

DOUNREAY STAKEHOLDER GROUP
SOCIO ECONOMIC SUB GROUP

DSG/SESG(2014)M002

Minutes of DSG Socio Economic Sub Group meeting held on Wednesday 16th April 2014 at 1330 hours in the Pentland Hotel (large lounge), Thurso.

Present:	Derrick Milnes	Wick & Thurso Trade Union Council (chairman)
	David Flear	DSG Chairman
	Alastair MacDonald	DSG Honorary member
	Bob Earnshaw	Thurso Community Council
	Cllr Matthew Reiss	Highland Council
	Ronnie Johnstone	Church of Scotland
	Trudy Morris	Caithness Chamber of Commerce
	John Green	Caithness Voluntary Group
	Sandy Mackie	Scrabster Harbour Trust
	Murray Lamont	North Highland Tourism

In addition:	June Love	DSRL / DSG Secretariat
	Anna MacConnell	NDA
	Ken Nicol	DSRL
	Phil Cartwright	DSRL

MINUTES

1. WELCOME AND INTRODUCTIONS

Derrick Milnes welcomed everyone to the meeting noting that two new members – Cllr Matthew Reiss (representing Highland Council) and Phil Cartwright, who had recently taken over from Alastair MacDonald – were attending their first meeting. Introductions were made round the table.

Before moving on, Derrick Milnes thanked members for re-electing him to the sub group chair and noted that Trudy Morris had been nominated last year as deputy sub group chair. No further nominations were forthcoming and therefore it was agreed that Trudy Morris would continue as deputy sub group chair.

2. APOLOGIES

Apologies have been received from:

- Eann Sinclair CNSRP Programme Manager
- Jean Lipa Association of Caithness Community Councils

3. MINUTES OF LAST MEETING

The minutes of the last meeting had been circulated to all members in advance of the meeting – DSG/SESG(2014)M001 refers. The minutes were accepted as a true reflection of the meeting and this was proposed by John Green and seconded by Alastair MacDonald.

4. PROGRESS ON ACTIONS

The status of actions was circulated to members in advance of the meeting. Derrick Milnes noted the following actions were now complete:

- DSG(2014)M001/A001: June Love to send a 'Get well' card to John Green on behalf of DSG. Action complete: card sent on behalf of DSG on 27th March 2014.
- DSG(2014)M001/A021: June Love to compare 2013 and 2014 website reports. Action complete: See DSG(2014)C024. It was noted that this would be discussed at the DSG Business meeting.
- DSG(2013)M002/A020: Anna MacConnell to share NNA Project Communications Plan with DSG once it is ready and approved. Action complete: see DSG(2014)C023. This was discussed under agenda item 6.
- DSG(2013)M003/A003: June Love to request information on all NDA's contribution to socio economics for Caithness and North Sutherland. In addition to ask for a list of funding provided across the NDA estate. Action complete – see DSG(2014)C014.

David Flear asked whether the first column of the table on socio economic funding spend related to the Sellafeld area. Anna MacConnell confirmed this was the case. David Flear stated it would be useful if the DSG could get a list of the projects supported against the spend outlined in the table provided (DSG(2014)C014). Anna MacConnell agreed to provide this.

Action: DSG/SESG(2014)M002/A001: Anna MacConnell, NDA to provide the list of projects against the spend outlined in DSG(2014)C014.

- DSG(2013)M003/A023: Ken Nicol to provide report on the development and deployment of measuring achievement of socio economic interventions when available. Action complete: see DSG(2014)C017. This was discussed under agenda item 6.
- DSG(2013)M004/A025: Anna MacConnell to explore which parts of lottery funding was currently under-utilised. Action complete – see DSG(2014)C016.

5. COMMUNITY FUND REQUESTS

Derrick Milnes noted that a number of funding requests had been agreed by e-mail during March. He asked members to be mindful that with the change of contractual agreements there would be no carryover of funding in the future. Therefore the group would have £20K to consider for funding applications during 2014/15.

A number of funding applications were also considered and agreed. Declarations of interest were as follows:

- 2014/15 – 003: Ken Nicol
- 2014/15 – 006: Alastair MacDonald
- 2014/15 – 007: Bob Earnshaw

6. DOUNREAY PLAN

Derrick Milnes noted there was a number of papers submitted and suggested these were taken one at a time with questions following the update. He invited Anna MacConnell to provide a verbal update.

NDA update

Anna MacConnell reported the following:

- Three funding applications were currently being considered – 2 commercial opportunities based on renewable energy (one of which she would be discussing with HIE on Thursday 17th April) and a funding request from Venture North looking at tourism opportunities.
- No further formal applications or expressions of interest had been received in relation to the Viewfirth land.
- NDA (Anna MacConnell) had taken part in an Enterprising Scot event where groups of College students had put proposals together on various business ventures. One such group had come forward with an idea for a sports hub on the Viewfirth site, although they were aware of the work currently being undertaken by Cavendish Nuclear and Highlife Highland. A further meeting was being held to look at the beginnings of a business case to see if they can be supported to take that forward and to ensure it ties into the work that has already commenced.

David Flear noted that Lochaber had received some funding from the Sports Association which had drawn further funding from a variety of sources. It was noted that Highlife Highland had commenced work on the need for a sports facility. Phil Cartwright had attended meetings to discuss taking this forward and an AGM had been organised for next week. This will allow a body to be formally constituted. The whole concept captures a lot more than catering for local sports clubs and Highlife Highland with Shona Kirk (Cavendish Nuclear) were working on this. Linking this project with Viewfirth land was a bit premature because there were other sites available to be considered. Phil emphasised that part of Shona Kirk's proposed remit was to try to co-ordinate all aspects of the requirement for a community sports hub.

David Flear noted that progress was being made but stated that if Viewfirth was to be an option the clock was ticking. He stated that when he had enquired about the Viewfirth land at the site restoration sub group meeting he had been informed that it would be added to the NDA surplus land requirements and it had been clarified that this was a saleable piece of land. However, in discussion with Anna MacConnell, it was tentatively agreed that a value for the land could be placed upon a sustainable project.

David Flear also asked whether the renewable energy project currently being considered was something that Scrabster would be interested in. Following a brief discussion it appeared that this would not be the case.

- Information had been previously circulated to members providing an update on the National Nuclear Archives. The industry day had taken place for potential commercial partners as part of the qualification process. There had been a series of presentations on different topics including socio economics, similar to the supply chain events organised by DSRL.

The project has a cost of £3M to £5M annually for five years. There was more interest from Companies than had been anticipated with approx. 12 companies attending on the day with 20 companies expressing an interest. On the day, the socio economic angle was re-iterated in all presentations followed by one to one discussions. A lot of questions were raised about the regeneration work which was the sort of questions expected. Afterwards there was a discussion on arranging a site visit and details of the Chamber of Commerce were provided to all those who attended.

David Flear noted that the Highland Council was a partner in this project and there was a need to keep them involved as well as DSG. Anna MacConnell confirmed this was the case and updates would be provided.

David Flear thanked Anna MacConnell for providing the key dates for the NNA project. Anna MacConnell responded that this was subject to change. David Flear asked what the function of the focus group would be. Anna MacConnell replied that it would be a conduit to the community but to also act as ambassadors for this facility. This would be based on similar groups associated with other bodies across the UK – as an example the Glasgow Museum has a community focus group and their role is a ‘touch stone’ to the community. The set-up of the organisation would be a separate company and would have its’ own board.

Bob Earnshaw noted that the key dates were divided up into quarters (financial year) and asked if the group could get an update at each meeting. Anna MacConnell agreed to do this.

DSG(2014)P012: DSRL Socio Economic update

Ken Nicol stated he would take the paper as read. Of note:

- DSRL continued to support the CNSRP Programme Manager’s post with part-funding. The Terms of Conditions had been submitted to HIE/Highland Council.

David Flear noted he had discussed the CNSRP Programme Manager’s line manage with HIE and the Highland Council. During discussions it was unclear who was line managing the Programme Manager and David agreed to clarify this at the next meeting with HIE.

- DSRL had attended a CNSRP meeting relating to Tourism.

David Flear asked what the outcome of the Tourism meeting was and whether there was a timeline on actions going forward. Ken Nicol responded that this was something that Eann Sinclair was leading.

Action: DSG/SESG(2014)M002/A002: Eann Sinclair to provide a timeline of actions generated from the Tourism meeting.

- Simon Middlemas, contracted by Cavendish Nuclear, would support the PBO in socio economic activity in the area. Details were currently being worked out and would be shared with DSG at the appropriate time.

David Flear asked what Simon Middlemas’ role would be in supporting CNSRP. Ken Nicol responded that this would be to support the development of a CNSRP programme. June Love noted that Simon Middlemas would initially be working up a programme for the Dounreay (NDA/PBO/DSRL) activities.

- Procurement

David Flear noted that some information had been included on procurement activities. He asked whether it would be possible to get a quarterly report outlining all contracts awarded to allow members to understand the ratio of contracts which had a socio economic element included. Ken Nicol agreed to do this.

Action: DSG/SESG(2014)M002/A003: Ken Nicol to provide a quarterly report on procurement to outline all contracts awarded and highlighting those with a socio economic commitment.

- Guard Force: It was noted that, under the NDA Collaborative procurement, a new guard force would be employed at Dounreay to undergo gate services and bag searched to allow CNC to concentrate on guarding the site. There were no redundancies within CNC and the new contract would create 10s of jobs.
- Education and Skills: It was noted that Energy North had re-established a skills forum. Eann Sinclair and Ken Nicol were working with Energy North to feed in local information.

David Flear asked whether the information would be feedback to CNSRP or DSRL. Ken Nicol responded that it would be provided to CNSRP.

David Flear also noted that 10 apprentices had been recently recruited and was pleased to see an increasing in apprentice numbers. He thought this was a good news story and should be widely publicised.

Action: DSG/SESG(2014)M002/A004: Phil Cartwright to consider publicising increase in apprentices intake.

David Flear noted that the paper, as submitted, was a lot more informative than previous papers and thanked Ken Nicol for this. Phil Cartwright said it was good to receive this sort of feedback.

Dounreay Socio Economic Plan

Ken Nicol reported that a draft plan had been submitted to NDA at the end of March. A draft copy had been provided to CNSRP and DSG for comments. No comments were received. He explained that the structure had changed from previous plans and it was hoped that this would be a more useful format to feed into the CNSRP programme.

David Flear asked what PBIs were? Ken Nicol responded that this related to Performance Based Incentives which were the targets/objectives that are set by NDA for DSRL to delivery on a yearly basis.

Ronnie Johnstone questioned the amount of support provided to the Caithness Chamber of Commerce in comparison to other groups (for example, Wick and Thurso Trade Union Council). Ken Nicol responded that the support to the Chamber was to ensure that the businesses were well represented in the area. The support outlined in the plan was a combination of people and/or funding resource, for example funding had been agreed for 3 years to allow the Chamber to continue the work of the Caithness Transport Forum which was an integral part of the regeneration efforts. Trudy Morris added that the Chamber was involved with the site in a number of ways including working with the Commercial Department to ensure that national companies were aware of the local capability. She also noted that the Chamber was winning contracts to ensure that the team was fully employed on a number of projects, including the North Highland Regeneration Fund. Trudy also pointed out that Chamber events were not restricted to Chamber members but was open to others to attend.

David Flear noted that the appendix to be completed on the socio economic spend did not include DSG funding although it had featured in previous budgets. He asked for clarity on this. Phil Cartwright responded that he had just taken up his new post on the 1st April and his priority was to focus on the funding for 2014/15. David Flear noted that DSG had set funding and looked forward to receiving clarity on this. He suggested that Phil attend the DSG business meeting due to be held shortly.

Action: DSG/SESG(2014)M002/A005: June Love to invite Phil Cartwright to the next DSG business meeting.

Ronnie Johnstone noted that DSRL would start discussions with emergency services to ensure they were aware of the reduction of Dounreay support over a period of time.

DSG(2014)C017: Socio Economic impacts on NDA/DSRL socio economic interventions

Ken Nicol noted that the full report (with some redacted information) would be published shortly on the Dounreay website. A summary document had been provided for DSG.

David Flear noted concerns on one of the reports provided for one organisation and felt that there had been little impact made for the amount of funding provided. Ken Nicol responded that it had not been possible to provide focussed information requested by the consultant who had written the report. Ken added that there was more information in the main report. David Flear replied that it would be useful to see further information to ensure if further funding was provided it was being well spent. Ken Nicol stated that there was no further involvement with this particular project. Ronnie Johnstone added that DSG members were expressing their concerns and wanted to understand whether this had provided a useful outcome. Ken Nicol agreed to take these concerns away and provide a response.

Action: DSG/SESG(2014)M002/A006: Ken Nicol to respond to questions raised on one project within the impact assessment report.

Sandy Mackie asked if the wage uplift for ETEC was in terms of NHC employers or students. Ken Nicol responded that this related to apprentices etc adding that if the facility had not been available there would be no uplift in wages. He agreed that he would clarify this with the consultant.

Action: DSG/SESG(2014)M002/A007: Ken Nicol to clarify the wage uplift for ETEC.

Anna MacConnell noted that the rationale for this report was to ensure that funding was targeted in the right areas and to ensure that a methodology was in place to allow impacts to be measured for future projects going forward. She added that it would be nice to get access to this type of information for CNSRP projects.

Phil Cartwright explained that DSRL were moving forward looking at deliverables and there would be much more focus given to this. The impact assessment was to ensure lessons were being learnt to allow work to become more focussed on projects which would result in useful impacts.

7. UPDATES ON SOCIO ECONOMIC ACTIVITIES

DSG(2014)P007: CNSRP progress report. Derrick Milnes noted that Eann Sinclair had tendered his apologies for the meeting and therefore he would take the paper as read. The sub group discussed:

- Meygen project
- Natural Retreats
- Planning application for Scrabster farm development

Sandy Mackie noted that the planning application for Scrabster farm was expected to go to a decision at the end of the month.

Sandy Mackie noted the jobs figures created by CNSRP but was unclear as to whether these included new jobs versus jobs lost etc. It was agreed to ask Eann Sinclair for clarity on this.

Action: DSG/SESG(2014)M002/A008: Eann Sinclair to provide clarity on the jobs created/forecasted and lost.

Derrick Milnes invited members around the table to provide an update:

Scrabster Harbour Trust

Sandy Mackie noted that Scrabster Harbour Trust was concerned about the pace of renewables but there were some positives and the Trust was looking forward to seeing Meygen progressing but acknowledged there was risks associated with this. He added that a Scottish Renewables device had been stored at Scrabster and this could not have happened without the new quay. AWS had a device currently stored at Scrabster and therefore the rationale to develop the new quay had been a positive one. There was also current interest from oil and gas companies and it was estimated that there was billions of pounds of development off the Caithness coast.

David Flear stated it was good to see Scrabster starting to capitalise on the redevelopment of the harbour and believed that if the infrastructure was there companies would come.

Bob Earnshaw asked if SSE recent announcement that they would be withdrawing from offshore wind would impact on Wick harbour. Murray Lamont responded that there was working currently being undertaken at the harbour including the construction of a heavy lift pad. Anna MacConnell added that this project was running to plan.

Caithness Chamber of Commerce

Trudy Morris reported:

- URS had held a public exhibition to show the preferred option for the hairpin bend at the Berriedale Braes. The option being considered was both environmentally and cost effective. Costs had risen but the Chamber, via the Caithness Transport Forum, would continue to lobby to see this project move forward.

John Green noted that the public meeting had been held too far away to attend. He also asked whether the traffic lights at the hairpin bend were still there. Trudy Morris said she would check (Secretary's note: as of the 20th April the traffic lights were still at the bend). Councillor Matthew Reiss noted that this was a subject that had been raised with him on a number of occasions and he would be keeping an eye on progress with this.

- Caithness Transport Forum had inputted into the rail franchise. The Chamber would continue to ensure that there was a seat at the table to ensure the north is represented.
- The Chamber had submitted an application for funding to the Coastal Community Fund to ensure a follow up to Make the Right Connections could continue. It was proposed that the new programme would focus more on young people, business starts and training with less focus on Dounreay. Consideration of the new programme was to ensure that any gaps between HIE and Business Gateway were included as part of this package. The funding round closes in one week but has to go through two rounds with round 2 taking place sometime in December.

- The Chamber would have a presence at All Energy Conference in Aberdeen in May. Highland Council had agreed to fund the exhibition space and the Chamber had been offered half of this space to showcase the capability of Caithness companies.
- The North Highland Regeneration Fund would be rebranded on the 28th April with a launch event on the 26th May. This was to try to get the message out that there was loan funding available for businesses.

Phil Cartwright noted that one of the important parts of infrastructure was the superfast broadband. Trudy Morris responded that the Chamber was involved with HIE on this subject and it was expected that this would be available by the beginning of next year. At the last meeting with HIE they had indicated a timescale but there was a lot of infrastructure required. HIE are conscious of this and in partnership with HIE, the Chamber held a number of IT events. It was unfortunately these had been badly attended but HIE were offering free digital health checks to businesses if required. Trudy noted that the information on progress of broadband was available on HIE's website. A date for the next meeting would be forthcoming shortly.

8. CORRESPONDENCE SINCE LAST MEETING

Derrick Milnes noted that the group had received an update on Dounreay's heritage strategy – DSG(2014)C025 refers. No questions or issues were raised.

9. ANY OTHER BUSINESS

Derrick Milnes invited contribution from those around the table.

David Flear noted:

- He had facilitated a meeting (Caithness Conversation) relating to windfarm funding. Numbers attending were small however it was a positive meeting with a discussion on the opportunity of Scottish Government funding to allow a community development officer to be engaged to help communities with funding develop their community plans.
- David Flear and Derrick Milnes had met with David Batters, NDA Chief Financial Officer along with a number of others. This had been a good meeting with an exchange of a number of topics.
- David Flear had been invited to take part in the National Audit Office's review of the NDA Site Facing team in relation to managing the site contract.
- David Flear would be attending the Scottish Government's Scottish Sites Meeting to be held on 1st May 2014.

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

Derrick Milnes
DSG Socio Economic Sub Group Chairman
21st April 2014

ACTIONS ARISING FROM THIS MEETING

DSG/SESG(2014)M002/A001: Anna MacConnell, NDA to provide the list of projects against the spend outlined in DSG(2014)C014.

DSG/SESG(2014)M002/A002: Eann Sinclair to provide a timeline of actions generated from the Tourism meeting.

DSG/SESG(2014)M002/A003: Ken Nicol to provide a quarterly report on procurement to outline all contracts awarded and highlighting those with a socio economic commitment.

DSG/SESG(2014)M002/A004: Phil Cartwright to consider publicising increase in apprentices intake.

DSG/SESG(2014)M002/A005: June Love to invite Phil Cartwright to the next DSG business meeting.

DSG/SESG(2014)M002/A006: Ken Nicol to respond to questions raised on one projects within the impact assessment report.

DSG/SESG(2014)M002/A007: Ken Nicol to clarify the wage uplift for ETEC.

DSG/SESG(2014)M002/A008: Eann Sinclair to provide clarity on the jobs created/ forecasted and lost.