group were progressing well and there was nothing of concern to raise here.

Site Restoration sub group: mtg held on 2nd November.

George Farlow noted he had spoken to the Buldoo Residents Group representative following the meeting. Bob Earnshaw added that he had also visited Buldoo to discuss some of the issues raised at the sub group meeting.

It was agreed that the secretary would write to Buldoo to discuss representation at future site restoration sub group meetings. In addition, it was noted that an independent chair (Eleanor Scott) had been appointed for the Buldoo Residents Group liaison meeting. The first meeting had taken place, with the independent chair, on the 1st November.

It had been agreed that Eleanor Scott would provide a written report to DSG site restoration sub group of issues raised at the Buldoo Residents Group liaison meeting with a view to ensuring there was a link between meetings but that there was also a

distinct divide as to what was 'private' business relating to Buldoo residents only and where there were issues that may need support from DSG. It was hoped that by having a link between the two meetings greater clarity would ensue.

It was also noted that DSG were currently pursuing three issues on behalf of Buldoo residents.

Action: DSG/BM(2011)M006/A003: DSG Chairman to write to Deirdre Henderson to ask that Buldoo Residents Group consider alternative representation at DSG site restoration sub group meetings.

Bob Earnshaw also noted that at the last liaison meeting there had been a discussion on the geo-sphere enhancements and he asked that further information on this subject be requested.

Action: DSG/BM(2011)M006/A004: Secretary to request the LLW project team to provide information on the proposed geo-sphere enhancements.

6. ADMINISTRATIVE ARRANGEMENTS

Membership issues: Discussion on Rolls Royce membership had been discussed previously. A number of other membership issues would be followed up following Community Council elections.

It was also noted that Councillor David Flear had been asked to represent Highland Council on SCCORS along with David Mudie. This would be a useful link between SCCORS and DSG.

Attendance report: The attendance report was noted.

Finance report: The financial report was noted. The Secretary had provided projects costs up to the end of the currently financial year (year end 31st March 2011). DSG would be well within budget.

DSG Diary: The forward diary was also noted. It was agreed that representation of various groups/committees would be considered following the March AGM.

The secretary noted that she had identified future meeting dates for April 2012 onwards. It was agreed that George Farlow would provide 2012/13 dates for Highland Council meetings etc so that the secretary could ensure that there was no clashes between Highland Council and DSG meetings (NB: DSG also co-ordinates dates with CNSRP and other groups).

Action: DSG/BM(2011)M006/A005: George Farlow to provide Secretary with forthcoming dates for Highland Council and CHP meetings to ensure co-ordination between meetings.

Action: DSG/BM(2011)M006/A006: Secretary to consider dates for 2012/13 for DSG and sub group meetings taking on board dates from various meetings including Highland Council and CHP.

DSG agenda for approval (December 2011 meeting): The agenda was discussed. It was noted that the NDA had written to Bob Earnshaw asking that DSG allow some time on the agenda for representatives of the preferred bidder to introduce themselves and their management team should they wish to take up the opportunity.

The agenda was discussed and it was noted that there was an item to provide an update on the Dounreay site competition. It was agreed that if the preferred bidders wished to introduce themselves and the management team they could do so under this agenda item. It would be useful to understand at the earliest opportunity whether the preferred bidder wished to take up this invitation and therefore it was agreed to respond to the NDA asking for earliest clarification.

Action: DSG/BM(2011)M006/A007: DSG chairman to write to NDA asking for clarification at the earliest opportunity whether the preferred bidder wishes to attend DSG.

DSG Review: It was noted that the aims and objectives of the review had been endorsed at the socio economic sub group and site restoration sub group held on the 2nd November. The secretary had contacted the consultant who had provided a quote of £5K to carry out the review

The consultant had indicated that if he were to attend the DSG on 14th December he would anticipate that members would be able to consider the final report and any implications at the March 2012 meeting (following the AGM).

The consultant intimated the following to cover the study:

- Identification of DSG's project manager and three project phone calls – it was agreed that this would be the Secretary..
- Initial call to DSG chairman
- A stakeholder interview list (based on an initial list of names and contact details provided by DSG). – based on 12-14 members and stakeholders interviews.
- Submission of a proposed outline interview framework for comment
- Time spent observing one full DSG and two sub groups.
- Two days interviewing, either on the phone or in person before or after the meetings being observed.
- Attending either a business meeting or a full DSG to provide feedback and answer questions on the report.
- Considering written supporting material submitted by DSG members, including the Stockholm report.
- Preparing a concise draft report, incorporating one round of comments and issuing a final report.

It was agreed that David Collier will be contracted to carry out this work as he had knowledge of NDA's stakeholder engagement programme, how site stakeholder groups worked and had been involved in an earlier review of DSG therefore has an understanding of the roles and remits.

Following further discussion the secretary would act as project manager linking the consultant with this project. The secretary would also draft a response to David Collier accepting his proposal and providing the necessary information required to carry out the review.

Action: DSG/BM(2011)M006/A008: Secretary to draft response to David Collier providing the required information to allow the DSG review to commence on the 14th December.

7. ANY OTHER BUSINESS

Endorsed at DSG Business meeting on 21st February 2012

Derrick Milnes noted that all DSG members should ensure they inform the secretary in advance of the meeting whether they are able to attend or to send a deputy. At present the secretary copies all paperwork for the meeting and it would save an enormous amount of time and paper if members informed the secretary on their attendance. Bob Earnshaw agreed to mention this at the next DSG meeting.

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

Bob Earnshaw
DSG Chairman
12th November 2011

ACTIONS ARISING FROM THIS MEETING

DSG/BM(2011)M006/A001: DSG Chairman to write to Rolls Royce asking them to reconsider their membership with DSG, including questions raised from the recent announcement of the future of Vulcan.

DSG/BM(2011)M006/A002: DSG Chairman to write to ONR seeking further clarification to actions DSG(2011)M007/A043 (re risk assessments for nuclear shipments in relation to removal of the emergency tug vessels. This letter should be copied to Michael Foxley, Highland Council, who was leading a working group on the removal of the emergency tug vessels

DSG/BM(2011)M006/A003: DSG Chairman to write to Deirdre Henderson to ask that Buldoo Residents Group consider alternative representation at DSG site restoration sub group meetings.

DSG/BM(2011)M006/A004: Secretary to request the LLW project team to provide information on the proposed geo-sphere enhancements.

DSG/BM(2011)M006/A005: George Farlow to provide Secretary with forthcoming dates for Highland Council and CHP meetings to ensure co-ordination between meetings.

DSG/BM(2011)M006/A006: Secretary to consider dates for 2012/13 for DSG and sub group meetings taking on board dates from various meetings including Highland Council and CHP.

DSG/BM(2011)M006/A007: DSG chairman to write to NDA asking for clarification at the earliest opportunity whether the preferred bidder wishes to attend DSG.

DSG/BM(2011)M006/A008: Secretary to draft response to David Collier providing the required information to allow the DSG review to commence on the 14th December.

ACTIONS COMPLETED

DSG(2011)M007/A006: Secretary to update progress on actions and circulate to all DSG members in time for DSG meeting on 14th September 2011. *Action complete*

DSG(2011)M007/A007: All DSG business meeting members to review the protocol for questions, letters and website publication. *Action complete – comments received from business meeting members.*

DSG(2011)M007/A008:: Secretary to finalise agenda and relevant paperwork and distribute to members in time for meeting on 14th September 2011. *Action complete*

DSG(2011)M007/A009: Secretary to circulate draft aims and objectives of DSG review to DSG working group for comment. Once finalised the draft paper will be circulated to all DSG members for endorsement. *Action complete – draft paper went to working group for comments on 21st August 2011 and then circulated to all members for views. Was discussed at sub group meetings in November 2011 and endorsed by both sub groups.*