

Endorsed on 8th April 2015

DOUNREAY STAKEHOLDER GROUP
SOCIO ECONOMIC SUB GROUP

DSG/SESG(2015)M001

Minutes of the DSG Socio Economic sub group meeting held on Wednesday 14th January 2015 at 1330 hrs in the Pentland Hotel (large lounge), Thurso.

Present:	Derrick Milnes	Wick and Thurso Trade Union Council (Chair)
	David Flear	DSG Chairman
	Alastair MacDonald	DSG Honorary member
	Elsbeth Husband	Thurso Community Council
	Trudy Morris	Caithness Chamber of Commerce
	Eann Sinclair	CNSRP programme manager
	Ronnie Johnstone	Church of Scotland
	Cllr Matthew Reiss	Highland Council
	Jean Lipa	

- DSG(2014)M004/A006: June Love to confirm local procurement event once date is identified. Action complete: local supply chain event will take place on 26th February.
- DSG(2014)M004/A011: DSG members to provide comments on NDA draft business plan. Action ongoing: this was circulated and awaiting comments from members.
- DSG(2014)M004/A012: June Love to collate all comments on NDA draft business plan and submit to NDA. Action ongoing: see Action 11 (above).
- DSG(2014)M004/A024 Secretary to draft letter from DSG with regards to the changes being proposed to Caithness General Hospital. Action complete.
- DSG(2014)M004/A010: June Love to organise a meeting with Phil Cartwright and the Business meeting representatives to review socio economic spend for 2014-15. Action complete: meeting organised for 23rd January 2015.
- DSG(2014)M004/A025: Eann Sinclair to provide a timeline of actions generated from the Tourism meeting. Action complete: see DSG(2014)C084.

Eann Sinclair noted he had circulated the actions generated from a tourism meeting. He asked members to consider these and provide him with any comment by the end of January.

Action: DSG(2015)M001/A001: DSG Socio Economic sub group members to provide comments to Eann Sinclair on tourism actions (see DSG(2014)C084).

5. DOUNREAY COMMUNITY FUND REQUESTS

Derrick Milnes noted there were a number of applications for consideration. He reminded members to declare an interest if appropriate. This was done and the recommendations were agreed with clarifications requested on two of the applications.

6. DOUNREAY SOCIO ECONOMIC ACTIVITIES

Derrick Milnes noted the written paper provided – DSG(2015)P001 – which was circulated in advance to members.

Anna MacConnell, NDA reported on the following:

- A draft paper, on the socio economic benefits in the area since the NDA's inception, has now been prepared and an outline had been discussed with David Flear. This draft is currently with Jon Philips (NDA Director of Communications) for consideration. Once this is finalised it will be circulated to members of the sub group. A meeting had also been organised with Eann Sinclair to go through some of the detail, such as job numbers, to ensure factual accuracy.
- Simon Tucker, NDA Nuclear Archive Project Manager would be visiting Caithness at the beginning of March and a meeting would be organised with DSG members at that time. It was expected that the planning application would be submitted on 21st January 2015.

David Flear noted, for those members who had not been involved at the concept of this project, that the Highland Council had transferred the land associated with this facility. He added DSG would be delighted to meet with Simon Tucker in March.

Ken Nicol, DSRL Socio Economic Manager reported:

- Work had commenced on the Socio Economic Plan 2015-2018. The plan had evolved over the years and the new plan would look differently from those previously produced. This is to ensure that the Dounreay plan is aligned to the CNSRP high priority programme and will include an overall high level programme along with the scopes of work on individual projects going forward.

As part of the new plan, Ken Nicol provided a draft of the vision/key objectives/themes/programmes explaining that this was an attempt at showing how all the projects linked through from Dounreay, to the NDA Socio Economic policy into the CNSRP programme. He invited comments from members on this.

Action: DSG/SESG(2015)M001/A002: DSG Socio Economic sub group members to comment on the draft vision for Dounreay Socio Economic Plan.

David Flear noted that Simon Middlemas (Cavendish Nuclear's representative for socio economic activities) was now based in Tollemache House (HIE's offices) and asked whether there were opportunities for others to move into these offices. Ken Nicol responded that this had been mentioned and dependent on IT restrictions he would consider spending a proportion of his time. He did however emphasise that Dounreay.com was a public information office he did not think it would be feasible to operate this from Tollemache House.

- Work continues to look for potential opportunities for socio economic benefits within DSRL's ongoing procurement requirements. A paper will be going forward for internal review at one potential opportunity identified and more information will be provided once internal agreement has been reached.

David Flear asked whether CNSRP saw merit in the work DSRL was doing in relation to procurement activities. Eann Sinclair responded that it was and added that Mike Muir had been very open at the last sub group meeting when he had provided a presentation on this subject along with Ken Linn (Head of Commercial Services). Eann noted that Mike Muir had followed by discussions with HIE on various topics and remained very optimistic.

It was noted that there was an existing contract for transportation of waste containers from manufacturers to Dounreay using large haulage companies. It was asked whether transport by sea had been considered. Ken Nicol responded that he was not sure and agreed to take an action to clarify this.

Action: DSG/SESG(2015)M001/A003: Ken Nicol to provide a response in relation to procurement and whether sea transport had been explored.

- The Caithness Chamber of Commerce had provided an annual report in relation to the management of the Caithness Transport Forum. This has allowed funding for next year to be released as committed in previous years.

Eann Sinclair noted that DSRL was currently preparing for a Speed Careers event, week commencing 23rd February. He noted there was also a 'Jobs and How to get them' event being organised for 7th February. While he believed that the two events were not duplication he asked for clarity. Ken Nicol responded that the speed careers event was aimed at pupils who were currently thinking about their subject choices which were different to the Jobs and How to get them event as this was informing those looking for work what was available. He agreed to check that there was no duplication of activities.

Action: DSG/SESG(2015)M001/A004: Ken Nicol to check that there was no duplication between the Speed Careers event and Jobs and How to Get Them.

David Flear noted the report on Workforce Development and Transition and asked that given the new timeline for decommissioning Dounreay the site would probably require more staff over the next 10 years. Ken Nicol responded that the site had an ageing profile and Human Resource Department was currently working on a People Plan looking at what skills and resources will be required for the future. He added that it was very difficult to give a precise answer at this point in time but assumptions being made at present are that the workforce work will concentrate heavily on development for a number of years and then consideration would be given to transition activities, probably around the early 2020s. This will be detailed in the high level programme being produced for next year.

Eann Sinclair stated that the balance between the direct workforce and those working as contracted staff would be important to get right, especially in local contractors. He asked what the effect would be on the balance of local contractors getting work at Dounreay. Trudy Morris noted that there was already a concern relating to contracts going out.

Anna MacConnell noted that the People Plan was unlikely to be available until the end of March and believed that the staffing profile graph would change from what has had been previously presented. She added that the issue was an ageing workforce and how these positions are filled is being considered.

Eann Sinclair responded that there was a danger that these positions could be filled by recruiting members of the local supply chain which would be to the detriment of the area in regeneration terms. It was agreed that more information would be required before considering this fully.

Sandy Mackie stated that this would be an important piece of work and in reality there were two desirables going forward – to get Dounreay safely decommissioned and to regenerate the county for the future. He felt that these two issues may end up in conflict and it would be very important to understand what is coming out of that profile.

Eann Sinclair agreed with Sandy Mackie and added that the driver had to be the opportunities for regeneration of the area. While there were opportunities around the extension of the Dounreay decommissioning programme it would be important to have early discussion on where the opportunities are, where they come from and what will be the labour implications.

It was agreed that the information on resource profiling would be shared at the April meeting.

Action: DSG/SESG(2015)M001/A005: Ken Nicol to provide a Summary of the DSRL People Plan to next Socio Economic sub group meeting.

Alastair MacDonald noted the number of apprentices being taken on and acknowledged the recent increase in numbers. He felt that the training of further apprentices would provide opportunities for younger people in the county in terms of providing them with the necessary skills to seek further employment once Dounreay decommissioning was complete.

Eann Sinclair stated that there would be a lot of existing models that could be considered on resourcing going forward.

- The Caithness Chamber of Commerce had provided the first report to DSRL relating to Business mentoring and development.

David Flear asked whether there would be an impact assessment carried out on the effects of the Business mentoring project. Ken Nicol responded that within the report numbers of people who had taken up offer of support are reported. Within the terms and conditions of the funding provided the Chamber has been asked to provide an impact assessment report on this pilot programme which will allow consideration as to whether this continues in the future. David Flear responded that this was a positive move going forward.

- An application for funding was expected shortly from the Community Sports Hub requesting support to take this through to planning applications. [Secretary's note: this application has now been received and is going through DSRL's funding process.]

David Flear felt that this should be supported as this was a once in a lifetime opportunity. Ken Nicol added that DSRL's process would include engagement with the DSG Socio Economic sub group chair and the CNSRP programme manager.

Trudy Morris said it would be useful to get an update of this project and it was agreed that Shona Kirk would be invited to the next meeting to provide an update brief.

Action: DSG/SESG(2015)M001/A006: June Love to invite Shona Kirk to next Socio Economic sub group meeting to provide briefing on progress of the Community Sports Hub project.

- Profile Security Services have been working with DSRL and the Wick Job Centre Plus to identify ways of providing work experience to young people in the local community. The scheme would provide the opportunity to achieve a formal qualification in security guarding (SIA License) and valuable experience in working on a high profile industrial site. This is currently expected to commence in Quarter 1 of 2015.

David Flear stated that it was pleasing that DSG input, from a community perspective, would be provided on funding applications from NDA and DSRL. This was being taken forward by Derrick Milnes as Socio Economic sub group chairman and would allow a community view to be taken into account. He stressed that DSG was not a 'decision-maker' in this process but it was useful that input was provided.

Anna MacConnell noted that she had initial discussions with North Highland Initiative who had outlined a number of projects they were currently working up business cases for including development of John O Groat's mill. It was likely that NHI would come forward with an application for funding in the future. She was expecting to meet with Tom Campbell soon and asked Eann Sinclair to join that discussion to ensure an overview from CNSRP was taken into account.

Anna MacConnell also noted that there had been early discussions with Caithness Archaeological Trust. There were projects coming forward but further work needed to be done before they were able to make a business case for any of the projects..

In summary, there were a number of projects at a very early stage and if these became more refined would be considered fully.

David Flear asked if there were any projects coming forward for funding as when speaking with Roy Kirk, HIE there had been an indication that there were projects linked to the CNSRP programme that

had been outlined. Eann Sinclair added that the request was for funding on some of the Inward Investment activity and also infrastructure projects. David Flear noted that it had been previously indicated that with the completion of the Magnox competition there may be more requirements for socio economic funding from the NDA and hence less opportunities for Caithness. Anna MacConnell responded that there were no applications on the table. Eann Sinclair stated that with the production of the CNSRP high level programme there was now an opportunity to look ahead and identify funding requirements going forward.

Cllr Matthew Reiss noted that the Highland Council was proposing to cut funding for third sector organisations. An example of this was Dunbeath Heritage Centre and it appeared that all third sector organisations would need to rebid for funding from reduced budgets. These organisations were already flagging up their concerns about reduction in funding and if further cuts were instigated it may mean that these organisations are not sustainable.

Trudy Morris agreed with Matthew Reiss' comments and added that this would primarily affect the tourism sector and this was at a time when the county was trying to building on its tourism effort and trying to enhance it. David Flear believed that Caithness Horizons would also fall into this category. Murray Lamont added that this would affect individuals who had a lot of experience and if these proposed cuts were to go ahead the knowledge and experience of these people would disappear and would be difficult to replace in the future.

David Flear said that given the CNSRP activities and the involvement of Highland Council as part of the Executive, Delivery and Advisory Boards this needed serious consideration. He suggested that it was appropriate to write to Highland Council via the CNSRP Executive Board outlining these concerns.

Action: DSG/SESG(2015)M001/A007: June Love to draft DSG letter, for approval, in relation to funding for third sector organisations to CNSRP Executive Board and copied to Advisory Board members.

Ronnie Johnstone agreed with the discussion on third sector organisations but warned that there was a catch two situation. The Highland Council was required to reduce its budget while not being allowed to increase Council Tax and that means the only avenue open is to reduce services within other areas.

Anna MacConnell noted that the Bettyhill swimming pool had successfully applied for windfarm funding and this was a route that was open to others. Eann Sinclair added that there was an ability to influence the Highland Council's thinking at a local level.

Eann Sinclair asked Ken Nicol what the likely timescales were for the production of Dounreay's new socio economic plan. Ken Nicol responded that it would be submitted to NDA by the 31st March.

There being no further issues raised Derrick Milnes thanked everyone for their input and moved on to the next agenda item.

7. CNSRP UPDATE

Members had received the CNSRP progress report in advance – DSG(2015)P002 refers. Of note:

- Current total job projections was currently 147.5, broken down by 115.5 new jobs and 32 retained jobs. This did not include the recent announcement from CGI who had set up their base at the Bower facility. The company had ambitious plans and had already started the

process of recruiting.

- Superfast broadband was continuing to progress with street cabinets now live in Wick and Thurso and are accepting orders. Internet providers are no a level playing field and can all offer this service at the same time.

Trudy Morris noted there were still some issues relating to businesses that were currently on exchange only. Eann Sinclair responded that a solution was still being considered. David Flear noted that when Trudy Morris set up meetings with HIE there was concerns raised in relation to John O’Groats and Bower. He congratulated the Chamber for continuing to take this forward. Trudy Morris indicated that they were currently looking for HIE to come back with a further update.

Derrick Milnes invited members around the table to provide updates relevant to DSG. Of note:

Caithness Chamber of Commerce: Trudy Morris noted:

- DSRL had now provided the funding for the Caithness Transport Forum for next year. They were currently awaiting the Highland Council contribution which had been agreed previously.
- Berriedale Braes realignment proposal is progressing and the key issue now is to ensure that this project gets into the Scottish Government’s capital projects. A meeting with Scottish Government would be set up to discuss this.

Eann Sinclair stated that Sir Anthony Cleaver had written to the Transport Minister in relation to this. He agreed to provide Trudy Morris with a copy of that letter.

- The Chamber had invited the Health Minister to visit Caithness and meet with business representatives.

David Flear noted that the DSG letter had been sent and a response was currently awaited. He stated he would keep the group informed once a response was received. [Secretary’s note – a response was received shortly after this meeting – inviting David Flear to meet with NHS representatives. A response has been provided suggesting that a number of other community representatives be included in that discussion. A response is currently awaited.]

- The Jobs and How to Get them event would take place in February. Currently there were 30 businesses attending.
- The Make The Right Connections project was now complete and the paperwork is being finalised, including an evaluation report. This would be issued once finalised.
- The Chamber would be involved in an event with North Highland College, scheduled for a school in-service day on 18th February, to take forward a number of recommendations within the Wood commission regarding investing in youth groups. Scottish Chamber of Commerce sits on the national group. This event will include schools and employers from Sutherland as well as Caithness.
- In terms of Georgemas, DRS had organised a stakeholder event in Inverness on the 24th/25th February. In the interim there had been a number of follow-up discussions with DRS and it appeared they were making some progress with one customer looking to move freight by

train. Through the Caithness Transport Forum a number of people had been invited to the stakeholder event and at present there were approximately 10 people who had accepted this invitation.

Association of Caithness Community Councils: Jean Lipa noted that the Association had recently raised issues regarding:

- Traffic wardens and the role of 2 Police Scotland.
- Support for Berriedale Braes.
- Village Officer scheme – Highland Council funding may affect this going forward. However funding of £4K had been promised.
- Community Council elections will be held in November this year and volunteers were required to ensure these councils continued.
- Support for maintaining the services at Caithness General Hospital.
- Suggestion that the Association could take on the facilitation of the proposed Caithness flag.

Thurso Community Council: Elspeth Husband noted:

- A representative from the Scottish Ambulance services had attended a recently health care partnership meeting. A defibrillator would be made available outside Caithness Horizons in the near future.
- Ronnie Johnstone noted that Asda had a scheme for supplying defibrillators to communities and has offered these to primary schools. Elspeth Husband noted that the Ambulance service intended to produce a map of where these defibrillators were located.

Cllr Matthew Reiss noted that there was the potential for the village officer role is the right person was appointed.

In relation to Caithness General Hospital, it was felt important that the services remained, not only for the local community, but to attract people and business into the county. David Flear intimated that DSRL had agreed to also write to the health minister as the biggest employer in the area. He also added that reduced services may impact on the Dounreay and Vulcan site safety cases. Cllr Matthew Reiss noted that a request for sign-posting to Dunbar hospital be put in place. Derrick Milnes reminded members that a petition to maintain the services of the Caithness

- Plans for the Enterprise zone and further development of the Ola Quay were under consideration.
- Phase 1 of the harbour development was starting to bear fruit.
- Looking at ways of providing work experience for long term young unemployed people. To date 8 individuals have gone through this and have gone on to find other employment. While Scrabster Harbour is a small organisation with 21 direct staff the trust was trying to ensure there were growing opportunities for young people.

There being no further updates, Derrick Milnes thanked everyone for their input.

8. CORRESPONDENCE SINCE LAST MEETING

Derrick Milnes noted the heritage update had been providing for noting. DSG(2015)C001 refers.

9. ANY OTHER BUSINESS

Before opening up to members, David Flear noted:

- That he would be attending the DRS briefing in Inverness on 24th/25th February in association with the Caithness Transport Forum. [Secretary's note: since the meeting David Flear is no longer available as there is a NDA meeting due on the same date in Warrington.]
- The meeting with the NDA Nuclear Archives project manager, Simon Tucker, in March and encouraged members to attend once the date was identified.
- That he, as DSG Chairman, had now established pre-briefing meetings with Eann Sinclair and Roy Kirk so that the interaction between the site's socio economics and CNSRP, from a stakeholder point of view, was strong. Discussion on DSRL's proposal for a potential off-site accommodation was discussed. These meetings will continue to take place on a quarterly basis.

Derrick Milnes reminded members that the next meeting would take place on 14th March commencing at 1830 hrs with the Annual General Meeting.

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

Derrick Milnes
DSG Socio Economic Sub Group Chair
21st January 2015

ACTIONS ARISING FROM THIS MEETING

DSG(2015)M001/A001: DSG Socio Economic sub group members to provide comments to Eann Sinclair on tourism actions (see DSG(2014)C084).

DSG/SESG(2015)M001/A002: DSG Socio Economic sub group members to comment on the draft vision for Dounreay Socio Economic Plan.

DSG/SESG(2015)M001/A003: Ken Nicol to provide a response in relation to procurement and whether sea transport had been explored.

DSG/SESG(2015)M001/A004: Ken Nicol to check that there was no duplication between the Speed Careers event and Jobs and How to Get Them.

DSG/SESG(2015)M001/A005: Ken Nicol to provide a Summary of the DSRL People Plan to next Socio Economic sub group meeting.

DSG/SESG(2015)M001/A006: June Love to invite Shona Kirk to next Socio Economic sub group meeting to provide briefing on progress of the Community Sports Hub project.

DSG/SESG(2015)M001/A007: June Love to draft DSG letter, for approval, in relation to funding for third sector organisations to CNSRP Executive Board and copied to Advisory Board members.