

DOUNREAY STAKEHOLDER GROUP

Minutes of the meeting held on Wednesday 17th June 2015 at 1900 hours in the Pentland Hotel (Ballroom), Thurso.

Present:	David Flear	DSG Chairman
	Derrick Milnes	DSG Vice-chairman (Thurso & Wick Trade Union Council)
	Bob Earnshaw	Thurso Community Council
	Cllr Roger Saxon	Highland Council
	Alastair MacDonald	DSG Honorary member
	Murray Lamont	North Highland Tourism
	John Deighan	Dounreay Unions
	Eann Sinclair	CNSRP
	Ann Bremner	North Highland College
	David Broughton	DSG member
	Roy Blackburn	DSG member
	Cllr Maurice Davidson	Orkney Island Council
	Cllr Willie Mackay	Highland Council
	Deirdre Henderson	Buldoo Residents Group
	Fiona Levack	Caithness Chamber of Commerce
	Mike Flavell	NHS Highland
	Cllr George Farlow	Highland Council
	Cllr Matthew Reiss	Highland Council
	June Love	DSRL, DSG Secretariat
	Nigel Lowe	NDA Head of Programme
	Mark Rouse	Dounreay Managing Director
	Cdr Ken Dyke	MOD, Vulcan
	Linda Buchan	SEPA
	Sheila Hutchison	ONR (for Dounreay)
	David Mudie	Highland Council Planning
	George Burgess	Scottish Government Radwaste Team
	Charles Stewart Roper	Scottish Government Radwaste Team

MINUTES

1. WELCOME AND INTRODUCTIONS

David Flear welcomed and thanked everyone for attending. He noted a couple of changes to the membership mainly through the regulator interface and welcomed Sheila Hutchison from ONR who had attended the last meeting and had now officially taken over the reins from Peter Watson. SEPA's Roger Wilson had left for pastures new and Linda Buchan, attending this evening, would share representation at the DSG alongside Stewart Ballantine dependent on their availability.

A welcome was also extended to George Burgess and Charles Stewart Roper from Scottish Government Radwaste team who were attending this meeting to provide a briefing on the consultation of the implementation policy for higher activity waste.

As a Chair's update it had continued to be busy during the last three months with various meetings and discussions taking place. Of note:

- On 25th March DSG members were provided with an update on the NDA Nuclear Archive.
- Sub group meetings were held in April.
- The chair met with Steve Firth, MOD to discuss the response to our letter regarding PWR3 and will be covered in more detail under the Vulcan report.
- Attendance at the Scottish Government Scottish Nuclear Sites meeting in Edinburgh on 14th May.
- Met, alongside Derrick Milnes and Eann Sinclair, with two Japanese visitors who were interested in how the site communicated with local community and wider stakeholders.
- Attendance at the Caithness Transport Forum meeting.
- Met with David Batters, NDA Chief Financial Officer on his recent visit to Dounreay.
- Roy Blackburn, on behalf of DSG, observed the Dounreay Emergency Exercise and this would be covered later.
- An invitation to observe the Vulcan planning exercise had also been extended but unfortunately the date was not convenient to send anyone.

David Flear noted that while some of these topics would be covered in more detail during the meeting it was useful for everyone to be aware that DSG activity did not start and stop with four public meetings.

David Flear handed over to the secretary for apologies.

2. APOLOGIES

Apologies were received from the following:

Ian Leslie	SGRIPD
Russ Haylay	Caithness West community council
Trudy Morris	Chamber of Commerce (Fiona Levack deputising).
Roy Kirk	HIE
Donald MacBeath	North Highland Council (Ann Bremner deputising)
Tor Justad	DSG Member
Jean Lipa	Association of Caithness Community Councils
Alun Griffiths	ONR for Vulcan

3. MINUTES OF LAST MEETING

David Flear noted that the draft minutes had been circulated to members in advance – DSG(2015)M001 refers. These were accepted as a true reflection of the meeting.

This was proposed by Derrick Milnes and seconded by John Deighan.

No issues were raised with the minutes.

4. STATUS OF ACTIONS

David Flear noted that members had received a status report on the actions. He suggested that unless anyone wished to specifically pick out any actions at this time discussions would continue at the relevant sub group meetings. This was agreed.

5. VULCAN UPDATE

David Flear noted that at the last sub group meetings no observers were in attendance because of the Government elections and the issue around purdah for some of them. The sub groups met but

board.

- MOD continued to monitor the contract with Rolls Royce including delivery of a fuel movement capability and the defueling of the PWR2 reactor.

Linda Buchan, SEPA reported:

- In May, the RS Unit Manager visited Vulcan along with site inspector for an update visit. Whilst at Vulcan, SEPA was updated on the plans for end of reactor operations.
- Following the departure of Roger Wilson from SEPA, the Vulcan site inspector will be Hugh Fearn. An area where SEPA will be focussing on will be reviewing the Letter of Agreement to reflect the change in operation at the site.

There was no representative from ONR or DNSR.

David Flear thanked both MOD and SEPA for their update and invited DSG members to raise any issues.

David Broughton stated he was interested in the decommissioning programme and asked whether this was being considered taking into account the Dounreay decommissioning programme with regards using common facilities. David Flear noted that this was something that had been discussed previously with Steve Firth. Ken Dyke responded that there were continuing discussions with both Dounreay site and the NDA as it would be foolish not to consider this when taking on board the future of the Vulcan site. Nigel Lowe, NDA Head of Programme added discussions did take place on a regular basis and there was a number of options being considered for Vulcan which included the site being transferred back to the NDA who would take responsibility, extended care and maintenance and/or MOD to take responsibility for decommissioning the site. The decision would ultimately be taken by Government and dependent on that decision synergies would be considered.

David Flear added that he hoped that there would be some consultation with the community before any option was decided.

Roger Saxon stated that he would like to understand if there was any way that parts of the Vulcan site could be used for other operations following defueling and clean-up. He felt it was important to ensure that Rolls Royce continues to have a presence in Caithness. Cdr Ken Dyke responded that the re-use of the site would form part of the options review along with looking at re-using some of the site's assets which may be of use to the fleet and how these assets are disposed of appropriately.

6. DOUNREAY SAFETY IMPROVEMENTS

Since the reporting of the PFR sodium fire David Flear noted that this topic had been requested as a standard agenda item to ensure progress in improving safety and environmental issues on the site was reported. He thanked Mark Rouse for being open and providing him with monthly updates of progress being made.

He emphasised that this agenda item was to look at the Dounreay Improvements relating to the ONR enforcement notice, the SEPA variation and the initiatives put in place by site to address these particular issues.

Mark Rouse, Managing Director Dounreay, noted the following:

- The Dounreay Improvement Team had been set up as previously reported at the last meeting. The team was now fully functional with DSRL staff and the Trade Unions were also playing an active part in that. The team's focus is on five key areas and these would remain the focus to ensure a certainty of success before looking at other areas.
 - Conduct of Operations, which is essentially the way that business is safely carried out. The team has been out benchmarking with other sites and look to put together a much simpler focussed document.
 - An increase of management presence in the workplace has been co-ordinated to ensure site management focus on the right areas. A series of management visits have been undertaken and feedback is being assessed to ensure there is the right attitude going forward.
 - Second nature observations in the workplace are being refreshed to ensure that everyone is looking after each other.
 - Supervisor training has been revisited as supervisors are on the front line when it comes to workforce safety. The training has been re-assessed and a programme has now been agreed.
 - Regarding the RSA Variation letters had been exchanged with SEPA and they are content that the site has discharged most of the actions scheduled for the end of June. Some actions would continue and will run through to December. SEPA have determined this as being appropriate to ensure that the site gets this right.

Moving on to the ONR notice, some good interaction work by the regulators and the DSRL team had resulted in the site being in a position to write to ONR addressing the notice to allow operations to commence within the tank farm.

While good progress was being made, Mark Rouse commented that this did not mean that everything had been fixed and that there would be an ongoing programme that would continue to be developed.

The Dounreay Improvement Team was actively visiting all areas of the site along with a trade union presence to ensure people's views were being considered on the way forward. They regularly report to the Senior Management Team at Dounreay, the NDA and the regulators. In addition to looking inside the fence, DIT were also focussed on looking outside the site and had visited a number of other sites including Devonport dockyard to ensure that the site was not self-referencing when it came to benchmarking. That said, it was important to also reflect that there was a number of good things happening at Dounreay and these should be built upon for the future.

David Flear asked the NDA if they were satisfied with the improvements being put in place. Nigel Lowe responded that there were four key elements to monitoring this which were (1) weekly formal review meeting, (2) direct communication with ONR, (3) discussions with NDA estate and (4) walkabouts with general discussion. He added he was comfortable with what was being reported and while clearly NDA had not wished to see this happen in the first place the focus for NDA was on sustainability. In summary, improvements were being made, however this was not the end and would continue until NDA and the site were satisfied that the improvements were now reflected in the culture of the site.

Sheila Hutchison, ONR echoed Mark Rouse's comments adding that ONR had had considerable engagement with the site and they were content that progress was being made.

Linda Buchan, SEPA added her comments were similar to that of ONRs. SEPA were also having lots of engagement with regards the RSA variation and confirmed Mark Rouse's comments were accurate. As part of the correspondence referred to by Mark Rouse relating to the timescale for the completion of outstanding forward actions, SEPA expressed its view that the review of the written arrangements and procedures that was undertaken by DSRL was a comprehensive piece of work.

David Flear commented that it was good to hear that the improvements appeared to be moving in the right direction.

7. SCOTTISH GOVERNMENT HIGHER ACTIVITY WASTE IMPLEMENTATION CONSULTATION

Before handing over to Scottish Government to provide their presentation, David noted that there was a good link with the Scottish Government Radwaste team, through their involvement with DSG, being part of their Scottish Sites meeting and with David Broughton as the DSG representation sitting on the higher activity waste implementation project board so we do have all these covered. David Broughton would take the lead in drafting a response on the consultation which he will share with members for comment or input.

It was interesting to note that CoRWM has recently published the notes of the meeting they held while they were up at Dounreay. It was good to note that the site personnel were clear, enthusiastic and candid in their discussions and showed a high level of commitment to deliver this project. However, while there were other positives from their report, it was fair to say that CoRWM do have some reservations including the site only having one cementation plant, the use of shielded packages in unshielded stores and the vast majority of higher activity waste (70% in volume and 99% of radioactivity) would not be suitable for near surface disposal.

David Flear then handed over to George Burgess and Charles Stewart Roper to give their presentation.

George Burgess thanked DSG for giving them the opportunity to outline the consultation process and handed over to Charles Stewart Roper who provided the presentation. See DSG(2015)C045 for details.

David Flear thanked Charles and added that he had thought that perhaps the presentation would have covered more about CoRWM's views as it was fair to say that CoRWM had some reservations about Scottish Government's policy.

Charles Stewart Roper responded that the policy was written in such a way that it was not prescriptive about the way the site's stored their waste as long as it was robust. He recognised that some sites were going for one option and other sites were going down other routes. He re-iterated that the policy was not meant to be prescriptive but the options adopted would need to be proven to be robust and safe. He added that Scottish Government was aware of CoRWM's concerns and there was continued dialogue between them with CoRWM acting as a critical friend and this would continue throughout the process.

Nigel Lowe commented that NDA would support the outcome of the policy implementation and if the DSG would like to continue this discussion NDA would be happy to address specific site issues at the next sub group meeting. Mark Rouse echoed Nigel Lowe's comments and added that the site has continued engagement with CoRWM and would continue to have this dialogue.

Roy Blackburn stated, that focussing on the Dounreay aspects of this policy and taking into account CoRWM's comments, there was around 70% by volume of the site's waste not suitable for implementing under the Scottish Government policy. He asked how relevant this policy was therefore to Dounreay. Charles Stewart Roper responded that he believed that CoRWM had reported that 70% of Dounreay's waste was not suitable for near surface disposal and this would be the case for hundreds of years. The Scottish Government policy for such wastes would be for the storage of waste in a near surface storage facility until such times it became suitable for disposal. The policy would apply to Dounreay waste however a smaller proportion of Dounreay's waste would be suitable for disposal after the first set of storage facilities had come to end of its life. The remaining waste may have to be stored in facilities which would need to be rebuilt (assuming the lifetime of a store is about 100 years) 1, 2 or 3 times. Roy Blackburn noted that this would mean all the associated double-handling of waste. Charles Stewart Roper acknowledged this and added that this was a consequence of the policy as it stands.

David Broughton felt there was a number of anomalies in the consultation document and noted that DSG was likely to submit a fulsome response. On the subject of resilience of near surface disposal facilities, the Scottish Government strategy states that a large proportion could go from Hunterston but was not sure what these wastes were as he was aware that the graphite project had been abandoned. He added that it had taken ten years to get planning for a low level waste disposal facility and he found it very difficult to believe that a near surface facility would not take as long to go through the planning process. He felt that this was a major problem with the implementation of a policy which was politically based rather than scientifically/technically based.

Charles Stewart Roper noted these comments and added they would welcome all responses submitted on the consultation. Working with NDA, the Scottish Government remained confident that there would be options available within a reasonable timeline for near surface disposal. Between 2030-2070 it was more than likely that future civil servants, planners etc would be in a position to develop a plan for near surface disposal facilities. He agreed that this would take a long time to get all the necessary approvals in place.

David Broughton noted that there was an area he was pleased about which related to the compliance process and the need to be compatible with plans for transport and disposal in a geological facility. He asked whether this was expected to happen. Charles Stewart Roper responded that because of the long timescales involved it would be naive not to leave options open.

Roger Saxon noted that in Section 2.5 it was intimated that an environmental assessment was not required at this stage and then in Section 3.5 it was stated that there was no clear thinking of how this would be handled. He asked at what point the environmental assessment would be needed. Charles Stewart Roper responded that for Dounreay it would be prior to first phase but this was not true for all the other four sites. He added that while this might not be perfect flexibility and not being prescriptive had been the intent of the policy and how it is implemented. The reason there was no need for an environmental assessment at this stage was that the policy will be in the future but does not want to prescribe methods for the sites to adopt.

There being no further comment on this subject, David Flear thanked everyone for their input and thanked both George Burgess and Charles Stewart Roper for attending DSG and providing members with this presentation.

George Burgess added that if any other members had anything else this wished to address he would be happy to continue discussions following the meeting.

8. DSG SUB GROUP UPDATES

- **Business meeting:** David Flear reported:

David Flear stated that since the sub groups had been held with members only the sub group reports would be kept relatively short to allow for verbal updates. He noted the business meeting had been held in April and had concentrated on agenda setting along with discussions on the Terms of Reference, membership and a meeting venue enquiry. These discussions had resulted in actions being placed and were currently being worked up into proposals and will be circulated to DSG members for their input.

NDA have indicated they wish to present the NDA's Strategy 3 at the September meeting and this has been agreed.

No issues were raised by members.

For completeness, the actions from the business meeting are recorded here:

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

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

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

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

DSG(2015)M002/A008: David Flear to invite Paul Monaghan MP to meet with DSG representatives.

- **Site Restoration sub group meeting:** Bob Earnshaw reported:

The site restoration sub group meeting met on 8th April - DSG/SRSG(2015)M002 refers. Members went through the written reports which had been submitted and there were some actions which came out of this meeting.

In summary members discussed:

- The Rolls Royce update would now be made available in time for sub group meetings rather than coming through for the main meeting.
- Rolls Royce responded to a query on what their long term strategy for apprentices was and they have responded saying that their apprentice programme aligns to the demands and requirements of the business. RR continually review this across their nuclear sector and remains in a very positive position.
- MOD will indicate when the best time would be to provide DSG with a presentation on the timeline of operations up to completion of PWR2 reactors and this will continue to be progress.
- NDA confirmed they were content with the progress being made in relation to the Dounreay Improvements. This was covered under agenda item 6.
- A request has been made to DSRL for the site's key milestones which will allow DSG to have timely discussions on key activities going forward.
- ONR had provided DSG with their Plan for the Regulation of Dounreay covering 2015/16 and this will take be taken forward at the next sub group meeting for consideration.
- Roy Blackburn is now the DSG representative for emergency planning exercises both at Dounreay and Vulcan. Roger Saxon will deputise when Roy Blackburn is not available. Roy attended the recent Dounreay exercise.

Roy Blackburn thanked DSRL for inviting him to observe the emergency exercise. At the commencement of the exercise he had been situated in the incident centre and then moved on to the Emergency Control Centre. All the players appeared to play their roles well and the debrief at the Emergency Control Centre was very open and honest. Overall he felt that it had been an excellent exercise.

- The Terms of Reference and membership had already been reported and this would continue to be explored within the sub groups.
- DSG wrote to Mark Rouse regarding the next construction phase of the low level waste vaults asking to ensure that socio economic benefits be included. A response was received and further discussion will take place at the next sub group meeting.

John Deighan stated that this was something that for the last 10 years through the DSG, the Thurso and Wick Trade Union Council and the Dounreay Unions he had been lobbying anyone who would listen to get new blood into the construction industry. He added it was vitally important to get people trained and that there were a lot of bright young people who just needed an opportunity to get employment which would leave a lasting legacy for the future of the area.

David Flear noted that he had held discussions with Mark Rouse recently and would be meeting with the Support Services Director and Head of Commercial Department at the end of the month to discuss the potential socio economic contribution that could be included within contract. He felt there were a number of things associated with socio economic benefits in contracts and how these could be implemented. He agreed with John Deighan's comments that leaving a lasting legacy of skills was critical to the future of the area's economy. Mark Rouse responded that the site would work with DSG and others to get most of local benefits from contracts while ensuring that regulations did not get breached.

Bob Earnshaw invited the following to provide a verbal update.

NDA: Nigel Lowe reported:

- As previously reported an audit had been undertaken on the NDA's management of the site's contract. The audit had been given a green rating and it was now at a stage where Dounreay could be removed from the Major Projects Programme where there is a rigorous reporting regime to be undertaken. A further audit would be undertaken in July and if successful Dounreay would be removed from this.
- On 1st April new rules for CDM Regulations had come into being and NDA were organising a training course in July. The course would cater for 100 attendees who would consist of DSRL, supply chain and if places remained the invitation would also be extended to Chamber members.
- The Sellafield business model was on schedule for 2016. Work was progressing well and consideration of how NDA engaged with Sellafield is being considered.
- Magnox decommissioning was progressing. There had been a public announcement recently of 1400-1600 redundancies in line with the plan for Magnox site. Retirements and voluntary early retirements would be offered to workforce.

Dounreay: Mark Rouse reported:

- On safety issues, the first six months of the year had been positive. However, eight days ago there was a lost time accident when one of the site's fourth year apprentices managed to trap his finger in a sheet metal machine. He was taken to OHD and then onto the local hospital and transferred to Inverness. As of yesterday, it appeared that there was no major crushing of the joint and no requirement for skin grafts. However, this was no consolation to the person involved and an investigation is ongoing.
- Environmental performance was steady but not yet spectacular. Work was ongoing to flush out the systematic errors in reporting which had not led to environmental harm but important to ensure that the reporting information is accurate at all times.
- The site was beginning to settle back down after a disruptive period with the realignment of the decommissioning programme. Major milestones for the year had been identified and these would be shared with the sub group at the July meeting.

- The transfer of all out of reactor breeder material from DFR had now been completed which was a significant milestone.
- SEPA had rated Landfill 42's environmental performance as "Excellent". This meant that DSRL is fully compliant with the licence conditions relating to the environmental management of Landfill 42.
- To date, a total of 127 m³ of DFR raffinate from D1208 through the Dounreay Cementation Plant (DCP) had been successfully cemented, generating 437 drums. The total quantity of DFR raffinate is estimated to be 228 m³. Therefore, 55.7% of the waste stream had been immobilised in cement as per programme. The emptying of MTR raffinate heels was also on schedule.
- Diamond wire cutting of a demonstration ISO container filled with simulated LLW was completed which demonstrates that the encapsulation plant can grout the containers sufficiently to hold the LLW securely. SEPA have approved the process and on 24th April, active commissioning began at the LLW Grout plant when the first HHISO container filled with LLW was encapsulated. On 28 April packages of demolition LLW were transferred from storage and disposed of in the new LLW disposal vaults, thus commencing active commissioning of D3100.
- Active commissioning of WRACS was underway but has not started compacting active drums as yet. Currently the ventilation system was under commissioning, and integrating with the rest of the facility. It is expected to start compacting drums in mid-July for a period of 3 months. Active commissioning is expected to be complete by end of October.
- PFR have completed the internal inspection of the argon gas blanket surge tank 7. The video footage of this tank and tank 1 was proving to be invaluable for producing the options study into dealing with the sodium aerosol residues and caustic to enable successful cleaning, removal and size reduction of the seven tanks and associated pipework.
- M+W Group were awarded the contract to serve as a consultant for Shaft and Silo decommissioning project.
- Discussions were held with Highland Council on the Phase 3 planning for the site which covers 2018-2030. These outline plans will be taken to DSG to ensure some discussion prior to submitting formally to Highland Council. DSRL was currently awaiting a response from Highland Council.

David Flear asked Mark Rouse whether he was in a position to announce his replacement. Mark Rouse acknowledged that his replacement had been nominated and the PBO Board would be considering this appointment at their forthcoming meeting. Following that NDA would be notified. A handover had commenced and was a few weeks away from being announced. On site handover would take place around September. David Flear asked if Mark would be remaining at Dounreay until such times that the replacement was in post. Mark confirmed this was the case and added he expected to be here for the September DSG meeting.

ONR: Sheila Hutchison reported:

- Routine interaction against the inspection plan had continued.

- ONR had deemed the recent Level 1 emergency exercise as an adequate demonstration.

SEPA: Linda Buchan reported:

- The update on the Specified Improvements within the RSA variation has already been covered previously in the agenda.
- In relation to the Low Level Waste Facility, SEPA had issued a variation to the RSA authorisation for the facility. The variation corrected the authorised disposal inventory to ensure all necessary radionuclides were covered, corrected some administrative errors and provided clarification regarding the intent that radioactive waste from the Vulcan Nuclear Reactor Test Establishment was authorised for disposal at the facility.
- In relation to non-nuclear regulation at Dounreay, SEPA has received and is currently determining an application from DSRL to make minor modifications relating to wording and to amend the monitoring requirements for the D6500 waste storage facility to be more site specific. In addition as part of this application DSRL wish to bring the LLWF landfill area used for the storage of excavated rock within the bounds of the single Waste Management Licence covering the Dounreay site.
- In relation to the issue of identified errors within monthly disposal reports, following correspondence from SEPA on this matter, DSRL had advised SEPA that its undertaking of a detailed review of the arrangements for compilation and checking of the monthly disposal reports had been included in the Environmental Improvement Plan.

Cllr George Farlow noted that the new decommissioning plan reached its interim end state in 2030. He expected that everyone was aware that there would be a new budget in July and asked how this would affect the programme. Mark Rouse responded that he could not answer that question until the budget was announced. Nigel Lowe added that it was impossible to respond until the Corporate Spend Review and budget was announced and whether this would be applicable to the NDA. Until such times as announcements were made NDA and the site would carry on with the plan as is.

Cllr Farlow asked whether there was a plan B just in case, adding he would like to see the Trade Unions involved in any considerations going forward. Nigel Lowe responded that a plan B would only be considered if the budget announcements impacted on the NDA. Mark Rouse re-iterated Nigel's comments and added that at a recent staff talk his message to the workforce had been that it was business as usual with everyone working to one plan and if there was a reduction in funding it would be dealt when the full facts were understood.

David Broughton noted that Nigel Lowe had mentioned the UK Government Major project list and indicated that he was aware that the England/Wales geological disposal facility was on that list.

On another subject David Broughton had read in the local press that the site had awarded a contract for the shaft and silo but had found it difficult to understand the scope of the contract and asked why the decision was taken not to contract out the design and build. Mark Rouse responded that it was management's belief that it was better to get a clear design first before moving into a build phase.

Bob Earnshaw thanked everyone for their input and handed over to Derrick Milnes for an update on the socio economic sub group.

For completeness, the actions from the site restoration sub group meeting are recorded here:

DSG(2015)M002/A009: Secretary to request Rolls Royce update is provided for sub group meetings rather than the public DSG meeting.

DSG(2015)M002/A010: Secretary to write to Rolls Royce requesting information on their long term strategy for apprentices.

DSG(2015)M002/A011: Secretary to write to MOD requesting an up to date timeline of operations up to completion of PWR2 reactors and also to ask when DSG could input into the options for the Vulcan site.

DSG(2015)M002/A012: DSG Chairman to write to NDA Head of Programme to ensure NDA is content with the progress being made with DSRL in relation to the Dounreay Improvement Team.

DSG(2015)M002/A013: DSG Secretary to request the key targets for Dounreay decommissioning for 2015-2016.

DSG(2015)M002/A014: DSG Secretary to write to MOD and DSRL indicating nominated DSG observers for emergency exercises going forward.

DSG(2015)M002/A015: All members to consider DSG Terms of Reference and provide comments to the secretary.

DSG(2015)M002/A016: DSG Chairman to write to DSRL to emphasise the importance of including socio economic benefit in the construction of the low level waste vaults.

- **Socio Economic sub group meeting:** Derrick Milnes reported:

The sub group had met on 8th April – DSG/SESG(2015)M001 refers. These minutes had been circulated in advance to members. Of note:

- Some issues around the Dounreay Community Fund was discussed and as a result requested that applicants provide a brief on the impacts of the funding. In addition the wording on the guidance document had been tightened up to ensure applicants are aware that projects totalling over £5000 will not be considered. It was good to know that there is a number of funds available and anyone who is not successful through the Community Fund process is signposted to other available funds.
- In the heritage update it was reported that a PhD student would be identified this summer to carry out a study on the impact of Dounreay on Caithness. DSG has extended an invitation to the successful candidate to join the DSG during their studies.
- DSG wrote to Highland Council in relation to proposals for the reduction of Council wards suggesting they maintain the 3 areas within Caithness. A response has been received and the three wards will remain with 3 councillors in each ward.
- DSG member have provided comments on the site's Dounreay Socio Economic Plan for this year. These comments are currently being addressed and will be discussed at the next sub group

meeting.

- DSG members also commented on NDA's contribution to socio economics since 2005 which was outlined at the last public meeting. This will be further discussed at the next sub group meeting.

David Flear noted that Dounreay had currently undergone a recruitment campaign and asked that Mark Rouse covered this in his verbal update. He also noted that following discussions with others it would be good to see a greater alignment to the CNSRP programme with regards the funding of projects. The CNSRP Delivery Team would be looking and it would be good to see evidence that the Dounreay Alliance was completely aligned with this.

Derrick Milnes invited the following to provide a verbal update:

NDA: Nigel Lowe reported:

- The NDA Nuclear Archive project was progressing well and it was expected that the first sod cut would take place early in August. The Commercial Partner contract was continuing to progress well and an announcement would be made in the next few weeks. The construction of the archives was due to be complete in 2016.

Dounreay: Mark Rouse reported:

- Dounreay had recently undertaken a major recruitment campaign which aligns and co-ordinates with the site decommissioning programme. Graduate recruitment had been held during April and May and while it was normal to expect around a 50% conversion rate the candidates had demonstrated the right qualities which had resulted in offers being made to all 16. Fifteen had already accepted with 13 of these with an engineering discipline and 2 with business management. The quality of the candidates had been exceptional and it was pleasing to note that there were a number of local graduates included in this.

Internal recruitment had resulted in 25 applications to the advertised posts and interviews were being carried out. This would start to show a bit of movement across the site with existing staff moving into new jobs.

Externally, there had been a lot of interest both locally and in Aberdeen. Several hundred people had attended these recruitment sessions and had resulted in several hundred applications for positions.

Recruitment of contractors (embedded) continued with a fairly good conversion rate.

There had been some feedback from the local supply chain on concerns that the recruitment may impact on their business and there had been discussion with the Chamber resulting in a commitment to work together. The site would also consider the skills being released from Magnox to explore whether there was a possibility of recruitment activity.

- On heritage topics – two people had applied for the heritage PhD position. The DMTR control room was now in place in Caithness Horizons and positive feedback from those who had seen it had been provided. The transfer deeds for the DFR control room had now been signed off and would be transported down to London shortly. The site continues to ensure that there is a link with Edinburgh and that Caithness Horizons is sign posted.

The Dounreay Castle had deteriorated during the recent bad weather and had resulted in the north wall eroding. The site was carrying out an assessment to see whether anything can be done to stop any further deterioration.

- Comments had been received on the Dounreay Socio Economic Plan and these were currently being addressed. Consideration was also being given to the available funding and how best to align this with the CNSRP programme.
- There was an action from the sub group meeting to provide DSG with details of the Dounreay People Plan and the Head of Human Resources would be attending the next sub group meeting to provide an update.
- The annual NuTech exhibition had been held recently with 100 more people from last year. Direct one to one meeting with the Dounreay project teams had been organised to allow those attending the exhibition to have specific conversations about projects coming forward.
- The Scottish Government Scottish Sites Meeting met in May and DSRL had provided a presentation on the progress of the site's plan.
- Visits continue to the site with a recent visit by a Japanese delegation that not only visited site but met with DSG representatives to discuss the interaction between the site and community.
- In terms of raising the profile of Caithness and the decommissioning programme presentations had been provided at a recent nuclear decommissioning conference in Manchester and another to the Scottish Royal Society of Arts on Dounreay – Past, Present and Future. There was a lot of interest in this programme and the site continues to do their best in raising the profile and establishing the European Reference Site. In addition there had

on interview techniques, CV writing, etc. It was good to see that all these initiative were beginning to link together which ensures a strong offering to those young people who are still considering their future.

- Around 30 local companies have committed to the creation of 176 jobs over the next 2-3 years with the majority of these being in the energy sector.

Chamber of Commerce: Fiona Levack reported:

- The Invest in Youth project is a national project run by Scottish Government and based on one of the recommendations from the Wood Report (recommendation 14 – employees and employers). The proposal for the North Highland Invest in Youth Group has been submitted to Scottish Government and if successful will release funding associated with the project. The Chamber has also been speaking to the NDA to explore further funding for this project.
- Funding for the Caithness Transport Forum had been previously reported. Stagecoach and The Highland Council (discretionary fund) had both committed £2K each therefore funding for the Forum now sits at £14K. This is a slightly reduced funding package and means that the Forum will now meet three times per year instead of four. In addition, The Highland Council have offered to provide a meeting room free of charge for these meetings. The £10K is funded by DSRL. Discussions were at an early stage with Scotrail Alliance to explore whether they have an appetite to fund a rail users group.
- The Chamber membership continues to grow and focus on continuing to expand the membership.
- The Chamber attended a recruitment fayre in Perth recently and represented a number of companies while there. The posts available at Dounreay were also advertised at this event.
- The Chamber continued to run the Dounreay Business Support project which has supported 33 potential businesses with 15 individuals provided with business mentoring and 11

North Highland College: Ann Bremner reported:

- The design contract to take forward plans for a new main campus development had been awarded to Sheppard Robson who had been up to hold initial discussions. They will return shortly to consult on the detailed design.
- Some students had recently visited Sinclair College in Ohio. It was hoped that there would be a return visit for the students of Ohio to visit Caithness. The visit proved very positive for a number of the students.
- Fifteen students from Punjab with a engineering/science background would be visiting North Highland College shortly. A programme for these students was being developed including a series of lectures, activities, industry related sessions, etc. This visit was very much focussed on engineering and renewables and there would be a social element to the programme included.
- Employability features heavily and will be developed across the full NHC's programme and will, during the summer, include construction skills. These new initiatives are very much driven towards helping students into the workplace. From a construction point of view this is an area

where the college had worked with employers to develop a construction skills programme and had run this successfully last year.

As a community enterprise project the constructions students worked with Mount Pleasant and helped build a shed. Six out of the 10 previous students have now secured employment as a direct result of this programme.

- The Invest in Youth group (as mentioned by the Chamber of Commerce) is part and parcel of a number of recommendations within the Wood Report. North Highland College is clearly involved and are considering how they work with schools and employers going forward. Skills Development Scotland (SDS) would be discussing Foundation apprentices in engineering, health and social care with the college in the coming weeks.

NHS Highland: Mike Flavell reported:

- Since the DSG met with NHS Highland public meetings have continued and in addition attended a number of local organisation/group meetings as well as a public meeting organised by the Thurso Community Council. During these meetings a presentation was delivered on the current position and what the future holds.
- Recruitment was a difficult area and currently there was a shortage of 8 consultants and 3 junior doctors.
- A visit had recently taken place from NES who look after junior doctors and concerns had been raised about supervision. Following their visit to Caithness they indicated that they were happy with the support being provided and would continue to take an interest in this area.
- There is a strong commitment to maintain and grow services in Caithness General Hospital. A business case to support this has been developed and this has a lot of support from Raigmore hospital and from the doctors located there as the retention of CGH is integral to providing health right across the highlands and islands. This commitment is also good for the confidence of local staff.
- Proposals are being considered as to how to strengthen the emergency department with people worried about accidents/major problems/acute emergencies.
- In addition there is a wish to maintain consultant relationships and strengthen support for their trainees as well as carrying out an options appraisal for clinical services which will go out for further engagement.

David Flear stated that he was pleased that Mike Flavell had provided an update as the NHS was the second largest employer in the county and DSG had encouraged them to work with CNSRP and others and while there still continued to be ongoing issue there was an excellent opportunity to work with CNSRP to ensure a consistent and more rounded approach to recruitment etc.

John Deighan also thanked Mike Flavell for his update and stated that it was essential that there was a strong health service in the area as this was the jewel in the crown when providing a recruitment package whatever the job was. Both Dunbar and Caithness General Hospital were important and while acknowledging recruitment issues John noted that this was a national issue rather than a specific local one. He also made note of the excellent staff already working within the two hospitals

discussed.

For completeness, the actions from the socio economic sub group meeting are recorded here:

DSG(2015)M002/A017: Secretary to request, via the DCF administrator, for impacts from applicants when funding is provided.

DSG(2015)M002/A018: Secretary to request, via the DCF administrator, to check the wording of the DCF guidance document.

DSG(2015)M002/A019: June Love to draft letter to The Highland Council seeking clarification on their planning application process.

DSG(2015)M002/A020: June Love to write to Dounreay Heritage Officer to request that an invitation be extended to the PhD (heritage) student to become a DSG member.

DSG(2015)M002/A021: June Love to write to NHS Highland to re-iterate the need for a deputy NHS Highland representative for DSG.

DSG(2015)M002/A022: June Love to write to NHS Highland to enquire what the attendance uptake was of the various groups under the review and redesign of adult services.

DSG(2015)M002/A023: DSG Chairman to write to NDA Chief Executive requesting examples of the 'many advantages' that has been brought by a rotating senior management team.

DSG(2015)M002/A024: DSG Chairman to write to the Chief Executive, Highland Council to provide a different solution to the reduction of Councillors in Caithness.

DSG(2015)M002/A025: June Love to collate all comments discussed on both the Dounreay Socio Economic Plan and the NDA's contribution to Socio Economics.

DSG(2015)M002/A026: All DSG members to provide further comment (and/or approval) on the Dounreay Socio Economic Plan and the NDA's contribution to Socio Economics before providing to the authors of the documents.

9. QUESTIONS FROM MEMBERS OF THE PUBLIC

Before opening up to questions, David Flear noted that one of the things discussed at the business meeting was how to get those in the public seating more involved. Recognising that it may be difficult for some to stand up and speak in public consideration was being given at other mechanisms whereby members of the public can provide questions in advance or after the meeting. Those submitting a question would be required to provide contact details to ensure there was follow up or indeed clarification prior to taking these forward. This would be given further consideration.

David Flear then invited members of the public to raise any questions or subjects which had not previously been covered. No questions were raised.

10. ANY OTHER BUSINESS

David Flear stated that on the basis that DSG has a number of Highland Council representatives on the group it would be appropriate for one of them to provide a short report at each meeting on the issues that will affect the Highland Council going forward. All those representing the Highland Council at the meeting agreed and Roger Saxon responded that he would take this forward.

Action: DSG(2015)M002/A027: Highland Council representatives on DSG to provide an update on Highland Council issues at DSG meetings (this would be co-ordinated by Cllr Roger Saxon).

David Flear also raised the following:

- Over the next couple of months and through the sub groups the membership and terms of reference would continue to be developed.
- The next public meeting would include a presentation on the NDA's Strategy 3.
- The CNSRP Advisory Board meeting was taking place on 18th June.
- DSG's sub group meetings would take place on 15th July.
- Cavendish Dounreay Partnership continues to support the Halkirk Highland Games. Invitations had been extended to all those on DSG.

David Flear invited members to raise any other business. Cllr Maurice Davidson, Orkney Islands Council noted:

- On page 18 of the previous minutes there had been a question raised by Tor Justad on containers for the shipment of radioactive material and asked whether a response had been provided. It was confirmed that a response had been provided to all DSG members.
- That Orkney Islands Council had no proposals to change their views for sea or air transport for radioactive fuels.

No further issues were raised. David Flear thanked everyone for their input and formally closed the meeting.

David Flear
DSG Chairman
23rd June 2015

ACTIONS FROM THIS MEETING

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

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

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

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

DSG(2015)M002/A008: David Flear to invite Paul Monaghan MP to meet with DSG representatives.

DSG(2015)M002/A009: Secretary to request Rolls Royce update is provided for sub group meetings rather than the public DSG meeting.

DSG(2015)M002/A010: Secretary to write to Rolls Royce requesting information on their long term strategy for apprentices.

DSG(2015)M002/A011: Secretary to write to MOD requesting an up to date timeline of operations up to completion of PWR2 reactors and also to ask when DSG could input into the options for the Vulcan site.

DSG(2015)M002/A012: DSG Chairman to write to NDA Head of Programme to ensure NDA is content with the progress being made with DSRL in relation to the Dounreay Improvement Team.

DSG(2015)M002/A013: DSG Secretary to request the key targets for Dounreay decommissioning for 2015-2016.

DSG(2015)M002/A014: DSG Secretary to write to MOD and DSRL indicating nominated DSG observers for emergency exercises going forward.

DSG(2015)M002/A015: All members to consider DSG Terms of Reference and provide comments to the secretary.

DSG(2015)M002/A016: DSG Chairman to write to DSRL to emphasise the importance of including socio economic benefit in the construction of the low level waste vaults.

DSG(2015)M002/A017: Secretary to request, via the DCF administrator, for impacts from applicants when funding is provided.

DSG(2015)M002/A018: Secretary to request, via the DCF administrator, to check the wording of the DCF guidance document.

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DSG(2015)M002/A026: All DSG members to provide further comment (and/or approval) on the Dounreay Socio Economic Plan and the NDA's contribution to Socio Economics before providing to the authors of the documents.

DSG(2015)M002/A027: Highland Council representatives on DSG to provide an update on Highland Council issues at DSG meetings (this would be co-ordinated by Cllr Roger Saxon).

ACTIONS ONGOING FROM PREVIOUS MEETING

DSG(2015)M001/A028: Ken Nicol to provide a summary of the DSRL People Plan to next Socio Economic sub group meeting. **Action ongoing:** will be taken at July sub group meeting. Head of Human Resources will be invited to present

DSG(2014)M002/A012: Bob Kury, Deputy Managing Director, Dounreay to share learnings from the DSRL study into the Interim End State with DSG when available. **Action ongoing:** Longer term action.

DSG(2014)M002/A014: CNC to provide presentation on CNC's role to the next site restoration sub group meeting.

DSG(2014)M003/A009: Emma Forbes, Highland Council Planning, to look into the issue of excessive noise at the CNC Firing Range and report back to DSG. **Action ongoing:** Environmental Health has provided monitoring and intends to repeat this shortly. Currently they are looking for further dates in July/August to carry out further monitoring.

ACTIONS COMPLETED SINCE LAST MEETING

DSG(2014)M002/A007: Secretary to liaise with Scottish Government to explore whether a presentation on Higher Activity Waste implementation would be available for the June meeting. **Action complete:** Scottish Government have accepted an invitation to present at the June DSG meeting.

DSG(2015)M001/A001: Secretary to draft letter to Environmental Health regarding noise monitoring for the CNC firing range. **Action complete:** Environmental health as indicated 8th May for independent noise survey.

DSG(2015)M001/A002: June Love to send Cllr George Farlow SEPA's website link to the latest RIFE report. **Action complete:**
http://www.sepa.org.uk/radioactive_substances/publications/rife_reports.aspx

with reports going back to 1995 being available which was when RIFE started. Before that, MAFF used to publish two annual reports – Terrestrial Radioactivity Monitoring Report (TRAMP) and the Aquatic Environment Monitoring Report – they were done by different parts of MAFF. The CEFAS website appears to have reports going back to the 1970's <http://cefas.defra.gov.uk/publications-and-data/scientific-series/aquatic-environment-reports.aspx>

DSG(2015)M001/A003: Roger Wilson, SEPA to seek assurances that the appropriate person in SEPA was aware of monitoring carried out in Norway. **Action complete:** From an environmental monitoring perspective SEPA is responsible for environmental radioactivity monitoring in Scotland though a combined programme agreed with the Scottish Government and the Food Standards Agency (and more recently the newly created Food Standards Scotland). The results of the programme are reported annually in the Radioactivity in Food and the Environment (RIFE) Report, which is a joint UK publication involving all relevant regulatory agencies. Other countries, including Norway, have their own environmental monitoring programmes. Co-operation between various countries (including the UK and Norway) in relation to protection of the marine environment takes place via the OSPAR convention, internationally at IAEA level and common areas of interest e.g. EU Star programme.

DSG(2015)M001/A004: Mark Rouse, DSRL Managing Director to confirm the training hours undertaken by DSRL staff since the safety pause. **Action complete:** Training related to the safety pause resulted was slightly over 1000 training man hours. In addition, training (as scheduled as part of the site's routine programme) for the period (March to end April) 6979 man hours of training was delivered to 1459 individuals.

DSG(2015)M001/A005: Andy Beckwith, Project Director Fuels to clarify whether questions raised with regard the UFCF can be responded to having considered security regulations. **Action complete:** Due to security requirements the location of the facility or the number of cans required for the fuel cannot be identified.

DSG(2015)M001/A006: June Love to include safety improvements on the March DSG agenda. **Action complete.** On agenda for March 2015 meeting.

DSG(2015)M001/A007: June Love to speak to Bob Earnshaw in relation to the DSG Annual General Meeting. **Action complete.**

DSG(2015)M001/A008: June Love to confirm date of meeting with Simon Tucker, NDA Nuclear Archives Project Manager and confirm with DSG members. **Action complete:** Meeting to take place on 3rd March.

DSG(2015)M001/A009: June Love to confirm the NHS meeting with representatives of DSG. **Action complete** – held on 9th February – see DSG(2015)C014.

DSG(2015)M001/A010: NHS Highland to provide information on the Redesign Committee and its sub groups along with the roles, remit and representation. **Action complete:** see DSG(2015)C029.

DSG(2015)M001/A011: NHS Highland / DSRL to update and formalise agreement with respect emergency arrangements. **Action complete:** Dialogue is now between NHS Highland and DSRL.

DSG(2015)M001/A012: Eann Sinclair, CNSRP to invite NHS Highland representative to CNSRP Advisory Board. **Action complete.**

DSG(2015)M001/A013: Eann Sinclair to provide information on Science Festival (STEM activities). **Action complete.**

DSG(2015)M001/A014: June Love to provide contact details for NHS STEM co-ordinator to DSRL STEM co-ordinator to link in. **Action complete:** Details of local STEM co-ordinator passed to NHS Highland.

DSG(2015)M001/A015: Trudy Morris to send NHS Highland invitation to 'Preparing our Young People for Employment' event on 18th February. **Action complete.**

DSG(2015)M001/A016: Trudy Morris to invite NHS Highland representative to visit Caithness when Health Minister visits. **Action complete** (Health Minister has indicated she will not visit in the near future).

DSG(2015)M001/A017: Kirsty McIntosh to attend (by confertel) Clinicians meeting. **Action complete.**

DSG(2015)M001/A018: Mark Rouse, DSRL to provide an update on the phase 2 construction of the low level waste vaults and the volumes of low level waste existing and arising which will be disposed of in the facility. **Action complete:** Planning permission for six vaults in three phases of construction was granted by The Highland Council in April 2009.

The construction of phase one of the new LLW facilities is complete. The facility is now operational following the successful demonstration of the effectiveness of the grouting process and a variation to the authorisation RSA/A/1031285 received from SEPA. Phase one will accommodate waste accumulated on the site arising from previous operations and from decommissioning operations.

Three years into the contract, following completion of a study into the possibility of leaving the existing LLW pit contents in situ, DSRL confirmed to the NDA that the waste should be retrieved.

DSRL has now confirmed that a minimum of two further vaults will be required (phase two). These will accommodate the LLW from the existing waste pits and from further waste arising from decommissioning of the site. The waste volume contained in the existing waste pits, based on historic records, is approximately 37,000m³. Work continues to assess future waste arisings rates and total waste volumes for disposal. This will influence the programme for construction and operation of the vaults and any requirement for phase three. DSRL will continue to minimise the volume of LLW being generated by the decommissioning work.

Phase two is required to be constructed by 2020. DSRL is working to bring the construction programme forward within the overall portfolio of site projects, to ensure the disposal facilities are available to meet the site's needs.

DSRL will continue to update the DSG and other stakeholders on the construction programme. When a decision is confirmed this will be communicated.

DSRL is committed to keeping Buldoo residents informed as this project progresses. The Buldoo Liaison Group meeting was established in 2009 and will continue to be held on a quarterly basis.

DSG(2015)M001/A019: Lt Cdr Andy Mole to consider translating the safety statistics in future written reports into TRIR statistical data. **Action complete:** Looking back at the past 12 months, the TRIR for Vulcan NRTE has been zero throughout as the minor injuries reported over the same period within the Vulcan NRTE brief were not recordable. Rather than simply report a string of zeros (not very constructive), the total number of minor injuries (including non-recordable) has been reported.

DSG(2015)M001/A020: June Love to circulate the NDA's briefing note on the management of Sellafield to DSG members. **Action complete:** see <http://www.nda.gov.uk/2015/02/documents-supporting-new-sellafield-management-arrangements>

DSG(2015)M001/A021: June Love to clarify who the two CoRWM representatives were who visited site as a follow up to the main CoRWM visit. **Action complete:** The two CoRWM representatives were Professor Laurence Williams and Professor Brian Clark.

DSG(2015)M001/A022: David Flear to write to CNC representative re attendance at meetings. **Action complete.**

DSG(2015)M001/A023: June Love to include NDA's socio economic paper on next socio economic sub group meeting agenda. **Action complete:** Paper on agenda for meeting on 8th April 2015.

DSG(2015)M001/A024: DSG Socio Economic sub group members to provide comments to Eann Sinclair on tourism actions (see DSG(2014)C084). **Action complete.**

DSG(2015)M001/A025: DSG Socio Economic sub group members to comment on the draft vision for Dounreay Socio Economic Plan. **Action complete:** no comments.

DSG(2015)M001/A026: Ken Nicol to provide a response in relation to procurement and whether sea transport had been explored. **Action complete:** The transportation of the containers to Caithness is the responsibility of the contractor so DSRL is unaware if this was considered. DSRL's procurement team will therefore contact the supplier to see if this was looked at. If the option was not considered, then the contractor will be asked if see if this is a viable and economic alternative taking into account the manufacturing and delivery schedule of the containers to Dounreay.

DSG(2015)M001/A027: Ken Nicol to check that there was no duplication between the Speed Careers event and Jobs and How to Get Them. **Action complete:** There is no duplication between the Speed Careers event and Jobs and How to Get Them. **The Speed Careers:** This is an event aimed at 3rd year pupils to provide advice to assist them making informed decision re subjects they should be studying to follow a career path in a STEM discipline. **Jobs and How To Get Them.** This event is aimed at all ages, providing advice on jobs available now and in the foreseeable future.

DSG(2015)M001/A029: June Love to invite Shona Kirk to next Socio Economic sub group meeting to provide briefing on progress of the Community Sports Hub project. **Action complete:** Attended on 8th April 2015.

DSG(2015)M001/A030: 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. **Action complete:** See DSG(2015)C011.