

**DOUNREAY STAKEHOLDER GROUP
BUSINESS MEETING**

DSG/BM(2015)M002

**Minutes of the DSG Business Meeting held on Friday 12th May 2015 at 1330 hours in
Dounreay.com, Thurso.**

Present: David Flear DSG Chairman
Bob Earnshaw DSG Site Restoration sub group chairman
June Love DSG Secretariat/DSRL

MINUTES

1. WELCOME

David Flear welcomed everyone to the meeting.

2. APOLOGIES

Apologies were received from Derrick Milnes, Vice-chair/Socio economic sub group chair.

3. MINUTES OF THE LAST MEETING

The minutes of the previous meeting – DSG/BM(2015)M001 – had been circulated to members in advance. The minutes were accepted as a true reflection of the meeting.

4. ACTIONS

All DSG actions were received and it was noted that progress was being made to close out those still outstanding. These would be reported at the DSG public meeting to be held in June.

5. ISSUES ARISING FROM SUB GROUP MEETINGS

The minutes of the main DSG meeting (December), socio economic sub group (April) and site restoration sub group (April) were reviewed. No issues were raised at this time and it was agreed that topics worth noting would be reported at the June DSG meeting.

6. JUNE 2015 DSG MEETING

The agenda for the June meeting was reviewed. David Flear noted that he had met with Steve Firth and Simon Tinley, Ministry of Defence recently and had discussed the response from the minister on the decision not to trial the PWR3s. He had suggested that it may be appropriate for MOD to provide an update on the timeline for the defueling programme and the options for the future of the site at an appropriate time.

[Secretary's note: following the meeting The Scottish Government had indicated that they were about to launch the consultation on the implementation of the higher activity waste policy and had indicated a willingness to meet with DSG to provide a brief presentation. Following discussions with the DSG Chairman it was agreed to put this on the agenda for the June meeting.]

Action: DSG/BM(2015)M002/A001: June Love to put Scottish Government HAW implementation consultation presentation on agenda for June DSG.

7. MEMBERSHIP AND TERMS OF REFERENCE

The membership, attendance and Terms of Reference were reviewed. The following was agreed:

- Membership

Letters would be written to all members to request that they discuss with their representative organisation to confirm they are the nominated representative. The need for deputies should also be re-enforced.

It was also noted that the PhD student who would be selected in the summer to carry out a study on the impact of Dounreay would be invited to become a member of DSG.

It was also agreed that an invitation to join DSG should be extended to the ERI.

Action: DSG/BM(2015)M002/A002: June Love to draft letters to all members asking for confirmation of the nominated representative and emphasising the importance of deputies.

Action: DSG/BM(2015)M002/A003: June Love to write to DSRL Heritage Officer to request PhD Student joins DSG once selected.

Action: DSG/BM(2015)M002/A004: June Love to write to ERI to invite them to become a member of DSG.

The Terms of Reference were also reviewed, following comments from members. The following was discussed:

- Civil Nuclear Constabulary should be moved from 'invite when required' to 'Industry & Site Representation'.
- The paragraph relating to co-opting up to 5 members of the public required to be clarified, ie following a 3 year period those members of the public could re-apply if willing to continue to sit on DSG. In addition, members of the public cannot be nominated to an office bearer.
- The Chair and Vice Chair tenure should be a maximum of three years and following this period would step down.
- The Chair (if no longer representing an organisation) are co-opted on as honorary member to ensure continuity and provide relevant experience within the DSG.

Action: DSG/BM(2015)M002/A005: June Love to write to all members with proposed changes to the Terms of Reference for agreement and endorsement at the next Annual General Meeting.

David Flear also noted his intention to stand down as Chairman at the next Annual General Meeting (March 2016). He asked that this should also be notified to members and encourage those with an interest in taking over the chair to come forward so that a smooth transition could take place. This would be reflected in the letters to member regarding representation.

The secretary noted that the current members of the public will have served three years on DSG at the next AGM (March 2016). It was agreed that these posts should be re-advertised in December and those who currently held these positions could re-apply if they wished to continue. All three members would continue on DSG up until the March AGM and following this meeting, the new office bearers would consider any further applications and agree the co-option of members of the public within one month of being in post.

The secretary noted that it was five years since a review of DSG was undertaken and asked whether there was a desire to hold another review. It was agreed that this should be considered by the new office bearings following the next AGM.

David Flear noted the discussions at the sub group meetings regarding the members of the public who attended the main DSG meetings being able to raise questions by submitting them in advance of the meeting or writing down a question at the public meeting. David noted that advance questions/statements were provided at times and these had always been acted on. Further consideration of how members of the public could interact more was required and suggested that this should be part of the DSG review.

8. ANY OTHER BUSINESS

- The secretary noted that the final finance report had been submitted to DSRL for auditing purposes.
- The secretary noted that Caithness Horizons had submitted a proposal to host DSG meetings in their facility. As David Flear and June Love both declared an interest it was left for Bob Earnshaw to consider. Bob Earnshaw agreed to discuss this with Derrick Milnes and come back with their thoughts which would be shared with DSG members before a response to Caithness Horizons was provided.

Action: DSG/BM(2015)M002/A006: Bob Earnshaw to discuss Caithness Horizons proposal with Derrick Milnes and agree a response which would be shared with DSG members for endorsement.

Action: DSG/BM(2015)M002/A007: June Love to respond to Caithness Horizons following confirmation of outcome of discussions and DSG feedback.

- David Flear suggested that an invitation to the newly elected MP be extended to meet with DSG members.

Action: DSG/BM(2015)M002/A007: David Flear to invite Paul Monaghan MP to meet with DSG representatives.

9. CLOSE

There being no further business, David Flear thanked those for attending and formally closed the meeting.

**David Flear
DSG Chairman
17th May 2015**

ACTIONS ARISING FROM THIS MEETING

DSG/BM(2015)M002/A001: June Love to put Scottish Government HAW implementation consultation presentation on agenda for June DSG.

DSG/BM(2015)M002/A002: June Love to draft letters to all members asking for confirmation of the nominated representative and emphasising the importance of deputies.

DSG/BM(2015)M002/A003: June Love to write to DSRL Heritage Officer to request PhD Student joins DSG once selected.

DSG/BM(2015)M002/A004: June Love to write to ERI to invite them to become a member of DSG.

DSG/BM(2015)M002/A005: June Love to write to all members with proposed changes to the Terms of Reference for agreement and endorsement at the next Annual General Meeting.

DSG/BM(2015)M002/A006: Bob Earnshaw to discuss Caithness Horizons proposal with Derrick Milnes and agree a response which would be shared with DSG members for endorsement.

DSG/BM(2015)M002/A007: June Love to respond to Caithness Horizons following confirmation of outcome of discussions and DSG feedback.

DSG/BM(2015)M002/A007: David Flear to invite Paul Monaghan MP to meet with DSG representatives.