

**DOUNREAY STAKEHOLDER GROUP
SOCIO ECONOMIC SUB GROUP**

DSG/SESG(2017)M002

Minutes of the DSG Socio Economic Sub Group meeting held on Wednesday 19th July 2017 at 1330 hours in the Pentland Hotel, Georgina Suite, Thurso.

Present:	Derrick Milnes	Thurso and Wick Trade Union Council (Chairman)
	Roger Saxon	DSG Chair
	Alastair MacDonald	Honorary Member, DSG
	David Flear	Honorary Member, DSG
	Bob Earnshaw	DSG Site Restoration sub group chairman
	Cllr Matthew Reiss	Highland Council
	Ronnie Johnstone	Church of Scotland
	Debbie Gray	North Highland College
	Trudy Morris	Caithness Chamber of Commerce
	Eann Sinclair	CNS Regeneration Partnership
In attendance:	Dawn Clasper	DSG Minute Secretary, Dounreay
	June Love	Dounreay Socio Economic & Stakeholder Relations Manager
	Cara Mulholland	PhD Student (Observer)

MINUTES

1. WELCOME AND INTRODUCTIONS

Derrick Milnes welcomed everyone to the meeting. He welcomed Matthew Reiss who had been re-appointed by The Highland Council to remain as one of the DSG rep. He also introduced Cara Mulholland who was an NDA sponsored PhD student. Cara Mulholland was in attendance as an observer and would also attend the Site Restoration sub group meeting. It was noted that there had not been a Councillor nomination for the North Sutherland area. Introductions were made around the table.

Action: DSG/SESG(2017)M002/A001: June Love to contact Gary Cameron regarding North Sutherland councillor.

Derrick Milnes noted that the subject of a deputy chair of the sub group was noted under any other business. He wished to raise this topic now and intimated that Trudy Morris has been the deputy chair for this group but had indicated that she can no longer continue to commit to this position. As a result a new deputy chair would need to be identified. Trudy Morris nominated David Flear who accepted and this was seconded by Bob Earnshaw.

2. APOLOGIES

Apologies were received from:

- Anna MacConnell
- Murray Lamont
- Alan Tait
- Sandy Mackie
- Cllr Struan Mackie

3. MINUTES OF LAST MEETING

Derrick Milnes noted minutes of the last meeting - DSG/SESG(2017)M001 - had been circulated to members in advance of the meeting, the minutes were accepted as a true reflection of the meeting. This was proposed by Eann Sinclair and seconded by Trudy Morris.

No issues were raised from the minutes.

4. STATUS OF ACTIONS

Derrick Milnes noted that an updated status of actions had been circulated to members in advance.

- **DSG(2017)M002/A013:** DSG Chairman to respond formally on behalf of the phase 3 planning. **Action ongoing:** This would be discussed at the Business Meeting. Any questions/views to be provided to June Love before 11th August.

David Flear noted that there may be one issue regarding the planning phase 3 that should be raised. This was the discussion on the community benefit and planning gain. This would be noted through the DSG response to the planning phase 3 however David felt it would be useful to also discuss this with Highland Council and therefore DSG should write to the Highland Council noting their views. Derrick Milnes asked DSG Chairman, Roger Saxon, how he felt about this. Roger Saxon confirmed they would consider this once the planning phase 3 response by DSG was finalised and submitted to Dounreay.

David Flear added that community benefit/planning gain was on the basis of the Scottish Government higher activity waste policy which changed the policy of the intermediate level waste within Scotland. On the basis that community benefit/planning gain for the LLW facility had been provided and that there had already been planning approval for one of the proposed new intermediate waste stores it was important to ensure that the DSG flagged this up in their collective response to allow discussions to be based on the store which had not gained planning at this time. Roger Saxon commented that this argument may be less stringent given the first store had been approved through planning.

- **DSG(2016)M003/A014:** Trudy Morris, CEO Chamber of Commerce to report to socio economic group the impact of the supplier's day in Manchester in regards with contacts with the chamber. **Action complete.**

Trudy Morris reported there was circa 100 people in attendance from various different companies. Trudy had been invited by Dounreay to present and had provided an update on what the benefits of becoming a Chamber of Commerce member including the preview of a video showcasing the local supply chain capabilities. The companies who attended outside the area had been encouraged to get involved locally and advised that they could speak to the Chamber of Commerce for local advice.

The Dounreay Commercial team provided a good overview of what was happening locally and had stressed the importance of local benefits within the contract submission. The Chamber of Commerce had also supplied a nuclear directory as a hard copy and in electronic form. The Chamber would be recording the people that were making contact with them and currently they have had 12 enquiries. One company had recently made contact and a meeting had been arranged to discuss how they could get involved.

Derrick Milnes noted that this had been a useful update from the Chamber. He proposed that the action be closed out but requested that Trudy Morris continue to update DSG as appropriate. This was agreed.

David Flear commented that this is really positive news and it follows on from the local benefits within the Dounreay contracts which DSG had a hand in developing. He asked whether it would be possible to have an update on the community benefits coming through site contracts. June Love noted that this was now part of the socio economic report provided for this meeting but suggested that she could request that the site provides a presentation at the next public meeting. This was agreed.

Action: DSG/SRSG(2017)M002/A002: June Love to request a presentation at the next public DSG meeting on procurement and local benefits within contracts.

- **DSG(2017)M002/A015:** June Love to put procurement on the DSG socio economic sub group agenda for general discussion. **Action Complete.** June Love noted that this had been included in the written update provided.
- **DSG(2017)M003/A024:** Eann Sinclair, CNSRP Programme Manager to provide the CNSRP high priority programme pipeline for projects for the next three years at the next sub group meeting. **Action ongoing:** Eann Sinclair noted that they have draft scopes of the projects but they do not have the agreed plans in place as yet. A meeting was being held shortly and the majority of the plans/scopes would be confirmed and then he would be able to provide a written update.

All other actions, related to the Socio Economic sub group were now complete. No further issues were raised from the status of actions.

5. DOUNREAY COMMUNITY FUND

Derrick Milnes noted that a summary of all funding applications had been provided to members in advance of the meeting. He reminded members to declare an interest where appropriate. The applications were reviewed and recommendations were made.

6. DOUNREAY UPDATE

Derrick Milnes noted that a written update had been provided to members in advance of the meeting (DSG(2017)P0015 refers). Also provided had been the Dounreay Socio economic plan for 2017 to 2020 and Dounreay Socio economic Review 2016/17). He invited June Love to pick up the key highlights from the report.

June Love noted that the Dounreay Socio economic review was a roundup of all the activities last year and was for noting. Both Eann Sinclair and David Flear commented that this was very good report and showed at a glance the activities which had been undertaken by the Dounreay Socio Economic Alliance over the past year.

The Socio Economic Plan had been submitted to the NDA as per the site's contractual obligation at the end of March and was currently still waiting for approval. The intention would be to share with DSG and the CNSRP and invite comments before finalising. Once finalised it would be published on the Dounreay website. It was agreed that members would take the plan away and consider this providing any comments by the 7th August.

Action: DSG/SESG(2017)M002/A003: DSG to provide comments to June Love on the Dounreay Socio Economic Plan 2017-202 by 7th August.

Matthew Reiss noted the budget allocation within the Socio Economic Plan and asked about the status of funding towards the operational cost of Caithness Horizons. June Love confirmed that the historical commitment ceased at the end of this financial year. One payment had been made in April

and the second payment was due in October. The final payment in October brings to an end the historic commitment of the £90K made in the last 10 years. She believed that Highland Council were also in the same position. She noted that there had been ongoing discussions with Caithness Horizons and tentative agreement has been reached to provide further funding beyond 2017/18 but would decrease in a phased approach and would also be dependant on other conditions, for example The Highland Council's commitment going forward. The Caithness Horizons Chairman would be invited to the Dounreay Socio Economic Board around November to provide an update on their business planning and how funding gaps were being managed. Cllr Matthew Reiss asked whether the letter to Caithness Horizons could be provided. June Love noted that when the letter had been sent to CH outlining the phased funding approach it had also been copied to the Leader of the Council. She agreed to provide Matthew Reiss with a copy.

Action: DSG/SESG(2017)M002/A004: June Love to provide Caithness Horizons letter to Cllr Matthew Reiss.

Dounreay Socio Economic Alliance written update (DSG(2017)P015). June Love noted that the paper had been reformatted taking on board comments made by the DSG Review regarding the potential overlaps in information with other groups such as CNSRP. The report now reports the Dounreay and NDA activities and the spend against the Dounreay socio economic budget. It then reflects the CNSRP activities which NDA/Dounreay are involved with and shows the deliverables of each project and progress against the deliverables. She noted that the detail of project updates regarding the CNSRP activities should then read across from the Dounreay paper.

Ronnie Johnstone noted that the list of procurement activities including the associated local benefits was really useful and when read as in the paper it showed there was a lot going on. He noted that he had found it difficult to see the local benefit when information was provided in a piecemeal fashion. He felt that the information provided was of benefit and that it was very positive to see.

Derrick Milnes noted the update of CNSRP articles in The One (Dounreay's in-house magazine) had provided an update on the Newton rooms. He asked for clarity on this. June Love commented that part of the CNSRP Programme Manager's role was to provide an article for each of the site's in house magazine. The last article had referenced the Newton Rooms. June asked Eann to provide an update.

- Eann Sinclair noted that Newton Rooms were a Norwegian design to encourage children to consider careers in STEM (Science, Technical, Engineering, Maths and Digital) activities. The proposal was Caithness would be the first to benefit from one of these and the two proposals were NHC and the Beatrice O&M building in Wick. As of last week the Science Skills Academy in Inverness had approved NHC as a venue for a newton room. There would be funding available from the Inverness City Regional deal. The other room associated with Beatrice is being considered by SSE as and when their building is completed.

David Flear asked how much of the £317M Inverness City Regional deal was being provided towards newton rooms in Caithness. Eann Sinclair responded that it was about £200,000 and that there would also be an annual cost that would come from the City Regional deal. David Flear commented that £200,000 out of £317M was not much of a ratio considering the area was meant to be a priority area in terms of socio economics.

Bob Earnshaw commented that aside from the £317M City Region deal coming to the Highlands there was also the Highland Council's capital fund. He asked whether the capital funding would be used to offset funding that was not covered by the City region deal. Matthew Reiss responded that

the answer would normally be yes but that at present the capital fund was under review given the funding constraints of the Council.

Action: DSG/SESG(2017)M002/A005: DSG to write to Highland Council regarding Caithness and North Sutherland being a priority area.

- The voluntary redundancy programme, previously reported, had commenced and all applicants had now been told if their application had been accepted. Letters would follow shortly setting out individuals' terms at which point they would have a month to make the decision to accept.
- Dounreay had provided £12.5 K to Scrabster Harbour Trust to update an earlier socio economic impact assessment study on harbour activities. The report had now been received and a summary of this will be issued to CNSRP as per the conditions of Dounreay's funding.

Bob Earnshaw asked about the resource profile in the plan. He had previously asked the site to provide an indicative view of when these figures start coming down in relation to the actual works on site. June Love commented that Graham Cameron had attended the CNSRP meeting shortly after the voluntary redundancies were announced and had been requested to provide updated staffing profiles for a meeting in September. Once this had been done the information could be shared with DSG. June Love noted that the staffing profile would only provide detail on DSRL staffing directly and would not include contractor numbers.

Roger Saxon commented that he would have expected the red section of the graph to have peaks in it as these projects come along. June Love responded that the numbers in 'red' of the graph depicted the number of agency staff working on the site and did not include supply chain activity.

Members had no further questions and therefore Derrick Milnes thanked June for her comprehensive written update.

7. DSG REVIEW RECOMMENDATIONS

Derrick Milnes noted that the DSG had gone through an independent review, and that the main item that comes out of it alongside the public meeting and looking at changing the format was the overlap in information going into DSG, CNSRP, transport forum and Community Planning Partnership on the socio economic topics. A questionnaire had been sent out asking members for comments and so far there have been 19 responses. It was proposed that this be taken to the Business Meeting to look at the results of the questionnaire and consider the next steps going forward.

Action: DSG/SESG(2017)M002/A006: DSG review to be taken to the Business Meeting to review questionnaire.

Eann Sinclair noted that the report produced by June Love would sit alongside the CNSRP report and members would be able to see if there are any gaps and if there was this would identify whether the correct information was being discussed at the correct committee.

June Love noted that Roger Saxon was now the representative for the CNSRP Advisory Group and therefore it was incumbent on DSG members to ensure that any views relating to CNSRP activities was provided to Roger who would reflect DSG's views at these meetings.

8. CNSRP UPDATE

Derrick Milnes invited Eann Sinclair to provide an update on CNSRP activities. Of note:

Eann Sinclair tabled a draft version of the report that he would continue to produce and provide to DSG. The scopes for the projects in the report were still draft and CNSRP was working to finalise these to allow the identification of the priority projects over the next three years. The report would continue to use a traffic light system to indicate progress. By the September DSG and CNSRP meeting it was expected that the programme would be approved and communicated.

Members had no further issues to add and Derrick Milnes thanked Eann for his input.

9. CORRESPONDENCE SINCE LAST MEETING

Derrick Milnes noted a number of correspondence including:

- DSG(2017)C023: Response to CNSRP roles and remits. Derrick Milnes noted that DSG had submitted a response to this paper asked if Eann Sinclair could provide an update. Eann Sinclair responded that Purdah had been the cause of a slight delay in finalising this. It was still a draft document and various comments had been received that now need to be back to the September Advisory Board.

David Flear noted the proposal to change the name of the Advisory Board to Communications Group. He added that the function of an Advisory Board was to advise the Executive Board and to change the name to Communications Group would simply indicate this was a stakeholder group. Eann Sinclair responded that one of the comments that had come back was that advisory was a two way process however it did not mean that by changing to the Communication Group this would detract from a two way process.

David Flear commented that as it was the CNSRP Executive Board that had recommended that the review be carried out, would those involve see the output of this review. Eann Sinclair responded that he thought this was the socio economic impact of Dounreay decommissioning report and agreed to circulate this report.

Action: DSG/SESG(2017)M001/A007: Eann Sinclair to circulate to DSG Socio Economic Sub Group members the Ekos report (socio economic impact study).

David Flear asked, given that CNSRP were continuing to review potential changes to the CNSRP meeting structure, whether the Executive Board would be presented with the findings taking on board comments submitted. David added that he would expect to see the Executive Board endorse any changes before they came into effect. Eann Sinclair responded that he would be taking this to the Advisory Board in September as this would meet before the next meeting of the Executive Board. Eann Sinclair added that he will present the paper back to the board and advise that this is what is being recommended.

David Flear commented that he advised that he has seen the paper and all the comments morphing into that. Eann Sinclair responded that it would effectively update that original paper and that would become the updated roles and remits. June Love asked how he would reconcile the varying comments. Eann Sinclair responded that he would give his recommendations on the way forward and indicate where the comments had been taken on board. Derrick Milnes enquired whether the recommendations would be circulated for comments on a final draft before it went to the Executive Board. Eann Sinclair confirmed this would be the case.

- Caithness Transport Forum: The impact assessment report has been has been provided by Trudy Morris.

- DSG(2017)C017: Expenses and Co-opted Members: After the DSG review the Business meeting clarified the expenses and roles of co-opted members in resulting in a letter going to all DSG members (DSG(2017)C017).
- DSG(2017)C020: Response from NDA on DSG's comments on the NDA draft Business Plan. Derrick Milnes noted that the response had taken a bit longer than the NDA would have liked but given the purdah period it had been difficult to respond earlier. The response was noted.

10. ANY OTHER BUSINESS

Derrick Milnes noted that the issue of deputy chair of the sub group had already been discussed earlier in the meeting.

Derek Milnes noted that an NDA Stakeholder Summit was being organised for the 18/19 September where he and Roger Saxon had been invited to attend. He was also aware that the CNSRP delivery group had been invited to the event as it would focus on skills and socio economics on day two of the event. Roger Saxon has been asked to speak and Derrick Milnes noted that he will be unable to attend. Following discussion it was agreed that it would be appropriate for David Flear to attend as deputy sub group chair on behalf of Derrick.

Anna MacConnell had provided a brief summary of the event and was asking if DSG could consider any other DSG members attendance and also to think about topics that DSG would like to see addressed. Trudy Morris stated that the Chamber had been invited to highlight some of the socio economic projects that were being delivered by the Chamber on behalf of the NDA/Dounreay, ie North Highland Regeneration Fund, Business support project. It was noted that meetings were being held with a number of CNSRP reps and others to ensure that the information for this event was consistent and co-ordinated. David Flear felt it would be appropriate, once all those attending from the area were identified, that a meeting be organised with everyone to ensure that everyone was aligned to any key messages required for this event. It was agreed that this would be useful.

Action: DSG/SESG(2017)M001/A008: Anna MacConnell to arrange a meeting for all those attending the NDA stakeholder summit prior to the event.

Derrick Milnes noted that Cara Mulholland had been observing the meeting today and asked if she has any questions or anything she wished to note. Cara stated that it had been very helpful to sit in and listen to the sub group discussions. She noted that one thing she would take away from this was that while the focus was on nuclear socio economic activities it was apparent this could not be done in isolation and that issues such as the hospital, schools and local services were all inter-connected in some way. Derrick Milnes thanked Cara and advised if she has any follow on questions she should contact June Love.

Derrick Milnes advised that he had received a copy of the Caithness Adult Services Review and Redesign reference group where a meeting took place on 23rd May in Thurso. There had been a lot of discussion as to the DSG getting involved in such matters and he was aware that this subject was very much in the Community Planning Partnership's remit. The DSG, through Roger Saxon, was represented at this meeting and felt it was important to ensure that views, as a collective DSG, were heard.

Action: DSG/SESG(2017)M001/A009: June Love to circulate the Caithness Adult Services Review and Redesign paper for feedback.

Debbie Gray noted that applications had opened again at North Highland College and their further education NC level courses numbers were down from last year but this was not a surprise. It was further noted that the numbers for Dornoch and Alness had increased. The Higher education applications had

increased. June Love enquired what the subjects being applied for were increasing. Debbie Gray responded that applications had increased in the land-based and care services.

Trudy Morris commented that back in May they had organised a nuclear supply chain workshop on tendering for the local supply chain, this was with a view to local companies being equipped to provide better tenders. She had also attended an NDA dinner and had been asked to speak about local supply chain benefits and she had taken the opportunity to show a video which captured the Venture north discovery series, nuclear supply chain and some hospitality interviews.

The Chamber was working on Hospitality North Highlands, part funded by the NDA raising the awareness of hospitality as a viable career. Both MacKay's Hotel and Caithness Collection hotels had signed up to provide apprenticeship and internships for young people and had permanent jobs available. Debbie Gray asked whether these were additional jobs. Trudy Morris confirmed that this was correct. She added that there had not been a very good uptake for this. They are hoping to get more employers on board. Eann Sinclair asked if there was any potential cross over with the new loan fund from NHRF.

Trudy Morris noted that NHRF applications had slowed up considerably over the last years due to a number of factors. Existing loans were coming to an end so the client list had been reducing over the years. NHRF had held a strategy day in January to look at what else they could be doing and have recently announced an initiative that would support accommodation providers who are within the travel to work area and who are impacted (positively) with the North Coast 500. Previously NHRF had not supported tourism as it was difficult for applicants to demonstrate where their market was coming from and not a recirculation of money, as part of the Application you have to demonstrate where the market. Due to the increase in popularity of the North Coast 500 people can now demonstrate an increased market. Since the launch in June, over 20 enquiries had been received. £250,000 had been ring-fenced for this funding activity and it was possible to receive a loan up to £25K however larger funding could be secured for robust business proposals.

Eann Sinclair asked whether DYW funding had been extended by the Scottish Government. Trudy Morris responded that this was the case but at this point it was unclear as to the extent of this.

Alistair MacDonald noted that he had spoken with 2 visitors who had gone to Nucleus and had enjoyed the Caithness part of the archive and was certainly something worth publicising to visitors in the area. Eann Sinclair added that Professor Jim Hunter had been up doing research last month at Nucleus and had published on social media that it was the best archive in the UK.

Eann Sinclair stated that the CNSRP website was being revamped with funding from Dounreay and through the DYW project. An interactive part would be incorporated into the website based on the Highland Council's budget calculator but relating to job numbers in various sectors. Trudy Morris added that this tool would also link to My World of Work. The new website would be launched on the 23rd August in conjunction with a careers event being organised through DYW.

David Flear commented that he had resigned from the CNS Fund and that they are looking for two new directors.

There being no further issues, Derrick Milnes thanked everyone for their input and formally closed the meeting.

Derrick Milnes
DSG Socio Economic Sub Group Chairman
28th July 2017

ACTIONS ARISING

DSG/SESG(2017)M002/A001: June Love to contact Gary Cameron regarding North Sutherland councillor.

DSG/SRSG(2017)M002/A002: June Love to request a presentation at the next public DSG meeting on procurement and local benefits within contracts.

DSG/SESG(2017)M002/A003: DSG to provide comments to June Love on the Dounreay Socio Economic Plan 2017-202 by 7th August.

DSG/SESG(2017)M002/A004: June Love to provide Caithness Horizons letter to Cllr Matthew Reiss.

DSG/SESG(2017)M002/A005: DSG to write to Highland Council regarding Caithness and North Sutherland being a priority area.

DSG/SESG(2017)M002/A006: DSG review to be taken to the Business Meeting to review questionnaire.

DSG/SESG(2017)M001/A007: Eann Sinclair to circulate to DSG Socio Economic Sub Group members the Ekos report (socio economic impact study).

DSG/SESG(2017)M001/A008: Anna MacConnell to arrange a meeting for all those attending the NDA stakeholder summit prior to the event.

DSG/SESG(2017)M001/A009: June Love to circulate the Caithness Adult Services Review and Redesign paper for feedback.