**DSG/BM(2019)M003**

**DOUNREAY STAKEHOLDER GROUP
BUSINESS MEETING**

**Minutes of the DSG Business meeting held on Friday 9th August 2019 at 1330 hours in Dounreay.com, Thurso.**

Present: Roger Saxon DSG Chairman
 Cllr Struan Mackie DSG Vice-chair
 Gillian Coghill Deputy Site Restoration sub group chair
 June Love DSG Secretariat

In attendance: Peter Faccenda CNSRP Programme Manager

**MINUTES**

1. **WELCOME**

Roger Saxon welcomed everyone to the meeting. He thanked Peter Faccenda for attending at short notice to discuss the outcome of the NDA socio economic strategy meeting held on Thursday 8th August.

1. **APOLOGIES**

Apologies were received from:

* David Alexander DSG Socio Economic sub group chair
* Ron Gunn DSG Socio Economic sub group deputy chair
* Cllr Willie Mackay DSG Site Restoration sub group chair
1. **MINUTES OF LAST MEETING**

Roger Saxon noted the minutes had been endorsed by correspondence following the last meeting. He asked if there were any issues to be raised. No issues were raised from these minutes.

1. **PROGRESS ON ACTION**

It was noted that all actions were progressing. Those outstanding were long term actions and would be progressed appropriate. Actions from the sub groups held on 31st July would be included in time for distribution for the public meeting scheduled for 4th September.

1. **DISCUSSION ON NDA SOCIO ECONOMIC STRATEGY MEETING**

Roger Saxon noted the discussion held with NDA on Thursday 8th August with a number of stakeholders on the NDA socio economic strategy. It was agreed that DSG would collate comments for those members who had attended and would provide these to CNSRP for a collective response to be provided. Currently the presentation provided at the meeting was awaited before responses can be provided.

**Action: DSG/BM(2019)M003/A001: June Love to circulate NDA socio economic presentation to all DSG members and collate comments on the NDA Socio economic strategy to include in a collaborative response from CNSRP.**

During the discussion it was noted that there was an element of information overlaps between meetings notably the DSG and CNSRP. It was agreed that DSG had the oversight for all NDA and site activities and this included socio economic information. It was agreed that Roger Saxon and Peter Faccenda would get together to agree a process to ensure information was consistent and overlaps of information was kept to a minimum.

**Action: DSG/BM(2019)M003/A002: Roger Saxon and Peter Faccenda to meet to discuss process to ensure overlaps of information at DSG/CNSRP are kept to a minimum.**

1. **ISSUES RAISED FROM SUB GROUP MEETINGS**

Roger Saxon noted that an invitation had been extended from Vulcan for a small number of DSG representatives to visit the Vulcan site. He had spoken with Wendy Newton about this and had indicated he would discuss at the Business meeting. Following the discussion an outline visit programme had been provided with tentative dates of 16th or 17th September being suggested.

Having considered the proposed visit programme, members felt it would be useful to consider this visit. It was noted that numbers would be limited and therefore consideration would be given to the most appropriate DSG representatives, dependent on availability.

**Action: DSG/BM(2019)M003/A003: June Love to respond to Wendy Newton to indicate visit to take place and date would be confirmed following agreement of attendance and availability.**

**Action: DSG/BM(2019)M003/A004: June Love to discuss with DSG Chairman most appropriate representation from DSG to visit Vulcan.**

1. **PUBLIC MEETING**

The next DSG public meeting was scheduled for Wednesday 4th September 2019 at 1900 hrs. Discussion centred on a presentation for this meeting. It was suggested that the two apprentices who had attended the NDA Stakeholder Summit be invited to present their thoughts on the summit along with an update on their apprentice journey and STEM activities.

**Action: DSG/BM(2019)M003/A005: June Love to contact DSRL Apprentice Training Manager to seek agreement for an apprentice presentation on the NDA Stakeholder summit at next public meeting held in September.**

1. **ANY OTHER BUSINESS**

Roger Saxon invited members to raise any other business. Of note:

* Cllr Struan Mackie noted that the next NDA stakeholder summit was due to be held in Scotland but was more likely to be held in a central location. He felt that while it was unlikely that DSG could provide an argument for holding the next summit in Caithness for next year it did not negate DSG from coming up with a proposal of how a summit could be held in Caithness with thoughts and examples of the type of activities that could take place. Members agreed that it would be good to see NDA holding a summit in Caithness and this was something that could be requested for a future year. Cllr Struan Mackie agreed to work up a draft proposal for DSG comment.

**Action: DSG/BM(2019)M003/A006: Cllr Struan Mackie to work up draft proposal for holding an NDA Stakeholder Summit in the future in Caithness for comment by DSG members.**

* Roger Saxon noted that at the last DSG public meeting there had been an action to collate all press cuttings which related to NDA socio economic funding. At the last sub group the chair had been asked what would be done with this information.

Discussion centred around the usefulness of these reports in that it provided examples of projects that were supported by NDA funding and allowed some food for thought as to whether these could be considered for replication in Caithness/North Sutherland. The question had been raised how this was going to be monitored.

Following further discussion it was agreed that Roger Saxon would write to Head of NDA Socio Economics, Andrew Van Der Lem, to request a quarterly update, in time for DSG Socio economic sub group meetings, which provided summary information on all NDA funded projects, the total cost of project, along with the reasons NDA agreed to support. This would be in addition to the NDA written report on local activities.

**Action: DSG/BM(2019)M003/A007: Roger Saxon to write to Andrew Van Der Lem, NDA Socio economic requesting a quarterly written update on all socio economic projects funded by NDA across the estate.**

* June Love noted that Thurso Community Council had reimbursed the Dounreay Communities Fund with £100 which had been part of the donation towards the Thurso xmas tree. For the record, the DCF had donated £400 which had included the cost of the tree and crane hire. TCC had provided cheques to two companies who provided these services and had then provided this evidence as part of the funding conditions for Dounreay Communities Fund. Subsequently, Simpsons had returned the cheque uncashed as they had decided to provide this service free of charge. This had resulted in TCC reimbursing £100 to the DCF.
* June Love noted that representatives from the Radioactive Waste Team, Scottish Government were visiting both Dounreay and Vulcan on 21st August and through the NDA had asked to meet with representatives of the DSG. It had been agreed that an invitation would be extended to all DSG business meeting members. [Secretary’s note: *following the invitation to DSG Business members the visit has been postponed and will be rescheduled for a future date – the invitation for the 21st August had been cancelled out of diaries.]*
* Cllr Struan Mackie suggested that the MSP and MP be invited to a socio economic sub group meeting at the start of the new year to discuss the NDA Socio economic strategy. This would provide an opportunity to report on the efforts being made by Scottish and UK Governments in respect to available funding and other national initiatives which could support socio economic activities in the area.

**Action: DSG/BM(2019)M003/A008: June Love to invite MSP and MP to a DSG Socio economic sub group meeting at the beginning of the new year.**

* Cllr Struan Mackie suggested that successful recipients of the Dounreay Communities Fund should be invited to the DSG public meeting to allow DSG members and others to find out exactly what the funding provided had allowed the organisation to do and the impact that it had provided. Those requested to attend could attend for the beginning of the meeting and stay until the coffee break to provide members with a chance of speaking with them. Members thought this was a good idea and something that would be taken forward.

**Action: DSG/BM(2019)M003/A009: June Love to take forward suggestion of inviting successful applicants of the DCF fund to public meetings to provide an opportunity for members to meet and discuss the impacts of the funding.**

There being no further business, Roger Saxon thanked everyone for attending and formally closed the meeting.

**Roger Saxon
DSG Chairman**11th August 2019

**ACTIONS ARISING FROM THIS MEETING**

DSG/BM(2019)M003/A001: June Love to circulate NDA socio economic presentation to all DSG members and collate comments on the NDA Socio economic strategy to include in a collaborative response from CNSRP.

DSG/BM(2019)M003/A002: Roger Saxon and Peter Faccenda to meet to discuss process to ensure overlaps of information at DSG/CNSRP are kept to a minimum.

DSG/BM(2019)M003/A003: June Love to respond to Wendy Newton to indicate visit to take place and date would be confirmed following agreement of attendance and availability.

DSG/BM(2019)M003/A004: June Love to discuss with DSG Chairman most appropriate representation from DSG to visit Vulcan.

DSG/BM(2019)M003/A005: June Love to contact DSRL Apprentice Training Manager to seek agreement for an apprentice presentation on the NDA Stakeholder summit at next public meeting held in September.

DSG/BM(2019)M003/A006: Cllr Struan Mackie to work up draft proposal for holding an NDA Stakeholder Summit in the future in Caithness for comment by DSG members.

DSG/BM(2019)M003/A007: Roger Saxon to write to Andrew Van Der Lem, NDA Socio economic requesting a quarterly written update on all socio economic projects funded by NDA across the estate.

DSG/BM(2019)M003/A008: June Love to invite MSP and MP to a DSG Socio economic sub group meeting at the beginning of the new year.

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