

**DOUNREAY STAKEHOLDER GROUP
BUSINESS MEETING**

Minutes of DSG Business meeting held on Friday 29th April 2017 at 1330 hours in Dounreay.com, Thurso.

Present: Roger Saxon DSG Chairman
Derrick Milnes DSG Vice-chair / DSG Socio Economic Sub Group Chairman
June Love DSG Secretariat, Dounreay

MINUTES

1. WELCOME AND INTRODUCTIONS

Roger Saxon welcomed those present.

2. APOLOGIES

Apologies were received from Bob Earnshaw, DSG Site Restoration Sub Group Chairman.

3. MINUTES OF PREVIOUS MEETING

The minutes of the previous meeting – DSG/BM(2017)M001 – were accepted as a true reflection of the meeting. This was proposed by Derrick Milnes and seconded by Roger Saxon.

4. ACTIONS

A review of all outstanding actions was undertaken. The majority of actions had now been completed with a couple of outstanding actions.

5. DSG REVIEW

-) Updated review paper: June Love noted that David Collier had provided an updated version of the review following the DSG meeting held on 28th March. This had been sent in advance to the business meeting for consideration. It was agreed that the changes made were relevant and the document should now be sent out to all DSG members as a final report.

Action: DSG/BM(2017)M002/A001: June Love to send out final DSG review report to all DSG members.

-) Actions from the DSG review: Following on from the recommendations in the DSG review a number of actions had been identified which has resulted in the following being undertaken:

- Individual letters to DSG members will be written to outline the member's role in DSG.

Action: DSG/BM(2017)M002/A002: Letters to be written to all DSG members/co-opted members outlining role of member, need to ensure feedback up/down organisations, is representation still pertinent, format of public meetings, etc.

- A benchmark exercise had been carried out into the number of 'socio economic' meetings being held to look at ways of streamlining these. A short questionnaire

will go out to all members asking for views before a final decision is made.

- Review format of public meetings, add variation, outreach, visits etc – see agenda item 7 for discussion.
- As per action, DSG(2017)M001/A001 (write to MOD re remit to consult/engage with community) – this action is complete (see DSG(2017)C016).
- Expenses for meeting attendance: This item was discussed separately. Clarification had been received from other SSGs that no expenses are paid to members to attend SSG meetings (unless outside ‘normal’ SSG meetings).

Feedback from some DSG members also felt that this would set precedence for all members if expenses were provided for travelling to set meetings.

Derrick Milnes noted that this had been discussed at previous business meetings and the decision had been taken that it was not appropriate to provide expenses to travel to meetings. This had been made clear, and in writing, when members had been co-opted to DSG.

Following further discussion it was agreed that there would be no expenses paid for travelling to DSG meetings and a letter from the Chairman would be written to make this clear.

Action: DSG/BM(2017)M001/A003: DSG Chairman to write to DSG member regarding expenses for attendance at DSG meetings.

- Role of co-opted members: It was noted that there appeared to be confusion on the role of co-opted members as opposed to a member of the DSG. The co-opted members had responded to an advert in the press seeking people with capacity on certain topics which were seen as limited by the existing DSG membership. Those people were co-opted on a three year basis (noting that the existing co-opted members (3 off) had served a three year term and had been co-opted for a further three years).

Feedback from other DSG members felt that co-opted members should not have the ability to stand for an official position within DSG.

Following discussion it was agreed that a letter should be written to all three co-opted members making clear the role of the co-opted member.

It was also considered that it may be opportune to relook at the Terms of Reference of DSG with a view to providing clarity on the role of the co-opted member. This would be done following completion of the DSG review actions and how DSG evolved over the year (it was noted that other changes to the ToRs may be required dependent on the outcome of DSG review).

Action: DSG/BM(2017)M001/A004: DSG Chairman to write to the three co-opted members of the public clarifying this role.

6. SUB GROUPS (DUE TO BE HELD IN MAY 2017)

It was noted that due to the announcement of the UK Government election on the 9th June that both NDA and DSRL had made contact to say that due to purdah it would be difficult to attend any sub groups during that time.

It was agreed that the sub groups due to take place on the 11th May would be cancelled. It was further noted that this allowed for a potential reformat of the DSG public meeting in June which could be trialled (see agenda item 7 below).

Action: DSG/BM(2017)M002/A005: DSG Secretariat to email out to all members/observers to cancel sub groups for 11th May 2017.

7. JUNE PUBLIC MEETING

It was noted that since there would be no sub groups taking place before the June meeting it would be useful to look at potentially reformatting the public meeting. June Love noted that DSRL was likely to be consulting on Dounreay's planning application for phase 3 (2018 to interim end state) and this would be a useful presentation for DSG to receive.

Following further discussion it was agreed that high level updates would be requested by all observers sitting at the DSG table and that Vulcan and Dounreay would be requested to provide updates/presentations on:

-) **Vulcan:** presentation on outstanding action (DSG(2016)M003/A016) on provision of update on the future options of the site.
-) **Dounreay:**
 - o Update on staffing resources
 - o Information on decommissioning milestones for 2017/18
 - o Presentation on Dounreay's planning application for phase 3 decommissioning.

Action: DSG/BM(2017)M002/A006: DSG Secretariat to write to all observers requesting specific topics to be covered for June public meeting.

8. ANY OTHER BUSINESS

-) Community Fund application: Derrick Milnes noted an application that had been circulated which questioned whether this was a local authority responsibility or sat outside that remit. It was noted that a previous application by the applicant (in 2016 for a different project) had been approved. Given the differences in opinion from members it was agreed that further information would be requested and assurances sought that other funding bodies had been approached.
-) Pensions: Derrick Milnes noted that Aon Hewitt had sub-contracted the public pension provision to another company. This appeared to result in the safeguarding of the jobs at Forss but, through the Wick and Thurso Trade Union Council, they would be keeping an eye on this as it progressed.
-) RWM: June Love noted that she had received correspondence from Steve Payne who was involved with the GDF for intermediate level waste. While understanding that GDF is not Scottish Government policy he was interested to understand DSG's appetite for updates on this subject.

Endorsed on 28th July 2017

Following discussion it was agreed that it would be useful to be kept in the loop as any progress was made but felt that written updates (via newsletters, NDA updates, etc) would suffice as this was an area which did not apply to Scottish sites.

Action: DSG/BM(2017)M002/A007: DSG Secretariat to write to Steve Payne asking for written updates of GDF.

) NFLA: The draft response to the NFLA report had been circulated around members. The majority of members had commented positively on the draft. One member did not agree with the response and had commented (on the draft).

Following discussion it was agreed that as the letter was caveated with the fact that some members may not agree and were entitled to provide their own submission that the letter should be finalised, signed off and submitted.

In addition, the DSG Chairman agreed to write to the member who was not in agreement.

Action: DSG/BM(2017)M002/A008: DSG Chairman to sign off DSG response to NFLA report and DSG Secretariat to send to NFLA.

Action: DSG/BM(2017)M002/A009: DSG Chairman to write to member who was not in agreement with DSG response to NFLA report.

9. CLOSE

There being no further business, Roger Saxon formally closed the meeting.

Roger Saxon
DSG Chairman
1st May 2017

ACTIONS ARISING FROM THIS MEETING

DSG/BM(2017)M002/A001: June Love to send out final DSG review report to all DSG members.

DSG/BM(2017)M002/A002: Letters to be written to all DSG members/co-opted members outlining role of member, need to ensure feedback up/down organisations, is representation still pertinent, format of public meetings, etc.

DSG/BM(2017)M001/A003: DSG Chairman to write to DSG member regarding expenses for attendance at DSG meetings.

DSG/BM(2017)M001/A004: DSG Chairman to write to the three co-opted members of the public clarifying this role.

DSG/BM(2017)M002/A005: DSG Secretariat to email out to all members/observers to cancel sub groups for 11th May 2017.

DSG/BM(2017)M002/A006: DSG Secretariat to write to all observers requesting specific topics to be covered for June public meeting.

DSG/BM(2017)M002/A007: DSG Secretariat to write to Steve Payne asking for written updates of GDF.

DSG/BM(2017)M002/A008: DSG Chairman to sign off DSG response to NFLA report and DSG Secretariat to send to NFLA.

DSG/BM(2017)M002/A009: DSG Chairman to write to member who was not in agreement with DSG response to NFLA report.