

Endorsed on 16th August 2013

**DOUNREAY STAKEHOLDER GROUP
BUSINESS MEETING**

DSG/BM(2013)M002

Minutes of the DSG Business meeting held on Friday 10th May 2013 at 1330 hours in Dounreay.com, Thurso.

Present: Bob Earnshaw DSG Site Restoration sub group chair (Acting chair)
Anne Chard DSG Vice-chair
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

Apologies were received from David Flear, DSG Chairman.

3. MINUTES OF LAST MEETING

The minutes of the last meeting – DSG/BM(2013)M001 – had been circulated to members in advance. These were accepted as a true reflection of the meeting.

4. PROGRESS ON ACTIONS

Members reviewed the status of actions from the main DSG and sub group meetings.

The secretary noted that outstanding actions would be progressed over the coming weeks. Members were content with the progress being made on the outstanding actions.

Anne Chard asked if it was possible to involve graduates in relation to site activities. The secretary noted that a discussion was already taking place in respect of graduates and suggested an update on the skills agenda at the next socio economic sub group meeting.

Action: DSG/BM(2013)M002/A001: Secretary to put skills update on the next socio economic sub group agenda.

5. ISSUES ARISING FROM SUB GROUP MEETINGS

The draft minutes of the sub group meetings held on 17th April 2013 were tabled. No issues were raised from these minutes.

6. JUNE DSG MEETING

A draft agenda for the June meeting was discussed. It was agreed that a presentation on the progress of CNSRP would be requested.

Action: DSG/BM(2013)M002/A002: Secretary to request a presentation on the progress of CNSRP for the June meeting.

Endorsed on 16th August 2013

7. DSG MEMBERSHIP

The membership of the DSG was reviewed. The secretary noted that Mike Flavell had been nominated to take over from Ross MacKenzie (Health Service). John Crofts (member of the public) had recently taken up a new job and would not be available for DSG meetings and had therefore resigned.

Comment was also made on a number of members who had not attended sub group or main meetings on a regular basis. Letters would be written to those concerned.

Action: DSG/BM(2013)M002/A003: Secretary to write to those members identified with reference attendance at meetings.

Representation at external meetings was also discussed. It was agreed that this would be discussed at the next business meeting, following resolution of membership attendance.

8. COMMUNICATIONS

It was noted that a further meeting had taken place with Alan Scott, Trudy Morris, NDA and DSRL to take forward socio economic elements in contracts. DSRL were in the process of considering the recommendations made by DSG and this was expected to be finalised in mid-June 2013. It was agreed that DSG would put out a press release, when ready, welcoming DSRL's approach to procurement.

9. ANY OTHER BUSINESS

The secretary noted that a query on voting rights had been raised by one of the new DSG members. Having reviewed the Terms of Reference it was agreed that all DSG members would have the right to vote if a consensus was required at the main meeting.

There being no further business Bob Earnshaw closed the meeting.

Bob Earnshaw
DSG Chairman
12th May 2013

Endorsed on 16th August 2013

ACTIONS ARISING FROM THIS MEETING

DSG/BM(2013)M002/A001: Secretary to put skills update on the next socio economic sub group agenda.

DSG/BM(2013)M002/A002: Secretary to request a presentation on the progress of CNSRP for the June meeting.

DSG/BM(2013)M002/A003: Secretary to write to those members identified with reference attendance at meetings.

ACTIONS ONGOING FROM PREVIOUS MEETINGS

DSG(2013)M001/A007: Secretary to request NDA's strategy and timeline for the next step for the GDF location. **Action ongoing** - emailed on 10th February requesting information.

ACTION COMPLETE

DSG(2013)M001/A001: June Love to circulate actions relating to the National Nuclear Archives when confirming venue for meeting to be held on 20th February. **Action complete** – circulated on 11th February 2013.

DSG(2013)M001/A002: June Love to write to Anna MacConnell enquiring if she had received an update on progress from Transport Scotland on Berriedale Braes. **Action complete.**

DSG (2013)M001/A003: Secretary to update AGM paperwork and distribute to member at the end of February 2013. **Action complete.**

DSG (2013)M001/A004: Secretary to request a presentation by DSRL on consolidated plan. **Action complete.**

DSG(2013)M001/A005: Secretary to update agenda to include presentation by DSRL on consolidated plan. **Action complete.**

DSG(2013)M001/A006: DSG Business meeting members to provide secretary with comments on DSG review paper. **Action complete.**

DSG(2013)M001/A008: DSG to advertise (via website and cascade through memberships etc) vacancies for members of the public to join DSG but focussing on those who have a background in health, safety, environment, waste and contractual matters. **Action complete.**