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<b>3 M N A I O</b>	Derrick Milnes David Flear Alastair MacDonald Ronnie Johnstone Nicola Dreaves John Green Eann Sinclair Sandy Mackie Alan Scott Andrew Commin	DSG Socio Economic sub group chairman DSG Vice-chair (Highland Council) Honorary member, DSG Church of Scotland Caithness Chamber of Commerce Caithness Voluntary Group Caithness & NS Regeneration Partnership Scrabster Harbour Trust Caithness Contractors Consortium ERI
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, I = @ @ K E J I "	June Love Ken Nicol Alastair J MacDonald	DSRL, DSG Secretariat DSRL Change Director, Dounreay
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Derrick Milnes welcomed everyone to the meeting and made special welcome to Alastair J MacDonald, Change Director, Dounreay. He also thanked members for their kind wishes on behalf of himself and wife, Dawn.

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- Koreen MacDougall, Caithness Partnership
- Trudy Morris, Caithness Chamber of Commerce
- Murray Lamont, North Highland Tourism
- Debbie Gray, North Highland College
- Bob Earnshaw, DSG Chairman
- Anna MacConnell, NDA
- Roger Hardy, Managing Director, Dounreay

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The minutes of the last meeting – DSG/SESG(2012)M001 refers – had been circulated in advance to all members. These were accepted as a true reflection of the meeting and this was proposed by David Flear and seconded by Eann Sinclair.

Members were invited to raise any issues relating to the minutes.

- David Flear noted that the NDA, Caithness Transport Forum, HiTRANS and the Highland Council had been in discussion on the next steps for Berriedale Braes and this now appeared to be moving in the right direction. John Green noted that Transport Scotland had written to the NDA providing them with a letter of comfort

Final – endorsed on 18<sup>th</sup> July 2012

setting out that the Berriedale would be a priority project if it was shovel ready and underspends on transport infrastructure were identified. It was agreed that an update on Berriedale would be useful for members. d yudye a fu

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The Crown Estates had responded to Eann Sinclair and had agreed to the actions placed on 19<sup>th</sup> January 2012.

- DSG(2012)M001/A028: Secretary to invite Richard Stoneham to next sub group meeting to provide an update on the Pensions Office. **\$ ?OEI ?JH KGA**

An invitation was sent to Richard Stoneham and he has provided a short written update – see agenda item 6 for update.

- DSG(2012)M001/A002: DSG to write to MOD to ask about their continued commitment to Caithness would be following the completion of existing trials programme. **2 I CJE C**
- DSG(2012)M001/A010: DSG to write to JCI to explore ways of continued recruitment of apprentices. **2 I CJE C**
- DSG(2012)M001/A022: Anna MacConnell to provide information on the expected timescale for developing a business case for the National Nuclear Archives. **\$ ?OEI ?JH KGA**

This was discussed under agenda item 3.

- 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. **\$ ?OEI ?JH KGA**

Eann Sinclair reported that he had now received a final draft and expected this to be completed in time for the CNSRP Advisory Board. The study follows up from the one carried out in 2006 and attempts to measure what has changed in the interim in terms of demographics and the impact of Dounreay (on both DSRL and supply chain). The previous study estimated 15% of jobs were dependent on Dounreay while the updated report shows a figure around 10%. Calculations on self employed were down from 13% compared to 8% in 2006. This showed a broad indicator that the economy was changing and there was a marked increase of business start-ups.

The measure that CNSRP had set out was to increase the GDP of the area but it was now recognised that this may not be the best indicator for measuring success and it may well be that it should be measured on employment figures. This is one of the things that he would be taking to Executive Board on 26<sup>th</sup> April because while some of the statistics were encouraging a clear decision on how it is measured is required. It was agreed that members would benefit from information on the employment statistics. He also agreed to send the website link to the study when it was published.

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- DSG(2011)M006/A033: Roy Kirk to speak to George Farlow re local business for the supply of wood fuel Meeting arranged for early August. **£?01 JI CJE C**
- DSG(2011)M008/A018: June Love to invite Alan Ogg to provide the Engineering,

Ronnie Johnstone agreed with David Flear that the removal of funding was disappointing but whether it was liked or not Dounreay was a good source for donating relatively small sums of money to enable small organisations to continue to exist.

John Green added his support to the comments made by David Flear and Ronnie Johnstone. Eann Sinclair added that the landscape had changed especially with public sector agencies. While he appreciated the emphasis of Babcock would be jobs he stressed it would be important to ensure that it all fits into the bigger picture and only then would members be in a position to put the withdrawal of these funds into context.

- The funding rules were reviewed and they were agreed with some minor amendments.

Sandy Mackie noted that the rules for schools was still grey in that it was sometimes difficult to know whether some projects should fall into the statutory requirements of Highland Council. It was agreed that these would be discussed on a case by case basis.

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The draft application for funding was agreed without amendment.

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**1 AR BPI @E C MALPANO'** A summary of the new funding requests was tabled. Members took time to discuss each individual application and agreed way forward with new funding rules in mind.

Derrick Milnes thanked everyone for their patience in taking the time to discuss and review the funding rules and applications thoroughly. He did not expect that the same time would be afforded in discussing these in the future because the rules were now well understood and the number of applications was always high at the beginning of the new financial year.

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Derrick Milnes noted that the CNSRP progress update had been circulated to members in advance – DSG(2012)P006 refers.

Eann Sinclair was invited to provide a verbal update. Eann noted the following:

- CNSRP had facilitated a meeting between a number of local organisations and Scottish Power Renewables (SPR). Energy Hunt was now working with SPR who have indicated they intend to be in Caithness for the next 30 years. Those attending the meeting agreed that a quarterly meeting would be useful for the next 2 years and then it would be reviewed going forward.
- Land near Scrabster had been designated by Scottish Government  esignated by

Sandy Mackie, Scrabster Harbour Trust, said the EZ status would assume that the site was sufficiently developed for tenants to take advantage of. Scrabster would welcome input from agencies to take this forward since the land identified for the EZ was not sufficiently developed nor funded to allow this to be taken forward in the short term. DSG members indicated a willingness to support Scrabster in moving this forward where appropriate.

- Wick harbour was currently having serious discussions with off-shire wind developers.

Eann Sinclair noted that he would be discussing both Scrabster and Wick harbours with HIE and Highland Council next week to identify actions to support.

- David Flear noted that a meeting had taken place with Direct Rail Services (DRS) between DSG and the Caithness Transport Forum (CTF). (DSG(2012)C027 refers) At that meeting DRS invited interested parties to visit their terminal at Inverness. David felt that those interested should accept this invitation. This was agreed.

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- David Flear noted that in the CNSRP report there was mention of the Chamber taking on additional research into opportunities in the environmental monitoring sector on behalf of HIE. He asked was this additional research entailed. Eann Sinclair responded that this was something that environmental services was something that the area could identify with and while he did not have the detail to hand he would ensure that CNSRP was linked in.
- David Flear asked how many referrals had been made by Caithness Ambassadors. Eann Sinclair replied that while referrals were in single figures the quality of these were good.
- Wick airport was the subject of discussion between the Chamber, HIAL, Highland Council and HIE who are looking at the business development plan for the airport. This should allow CNSRP to consider the priority actions and to identify where public agencies can intervene.

John Green noted that the hangar was an important part of the airport. He also emphasised the need for continued flights on Saturdays. Eann Sinclair stressed that the airport continued to be open on a Saturday but the emphasis was for 'on-call' services which would be an important element of inward investment activities. Eann was asked to raise the issue of the airport with the CNSRP Executive Board to get views on priorities.

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DSRL update: Ken Nicol noted the following:

The DSRL Socio Economic Development Plan 2012/13 was submitted to the NDA on schedule. Since the new PBO had now taken over responsibility for the site the NDA had requested an updated socio economic plan taking on board the PBO's commitments to socio economics. A draft was required by the end of June and members would be asked to review this document at the appropriate time.

Chamber of Commerce update: Nicola Dreaves noted the following:

- **9 BEO6 ? JCEI @ ( SKJ U ( CE > PMCD** The Chamber, under its Invest Caithness brand, is currently exhibiting at the Visit Scotland Expo show casing the area and our members. A new tourism directory would be launched at the show; the production of which was very kindly funded by DSRL. The directory profiles the area and key accommodation and visitor attractions.
- **\$ CE I ANCT ? JI BAWI ? A = I @ ASDE REI E \$ > ANCAI U O = T.** The Chamber will also be exhibiting under its Invest Caithness brand at the All Energy conference exhibition for a 4<sup>th</sup> year running with some of its members – Calder Engineering, EnergyHunt, Ignis Energy, Scrabster and Wick Harbours. A Renewables Directory will be launched which was produced in partnership with HIE..
- **, I I JQ = CEI & D = CA CA** Following the launch of the Chamber's Innovation Challenge, a series of public open days will be held during the first two weeks in May throughout the Dounreay Travel to Work area.
- **+ = M JPM ANOU) JJ @ ANO** Currently organising a Food and Drink Fayre that will take place on Saturday 16<sup>th</sup> June during HarbourFest weekend in Wick.
- **7 JRI & AI OA' AQAG KH AI O** The Chamber has supported the Caithness Explorer again this year, to promote Thurso and Wick town centres and have also produced a flyer that has been distributed to local visitor information centres in Caithness and Inverness as well as inclusion in the Aberdeen and Grampian Business Bulletin for May.

Scrabster Harbour Trust: Sandy Mackie noted the following:

- This was week 39 of phase 1 redevelopment of Scrabster and work was progressing well. The last 25% of the work which is mostly civil works is being undertaken at present. Dredging will commence in the first week of May. When completed the harbour will be marketed as a first class new facility coming on line through the summer.

David Flear noted there had been an increase in cruise ships which was welcome. He did feel however that Caithness did not market itself as well as Orkney when it came to tourism. Sandy Mackie noted that the ferry contract came to an end in June and a new company would be taking over which provided an opportunity to consider marketing tourism.

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Derrick Milnes noted that Richard Stoneham, Pensions office, had provided a written brief to update members on the review process of the Pensions office. The update was as follows:

- Pensions office continue to work with Aon on the Agenda for Change programme and will shortly be moving systems onto a new modern platform. During December they moved from the government network onto Babcock's own secure network along with others in the Babcock. Brownhill Lodge continues to be marketed for re-use although there is no positive movement to report.

The Pensions Business is this year pleased to be the main sponsor of the May 10K event and is also sponsoring the kit for one of the Caithness United football teams given the involvement of one the pensions team in coaching one of the teams.

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Derrick Milnes noted that DSG members had responded to the NDA on their draft business plan. Since submission the NDA had now finalised its business plan and had published the final version for 2012-2015. (DSG(2012)C010 and DSG(2012)C033 refers).

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- Direct Rail Services visited Caithness and gave a presentation to DSG and Caithness Transport Forum members on the railhead at Georgemas. Correspondence 27 refers.
- And DSG hosted a visit of Fergus Ewing to Caithness and it gave us a chance to outline the challenges and opportunities for the area. Fergus did write back thanking us for hosting this visit and his letter is in your paperwork.

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- DSG Review: The secretary noted that she was currently awaiting the final document which would be circulated to members. This would be discussed at the next business meeting and a small working group would be set up to consider the content of the review, agree recommendations and an action plan to take these forward.
- Derrick Milnes noted that the NDA had currently awarded funding to the North Highland Regeneration Fund (£350K) and to North Highland College's community apprenticeship scheme (£400K).
- Ken Nicol asked if the Chamber had considered putting their 'tourism' flier in the seat pockets of the planes as a marketing tool. Nicola Dreaves responded that they were currently considering the costs of doing these sort of things.
- Alan Scott noted that skills and jobs would be crucial for the area going forward and welcomed Alastair MacDonald's (Dounreay) comment that the focus would be on jobs. He noted that there was a shortage of engineering skills which needed to be built on and said that we were losing skills out of the area now, ie Wood Group had visited Caithness and had over 300 people attending their open meeting.



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Alan could see a missing generation factor whereby local people could be trained here and then would leave the county for higher paid work.

Alastair MacDonald (Dounreay) agreed and said that was why the emphasis was on creating jobs in the area. It may be that while people do leave the area they do have a desire to come back if there are jobs to come back to. Alastair went on to say that a level of funding to complete the mission of decommissioning the Dounreay site was defined under the new contract. If people left prematurely then more people would be needed to come into the area to complete the decommissioning programme. The benefits are that the site has secured steady funding to get to the interim end state for the site and that is good when planning the job profiles for the site.

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There being no further business Derrick Milnes thanked everyone for their time and closed the meeting.

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DSG/SESG(2012)M002/A001: Koreen MacDougall, Caithness Partnership to provide a written update on progress with Berriedale Braes.

DSG/SESG(2012)M002/A002: Anna MacConnell, NDA to continue to keep DSG updated on progress of national nuclear archives.

DSG/SESG(2012)M002/A003: Bob Earnshaw, Thurso Community Council, to provide update to DSG on status of Tesco's proposed new store at the old mart, Thurso.

DSG/SESG(2012)M002/A004: Eann Sinclair to provide DSG with summary of employment statistics.

DSG/SESG(2012)M002/A005: Eann Sinclair to send June Love website link to economic study when published.

DSG/SESG(2012)M002/A006: Secretary to invite John Rowlands, ROMAR to next DSG socio economic sub group meeting.

DSG/SESG(2012)M002/A006: June Love to update funding rules with amendments as discussed.

DSG/SESG(2012)M002/A007: June Love to finalise funding application and publish, along with rules, on website.

DSG/SESG(2012)M002/A008: Secretary to contact DRS to identify a suitable date for interested stakeholders to visit DRS' terminal at Inverness.

DSG/SESG(2012)M002/A009: Eann Sinclair to put Wick airport on agenda for CNSRP Executive Board to discuss priority actions for agencies.

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DSG(2012)M001/A002: DSG to write to MOD to ask about their continued commitment to Caithness would be following the completion of existing trials programme. **21 CJEC**

DSG(2012)M001/A010: DSG to write to JCI to explore ways of continued recruitment of apprentices. **21 CJEC**

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. **\$ ?@I JI CJEC**

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 ongoing – this has been deferred until June 2012 meeting.*

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

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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.

**§ ?** Discussed at socio economic sub group meeting on 25<sup>th</sup> April – new actions assigned.

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. **§ ?**

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. **§ ?** – socio economic sub group meeting wish to retain status quo. Site Restoration sub group has asked this be considered within the context of the review currently taking place.

DSG(2011)M008/A019: Secretary to take on board comments on Dounreay Community Fund rules and draft a revised document to circulate to members. **§ ?** – discussed at sub group on 18<sup>th</sup> January 2012.

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

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

DSG(2011)M008/A022: Eann Sinclair to see if Caithness food and drink product is displayed within the HIE offices in Inverness. **§ ?** - 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/A023: Secretary to put DSRL's Socio Economic Plan, 2012/13 on Socio Economic sub group agenda for January meeting. **§ ?** – discussed at sub group meeting on 18<sup>th</sup> January.

DSG(2011)M008/A024: Koreen MacDougall to speak to Ken Nicol and Anna MacConnell re funding of design study into Berriedale Braes **§ ?** – discussions took place on 16<sup>th</sup> January.

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

DSG(2012)M001/A003: Secretary to email links to HITRANS Caithness Internal Transport study to Bob Earnshaw. **§ ?**

DSG(2012)M001/A005: Secretary to request NDA to provide a presentation to DSG on 7<sup>th</sup> March on Exotic fuels. **§ ?** presentation provided at March 2012 meeting.

DSG(2012)M001/A020: June Love to email all DSG members setting out timeline for responses to NDA draft business plan. **§ ?** – see DSG(2012)C010.

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DSG(2012)M001/A021: Koreen MacDougall to raise the issue of the roads north of Inverness at the next Caithness Transport Forum. \$ ?~~CEI~~ ?JH K~~CAA~~ U see DSG(2012)C032.

DSG(2012)M001/A022: Anna MacConnell to provide information on the expected timescale for developing a business case for the National Nuclear Archives. \$ ?~~CEI~~ ?JH K~~CAA~~ U this was discussed and reported at sub group meeting on 25<sup>th</sup> April 2012.

DSG(2012)M001/A023: Secretary to tidy up Dounreay Community Fund rules and application form and send to members for endorsement by correspondence. \$ ?~~CEI~~ ?JH K~~CAA~~ U

DSG(2012)M001/A024: DSG to write to Tesco to ask them what progress was being made on the new build at the railway station. \$ ?~~CEI~~ ?JH K~~CAA~~ U see DSG(2012)C011.. A new action was assigned for Thurso Community Council to keep DSG updated, via Bob Earnshaw.

DSG(2012)M001/A025: Members to provide the secretary with comments on the NDA business plan by the 27<sup>th</sup> January 2012. \$ ?~~CEI~~ ?JH K~~CAA~~ U see DSG(2012)C010.

DSG(2012)M001/A026: Secretary to circulate website link to the Submarine dismantling project. \$ ?~~CEI~~ ?JH K~~CAA~~ U  
<http://www.mod.uk/DefenceInternet/MicroSite/DFS/WhatWeDo/SEDP/SubmarineDismantlingProjectDetailsofConsultationEvents.htm>.

DSG(2012)M001/A027: Secretary to speak to HIE to invite SDI back to Caithness. \$ ?~~CEI~~ ?JH K~~CAA~~ U meeting was held on 14<sup>th</sup> February 2012.

DSG(2012)M001/A028: Secretary to invite Richard Stoneham to next sub group meeting to provide an update on the Pensions Office. \$ ?~~CEI~~ ?JH K~~CAA~~ U – invitation sent.

DSG(2012)M001/A029: Secretary to draft letter to Crown Estates following up discussions held on the 18<sup>th</sup> January 2012. \$ ?~~CEI~~ ?JH K~~CAA~~ U see DSG(2012)C003 – response awaited.

DSG(2012)M001/A030: Secretary to contact Meygen to confirm whether they were planning to set up an office in Inverness. \$ ?~~CEI~~ ?JH K~~CAA~~ U The Secretary contacted Meygen who have confirmed that nothing has been decided at this time. One option they are considering is to base their Corporate HQ in Inverness with a larger operations office in Caithness. No firm decisions have been made and Meygen are currently considering all their options.