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DOUNREAY STAKEHOLDER GROUP BUSINESS MEETING**Minutes of DSG Business Meeting held on Tuesday 20th April 2021 at 0930 via Microsoft Teams.**

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
	Dawn Clasper	DSG Minute Secretary, DSRL

MINUTES**1. WELCOME**

Cllr Struan Mackie welcomed everyone to the meeting.

2. APOLOGIES

Apologies received from Cllr Willie Mackay.

3. MINUTES OF LAST MEETING

Cllr Struan Mackie noted that the minutes of the last meeting – DSG/BM(2021)M007, 6 April 2021 – had been endorsed by members via email. Members agreed this was a true reflection of the meeting. No issues from the minutes were raised.

4. ACTION STATUS

It was noted that actions continued to be progressed in a timely manner. Of note discussions centred on:

- DSG(2021)M01/A008: June Love to provide draft scope for DSG review.

Cllr Struan Mackie noted that June Love has provided draft scope for the DSG review.

David Alexander noted this was a comprehensive draft review and asked whether the costs were realistic. June Love said she would have a discussion with others who have gone through this review to ensure the cost reflected the work required.

Ron Gunn asked what is involved in the review. June Love responded that previous reviews had included observations at sub group and public meeting, followed by telephone interviews from DSG members and observers. This then resulted in a summary report being produced and recommendations made for improvements where appropriate.

Cllr Struan Mackie noted that this was an audit on the effectiveness of the DSG and there was the potential for local companies to undertake this work but whoever took the work on would need to have an understanding of the wider NDA stakeholder remit to ensure DSG was aligned.

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The discussion moved on to the potential local companies who could provide this but it was agreed that while local organisations should be given the opportunity it would be useful to open this up to a wider range of bidders.

Roger Saxon noted that in the past interviews were conducted with DSG members/observers and wondered if the audit should be wider to capture thoughts on others who are not involved directly with DSG.

Cllr Struan Mackie stated that by concentrating on DSG's effectiveness the audit should be conducted through the eyes of a stakeholder and this could include the broader community. However he felt that by undertaking a gap analysis of membership may help with wider consultation. June Love noted that the draft scope included identifying 'hard to reach' and 'young' people to ensure others were not omitted from the review.

Roger Saxon commented in the NHS consultation and thought the organisation that carried that out had been very good at drawing out information required. As public meetings were not possible at the moment he was unsure how a full audit could be carried out. June Love noted that the tender responses should address the methodology of how organisations would conduct such a review.

June Love stated that when the review was sent to all DSG members for their comments a request could be included to ask all members to come back with suggestions on organisations that could take this forward. She added it would be useful to also include the company who had carried out previous reviews.

June Love noted that this would need to be progress through DSRL procurement and would explore what would be required to take this contract through procurement process.

Roger Saxon commented that there may be conflict of interest as this would need to go to framework contractors also. June Love noted when she had held tentative discussions with the DSRL Commercial team and they had not identified anyone on frameworks that could undertake this work. She said she would explore this again but noted that she would include a comment on conflicts to the scope for clarity.

Cllr Struan Mackie noted the discussion had been useful and requested that the group go through the draft scope in detail. This was done and a number of small changes were made. Following agreement of the changes it was agreed that this could now be circulated to DSG members for their comments.

ACTION: DSG/BM(2021)M008/A001: June Love to distribute draft scope DSG review for comments and recommendations.

June Love noted she would inform David Wallace, NDA that the review was in progress so NDA was aware this would be happening during this year.

5. ANY OTHER BUSINESS

The following was raised:

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- DSR freight trial is being held on Thursday 22 April an invitation had been extended to the DSG and Roger Saxon will be attending on the group's behalf.. David Alexander would also be attending on behalf of the Trades Council.

There being no further business, Cllr Struan Mackie formally closed the meeting.

Cllr Struan Mackie
DSG Chair
21st April 2021

ACTIONS ARISING FROM THIS MEETING

DSG/BM(2021)M008/A001: June Love to distribute draft scope DSG review for comments and recommendations.