

DOUNREAY STAKEHOLDER GROUP BUSINESS MEETING

Minutes of DSG Business Meeting held on Tuesday 3 October 2023 at 0930 via MS Teams.

Present:	Cllr Struan Mackie	DSG Chair
	Davie Alexander	DSG Vice-chair & Socio Economic sub group chair
	Gillian Coghill	DSG Site Restoration chair
	Peter Faccenda	DSG Socio Economic sub group deputy chair
	Roger Saxon	DSG Site Restoration sub group deputy chair
	Dawn Clasper	DSG Minute Secretary
	Tina Wrighton	Stakeholder & External Relations Manager, Dounreay

1. WELCOME & APOLOGIES

Cllr Struan Mackie welcomed everyone to the meeting.

No apologies have been received.

2. MINUTES OF LAST MEETING

Cllr Struan Mackie noted that the minutes of the last meeting – DSG/BM(2023)M014, 12 September 2023 – these were endorsed by members. Members agreed this was a true reflection of the meeting. These would now be circulated to all DSG members for their information.

3. ACTION STATUS

Cllr Struan Mackie provided an update on the progress of actions. Discussion focused on:

- DSG/PM(2023)M03/A001: Struan Macke requested that a written response to his questions about spend be discussed in the restoration subgroup: Ongoing
- DSG/PM(2023)M03/A002: DSG request clarity about the meaning of the new opportunities from Rolls Royce. Action closed:

Unfortunately, it is not currently possible for me to be much more specific on the “future business opportunities” that we are currently looking into. Clearly, we have a fantastic Rolls-Royce and wider team at Vulcan with unique capabilities which could be potentially utilised in a number of projects. The scope and timeliness of this is clearly depending on the timing and requirements of the site decommissioning programme, any ongoing long-term support of the Ministry of Defence (MoD) and the opportunities within adjacent complimentary industry requirements.

As the Dounreay Stakeholder Group is aware the Naval Submarine programme is going through an unprecedented level of change, and we are continually assessing the implications of these changes to current and potential future Rolls-Royce capabilities, especially in the Caithness area. Although we are assessing

Endorsed on 10 October 2023

these opportunities on an ongoing basis, I must stress that our number one priority is the safe delivery of our current programme in support of the MoD. Once again, I must apologise for the lack of detail that I am able to share but I am sure you will understand. Please let me know if there is anything I can support if there are any specific questions.

- DSG/PM(2023)M03/A003: Mac MacGill would provide more information on staff numbers present on site. Action Closed:
 1. Flexible Working - Dounreay has a clear and extant flexible working policy that enables flexible working based upon place and hours of work. This policy precedes COVID-19.
 2. Remote, On-site, Flexible & Hybrid Working - our collective response to COVID-19 saw Dounreay rapidly advance our digitisation programme by securing and issuing >700 (~60% Dounreay employees) staff with laptops in order to enable remote, flexible, on-site and hybrid working across managers and specialists alike. This period showed that many of our staff could achieve the majority of their work in a hybrid working way. A mindset shift.
 3. Remote & On-Site Worker Numbers - we track on site numbers daily and thus know the balance between the two. In this digitised world we also know who is using our IT, for how long and where it is being used. We currently have a daily average of 950 staff per working day attend site. And thus have ~ <300 Dounreay staff daily remote working.
 4. Monitoring Staff Productivity - we do not differentiate between remote or on-site staff performance measurement and productivity monitoring. We trust our managers and staff to set, agree and deliver outputs / outcomes as agreed with line management. We have found that productivity has gone up for the large majority of remote / hybrid workers.
 5. Availability of Remote or Hybrid Workers - we take a mature approach to staff availability and personal time management around our core working hours. Remote and hybrid workers must ensure that their availability meets the needs of their projects and core customers.
 6. Staff Concerns - some staff verbalised concerns around the productivity, availability and fairness of hybrid or flexible working staff. Dounreay is not concerned in this area as where this is formally and clearly identified we take appropriate management action to address performance as previous mentioned through existing staff management procedures.

Flexible working arrangements – as an employer, we are required by UK employment law to consider flexible working requests from our employees. These are most used for care giving duties, returning Mums from Maternity leave and to enable childcare. There is a formal process to follow, and the employer doesn't have to agree but they must give good grounds for a refusal. Once granted, this is a change to the T&Cs for that individual and subject to review in line with the needs of

Endorsed on 10 October 2023

the business. I would suggest that this is the extant flexible working policy referred to in point 1 but need to be clear it is not a given.

Flexible working – we don't offer this at Dounreay, but it is common in business. This is where the employee works core hours and then tops up those working hours to take time off at another time, usually within a short period of time. The classic “nine day fortnight” of the oil and gas sector is a prime example and it is used extensively in local government. Note that this is quite separate to working a “compressed” working week as in a four day working week agreement.

I apologise for seeming pedantic in making the distinction, but the phrase “flexible working” can mean many things and is often misinterpreted by others as a result! In this forum, worth being sure of what we are saying especially as point 1 is governed by law and not a local decision.

4. DSG SUB GROUPS

Cllr Struan Mackie noted that the subgroups are being held on 18 October. Dawn Clasper noted that she had provided a draft of the agendas and noted that we had a request from Linda Ross University of Keel to attend both sub groups. This was agreed by the chairs of the sub groups.

5. ANY OTHER BUSINESS

The following was raised:

- Cllr Struan Mackie noted that Rob Fletcher had been announced as the CEO of Magnox group. Cllr Mackie sent an email to Rob Fletcher on behalf of the DSG to congratulate him on his position. He is keen to understand what the corporate centre will look like in terms of Dounreay and Magnox in order to communicate this to stakeholders.
- Cllr Struan Mackie noted that he and Davie Alexander will be attending the SSG's chair of chairs meeting in Manchester on 16 October 2023. They will be discussing re-election of the chair and election of a vice chair.
- Peter Faccenda noted that at the public meeting there was a question of Orkney joining the Dounreay Travel to Work area. There was further discussion on this topic.

ACTION: DSG/BM(2023)M015/A01: DSG to respond to Cllr Clackson regarding the Dounreay Travel to Work area.

6. CLOSE

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

**Cllr Struan Mackie
DSG Chair
5 October 2023**

ACTIONS ARISING FROM THIS MEETING

DSG/BM(2023)M015/A01: DSG to respond to Cllr Clackson regarding the Dounreay Travel to Work area.