

**DOUNREAY STAKEHOLDER GROUP
SOCIO ECONOMIC SUB GROUP**

DSG/SESG(2012)M001

Minutes of the DSG Socio Economic Sub Group meeting held at 1330 hours in the Pentland Hotel (large lounge), Thurso on Wednesday 18th January 2012.

Present:	David Flear	DSG Vice-chair (Highland Council)
	Alastair MacDonald	Honorary member, DSG
	Koreen MacDougall	Caithness Partnership
	Ronnie Johnstone	Church of Scotland
	Debbie Gray	North Highland College
	Nicola Dreaves	Caithness Chamber of Commerce
	John Green	Caithness Voluntary Group
	Eann Sinclair	Caithness & NS Regeneration Partnership
In addition:	June Love	DSRL, DSG Secretariat
	Ken Nicol	DSRL
	Anna MacConnell	NDA
	Roger Hardy	Babcock Dounreay Partnership (observing)
	Collette McMullen	Babcock Int (observing)
	David Collier	External consultant (observing)

MINUTES

1. WELCOME AND INTRODUCTIONS

Cllr David Flear welcomed everyone to the meeting and noted that Roger Hardy and Collette McMullen were attending the meeting in an observer capacity.

He asked that the group's condolences be recorded to Derrick Milnes, and his wife, Dawn at the sad and untimely loss of their son.

2. APOLOGIES

Apologies were received from the following:

- Derrick Milnes Wick and Thurso Trade Union Council
- Bob Earnshaw DSG Chairman
- Trudy Morris Chamber of Commerce (Nicola Dreaves deputising)
- Sandy Mackie Scrabster Harbour Trust
- Carol Gunn HIE

3. MINUTES OF LAST MEETING

The minutes of the last meeting (DSG/SESG(2011)M008 refers) had been circulated to members in advance of the meeting. The minutes were taken as read and were proposed by Eann Sinclair and seconded by Alastair MacDonald.

No issues were raised from the minutes.

David Flear noted that the Site Restoration sub group meeting had requested that minutes be published on the DSG website as soon as possible following a sub group meeting. He asked members whether they wished to consider this for the socio economic sub group minutes. Following discussion it was agreed that the group

were content with the present process of ratifying the minutes at the next meeting before publishing on the website.

4. **PROGRESS ON ACTIONS**

The current status of actions had been circulated to members in advance of meeting. Of note:

- DSG(2011)M008/A015: Secretary to ensure that minutes of sub group meeting is published on the website within 20 working days of the meeting. Action complete.

It was agreed that the current process would remain with minutes being circulated for comment to members, ratified at the next sub group meeting and then published on the website.

- DSG(2011)M008/A018: June Love to invite Alan Ogg to provide the Engineering, Technology and Energy Centre (ETEC) presentation to the full DSG meeting in March. Action complete.

Alan Ogg had been invited to attend DSG in March to provide a presentation on ETEC. Alan had accepted the invitation.

- DSG(2011)M008/A019: Secretary to take on board comments on Dounreay Community Fund rules and draft a revised document to circulate to members.

This would be discussed under agenda item 5.

- DSG(2011)M008/A023: Secretary to put DSRL's Socio Economic Plan, 2012/13 on Socio Economic sub group agenda for January meeting. Action complete.

This would be discussed under agenda item 8.

- DSG(2011)M008/A024: Koreen MacDougall to speak to Ken Nicol and Anna MacConnell re funding of design study into Berriedale Braes. Action complete.

Koreen MacDougall reported that she had had discussions with Anna MacConnell and Ken Nicol on the 16th January 2012. She noted that the Berriedale Braes would be aligned to the CNSRP programme and she was currently identifying the actions required to take this project forward. Once identified and approved these activities would be included in the CNSRP programme. Lobbying would continue in a structured way.

- DSG(2011)M008/A026: DSG to send Nicola Sturgeon details of Dunbar hospital.

DSG, in partnership with other organisations, have continued to input into the review of the Dunbar hospital. Information would not be sent to Nicola Sturgeon until the outcome of the feedback from the review had been identified. The local CHP had not been able to agree a way forward and therefore had deferred a decision to the regional board.

- 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.

Eann Sinclair stated that he had met with the consultant last week and further revision was currently being undertaken. The consultant had also been asked to include new information on turnover of local companies over the last five years. Eann expected the completed report to be available within the week.

- DSG(2011)M006/A033: Roy Kirk to speak to George Farlow re potential local business for the supply of wood fuel. Meeting arranged for early August.

The secretary noted that she was unable to confirm whether this meeting had taken place and therefore the action would remain open at the present time.

5. **COMMUNITY FUND**

Dounreay Community Fund – current applications

Members considered the report for funding applications which had been circulated in advance. David Flear reminded members to declare an interest if they were involved with any of the applications. The following declared an interest:

- Ronnie Johnstone: 83 and 93
- Koreen MacDougall 94
- Anna MacConnell 83
- Ken Nicol 98 and 101
- David Flear 94

Eann Sinclair noted that the recommendation for application number 94 was for the full amount of funding requested. Members discussed this and agreed that the funding recommended was good value and agreed to endorse this.

Members endorsed the recommendations for funding applications.

Dounreay Community Fund – rules

At the last meeting members had agreed to review the funding rules with the aim of revising and publishing for the coming financial year. The draft rules had been circulated to members in advance of the meeting to consider.

There was discussion on whether the rules should include more detail on individual travel requests, ie should the group be more prescriptive regarding the amount of funding provided for travel and subsistence. It was agreed that the group did not wish to make this any more prescriptive.

Ronnie Johnstone stated that Marie Mackay, community fund co-ordinator, did an exceptionally good job at administering the community fund applications.

It was agreed that the secretary would finalise the draft the document and send back out to members for endorsement by correspondence.

Dounreay Community Fund – application

A draft application form was also tabled for members to consider. The secretary noted that traditionally requests for the fund were received by correspondence and it was felt that an application form would be useful as long as it was not too cumbersome to complete. Members considered the draft application and it was

agreed that the secretary would send this back round members for endorsement by correspondence.

Action: DSG/SESG(2012)M001/A001: Secretary to tidy up Dounreay Community Fund rules and application form and send to members for endorsement by correspondence.

6. UPDATES ON SOCIO ECONOMIC ACTIVITIES

David Flear noted that Eann Sinclair had provided a written update for CNSRP – DSG(2012)P002 refers. Of note:

- The report had included the creation/retention of local jobs with HIE intervention. Eann noted that he was also looking at similar information from Business Gateway and North Highland Regeneration Fund.
- The recent announcement that Scrabster Harbour would be one of the 14 sites in Scotland designated as an enterprise area. It was expected that Scottish Government would announce more detail in the coming weeks.
- Highland Council, Orkney Islands Council and HIE were meeting with DECC Marine Energy Board to put forward proposals for a Marine Energy Park for the Pentland Firth.
- CNSRP had facilitated a meeting with Job Centre+, Chamber of Commerce, SDS and Highland Council to discuss opportunities to deliver various strands of a programme around employability.
- HITRANS had commissioned a study into the ‘internal’ transport infrastructure of the area. AECOM consultants, based in Aberdeen, have now provided a draft report and would be attending the Caithness Transport Forum on the 27th January to discuss the findings.

Koreen MacDougall noted that it was important that key stakeholders attend the meeting on 27th January. David Flear added that the NDA would be attending the Highland Council TEC Services committee on the 19th January to present information on the transportation of Exotic fuels from Dounreay to Sellafield. He further noted that Babcock Dounreay Partnership would be meeting with Highland Council and HIE as part of their engagement process leading up to share transfer on the 2nd April.

David Flear invited members around the table to provide additional update, not already included in written report. Of note:

Caithness Chamber of Commerce:

- Town Centre Development: The Town Centre project is progressing well, with the Spend it Here loyalty card initiative proving a great success. So far all 2000 cards had been distributed and a further 1000 have been ordered. The pilot will continue until May 2012 and the Chamber would be working with retailers to collate data on the usage of the cards and will also contact some card holders to gather their opinions of the scheme. The ‘Have your Say’ questionnaire will be launched by the end of January which will gather shopper’s views on the Wick and Thurso town centres.

Final – endorsed at Socio Economic sub group meeting held on 25th April 2012

- Renewables Directory: Following the success of the Oil and Gas Directory, the Chamber, in collaboration with HIE, will produce a Renewables Directory for Caithness. The directory will be available in March and will be distributed at relevant exhibitions and events.
- Chamber website: A new look chamber website will be launched this quarter, which will raise members profiles even further and continue to be the place to visit for updates, news and information on forthcoming events and training workshops.
- Supply Chain Diversification: The next supply chain workshop to take place will be a series of Intellectual Property and Intellectual Assets between the end of January and March. A procurement workshop will take place in February, followed by a contracts workshop in March. The biggest of these events is expected to be a Caithness and Sutherland Food and Drink event which will take place on 2nd February for Food and Drink producers, including local hotels and restaurants.
- Recruitment: The chamber is in the process of recruiting a marketing and communications graduate to assist with development and delivery of an updated traditional and digital marketing strategy.
- Enterprise area – Following yesterday's announcement that Scrabster will be one of the 14 sites in Scotland's New Enterprise Areas, the Chamber will be working with the Scottish Chambers of Commerce and public sector colleagues locally to ensure the business is a key partner and any incentives support sustainable growth, help to create jobs and maximise opportunities.

Caithness Partnership

- Berriedale Braes: lobbying would continue with various political figures.

Anna MacConnell noted that Rob Gibson had been speaking to the NDA with regards Berriedale. NDA has now established a regular meeting with Scottish Government and Berriedale would continue to be on the agenda for these meetings.

NDA

- National Nuclear Archives: David Flear noted that he had discussed the archives with Sean Balmer, NDA on his recent visit to Caithness. He also noted that the Superfast Broadband proposed for the area was good news for continued and improved IT connectivity which is integral to the national nuclear archives. He asked Anna MacConnell to keep the group updated on progress with the archives.

DSRL

- DSRL had established a socio economic information room on the Dounreay site to ensure all staff was aware of the activities undertaken on behalf of all the partners within CNSRP. The information had also been rolled out to a number of local areas to ensure the local community was also aware.

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- DSRL representative had attended the ward forum held in Tain recently where Global Highland had outlined their ambitious plans for the redevelopment of Nigg.
- Energy North is currently looking at skills gaps and DSRL has facilitated a meeting between Steve Barrett, Babcock International Group and Energy North to discuss the Babcock model for apprenticeship schemes.
- DSRL had commissioned a report to consider the skills likely to be required for the marine renewables industry. The report has just been received and will go through an internal review before being submitted to CNSRP.

North Highland College

- NHC will be involved as a training provider for the Nigg Training Academy. Applications for funding have been finalised.

Miscellaneous

- Ronnie Johnstone asked what the status was for the new Tesco to be based at the railway station. He noted that there appeared to be little progress in building the new store. It was agreed that DSG would write to ask Tesco what progress they were making.

Action: DSG/SESG(2012)M001/A002: DSG to write to Tesco to ask them what progress was being made on the new build at the railway station.

7. DISCUSSION PAPERS

David Flear noted that the NDA had published its draft annual business case for consultation (DSG(2011)C283 refers). It was agreed that members would provide comments on the business plan to the secretary by the 27th January 2012.

Action: DSG/SESG(2012)M001/A003: Members to provide the secretary with comments on the NDA business plan by the 27th January 2012.

8. DSRL SOCIO ECONOMIC DEVELOPMENT PLAN 2012/13

Ken Nicol reported that DSRL submitted a socio economic development plan each year to the NDA. This was a contractual requirement. Ken outlined the commitments from DSRL which could not be changed and provided the group with the broad headings in which DSRL works. Members were then invited to include ideas and suggestions that could be considered for inclusion in the new plan which is due to be submitted to NDA by the 31st March 2012.

Following participation from members Ken Nicol noted that he would take the feedback away and consider these in the context of developing the new plan. This would be made available to members once it had been approved by the NDA.

9. CORRESPONDENCE OF NOTING

David Flear noted that there was correspondence relating to the Crown Estates and he would report progress under Any Other Business. DSG(2011)282 and DSG(2011)C257 were tabled for information.

In addition, members had received two updates from NDA – DSG(2011)C280 (December update) and DSG(2012)C001 (January update).

10. **ANY OTHER BUSINESS**

- Ronnie Johnstone noted that there was a submarine dismantling programme consultation currently taking place. He recalled previous consultations whereby proposals being considered meant that Devonport reaped the benefits while Dounreay had been suggested as the final resting place for submarines. He felt that the group needed to keep a watching brief on this because while the area was looking for jobs to replace those coming out of Dounreay it was not looking for jobs at any price. David Collier noted that there was a stakeholder group for this project with two national events being organised, one for Glasgow. The secretary agreed to circulate the information to members for this event.

Action: DSG/SESG(2012)M001/A004: Secretary to circulate website link to the Submarine dismantling project.

- David Flear noted that SDI had held meetings with representatives of the DSG, along with others a few months ago. He asked whether it was appropriate to invite them back to Caithness to discuss progress being made to consider inward investment activities for Caithness. This was agreed.

Action: DSG/SESG(2012)M001/A005: Secretary to speak to HIE to invite SDI back to Caithness.

- The secretary noted that following an invitation to Fergus Ewing, MSP to visit Caithness his office had now responded positively. A small group had come together to draft an outline programme for this visit but were awaiting confirmation of timings before the programme could be finalised.
- The secretary noted that Richard Stoneham had reported that the Pensions Office change programme was continuing as planned. Richard had offered to attend a future sub group meeting to update members on progress.

Action: DSG/SESG(2012)M001/A006: Secretary to invite Richard Stoneham to next sub group meeting to provide an update on the Pensions Office.

- David Flear noted that a number of representatives had met with Martin Simpson on the Crown Estates to discuss various issues which had been raised by DSG previously. The meeting had been a frank exchange on the area's disappointment that the wave and tidal project manager's post had not been replaced in Caithness, emphasising the positives of having a Crown Estate contact in the area.

The Pentland Firth and Orkney Waters Leadership forum was looking at ways of cascading information from the leadership forum. While Highland Council, Scottish Government and HIE were part of the leadership team there was no-one identified to ensure information was cascaded down. The Crown Estates had suggested that they were prepared to go back to the leadership group to emphasise how important communications was. In addition, they agreed to attend the CNSRP Advisory Board to ensure information was being cascaded locally.

Eann Sinclair reported that he had taken notes of the discussion and would provide these to the secretary to circulate to members. It was agreed that a follow up letter would be sent to Crown Estates outlining the discussions held.

Final – endorsed at Socio Economic sub group meeting held on 25th April 2012

Action: DSG/SESG(2012)M001/A007: Secretary to draft letter to Crown Estates following up discussions held on the 18th January 2012.

- John Green noted that he had heard that Meygen were considering setting up an office in Inverness and noted his disappointment that the office was not locally based. The secretary agreed to contact Meygen to ask if this was correct.

Action: DSG/SESG(2012)M00a/A008: Secretary to contact Meygen to confirm whether they were planning to set up an office in Inverness.

- The secretary noted that she had received a request from a Japanese nuclear company to attend DSG sub group meetings to observe how DSG was set up. The company was currently considering how to set up a stakeholder group. Members would be kept updated as discussions progressed.
- David Flear asked David Collier whether he wished to provide members with initial thoughts on the operations of DSG. David Collier noted that all members had been extremely flexible with him in organising one to one discussions and the reason he was attending the sub group meetings was to observe and take notes. He did, however, note that the Ignalina nuclear power plant had modelled its stakeholder activities around the DSG.

There being no further business David Flear thanked everyone for their input and closed the meeting.

David Flear
Acting chair of Socio Economic sub group
23rd January 2012.

ACTIONS ARISING FROM THIS MEETING (January 2012)

DSG/SESG(2012)M001/A001: Secretary to tidy up Dounreay Community Fund rules and application form and send to members for endorsement by correspondence.

DSG/SESG(2012)M001/A002: DSG to write to Tesco to ask them what progress was being made on the new build at the railway station.

DSG/SESG(2012)M001/A003: Members to provide the secretary with comments on the NDA business plan by the 27th January 2012

DSG/SESG(2012)M001/A004: Secretary to circulate website link to the Submarine dismantling project.

DSG/SESG(2012)M001/A005: Secretary to speak to HIE to invite SDI back to Caithness.

DSG/SESG(2012)M001/A006: Secretary to invite Richard Stoneham to next sub group meeting to provide an update on the Pensions Office.

DSG/SESG(2012)M001/A007: Secretary to draft letter to Crown Estates following up discussions held on the 18th January 2012.

DSG/SESG(2012)M00a/A008: Secretary to contact Meygen to confirm whether they were planning to set up an office in Inverness.

ACTIONS ONGOING FROM PREVIOUS MEETINGS

.DSG(2011)M008/A026: DSG to send Nicola Sturgeon details of Dunbar hospital.

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(2011)M006/A033: Roy Kirk to speak to George Farlow re potential local business for the supply of wood fuel. Meeting arranged for early August.

ACTION COMPLETED

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. Subsequently endorsed by DSG Socio Economic and Site Restoration sub group meetings on 2nd November 2011.

DSG(2011)M008//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. Action complete.

DSG(2011)M008/A007: DSG chairman to write to NDA asking for clarification at the earliest opportunity whether the preferred bidder wishes to attend DSG. Action complete.

Final – endorsed at Socio Economic sub group meeting held on 25th April 2012

DSG(2011)M008/A008: Secretary to draft response to David Collier providing the required information to allow the DSG review to commence on the 14th December. Action complete – DSG(2011)C268 refers.

DSG(2011)M008/A015: Secretary to ensure that minutes of sub group meeting is published on the website within 20 working days of the meeting. Action complete – socio economic sub group will continue as before with minutes being ratified at sub group meeting before being published on website

DSG(2011)M008/A018: June Love to invite Alan Ogg to provide the Engineering, Technology and Energy Centre (ETEC) presentation to the full DSG meeting in March. Action complete – Alan Ogg has accepted invitation to attend March DSG meeting.

DSG(2011)M008/A019: Secretary to take on board comments on Dounreay Community Fund rules and draft a revised document to circulate to members. Action complete – discussed at sub group meeting on 18th January 2012.

DSG(2011)M008/A023: Secretary to put DSRL's Socio Economic Plan, 2012/13 on Socio Economic sub group agenda for January meeting. Action completed – discussed at sub group meeting on 18th January 2012.

DSG(2011)M008/A020: Secretary to circulate round the detail of the new request not included in the written funding report. Action complete.

DSG(2011)M008/A021: Eann Sinclair to find out more detail of food and drink initiatives. Action complete.

DSG(2011)M008/A022: Eann Sinclair to see if Caithness food and drink product is displayed within the HIE offices in Inverness. **Action complete.** Eann noted that this was in relation to local produce on display at Cowan House, Inverness (HIE's headquarters). Eann confirmed that there was a rolling programme for the display of local produce and Caithness produce was included in this display.

DSG(2011)M008/A024: Koreen MacDougall to speak to Ken Nicol and Anna MacConnell re funding of design study into Berriedale Braes. Action complete – discussion had taken place and next steps being identified.

DSG(2011)M008/A025: DSG to write to Fergus Ewing inviting him to visit Caithness. Action complete – DSG(2011)C264 refers.