

DOUNREAY STAKEHOLDER GROUP BUSINESS MEETING

Minutes of DSG Business Meeting held on Tuesday 1 December 2020 at 0930 via Microsoft Teams.

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| Present: | Cllr Struan Mackie | DSG Chair |
| | Davie Alexander | DSG Vice-chair & Socio Economic sub group chair |
| | Gillian Coghill | DSG Site Restoration sub group chair |
| | Ron Gunn | DSG Deputy Socio Economic sub group chair |
| | Roger Saxon | DSG Honorary member |
| | June Love | DSG Secretariat, DSRL |

MINUTES

1. WELCOME

Cllr Struan Mackie welcomed everyone to the meeting and thanked everyone for taking the time to join

2. APOLOGIES

Apologies were received from Cllr Wille MacKay and Dawn Clasper.

3. MINUTES OF LAST MEETING / ACTIONS

Cllr Mackie noted that the last minutes (DSG/BM(2020)M011 held on 17 November 2020) had been endorsed by correspondence. June Love stated that these would now be circulated to all members for their information.

No issues were raised from the minutes.

4. STATUS OF ACTIONS

June Love noted that the action status continued to be progressed with the close out of actions being prompted to ensure timely responses. Of note two actions were discussed in more detail:

- DSG(2020)M03/A019: Cllr Struan Mackie, DSG Chair to write to NDA asking for written explanation between roles and responsibilities of NDA and DSRL.

It was noted that this had been requested on 22 September and asked that NDA be reminded so that a response can be provided.

Action: DSG/BM(2020)M012/A001: June Love to progress action DSG(2020)M03/A019 (roles/responsibilities of NDA and DSRL) with NDA for a response.

- DSG(2020)M003/A030: DSG Chair to draft a letter of response to Scottish Government response on HIE budget cuts and distribute to Business Meeting member for comment (including an invite to host a virtual meeting with Kate Forbes (Finance Minister)).

A draft letter had been provided and business members made comment – it was requested to make some changes to this letter to raise the PSO for Wick/JOG airport. The letter would be updated taking on board comments and redistributed to the business meeting for final approval.

5. UPDATE ON DSG REPORTING

June Love noted the following

- the feedback received from DSG members from the sub group paperwork that had been distributed was now all collated and appropriate organisations been asked to provide their written response. It was expected that this paper will be finalised and distributed to members around 9th December 2020.
- As per the discussion at the last business meeting, an invitation had been sent to MOD (Vulcan) to attend a virtual DSG meeting on 9th December to provide an outline of the new plans for the Vulcan site given the announcement of the PIN notice for decommissioning contract had been withdrawn. MOD had responded "As the withdrawal notice states, the decision was made based on a change in the scope of work described in the original PIN. The change in scope is due to the need to conduct some operational activities at the Vulcan site that are classified and therefore no additional information on the detail of these can be provided. However, how this impacts on the programme is currently being considered by the MoD and that whilst we are working towards resolution before the end of this year, this is not assured and a better timeline to update the DSG would be around March 2021."

Members voiced their disappointment that this could not be accommodated and following further discussion felt it would not be appropriate to look to invite a different focussed topic for a full members meeting at such short notice. Therefore, it was agreed that no meeting would go ahead on 9th December.

The discussion then moved on to sub group meetings and it was agreed that trial sub group meetings would take place in January (as scheduled) to see whether these would allow normal business to start to flow through again. This was agreed and a note to all members indicating that the sub groups would take place in January would be issued.

Action: DSG/BM(2020)M012/A002: June Love to write out to all DSG members and observers to confirm January sub group meetings would be held via Teams.

It was further agreed that while the sub groups would look at the 'normal' reporting activities any DSG full meeting (ie public meeting) would continue to focus on a particular topic rather than trying to cover all sub group activity. A programme of focused topics would be drawn up for business meeting consideration. It was noted that members would be encouraged to ensure they had read the sub group paperwork prior to the virtual meeting and that would allow less time for observers to go through the paper but to only pick up anything that had not been reported via the written update.

Action; DSG/BM92020)M012/A003: June Love to draw up a programme of focussed topics and timelines for agreement at the business meeting.

Cllr Struan Mackie noted that while Covid restrictions for 2021 were still unknown in the longer term meeting would continue to be conducted on a virtual platform. He was aware that DSG had honoured the room bookings for this financial year and asked what the status should be going forward. June Love noted that in January dates for forthcoming sub groups and full public meetings would be identified and there would be a need to book the meeting rooms to ensure availability at the time so when restrictions were no longer in place there was a seamless crossover between virtual and 'in person' meetings. The business meeting members agreed that dates should be identified in January and room bookings in the Pentland Hotel be made. At this time DSG would continue to honour the booking payments and keep this under review throughout next year.

6. ANY OTHER BUSINESS

The following was discussed:

- Cllr Struan Mackie noted at the recent SSG Chair of Chair's forum there had been much discussion around a proposed review of SSGs by ONR. There appeared to be a lot of confusion as to where this had come from, who had been asked to contribute. The SSG chair of chair had contacted NDA to provide some clarity and NDA had recently written back confirming that ONR did not have a remit to review the make up of SSGs and therefore any request for information at this time would be dependent on whether a particular SSG wished to respond. From a Dounreay Stakeholder Group point of view no communication on a proposed review had been forthcoming from ONR.
- Cllr Mackie went on to say within the letter from the NDA regarding stakeholder engagement reviews feedback on strategy 4 had been fairly positive about NDA's work with communities with challenges that this could still be better. With that in mind NDA will be reviewing engagement practices, running pilot programmes with hard-to-reach groups in tandem with third sector organisations including Citizen's Advice Bureau etc. In addition, NDA were also considering creating regional focus groups and reviewing in tandem with SSG Forum the guidelines agreed on good practice in SSG meetings. Therefore, NDA would be taking this forward in the year and it was noted that DSG had already indicated a potential review of its membership just before Covid restrictions were brought in. The DSG review would continue but may now be aligned to the wider NDA piece of work.
- Davie Alexander noted that a meeting had been set up between the three Scottish SSG chairs/vice-chairs to explore whether a Scottish meeting would be useful to ensure that all common themes across the three sites were represented consistently. All those present agreed this would be a useful thing to do and suggested that a Scottish SSG meeting would take place around 2 weeks prior to the SSG Chair's Forum.

At this meeting there had been discussion regarding the SSG Chair's Forum and as the SSG Chair of Chairs had indicated his desire to have more regular contact with all SSGs it had been felt that this should be in a more formalised meeting and therefore suggested that some Terms of Reference be agreed for the running of the Chair's forum. DSG took the lead in drafting the ToRs and after comment from all Scottish SSGs chairs/vice-chairs this was sent to the SSG Chair's forum. The ToRs were generally accepted by all those attending the SSG Chair's forum and each had an action to respond with any comments so that a final draft could be discussed at the next scheduled meeting in February 2021.

- It was asked if there was an update on the senior management positions for the Dounreay site following transition. June Love noted that this was still ongoing – all interviews had taken place and NDA had been waiting for final sign off by UK Gov before positions could be offered to preferred candidates.
- June Love noted that Gillian Coghill and David Broughton had attended the NDA workshop on integrated waste. David Broughton had produced a short note of the workshop (DSG(2020)C052 refers). Gillian Coghill said she had found the workshop very useful and had raised some written questions. She asked if feedback was going to be provided [Secretary's note: following the meeting an email from NDA was received providing links to the presentations and indicating responses to written questions would be available shortly.] June Love also noted that following the DSRL written update indicating a workshop would be held in January to discuss the LLW Pits, David Broughton had written to ask if he could be involved. The business meeting felt it would be useful if both Gillian Coghill and David

Broughton were involved.

- It was noted that UK Government had launched a connectivity review and while it appeared that Scottish Government would not be feeding into this it was queried whether there was any merit in DSG providing a response to the UK Gov review. The Caithness Transport Forum had also been approached to see whether they planned to feed into this review. It was agreed that DSG should provide a response but would link into the Caithness Transport Forum to ensure all main topics were covered and there was a consistency of message being submitted.

Action: DSG/BM(2020)M012/A004: June Love to contact Caithness Transport Forum to align responses into UK Government connectivity review.

There being no further business, Cllr Struan Mackie thanked everyone for their input and formally closed the meeting.

**Cllr Struan Mackie
DSG Chair
2 December 2020**

ACTIONS ARISING FROM THIS MEETING

DSG/BM(2020)M012/A001: June Love to progress action DSG(2020)M03/A019 (roles/responsibilities of NDA and DSRL) with NDA for a response.

DSG/BM(2020)M012/A002: June Love to write out to all DSG members and observers to confirm January sub group meetings would be held via Teams.

DSG/BM(2020)M012/A003: June Love to draw up a programme of focussed topics and timelines for agreement at the business meeting.

Action: DSG/BM(2020)M012/A004: June Love to contact Caithness Transport Forum to align responses into UK Government connectivity review.