



Please respond to:

Dawn Clasper
DSG Minute Secretary
Dounreay.com
Traill House
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Thurso, Caithness, KW14 7BJ

3 May 2023
Ref: DSG(2023)C017

Tel: 01847 803510
Email: info@dounreaystakeholdergroup.org

Dear Mark,

On behalf of the DSG, I have been actioned by our members to formally write to the site on the matter of outstanding actions and seeking 'publishable' responses in writing.

We appreciate that there has been a marked improvement in recent months, with a noticeable reduction in the time taken to close actions that have arisen from our Public, Subgroup of Business Meetings. I would like to thank you and your team for responding requests from members and helping us carry out our scrutiny role.

It has been noted, however, that some actions are increasingly being responded to verbally and no written response is being provided to Dawn or Tina for wider circulation.

Whilst it is absolutely appropriate to use our forums to respond to matters that have arisen, our action tracker acts as a public reference document, and we require written responses to properly 'close out' the matter and publish accordingly on our website.

I thank you in advance for the improved communication and responses to date and look forward to seeing action responses being dealt with in a similar manner.

Yours sincerely

Sent electronically without signature

Struan Mackie
DSG Chair