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## **DOUNREAY STAKEHOLDER GROUP BUSINESS MEETING**

### **Minutes of DSG Business Meeting held on Tuesday 26<sup>th</sup> January 2021 at 0930 via Microsoft Teams.**

<b>Present:</b>	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
	Cllr Willie Mackay	DSG Site Restoration sub group vice chair
	June Love	DSG Secretariat, DSRL
	Dawn Clasper	DSG Minute Secretary, DSRL
<b>In Addition:</b>	Gareth Taylor	NDA Director of Nuclear Operations
	Mark Rouse	Managing Director, DSRL
	David Wallace	NDA Stakeholder Relations/Socio Economics

## **MINUTES**

### **1. WELCOME**

Cllr Struan Mackie welcomed everyone to the meeting and thanked everyone for taking the time to join. He welcomed Gareth Taylor (NDA), Mark Rouse (DSRL) and David Wallace (NDA) to the meeting for an update on the site transition.

### **2. APOLOGIES**

There were no apologies for this meeting

### **3. UPDATE ON SITE TRANSITION**

Gareth Taylor thanked the Business Meeting for the opportunity to engage with DSG members once again.

Gareth Taylor provided an update on the transition of DSRL to NDA on 1 April. Of note:

- That NDA were keen to maintain positive engagement with the DSG and noted early discussions held during 2020 with Alan Cummings, David Peattie (NDA CEO) and Roz Rivaz (NDA Chair).
- The transition continued to develop and was on schedule to be complete by 1<sup>st</sup> April 2021. In parallel, the NDA and site's current focus was on Covid-19 and ensuring sites and workforce were safe. The NDA continued to be supportive of all the volunteer and community work that DSRL has done.
- The transition workstream was fully integrated with safety, commercial, people and communications aspects and linked into the Near Term Work Plan and Life Time Plan. This also ensures that the structure and financial governance is aligned to NTWP.
- NDA were delighted to announce that Mark Rouse has been appointed as DSRL Managing Director (from transition). Further announcements of the management team would be issued shortly and this would result in a mixture of some existing staff members alongside some external recruitments.

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- The regulators had been engaged with this process throughout and were supportive in terms of the Management of Change proposal.
- The Near Term Work Plan (covering the next three years activity) will be finalised shortly and in time for new financial year. The Life Time Plan will be reviewed by the new management team.

Mark Rouse, DSRL Managing Director noted his delight to be appointed as MD under the site transition and added that his appointment did not have a fix term for the post. Of note, he provided an update on:

- Regular discussions were being held on site to discuss the impact of Covid and the current uptake of cases over the Christmas period recognising that there was a nervousness amongst staff and the community. There had been a number of staff briefings to keep the workforce updates and these would continue. The site was following the Scottish Government guidelines on what is allowable and sensible. There has been some site activity that has been currently stopped and although under SG guidance these would be allowable the site has taken, when they believe is a sensible approach, to doing what is sensible ensuring that safety of the workforce is top priority.
- The immediate issue for the site (coming back in the New Year) had been the site's resilience where 2 Fire and Rescue teams had been essentially lost to a common cause transmission that has led to a minimisation of the on-site work. The site was now at the stage of being able to plan for the return of the 4 teams by 1 February 2021.
- On transition, this was moving forward and site management was monitoring the 7 work streams related to this and all were on schedule to deliver by 1<sup>st</sup> April. Work continued with the legal transfer of the site.
- As NDA indicated, an announcement was due out shortly on further senior management appointments. There were two posts that had not been filled – Strategy Director and Programme Delivery Director – and both Sam Usher (Strategy) and Dave Hubbard (Programme Delivery) had agreed to remain in post for the next 6 months. This will allow these roles to be re-advertised.
- The positions that have been filled are Directors for Operations, Assurance and Organisational Excellence. The Business Services Director role had been split into two posts - Finance Director and Commercial Director – and currently the identified Commercial Director's acceptance of the post is awaited.
- The mix of some existing staff alongside new external recruitments will ensure a lot of consistency moving into the next year. There will also be opportunities for other members of the Dounreay workforce to apply for other posts that will become available.

Cllr Struan Mackie stated he was pleased to hear that progress had been made and DSG was looking forward to working with Mark and his team in the future.

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David Alexander congratulated Mark Rouse on his appointment. He noted that the new appointments included a mix of existing and new staff. He added that when David Peattie, NDA CEO had discussed the transition with DSG he had indicated that he expected those recruited into these roles would be locally based and asked if this was still the case. Mark Rouse replied that there would be a couple of people who may have to commute in the short term but expected most will relocate to the area adding that he was in the process of house hunting himself.

David Alexander asked Mark Rouse whether there was clear lines of roles and responsibility between what NDA and DSRL. Mark Rouse responded that there was an interface agreement modelled on similar arrangements with Magnox and LLWR and therefore there was clarity on this. In relation to the Magnox interface agreement there has been a challenge (called a in-control test) as to whether is NDA was in control more that the licensee. Regulators had been involved with this and had concluded that NDA was not in control and demonstrated that the site licensee was the dominant factor.

Roger Saxon stated he was pleased to hear that ONR were content with the potential candidates. Mark Rouse responded that they had continually engaged with ONR and SEPA as the transition plans and Management of Change document had been developed. The next stage would be to work with Gareth Taylor and clarify the objectives and targets for the site to define a delivery model.

Roger Saxon asked whether a new team coming in could essentially impact on the Near Term Work Plan activities which could have a detrimental impact on progress over the coming three years. Mark Rouse responded that the NTWP had been agreed and it was expected that no major changes would be made to this however the new team would have an opportunity to review the Life Time Plan.

Roger Saxon noted, a discussion at the sub group meeting, asking whether the new NDA plan to integrate waste activities under one division would have any implications to the Dounreay site and plans especially given Scottish Government policy on waste was different to that in England and Wales. Mark Rouse responded that he did not expect this to impact on the site's activities and were fully involved in discussions with the wider NDA Waste teams.

Gillian Coghill noted the difficulties of planning a site decommissioning programme for its lifetime plan and felt that a three year focussed programme allowed more clarity as to what activities will be carried out in the short term. Mark Rouse noted that decommissioning would always throw up challenges but they were trying to ensure that by providing a near term work plan it would provide some surety to the workforce and community.

Gillian Coghill noted she would be attending a workshop on the options for the Low Level Waste pits and asked if there was a full record of what had been put into the pits in the past. Mark Rouse noted that the options workshop would start to provide focus on the preferred option going forward. On the LLW pits inventory, it had always been recognised that site records in the 50s and 60s were less robust as they are now and therefore the project team would be rechecking the inventory and a risk assessment and safety case for the option would need to demonstrate that all potential disposals had been considered.

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Cllr Struan Mackie noted there continued to be uncertainty over Vulcan and asked if increased dialogue with MOD had been taking place. Gareth Taylor noted that discussions have continued as usual. Mark Rouse responded that DSRL had not had any long term discussion with Vulcan but he was hoping to get back to the further interactions as it would be important to ensure they were aware of the site closure programme.

Cllr Struan Mackie asked whether NDA had a view as to which sites across the estate had been impacted more than others in terms of programme slippage. Gareth Taylor responded that work had been ramped down at all sites and therefore there was no evidence to suggest one site had been impacted more than others.

Cllr Mackie responded his question had been more about the physical fabric of the site and the discussions about office accommodation based in town centres rather than having the whole workforce going back to work on site. He wondered whether DSRL had an easier site to manage from a prevention point of view. Mark Rouse noted the site was rather big and spaced out and therefore there was no density issues. He added that blended working would be a part of the future and would be taken forward with continued union and workforce engagement. Short term accommodation had now been identified and will shortly become available to those who struggle to work from home and Dounreay.com would be used for the workforce to allow some printing to be done where appropriate.

On the longer term accommodation plan, the business case for the Nuclear Services Hub was exploring long term options for office accommodation that could benefit now (for decommissioning activities), potential to support NDA services across the estate and a collaborative space for future socio economic activities.

Cllr Struan Mackie thanked Gareth Taylor and Mark Rouse for their updates. At this point, both Gareth Taylor and Mark Rouse left the meeting.

#### **4. MINUTES OF LAST MEETING / ACTIONS**

Cllr Mackie noted that the last minutes (DSG/BM(2021)M001 held 12 January 2021) 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.

#### **5. STATUS OF ACTIONS**

It was noted that actions continued to be progressed in a timely manner. The actions were taken as read.

#### **6. MARCH LOOKING FORWARD**

June Love noted the DSG AGM and Public meeting will be held virtually on the 24<sup>th</sup> March and work had commenced on the paperwork.

The organisations (NDA/DSRL/Vulcan) have been contacted regarding the focussed topics for the March meeting. All the paperwork will be distributed prior to the Public meeting. The logistics of the AGM were discussed, and it was agreed that all DSG members would be provided with an update prior to the meeting to outline the office bearers for the year. This would include an invitation to eligible members to volunteer to take on one of the official roles if they chose to do so.

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Cllr Struan Mackie asked if there would be a separate meeting link for the AGM and the Public meeting. June Love noted she would look at the options for access on a virtual platform and come back to the business meeting to discuss and agree.

**Action DSG/BM(2021)M002/A001: June Love to investigate how to make the DSG public meeting accessible to the public while being held on virtual platforms.**

Ron Gunn asked if the AGM was open to the public. June Love noted that it was, and members and the public could attend the AGM although those who attend as observers are not invited to attend although they are aware it is being held.

Gillian Coghill noted that Tor Justad intimated that he was delighted to attend the Site Restoration sub group meeting as he has been unable to attend in the past due to transport. June Love noted that there was now an opportunity to blend the meetings so there was a mixture of people who attended meetings in person and those who could still link in on a virtual platform and was something that could be considered as Covid restrictions lift and physical meetings commenced again.

Cllr Struan Mackie asked whether there was a provision for deputies to be nominated to cover Councillors in times of absences. June Love noted that at the AGM members were all encouraged to provide deputies to allow continuity of information. She further added the action to review DSG membership was on the action list and the subject of deputies can be also raised again there.

## 7. ANY OTHER BUSINESS

The following was discussed:

- DSRL had been shortlisted for a NSAN award for support to community during Covid. The application submitted was a video based application and NSAN had now published all those shortlisted. She noted she would send link round to members.

**Action DSG/BM(2021)M002/A002: June Love to distribute the link to the NSAN Awards for member to cascade through their own organisations.**

- June Love noted that she had finalised the DSG response to the NDA Business Case noting this required to be submitted by 1<sup>st</sup> February. Cllr Struan Mackie noted he had some additional comments that he would send through. June Love responded that she would include these comments in the draft response and distribute round to members – this would need to be done quickly to allow submission by the closing date of consultation.

Dave Wallace asked how members felt on the timing of the Business Plan alongside NDA Strategy and other various consultations that appear to come round rather quickly. June Love responded that some of the feedback she had received was more about the information contained within the business plan. DSG members were aware of the developing work of the NTWP and LTP so the questions coming back asked how the NDA could know that the dates in the business plan were the most current if the LTP had not yet been approved. One other comment was around Interim End States and End States recognising that when the PBO was managing site their contract was to take site to Interim End State and she felt that members would be keen to get clarity on whether NDA/DSRL would now consider the programme up to end state.

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Roger Saxon agreed with the previous comments and noted that the interim end state had changed many times now and the difficulty in providing detail on the end state with changing regulations and other potential impacts.

Cllr Struan Mackie noted in terms of timing DSG was very fortunate to have June and Dawn who made sure DSG contributions were submitted on time. There was a lot of information that comes from the NDA, which was on top the additional work on transition, decommissioning plans going forward, but added that understanding the big picture was very important for DSG.

- June Love noted that WiN Highland had provided a response to the questions posed as to why they had applied for membership to the DSG.

David Alexander noted that it could be seen as another pro-nuclear body and when he had read the response he had thought it might be better for them to request membership of the CNSRP. Roger Saxon noted that he would be happy for them to challenge the DSG and was content for them to become members. Cllr Struan Mackie noted he was also content for them to become members. June Love suggested that a note go out to DSG members asking for their views on this and this could be done in time to allow membership to WiN Highland (should members accept this) to the AGM in March.

**Action DSG/BM(2021)M002/A003: June Love to issue membership request to DSG members and ask for comment before the AGM.**

**Action DSG/BM(2021)M002/A004: June Love to write to WiN Highland asking for a list of organisations associated.**

Ron Gunn noted that that there were two petitions that are currently going through Scottish Government petition Committee. A review of rural maternity services by CHAT and the other is a remote and rural commissioner that Dr Gordon Baird is putting through petition committee. The remote commissioner is a liaison between the public and NHS Highland. Ron asked if members could support this as in individual or a group and contact the petitions committee.

**Action DSG/BM(2021)M002/A005: June Love to issue links for members to cascade to their own organisations.**

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

**Cllr Struan Mackie**  
DSG Chair  
27<sup>th</sup> January 2021

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**ACTIONS ARISING FROM THIS MEETING**

DSG/BM(2021)M002/A001: June Love to investigate how to make the Public meeting accessible to the public.

DSG/BM(2021)M002/A002: June Love to distribute the link to the NSAN Awards for member to cascade through their own organisations.

DSG/BM(2021)M002/A003: June Love to issue membership request to DSG member and ask for comment before the AGM.

DSG/BM(2021)M002/A004: June Love to write to WiN Highland asking for a list of organisations associated.

DSG/BM(2021)M002/A005: June Love to issue links for members to cascade to their own organisations.