

Dounreay.

David Flear noted that there had been no sub groups held in April due to Scottish elections and the European Referendum and had therefore asked observers to provide high level updates with further information coming forward to the July sub groups. He reminded members the next sub groups would take place on 13th July 2016.

2. APOLOGIES

Apologies were received from:

- Roy Kirk, HIE (Keith Muir deputising)
- Chris Layton DNSR for Vulcan
- Sheila Hutchison ONR (for Dounreay)
- Sandy Mackie Scrabster Harbour Trust
- Charles Stewart-Roper Scottish Government, Radwaste
- Cllr George Farlow Highland Council
- Cllr Matthew Reiss Highland Council
- David Broughton DSG member

3. MINUTES OF LAST MEETING

David Flear noted that the DSG minutes for March (DSG(2016)M001) had been circulated in advance to all members. Two amendments were made:

- On page 3: Basic Safety Standards Director was changed to Basic Safety Standard Directives.
- Page 13: Your Cash, Your Caithness would be repeated again next year with £3,000 allocated for this area – should read £30,000.

With these two amendments noted the minutes were accepted as a true reflection of the meeting. This was proposed by Derrick Milnes and seconded by Thelma Mackenzie.

David Flear invited members to raise any issues from the minutes.

Tor Justad noted that at the last meeting there had been some discussion about the transport issues and emergency tug vessels. He asked the NDA and DSRL whether they were aware of the new position taken by the new Coastguard agency in relation to emergency tugs, where at a meeting in Edinburgh they were now recommending there should be additional towing emergency vessels. Mark Raffle, NDA responded that he was not aware of this and added that any decision on emergency tug vessels would be one for the UK Government.

Ronne Johnstone stated that the whole issue of transport was of concern adding if he lived in Thurso he would be concerned what was being transported through the town and in Wick where they had seen non-nuclear transports having to manoeuvre tight bends. He asked whether the NDA would consider providing information on nuclear transports in an informal arrangement to provide assurance. He added that if the DSG was to have any value it should be to ensure that these movements were safe.

David Flear responded that this was for the regulators (ONR) to ensure that there were robust safety cases for the transport of nuclear materials. He added that Nigel Lowe, NDA had taken an action to respond to questions regarding timelines and his response had been circulated earlier today (see DSG(2016)C024). He drew members' attention to the wording regarding the anti-terrorism, Crime and Security Act (Section 79).

Ronnie Johnstone stated that he did not want to prolong this discussion but felt that accidents could happen anywhere and it was difficult to predict all eventualities. He added it was essential that there was re-assurance on the safety and security of nuclear transports which could be of concern to people in this part of the world. David Flear noted that nuclear transportation had been well reported in the local paper but suggested that further discussion could be raised at the next sub group meeting.

Tor Justad noted the reports on the potential for nuclear transports from Wick JOG airport which was a new situation. He also noted that, if the press reports were accurate, there was some business disruption to those third parties operating out of the airport. David Flear noted that HIAL had recently been in the press saying that there was a long term community benefit from the works being carried out. Tor Justad questioned whether there were long term benefits as the work being carried out appeared to be for one issue only and that was for the removal of nuclear fuel. David Flear noted that air was only one option for transporting fuel and believed that the upgrade work being carried out at the airport would have long-term benefits as it would allow larger planes to use it. Again he noted this had been well documented in the local press.

4. STATUS OF ACTIONS

David Flear noted that the updated status of actions had been circulated to all members. Most actions were now complete with the outstanding three actions being progressed.

No issues were raised on the actions.

5. UPDATE FROM VULCAN

Before handing over to Commander Ken Dyke, David Flear reminded members that an invitation had been extended to MOD representatives to attend the next site restoration sub group meeting to discuss the future options for the Vulcan site. He re-iterated that as part of this option appraisal the DSG did not want to be presented with the preferred option without any community input on all the options being considered.

David Flear also added that he had spoken with Paul Monaghan's Chief of Staff to re-iterate the importance of the MP meeting with DSG representatives so that he was aware of this and other issues relating to the community.

He then invited Commander Ken Dyke, Vulcan to provide a verbal update.

Cdr Ken Dyke noted the following:

- There had been no lost time accidents since the last update.

- No non-compliances for the environment.
- The limits for radioactive waste (as per SEPA's letter of agreement) had been complied with.
- The post operations programme was continuing to programme.
- Simon Tinling, MOD would be attending the July sub group meeting to discuss options for the future of the Vulcan site.
- A new inspector for DNSR had been appointed (James Bryson).
- Exercise Lonestar had been deemed an adequate demonstration by the regulating bodies.

David Flear asked SEPA if they wished to add anything. Linda Buchan, SEPA responded that they were currently in the process of reviewing the approval of arrangements in light of the post operational work that is being undertaken. SEPA has met with Vulcan to discuss their near term plans and further details would be provided at the next sub group meeting.

Tor Justad asked where 'adequate' stood in the scoring of an emergency exercise. Commander Ken Dyke responded that 'adequate' was best that the site could get.

Tor Justad asked if there was any further information regarding Vulcan's fuel movements. Commander Dyke noted that there was nothing further to note than what had been provided at the sub group meeting.

6. DOUNREAY UPDATES

Before handing over to all those involved in updating on the Dounreay operations, David Flear noted the following:

- NDA and Dounreay continued to update the DSG chairman on a regular basis.
- The DSG Chairman had received a telephone call from the NDA Chief Executive, John Clarke on various topics and it had been pleasing to hear that the DSG continued to be recognised as a good example for other stakeholder groups.
- The DSG Chairman had attended an NDA workshop in Manchester on 17 May on the guidelines for the criteria of clean-up at site end states. It was a useful workshop but no-one from The Highland Council had attended. Bill Hamilton, NDA Head of Stakeholder Relations, was looking to organise a follow up meeting with The Highland Council and other stakeholders.
- DSG Chairman and Derrick Milnes had attended a meeting with Beccy Pleasant, NDA on skills. While in Caithness, she had met with a number of stakeholders, including North Highland College regarding working with other colleges/ universities with regards to training in nuclear subjects.

- David Batters, NDA Chief Financial Officer, had also visited the area and a small number of stakeholders had met with him in the evening where the discussion continued to centre on skills.

Bob Earnshaw noted that he had attended day two of a Site End State workshop that had been held on 16th June. This had been a technical review of what was possible and it had been an interesting meeting. This was the second workshop on this particular subject and further detail would be provided at the sub group meeting.

Derrick Milnes noted that he had had a meeting with Anna MacConnell, NDA Socio Economic and Stakeholder Relations Manager on 24th June to discuss ongoing socio economic projects. Again a fuller update would be presented at the next sub group meeting.

With nothing further to add, David Flear suggested that all briefings be provided before inviting questions.

NDA Update: Mark Raffle, NDA Programme Manager, provided the following update:

- The NDA aims to provide additional funding for the Dounreay site for the next two years which totalled £36M (£22M for this year and £14M for 2017/18) in addition to the assured funding of £177M. This was not quite the amount Dounreay had asked for and NDA had also challenged the site to make 4% efficiencies for this year and a further 3% next year.
- A number of organisational changes were taking place within the NDA:
 - Peter Lutwyche is taking over responsibility for the Dounreay operations from David Batters. David Batters continues to be Chief Financial Officer.
 - John Lawes, NDA Contract Manager, had retired and had been replaced by Maree MacLeod.
 - As previously mentioned, Nigel Lowe had taken over responsibility for Head of Programme for both Dounreay and Magnox and would relocate to Warrington. The relocation had been delayed only because of logistical difficulties.
 - The Dounreay site facing team will also take on more responsibility by managing the contractual arrangements with the NDA Archives and the two other Scottish sites (which are both Magnox sites).
 - Jon Phillips, Director of Communications and Stakeholder Engagement, had now left and had been replaced with Paul Vallance.

David Flear said DSG would be delighted to meet with Paul Vallance when he was visiting Dounreay to keep up the good relationship which had been established by Jon Phillips.

Dounreay update: Phil Craig, Managing Director, Dounreay reported the following:

- Gerry Jordan, former Dounreay Director, had sadly passed away. A letter of condolences had been sent to his family.
- As of 28 June 2016, the site had gone 84 days without a lost time accident.
- SEPA had issued a warning letter relating to exceeding sewage discharges. The site is connected to septic tanks that manage the sewage discharges which complied with the Waste Management Licence. Recently the site discovered that newly constructed facilities were not connected to the septic tank and therefore the agreed limits were exceeded. A septic tank had now been installed to manage the sewage discharges.
- In November 2015, 15 bags of demolition low level waste were prepared for consignment to the vault. The bags were assayed as part of the consignment process and it was identified that the authorised disposal limit for Europium-152 had been exceeded for the demolition low level waste vault. The waste was retrieved from the vault (as per RSA Authorisation requirements) and placed in a quarantined area on the site. SEPA was notified and an investigation was convened which identified the underlying causes and necessary actions to prevent this happening again.
- In April it was identified that seven compacted drums of low level waste that were not compliant with plant limits on the quality of material allowed in each drum. It had not breached the authorised limits but an investigation had been carried out to learn lessons from this.
- During routine operations staff in a fuel processing facility in the Fuel Cycle Area were carrying out decommissioning activities and inspecting a vessel. They were cleaning out a tank with acidic liquor which came into contact with a tissue resulting in a small chemical reaction. The team acted quickly and the Fire Brigade attended and Health Physics carried out a check. There were no radiation or contamination issues and this was reported to ONR and SEPA immediately. An investigation was convened.
- During a meeting, prior to an inspection within the fissile stores in April 2016, agreement had been given by Euratom for the removal of a maximum of nine seals to allow material to be used for the calibration of new NDA equipment. It had subsequently been identified that a total of 37 seals were removed. A strategy was agreed with Euratom for revalidation and resealing of the D2580 compartments.
- The DFR reactor is kept under a nitrogen gas blanket and requires to be vented occasionally to maintain a positive pressure in the reactor vessel. The gas is vented into an authorised discharge point, where it is sampled for a number of elements. While undertaking a plant walkdown it was identified that the gas had not been sampled for Krypton-85, a radioactive isotope present in the breeder blanket material. SEPA was immediately informed and an investigation was convened which had identified actions to prevent recurrence. The overall Krypton release

from DFR was a very small fraction of the amount of Krypton released from the site and therefore posed no significant impact to the environment.

- The Dounreay Improvement Team (DIT) continued to lead on improving the safety culture across the site and activities being led by them include:
 - Closing out the Variations to the RSA Authorisation from SEPA
 - re-introducing Health and Safety Week
 - updating the Conduct of Operations Manual and providing training to site teams
 - identifying additional training required for Project Supervisors;
 - benchmarking on safety practices and culture across the NDA estate including hosting a visit by Sellafield Safety Directors and Safety Reps.
- The annual site demonstration exercise had been held on 8th June and witnessed by ONR. ONR deemed the exercise to be an adequate demonstration of the site's emergency arrangements.

Programme matters:

- As reported earlier, the site management team was delighted that NDA had approved additional funding for the site over the next two years. The site had requested this because of the financial pressures of the change of priority in the overall programme and the additional funding would allow other decommissioning activities to continue in a parallel whilst continuing to reduce the hazards.
- Staff talks had been held on site during the week and the funding announcement had been well received with the primary focus continuing to be compliant in health, safety, environment and security. This was a good result for the site and showed that the NDA has confidence in the site to deliver the programme.

Decommissioning activities:

- The DFR team had completed the removal of the accessible NaK from the hot traps and reactor vessel. This completes a significant effort to remove the bulk NaK from the reactor and circuits. Preparations are underway to treat the system with water-vapour nitrogen to remove the residual NaK.
- Camera inspections of the PFR core had taken place as part of the core characterisation project.
- As an example of some of the good efficiencies identified by the site's workforce – the PFR reactor team required to take samples of metal from holes drilled at the base of the PFR reactor. They were challenged to think about manufacturing equipment capable of doing this in a radiological and hazardous environment. The solution they found was to use Blu-tack, by attaching this to the end of a long flexible rod and snaking it down the 10 metre deep reactor core where it picked up the samples of metal stuck to the blu-tack. This innovative idea provided a substantial saving for the NDA by going for a simple solution rather than an alternative

expensive engineering option.

- In the Fuel Cycle Area:
 - The removal of the upper row of roof blocks in both the north and south cells of D1217 has been completed.
 - The soft strip of the internal building in D1251 is now around 60% complete.
- The Environmental Closure Department had been going through a busy time reviewing the site end state. As part of the learning for interim end state the team had embarked on the characterisation, remediation and restoration of an area of the site at the east end where the former plutonium labs used to be (known as Zone H2). This area was being used to trial the characterisation process, focussing on residual ground and infrastructure contamination from historical areas.

Socio Economics:

- Dounreay was continuing to invest by providing employment opportunities for young people through the graduate and apprentice schemes. This year there would be an intake of 10 apprentices and 10 graduates. Consideration was also being given on the potential of taking on decommissioning apprentices and graduate apprentices but it was necessary to ensure there was a sound business case.
- The CNSRP Programme Manager, along with Simon Middlemas, had been to site to present the CNSRP presentation on job projections for the future. This had been done over two lunchtimes and had been well received. This was being repeated again in early July.
- The PFR granite stone monument commemorating the start-up of the reactor has been donated to the NDA Archives. This had been no mean feat – it weighed 1.5 tonnes but it was successfully removed and was now on its way to the archive where it will be on permanent display.
- New guidance on community benefit in procurement had been adopted by the Commercial Department within their strategy. This had been of interest to the DSG for a while and having adopted this in April 2016 elements were starting to flow through the contract. As an example:
 - The catering and cleaning services had been awarded to the incumbent contractors (Eurest and OCS). Notwithstanding the maintenance of the current local workforce both companies had identified a number of local benefits provided including support to the Dounreay Community Fund, local work placements/interns, use of local suppliers and support to schools and charitable events.
 - A contract for the shaft and silo design was awarded to AMEC Foster Wheeler and while the contract had been awarded earlier than April 2016 the site had gone back and asked them to consider some local benefits which they

promptly wrote back outlining the types of activities they would be willing to undertake including; use of local supply chain, graduate secondment, support to North Highland College, STEM activities, management mentoring and engaging with the Chamber of Commerce.

- The tendering process had commenced on 24th June with the issue of an OJEU notice for framework agreement for scaffolding services that took account of the requirements of the guidance note to include community benefit. Three contractors will be awarded framework agreements in October this year.
- With the prioritisation of the fuels project an additional 18 decommissioning operatives have been recruited (from a total of 35). The individuals have been offered Vocational Qualifications and there has been a high take up of this opportunity. While these qualifications would be useful to the individuals for current decommissioning operations it would also serve to enhance their future opportunities.
- Representatives from Dounreay attended the Nuclear Supply Chain event held on 22nd June in Dunblane. Contracts Manager Rob McDonald provided a presentation on the contract opportunities coming up at Dounreay and there was a lot of interest from the companies who were attending.
- Overall Dounreay continued to encourage national companies to work with the Caithness Chamber of Commerce to identify the local supply chain capabilities.

On a more general note:

- The site had hosted a number of visits including:
 - David Batters, Chief Financial Officer for NDA.
 - Reps from Low Level Waste Repository Ltd who were supporting us with looking at our procedures and protocols. A good example of NDA estate wide working.
 - A visit from representatives of the Atomic Energy Canada Ltd (AECL).
- The 2016 Science Engineering Technology and Innovation exhibition took place on 26th May. There had been an increase of exhibitors at what has become an annual event.
- On a positive note, Dounreay is again sponsoring the Halkirk Highland Games.

ONR Update: Sheila Hutchison, ONR had tendered her apologies and had provided a short written statement as follows:

- It had been a routine quarter for compliance inspections.
- ONR had witnessed the successful demonstration of the emergency arrangements on 8th June which had been a challenging scenario.

- The quarterly report for DSG would be available in advance of the sub group meeting.

SEPA: Linda Buchan reported the following:

- Routine matters in terms of compliance inspections, meetings and workshops will be covered in the next sub group meeting report.
- In relation to the disposal of the 15 bags of demolition low level waste, after DSRL identified that the authorised disposal limit for Europium-152 in the Demolition Low Level Waste Vault had been exceeded, this waste was returned to the site which resulted in the waste disposals returning to below the authorised limit.
- Dounreay initially provided SEPA with information on the unmonitored discharges of Krypton 85 from DFR and further information has been requested. An investigation is ongoing. Based on the information provided it appears that this may have been ongoing for a number of years, and part of SEPA's investigation will involve assessing the implications in terms of current and historic authorised limits.
- As reported earlier, SEPA had issued a warning letter to DSRL over the untreated sewage discharges.

CNC update: Divisional Superintendent Martin O'Kane, introduced himself and provided the following update:

- CNC had appointed a community liaison officer, PC Peter Shewell, to work around Buldoo and nearby neighbours to learn about any areas of concern. It was recognised that this was required to build trust and confidence with those living so close to the site. The feedback from the residence was positive in relation to the level of engagement with PC Shewell.
- Support was provided for the Dounreay Exotics Consolidation Programme (DECP) multi-agency operation.
- CNC also provide support to Police Scotland at a local level. Part of CNC's strategy is not only to engage with the local community but when appropriate and in line with their MoU with Police Scotland, provide support to the community. This included CNC dealing with a number of incidents within the local area.
- Twelve new officers were currently under recruitment with 11 of these living in the local area and one from Inverness. A graduation ceremony would take place locally on 2nd August rather than having this held in Oxford.

Scottish Government update: It was noted that apologies had been tendered. A written report had been provided as follows:

- Scottish Government is grateful for the continuing regular briefings from DSRL and the NDA team at Dounreay, being impressed by the continuing successful work by the Dounreay Improvement Team and learn of progress with the exotics

movements programme.

- The final Implementation Strategy for Higher Activity Waste to publication continues to be progressed. The Strategy had been consulted on and efforts made to respond to many of the comments in particular to provide more clarity where possible on timescales. The team was grateful for all the responses and cooperation in the development of the Strategy.
- The development of the proposals for radioactive substances regulation in the new single permitting regulations continue with consideration on the measures that would be needed to implement the new Basic Safety Standards Directive through amendments to the existing regulatory framework, should the timescales for the implementation of the new single permitting regulations extend beyond the transposition deadline for the BSSD in February 2018.
- As the group is aware, no laws or obligations have changed immediately as a result of the outcome of the UK referendum on EU membership. In addition the Scottish Government is exploring all routes for keeping Scotland within the EU. For the present, the Scottish Government will continue to pursue business as usual.

David Flear, DSG Chairman, thanked each person for their updates. Before opening up to questions from members, he noted that he had been approached by someone who had outlined their concerns with the way CNC interacted with the near neighbours and had highlighted two incidences in recent times. He asked how Superintendent O’Kane was going to solve this.

Superintendent O’Kane responded that he was aware of the incidences that were being referred to. One had been dealt with quickly by the community liaison officer visiting and providing a brief to those officers who patrol these areas. He acknowledged that sometimes members of the public were stopped in the early hours but emphasised that this could be for their own protection also and noted that CNC officers had provided support to the local community in relation to attending Road Accidents and providing first aid, to finding vulnerable persons and taking them to a place of safety as well as detecting drivers who were over the prescribed limit. He assured members that it was not the CNC’s intent to cause concern to local residents but there was a job to do in protecting the material on the site.

Ronnie Johnston provided positive feedback to members re his own personal interaction and communication with CNC officers when he spoke with them in Reay.

Questions from members:

Tor Justad congratulated the CNC on the recruitment of 11 local people and asked whether they would have the opportunity to move into other posts if they wish to relocate. Superintendent O’Kane responded that CNC officers can be transferred to any CNC location within the UK.

Tor Justad noted the Dounreay update on community benefit on procurement and asked whether this included the contract at Wick JOG airport. Phil Craig responded that the contract for the work was with HIAL (Highlands and Islands Airport Ltd). Tor Justad asked whether it was known whether there were socio economic clauses within the contract. Phil Craig re-iterated it was not a Dounreay contract and therefore was not privy to the content. Tor Justad added that the funding came from the NDA and they had encouraged local benefit in other contracts. Mark Raffle responded that the NDA could not prescribe the contract as this was between HIAL and their contractor. David Flear noted that it had been a local company who had won the work .

John Deighan stated that at the TU meeting his colleagues had heard that work in the area was buoyant at present with accommodation being very difficult to find in the area. He added his congratulations to Wick Harbour Authority for the recent announcement of local jobs in relation to the BOWL project and with the work at the NDA Archives, the airport and the schools the area was currently seeing good opportunities for employment. David Flear noted that he had read somewhere that there were no pressures on accommodation and it appeared that mixed messages were being given.

Bob Earnshaw noted that it was disappointing that SSE had advertised for a number of positions locally which had resulted in a poor response from local residents. Eann Sinclair responded that CNSRP had gone back to SSE to offer support with communicating the opportunities that exist. Donald MacBeath added that North Highland College was having ongoing discussions with SSE looking at a range of opportunities to develop the skills that the young people will need to work within this industry.

Tor Justad asked whether there had been an update by DRS (Direct Rail Services) on the use of the crane at Georgemas. Trudy Morris noted that, via the Caithness Transport Forum, an update had been provided today. She provided a verbal update. [Secretary's note: the update was provided the day following the meeting and is provided below for information]:

- DRS continue to support the NDA with its' mission to deliver 'safe and sustainable solutions to the challenge of nuclear clean-up and waste management of the UK's nuclear legacy'. Work in relation to the Exotics Programme continues. In April 2016, DRS successfully trialed a fuel move on behalf of MoD between MoD Vulcan and Sellafield.
- Since our update at the Caithness Transport Forum in March, DRS have met with Restore who successfully won the NDA tender for the transport of archive materials from various nuclear facilities to Wick. DRS and Restore are discussing the costs associated with the transport of the containers from Sellafield to Georgemas and have entered into discussions with DSRL about opportunities for sharing their service. These discussions are at the early stages and have been positively received, the benefits of sharing a service not only provide commercial and environmental efficiencies, it will also demonstrate the terminal capability to other commercial users. The next stage of discussions is taking place in Dounreay this week.

- DRS continues to work with Network Rail, Transport Scotland and other operators to help produce long term route strategy for the Scottish rail network and to maximise the potential for the facility, this is currently at public consultation stage with the final Route Strategy Plan being available at the end of June 2016. In support of the site, DRS has committed to an additional £140,000 of civil works to improve the drainage in the area. This will benefit both users of the terminal and Network Rail.
- Contract discussions continue with Tesco and Stobart Group and following completion, DRS will re-open discussions reg

- Local recruitment events

David Flear thanked those who presented and invited questions from members.

Tor Justad asked whether Restore would be working with Caithness Horizons given the discussion around the culture noting that a few cultural centres had closed over the last few years and emphasised the need not to duplication the visitor attraction offered by Caithness Horizons. Charles Skinner responded that they had been liaising with Caithness Horizons and the staff there were enthusiastic about working together. He acknowledged that if such activities were to be hosted at the archives it would be important to engage on this early and work together to maximise the benefit. It was also added that Joanna Howdle, Caithness Horizons, sat on the Advisory Panel for the archives and Mr Skinner stressed he did not believe there would be competition between Caithness Horizons and the archives.

John Deighan stated he was glad to hear the progress being made and that there were jobs attached to this for Caithness. He added that there was a lot to welcome from this project.

Bob Earnshaw asked what the progress was for receiving records from other sites. David Hindle (Programme Manager) on behalf of Mr Skinner responded that as things stand at present the Dounreay and Harwell collections were in a really good state. There are other locations that require a bit of work with Sellafield being one of these sites with over 300,000 boxes of information to be worked through. The system being built to control the information will be interconnected across the whole of the estate and this would be the first time that it would be possible to offer the full legacy information across the whole of the NDA estate.

Roy Blackburn noted Restore's ambitions to consider other commercial opportunities within the area and asked whether this could be done in parallel. Charles Skinner responded that their priority was to support the existing client. This in turn would allow them to demonstrate the company is doing a good job and allows the opportunity to consider other avenues. He emphasised at present the priority would be on ensuring the NDA archive was up and running to schedule.

Cllr Roger Saxon stated that from a local point of view it was good to see the Caithness Archives getting a decent home. David Flear asked for further information on the pod earmarked for the Caithness Archive. David Hindle responded that one third of that pod would be filled with these which left two thirds to attract other such as records. As an example they had been considering whether the church records from Edinburgh could be housed within this facility. Ronnie Johnstone noted, in his capacity with the church, he had been involved at looking at archives across the country, utilising a hub and spoke idea for church records within the Highlands and did not believe this could be possible. David Hindle responded that he would look more closely at this.

He added that the interest that had been generated by the archives locally had been immense which in turn is invaluable for heritage. The Advisory Board consisted of a number of local stakeholders with a particular focus on heritage and the people involved all had Caithness in their interests. Restore plc was working in a partnership

approach with Highlife Highland (HH) which means Restore has access to a number of other people within HH locally and regionally. This allowed access to laboratories for preservation in detailing damaged archives. There was a lot more to be offered within the partnership.

Tor Justad asked whether there would be areas of the archives off limits to the public with confidential information held. Charles Skinner confirmed that there would be industry only accessible information and this would be adhered to under the appropriate regulations. Mark Raffle added that the archives would include some protectively marked documents and unless these were to be declassified these would not be accessible to the public.

As there were no further questions, David Flear thanked those presenting for their update. He added it was pleasing to hear that the company had ambitions to grow and that the archives facility had the potential for extension if required.

8. QUESTIONS FROM MEMBERS OF THE PUBLIC

David Flear noted that members of the public had been invited to raise questions throughout the meeting. He then asked whether anyone had any further questions to raise. No further issues were raised from those members of the public attending this meeting.

9. ANY OTHER BUSINESS

Before opening up discussion to all members, David Flear noted the following:

- A DSG member who could not attend the meeting had tabled a written question asking “whether the NDA or DSRL could say how the two new nuclear training colleges in the Lakes and Somerset will interact, or maybe not, with Thurso college which was linked to a nuclear skills academy in Cumbria? Is there a diminution of role for Thurso college in this development?”

Donald MacBeath, North Highland College, UHI responded that NHC was actively engaged and was being supported by NDA and National Skills Academy Nuclear. As an example, NHC had been alerted to a real skills gap and are in the process of developing a new course but recognises they do not have the full skills to deliver and therefore have been supported with this by staff at Dounreay. A discussion had taken place with the NSAN Chief Executive who are assisting NHC in the business case which could result in a sizeable curriculum. Finally, the NDA Head of Skills was also supporting how to put a funding package in place to support this going forward. He re-iterated that North Highland College had not been disengaged and was happy with the support being provided. David Flear added he was pleased to see some of the topics discussed by a number of representatives were being taken forward.

No further business was tabled. Before closing David Flear noted the earlier discussion on nuclear transport and safety. During the break he had spoken with Dounreay and Vulcan to request a joint presentation between ONR and DNSR to provide information on the regulation for nuclear movements. Ronnie Johnstone responded that he would

be happy if the regulators came forward and could outline how they regulate and how they satisfy themselves on the safety and security aspects.

Action: DSG(2016)M002/A002: DSG Secretary to invite ONR and DNSR to provide a presentation on the regulation of nuclear transports at the next DSG meeting (September 2016).

[Secretary's note: The Business meeting was held on 1st June with draft minutes being available. The actions arising from the Business meeting are recorded here for completeness.]

DSG(2016)M002/A003: June Love to request a visit to the archives for DSG members.

DSG(2016)M002/A004: June Love to contact all DSG attendees (observers and members) to ask for specific topics (members) and short updates (observers).

There being no further business David Flear thanked everyone for their attendance and formally closed the meeting.

David Flear
DSG Chairman
3rd July 2016

ACTIONS ARISING FROM THIS MEETING

DSG(2016)M002/A001: Mark Raffle, NDA Programme Manager to provide information relating to the Record Retention Schedule for the repository of documents.

DSG(2016)M002/A002: DSG Secretary to invite ONR and DNSR to provide a presentation on the regulation of nuclear transports at the next DSG meeting (September 2016).

DSG(2016)M002/A003: June Love to request a visit to the archives for DSG members.

DSG(2016)M002/A004: June Love to contact all DSG attendees (observers and members) to ask for specific topics (members) and short updates (observers).

ACTIONS ONGOING FROM PREVIOUS MEETINGS

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 is content that there is no breach of Planning conditions. The nuisance aspects have not been able to be verified. On 19th March Environmental Health had posted out noise recording sheets to four of the residents but none have been returned so far. (These will be posted out again). Based upon the monitoring that has been undertaken to date, the conclusion is that there is no noise nuisance for Environmental Health to address. This action is ongoing has it transpired that there was a misunderstanding of whether the noise sheets distributed to neighbours were being collected or not. The noise sheets will be redistributed to neighbours and collected three weeks following receipt. **Update:** Noise sheets were distributed in November and contact was made in December to ask if the forms were ready for return but no-one had completed forms.

DSG(2015)M003/A010: June Love to speak to Dr Monaghan's Chief of Staff to identify a convenient date for a meeting with Dr Paul Monaghan, MP. [Secretary's note: the secretary had received a phone call from the MP's Chief of Staff and was currently looking for a date to hold this meeting.]

DSG(2016)M001/A019: June Love to look at DSG website and identify the information being accessed.

ACTIONS COMPLETED

DSG(2016)M001/A001: George Farlow to provide HC minutes which reflect discussion on emergency tug vessels. **Action complete:** Following an earlier recommendation that the Council withdraw from KIMO as a budget savings it was pointed out that whilst negotiations for the ETV were continuing the UK Government would assume that Highland Council did not support the campaign for ETV, which has been a main issue for the Council for some years. The officer has subsequently taken voluntary redundancy. The two are not necessarily linked. There was a 3rd meeting of the ETV Interested Parties with MCA last week (update will be available Friday 10th June. The Council has thus approved membership of KIMO UK and International and thus the funding as follows:

- http://www.highland.gov.uk/downloads/file/4611/programme_of_the_highland_council See [Item 37](#) (not in any order of priority).
- http://www.highland.gov.uk/meetings/meeting/3653/planning_development_and_infrastructure_committee/attachment/69872

**Planning, Development and Infrastructure Committee, Wednesday, 17 February 2016:
Minutes:**

In this regard, and in a change to the recommendation within the report, the Director of Development and Infrastructure advised that, following discussion, it was now proposed that the Council's membership of KIMO should be retained for a further year on the basis that this would be reviewed in due course.

- *the recommendation to retain membership of KIMO was welcomed, particularly as the organisation had been extremely supportive of the Council's efforts to retain emergency towing vessels in the Minch and the Northern Isles and had also provided support on a number of other issues, including marine litter;.....*

During discussion, the following comments were made:-

- *the stakeholder meeting with the Maritime and Coastguard Agency (MCA) in Edinburgh was welcomed and in particular the strong messages arising from the meeting which had been included in a press release;*

The above minute was subsequently approved at Full Highland Council on 10th March 2016.

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. **Action complete**

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. **Action complete.**

DSG(2015)M004/A001: Anna MacConnell to request an update from Crimson (now Restore plc) regarding transportation of archive documentation. **Action complete:** Taking place on 28th June 2016.

DSG(2015)M004/A002: June Love to draft letter from DSG in support of Community Sports Hub and circulate to all members encouraging them to support facility if appropriate. **Action complete: See DSG(2015)C065.**

DSG(2015)M004/A003: June Love to send recent P&J article on Berriedale Braes to the Chamber for information. **Action complete.**

DSG(2015)M004/A004: Nigel Lowe to provide the expected time for the transport of exotic fuel. **Action complete:** See DSG(2016)C024.

DSG(2015)M004/A005: Nigel Lowe to take views on emergency tug vessels to his executive for the executive to decide whether to raise again with the Department of Transport. **Action complete:** The issued was raised with the Executive who saw no further benefit to be gained by raising it with DoT for a second time.

DSG(2015)M004/A006: Tor Justad to provide website link to the sea related reports. **Action complete:** Links sent directly to Nigel Lowe, NDA.

DSG(2015)M004/A007: Stewart Ballantine to provide a timeline for the completion of the PRAG report. **Action complete:** Addressed in SEPA report (DSG(2016)P003).

DSG(2015)M004/A008: Nigel Lowe, NDA Head of Programme to provide an update on DRS and passing loops from Inverness to Thurso. **Action complete:** Update provided to Cllr George Farlow on 9th December 2015.

DSG (2015)M004/A009: Bob Kury, Dounreay Deputy Managing Director to provide the timeline for receiving a Letter of Compliance for the PFR raffinate cementation. **Action complete:** It is expected to have the LoC in November 2016.

DSG (2015)M004/A010: June Love to recirculate all correspondence on emergency tug vessels. **Action complete:** Previous correspondence: DSG(2011)C241, (2011)C255, (2011)C272, (2012)C014, (2012)C045, (2012)C068 and (2012)C071 all distributed to SRSG members on 23rd November 2015.

DSG(2015)M004/A011: June Love to finalise DSG's response to NDA Draft Strategy III and submit to NDA. **Action complete:** see DSG(2015)C064.

DSG(2015)M004/A012: June Love to circulate local residents letter regarding the Community Sports Hub, collate views and draft a response including an offer of a facilitated discussion. **Action complete** – see DSG(2016)C003.

DSG (2015)M004/A013: DSG Secretariat to send Scottish Government Radwaste Team (through Ewan Young) the written update regarding NDA Nuclear Archives. **Action complete:** NDA sent through the update on the NNA to Scottish Government Radwaste team.

DSG (2015)M004/A014: Cllr Matthew Reiss to find out if Highland Council were offering upfront loans to LEADER applicants. **Action complete:** It has been confirmed that no specific fund will be available but The Highland Council will consider short term flexible funding requests.

DSG(2016)M001/A002: June Love to identify a DSG representative to attend Vulcan emergency exercise. **Action complete:** Roger Saxon attending. [date of this was changed and was not convenient to attend – no-one else available at short notice.]

DSG(2016)M001/A003: June Love to write to all DSG members asking them to keep updates at March meeting brief and not repeat anything reported via the sub groups. **Action complete:** email sent to all DSG members on 24th February 2016.

DSG(2016)M001/A004: June Love to highlight proposed changes to Terms of Reference to allow members to reconsider these before the AGM with a view to adopting these at the meeting. **Action complete:** ToRs resent to members on 24th February to ensure that suggested amendments are considered in advance of AGM to allow a discussion at AGM on the agreed way forward.

DSG(2016)M001/A005: David Flear to approve or amend the Chairman's review paper for AGM. **Action complete.**

DSG(2016)M001/A006: June Love to convey decision to enquirer regarding expenses to attend meetings. **Action complete:** Emailed on 24th February 2016 confirming no remuneration for travelling to DSG meetings.

DSG(2016)M001/A007: June Love to write to Steve Firth, MOD to attend a forthcoming DSG meeting for an update on the VDAD programme. **Action complete:** letter sent (DSG(2016)C007).

DSG(2016)M001/A008: Cdr Ken Dyke to identify date for DSG observer to attend Exercise Lonestar. **Action complete.**

DSG(2016)M001/A009: All members to provide any comments/views on the NDA's draft Strategy III and NDA draft business plan. **Action complete:** see DSG(2016)C009 and C010.

DSG(2016)M001/A010: June Love to circulate guidance paper on local benefits in contracts to DSG members. **Action Complete.** Sent on 12th April 2016.

DSG(2016)M001/A011: Roger Saxon to explore work experience risk assessments and report back to Chamber. **Action complete:** Information provided to Chamber on 31st March 2016. Issue appears to be solved.

DSG(2016)M001/A012: Ken Nicol to provide guidance document on community benefit in DSRL contract for the next sub group meeting. **Action complete:** Meeting held on 13th April 2016.

DSG(2016)M001/A013: June Love to put procurement on next sub group agenda to allow a fuller discussion to take place. **Action complete:** meeting will take place on 13th April 2016.

DSG(2016)M001/A014: David Flear to phone Cllr Matthew Reiss about previous experience of meeting with Scottish Water to discuss flooding in Halkirk. **Action complete:** David Flear spoke with Cllrs Saxon and Coghill and they have confirmed having a successful meeting with Scottish Water.

DSG(2016)M001/A015: : June Love to ask CNC what for information on their recruitment policy. **Action complete:** CNC's policy is to undergo recruitment locally. The initial query was raised on behalf of a third party and no further information was available. Therefore action is now closed.

DSG(2016)M001/A016: All members to provide comments/views on the NDA's Draft Strategy III and Business Plan as quickly as possible. **Action complete** – see DSG(2016)C010

DSG(2016)M001/A017: : All members to provide any views/comments on the key themes and activities for 2016 Socio Economic Plan. **Action complete** – no comments.

DSG(2016)M001/A018: June Love to take David Broughton through the financial report for clarity. **Action complete:** This was done outside meeting held on 13th April 2016.

DSG(2016)M001/A020: June Love to update DSG Terms of Reference with all amendments included. **Action complete:** ToRs amended and updated version circulated to members on 24th March 2016.