

NATIONAL NUCLEAR ARCHIVE

Meeting held on Monday 25th March 2013 at 1830 hours in Dounreay.com, Thurso.

Present:	Bob Earnshaw	DSG Chair (acting)
	Alastair MacDonald	
	Cllr Roger Saxon	
	John Deighan	
	Ian Leslie	
	Eann Sinclair	
	Trudy Morris	
	Simon Tucker	NDA
	June Love	DSG Secretariat

NOTE FOR THE RECORD

Bob Earnshaw thanked everyone for attending. He handed over to Simon Tucker, Head of NDA Information Governance.

Simon Tucker recapped on the history of the NNA project. He noted that Information Governance was now an integral part of the NDA and was now part of the overall Strategy (2011) with Information and Knowledge Management being identified as Critical Enablers to all decommissioning activities. An Information Governance strategy has been written and was expected to be published shortly.

All NDA SLCs and subsidiaries will be tasked with assessing the risk to information held within their organisations in relation to the information governance strategy during 2013-14. Once all site plans are completed these will be incorporated into a single programme. At that stage there may be some collaborative opportunities, for example IT.

Action: Simon Tucker to send June Love a copy of the Information Governance Strategy when published.

Prior to 2007 information and knowledge management was different for each site. In December 2012 approvals were provided to build the NNA.

Phase 2 has just about to commence with the identification of commercial partners and developers. NDA Properties Ltd would lead the construction phase and will own the land and associated assets on behalf of the NDA. David Atkinson, NDA Properties Ltd, will lead building development. Contracts will go through OJEU process.

There will be some further design work to be carried out, looking at the original design and considering where better value can be identified. The NDA had already identified between £1m and £6M in savings thus proving to stakeholders that the building design is fit for purpose. The current capital cost for the NNA is estimated to be about £16M.

A commercial partner will also be identified to operate the archives on behalf of the NDA. This will involve specialist archivists who have experience in managing archives. The commercial partner will have a contract to operate and they will be tasked with delivering the scope. NDA will form a Management Board Team instructing the contractor. This will be an NDA project, owned by NDA but with the benefit of a commercial partner operation and the experiences/skills this will bring.

The identification of a commercial partner needs to be done now. The contract will be based on NEC3 model – a target cost model, with incentives for the commercial partner.

Questions and Answers

Q: Will there be socio economics built into contract?
A: Yes, with the usual caveats within OJEU legislation.

Q: Who will update us on project?
A: Anna MacConnell is the NDA lead for communications with this project.

Q: If contracts need to be placed now when will NDA Properties Ltd visit Caithness?
A: As soon as possible.

Action: Simon Tucker to ask David Atkinson to visit Caithness as soon as possible.

[Post meeting note: Anna MacConnell is local socio economic link and will ensure David Atkinson is advised.]

Q: How far can you drill down in contracts? We need to ensure maximum benefit for local community, ie employ locally and if possible use apprentices.
Will socio economics be scored within contract? Any benefit in training or local skills?
A: One of the difficulties is the legacy of information that exists. Dounreay has 50 years of paperwork, Sellafield 75 years. Need to identify the commercial partner who have experience in this field and it is hoped they would employ locally.

Q: On the construction contractor, will there be incentives to recruit or buy locally. It is easier to write socio economics into a construction contract than an operations one.
A: David Atkinson needs to visit soon to understand the local capability and capacity.

Q: Could smaller packages of work be tendered – that way local SMEs would benefit?
A: Earlier discussions had been held with High Life Highland and Highland Council who had both provided useful information. This would be fed back to David Atkinson for information.

Q: Is North Highland Archive still going into new facility?
A: Yes

Q: Are you considering using DRS to transport to Caithness?
A: Yes. Could be used for transporting records and materials.

Q: Has planning been applied for?
A: NDA Properties Ltd will apply for this.

Q: Has outline planning been applied for?
A: No, design was not ready.

[It was noted that for outline planning full design was not needed. Highland Council encourages planning to start sooner rather than later and looks for pre-consultation before planning application is formally submitted.]

Q: Once partners have been identified the socio economic aspects will become live. What are the things that can be asked of the potential supplier?
A: There has been initial discussion with regards apprenticeships and discussions had started with North Highland College.

It was noted that DSG, following on from earlier work carried out by NDA, was working on a document for DSRL outlining socio economic elements for contracts.

Action: June Love to send DSG document on socio economic elements within contracts to Anna MacConnell for onward transmission to project team once finalised.

Q: Will as much material as possible be sourced locally?

A: The design would need to be challenged, at present some of this could be built off-site and transported to Caithness.

Q: Have you met with operators of Wick/John O'Groats airport. It may be there are things both the airport and NNA require and might be of mutual advantage to have early discussions.

A: No recent meeting has taken place but has now been noted.

Q: Will the NNA be ready to accept Dounreay's records or will there need to be interim storage.

A: Dounreay records should only move once – from the site to the NNA. There should be no need for interim storage.

Q: Does the Scottish referendum in 2014 make any difference to the build?

A: No it will make no difference at all regardless of decision.

There being no further questions Bob Earnshaw thanked Simon Tucker for taking the time to respond to all questions. Bob emphasised the need to start the planning process now and looked forward to a further meeting with David Atkinson in the not so distant future.

Bob Earnshaw
DSG Chairman (acting)
1st April 2013

Actions arising from this meeting and previous DSG meetings (new actions will be included in DSG action list).

DSG(2012)M002/A029: Nigel Lowe to discuss socio economic elements in contract (in relation to National Nuclear Archives) with project team. **Action ongoing** – will be discussed with Project Manager when meeting is set up.

DSG (2012)M004/A005: DSG to write to the NDA asking for clarity of the scope and timeline for the business plan for the National Nuclear Archives. **Action ongoing** - will be discussed with Project Manager at meeting (date to be identified).

DSG(2013)M001/A034: Simon Tucker to send June Love a copy of the Information Governance Strategy when published.

DSG(2013)M001/A035: Simon Tucker to ask David Atkinson to visit Caithness as soon as possible. [Post meeting note: Anna MacConnell is local socio economic link and will ensure David Atkinson is advised, therefore a visit by David Atkinson is not required at present.]

DSG(2013)M001/A036: June Love to send DSG document on socio economic elements within contracts Anna MacConnell for onward transmission to project team once finalised.

