

## **DOUNREAY STAKEHOLDER GROUP ANNUAL GENERAL MEETING**

**Minutes of the Dounreay Stakeholder Group, Annual General Meeting, held at 630pm by Teams on Wednesday 24<sup>th</sup> March 2021.**

<b>Present:</b>	Cllr Struan Mackie	Highland Council (DSG Chair)
	Davie Alexander	Thurso and Wick Trade Union Council (DSG Vice-chair)
	Gillian Coghill	Independent chair, Buldoo Residents Groups
	David Broughton	Co-opted member of the public
	Tor Justad	Co-opted member of the public
	Cllr Willie Mackay	Highland Council
	Alastair MacDonald	DSG Honorary member
	Roger Saxon	DSG Honorary member
	Bob Earnshaw	DSG Honorary member
	Thelma Mackenzie	Thurso Community Council
	Cllr Stephen Clackson	Orkney Islands Council
	Ron Gunn	CHAT
	Trudy Morris	Caithness Chamber of Commerce
	Eann Sinclair	Highlands and Islands Enterprise
	Peter Faccenda	CNSRP
	Donna Stewart	Women in Nuclear (Highland)
	David Craig	Caithness West Community Council
	Debbie Murray	North Highland College, UHI
	Sand Owsnett	DSRL Union
	June Love	DSG Secretariat, DSRL

## **MINUTES**

### **1. WELCOME AND INTRODUCTIONS**

Cllr Struan Mackie, DSG Chair welcomed everyone to the meeting. He noted that Kirsty Strachan had joined DSG representing Women in Nuclear, Highland but unfortunately could not attend the meeting and therefore Donna Stewart was deputising. He welcomed Donna Stewart to the meeting.

### **2. APOLOGIES**

Apologies were received from:

- Brian Mutch, SGRIPD
- Kirsty Strachan, WiN Highland

### **3. MINUTES OF AGM, MARCH 2020**

Cllr Struan Mackie noted that the minutes of the last AGM held on 11 March 2020 – DSG/AGM(2020)M001 refers – had been circulated to members shortly after the meeting. There were no amendments requested and the minutes were taken as read. This was proposed by Cllr Stephen Clackson and seconded by Thelma Mackenzie.

#### **4. CHAIRMAN'S REPORT**

Cllr Struan Mackie noted the chair's annual review – DSG(2021)C005 refers. He stated that he would take the paper as read. Of note, he:

- had enjoyed his time as DSG Chair and thanked all members and observers for their support, contribution and input over the past year.
- thanked vice-chair, sub group chairs, deputies and Roger Saxon (past DSG Chair) for their continued input with business meetings being held fortnightly since Covid restrictions had been put in place.
- hoped that members had felt that they had been updated in a timely manner during the restrictions at a time when meetings were not being held and said the business meeting had endeavoured to continue to keep the information flowing to all members.
- concluded with the Covid community support and paid tribute to the support that the Dounreay site had provided in many different ways to support the resilience of the community. Alongside all the other services, community organisations and volunteers it had demonstrated how the community had pulled together constructively and that everyone should be extremely proud of the way the whole community pulled together.

Cllr Struan Mackie invited members to raise any questions or issues from the Chair's report.

#### **5. FINANCE REPORT**

Cllr Struan Mackie noted the Finance report – DSG(2021)C006. He noted that Covid had had an impact on the spend and the reduced costs in the finance report reflected that. He added that the cost under venues had continued because early within the pandemic the DSG business meeting had taken the decision to honour the bookings that had been made, and in a small way, had supported a local business through these hard times.

He added that the report would be updated at the end of this financial year and would be passed to the Dounreay Finance for auditing purposes.

No issues were raised from the finance report.

#### **6. FORWARD DIARY**

Cllr Struan Mackie noted the forward diary – DSG(2021)C007 refers. He invited members to note the dates of the sub groups and public meeting and to ensure these were added to diaries. Virtual meetings would now continue as per the forward diary until such times Covid restrictions were lifted to allow a meeting to take place in person. He added that longer term it would be possible to conduct meetings with both personal attendance and on a virtual platform and this is something that would be developed and trialled during the coming year.

He invited questions from members. Cllr Stephen Clackson asked whether the public meeting could be opened back up to allow members of the public to attend. June Love noted that the public meeting, following this AGM, had been advertised inviting members of the public to register for the link to the meeting, therefore members of the public were now able to attend these meetings on a virtual platform.

## **7. WEBSITE REPORT**

Cllr Struan Mackie drew members attention to the website report – DSG(2021)C008 refers. He noted that the website had been revamped during the last year and therefore the report did not compare with the previous website reports. However, it was good to see there is a still a wide variety of countries who continued to take an interest in the DSG work.

He invited comment from members. David Broughton noted that the website reported the most viewed pages within the website and the 'Home' and 'Documents' pages were the most viewed. He asked if it was possible to undertake some further analysis of the type of documents that were being accessed. June Love noted that the analytics in the new website were still under development and would look explore to see whether this was possible. If it was possible it would be included in the next website report.

**Action: DSG(2021)M01/A001: June Love to explore whether the website analytics can provide further information on the types of documents that are being viewed.**

## **8. DSG TERMS OF REFERENCE**

Cllr Struan Mackie noted there was no amendments to discuss or agree within the Terms of Reference. David Broughton stated that while the ToRs reflected the ability to co-opt members of the public to the DSG it did not set out the responsibilities for co-opted members. June Love responded that there was a long-term action to undertaken a review of DSG and suggested that perhaps that would be a good time to relook at the ToRs at the same time. Any proposed changes to the ToRs could then be taken at the next AGM or an extra-ordinary general meeting if timescale meant this was required prior to March 2022. This was agreed as a good way forward.

[Secretary's note: The responsibilities of co-opted members and review of ToRs has been included in DSG(2020)M03/A003]

## **9. ELECTION OF CHAIR**

Cllr Struan Mackie handed over to the Secretariat for the election of the office bearers. June Love noted that nominations were being sought for four posts, these being the Chair, vice-chair, Socio Economic sub group chair and Site Restoration sub group chair. She added that deputy chairs for sub groups would be agreed at the next sub group meetings.

Roger Saxon proposed Cllr Struan Mackie. This was seconded by Eann Sinclair. No further proposals were forthcoming and no objections were made.

## **10. ELECTION OF VICE-CHAIR**

Cllr Struan Mackie proposed Davie Alexander for Vice-Chair. This was seconded by Trudy Morris. No further proposals were forthcoming and no objections were made.

## **11. DSG SOCIO ECONOMIC SUB GROUP CHAIR**

Thelma Mackenzie proposed Davie Alexander for DSG Socio Economic Sub Group Chair. This was seconded by Gillian Coghill. No further proposals were forthcoming and no objections made.

## **12. DSG SITE RESTORATION SUB GROUP CHAIR**

Cllr Willie Mackay proposed Gillian Coghill for DSG Site Restoration Sub Group Chair. This was seconded by Ron Gunn. No further proposals were forthcoming and no objections made.

Before handing back to the Chair, June Love noted that DSG currently had three co-opted members of the public. Roy Blackburn had decided to step down but David Broughton and Tor Justad had indicated a willingness to remain on DSG. She asked for a proposer and seconder to agree the continuation of the co-opted members. This was proposed by Cllr Struan Mackie and seconded by Bob Earnshaw.

June Love then handed back the chair to Cllr Struan Mackie.

### **13. CLOSE OF AGM**

Cllr Struan Mackie thanked members for returning him to the chair and alongside the vice-chair and business meeting members he stated they would continue to work on behalf of all DSG members.

He also placed on record his thanks to Roy Blackburn for his commitment to DSG over the years and the invaluable input he had made to the Site Restoration sub group.

He then invited members to raise any other business. Of note:

- Davie Alexander also thanked members for their continued support throughout the year and for the vote of confidence to re-elect him to the role of vice-chair and socio economic sub group chair. He added that it had been a very strange year but felt that the business meeting had managed to continue to keep the information flowing and continued to progress and close out actions in a timely manner. He stated the members would not have been able to continue this work without the support of June and Dawn Clasper and the support that had been provided had been excellent especially given the increase in workload. He asked that DSG's thanks to June and Dawn be placed on record. Cllr Struan Mackie agreed.
- David Broughton asked whether there would be recruitment undertaken to replace Roy Blackburn. June Love suggested waiting for the DSG review to allow any adverts for co-opted members to be more specific about the type of skills that would be required. This was agreed as a sensible way forward.

There being no further business, Cllr Struan Mackie thanked the members for their attendance and formally closed the AGM.

**Cllr Struan Mackie**  
**DSG Chair**  
26 March 2021