

DOUNREAY STAKEHOLDER GROUP

COMMUNITY DEVELOPMENT FUND MEETING

Thursday 14th May 2009 at 1600 hours in Dounreay.com

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| Present: | Bob Earnshaw | DSG (Community fund WG Chair) |
| | Alastair MacDonald | DSG (Chair) |
| | Anne Chard | DSG (Caithness West Community Council) |
| | Ian Webster | DSG (Buldoo Residents Group) |
| | Eann Sinclair | DSG (CNS Regeneration Partnership) |

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| In addition: | June Love | DSG Secretariat (DSRL) |
| | Ian Hargrave | Highland Council (Area Manager) |
| | Randall Bargelt | NDA Programmes Director |
| | Anna MacConnell | NDA Socio economic manager |
| | Simon Middlemas | Managing Director, DSRL |
| | Michael Tait | Project Manager, DSRL |

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| Apologies: | John Rosie | DSG (Highland Council) |
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NOTES

1. RECAP AND PURPOSE OF DISCUSSION

Bob Earnshaw thanked everyone for attending. As a reminder to everyone he summarised the work done so far:

- DSG had set up a working group approx 2 years ago to consider a funding package for the low level waste facility.
- While the working group concentrated on the proposed low level waste facility it was recognised that there could be other opportunities in the future and not just related to the Dounreay site and therefore the process adopted for administering a fund would need to be flexible in its approach.
- Discussions had taken place with NDA, DSRL and Highland Council and the outset was a £4M funding package with £1M paid into the fund in 2011 (at the start of construction) with £300K provided as soon as the facility became operational (2014 to 2023).
- DSG working group had recognised that they would not be the body to administer such a fund but would continue to meet until a funding 'body' was identified and could take over the process.

The make-up of the sub group had changed slightly to include representation from NDA, DSRL and Highland Council. The reason for this was because the agreement of the fund was between NDA/DSRL and the Highland Council (under conditions set out in the Planning approval) and that NDA/DSRL would have to ensure governance of the funding process when set up.

The main purpose of the meeting was to identify what type of funding body should be established and the actions required to get to a point of handing over to that body.

2. SUMMARY OF PROGRESS ON COMMUNITY FUND

Michael Tait, Project Manager for the low level waste facility noted that DSRL was in the process of going through a change control to put the funding into the site's life time plan. Randall Bargelt stated that NDA had agreed to the change in the plan.

Bob Earnshaw asked that a copy of the Planning consent was sent to the Secretary to keep on record for the DSG.

Action: Michael Tait to send June Love copy of planning consent for low level waste facility.

3. IDENTIFICATION OF FUNDING BODY

After a long discussion on the type and make-up of a funding body it was agreed:

- The type of body (ie charitable trust, ltd company, etc) should be agreed once the people who would administer the fund are identified.
- The funding body should consist of 7 people (including the chair) within the Dounreay Travel to Work area.
- Two Highland Councillors should make up part of the funding body (The Highland Council has responsibility for the agreement of such fund through the planning conditions set.). Ian Hargrave intimated that he would raise this with Councillors. It would also require formal Council approval at a future meeting.

Action: Ian Hargrave to raise issue with local Councillors, and if no objections, take forward for formal approval at a future meeting.

- The remaining five positions would be advertised to allow a fair, transparent and inclusive selection.
- The secretarial support should be independent and paid for by the fund.
- An NDA and/or DSRL representative would act in a governing role with no voting rights (during and after development of the process).
- The selection of five individuals to sit on the fund would be advertised in Caithness and North Sutherland. NDA/DSRL would assist with the provision of administration and guidance for advertisements, interviews, etc. Highland Council would 'own' the selection process (ie Highland Council would be responsible for placing adverts, receiving applications, setting up interviews, etc).
- An interview panel would consist of one representative from DSG, Highland Council and NDA/DSRL.
- Branding for the development fund would need to be developed so it becomes a recognisable brand (and distinct from the Dounreay Communities fund which concentrates on small charitable donations).

Action: June Love and Anna MacConnell to produce a draft flow chart laying out all the steps required to get to the point where a body is identified.

4. REQUIREMENTS FOR LEGAL SUPPORT

Michael Tait noted that DSRL has a responsibility to make sure the development fund progresses in time for construction to begin. Morton Frasers are the legal team

who advise DSRL and were involved with the low level waste project. He stated that at the point where an agreement was being drawn up DSRL were happy to provide the legal support necessary. Members agreed that this would be helpful in setting up the funding body.

5. TIMELINE TO PROGRESS FUND

A timeline had been drafted for discussion. It outlined the following:

May-July 09: Board organisations identified
Aug-Oct 09: Organisation representatives/secretariat agreed
Nov 09: Terms of Reference agreed
Dec 09: Funding body identified and in place
Jan-Aug 10: Legal agreement & administration of fund established
Aug 10: Agreement signed – Highland Council, NDA/DSRL & funding body
Sep-Dec 10: Marketing material drafted and agreed:
- Application forms
- Information leaflets
- website
Jan-Mar 11: Marketing of fund
Apr 11: Funding available

It was agreed that the timeline would be refined to take account of the discussions as above.

Action: June Love to provide new draft timeline taking into account discussions.

8. ANY OTHER BUSINESS

A query on which organisation should take the lead in communicating progress and instigating the actions required. It was agreed that the DSG working group should continue to take the lead on this until such time that the body was established. Following the establishment of the funding body the lead on communications would be via Highland Council.

It was agreed that a summary of these proposals would be cascaded via the CNSRP Advisory Board and the DSG to ensure that progress was carried out in a transparent manner.

Action: June Love to draft a summary for cascading to CNSRP Advisory Board and DSG for approval by this group.

There being no further business the meeting was closed.

Bob Earnshaw
DSG Community Benefits working group

14th May 2009