

**DOUNREAY STAKEHOLDER GROUP
SOCIO ECONOMIC SUB GROUP**

DSG/SESG(2016)M002

Minutes of the DSG Socio Economic Sub Group meeting held on Wednesday 13th July 2016 at 1330 hours in the Pentland Hotel, Georgina Suite, Thurso.

Present:	Derrick Milnes	Thurso and Wick Trade Union Council (Chairman)
	David Flear	DSG Chairman
	Alastair MacDonald	DSG Honorary member
	Cllr Matthew Reiss	Highland Council
	Ronnie Johnstone	Church of Scotland
	Debbie Gray	North Highland College
	Fiona Levack	Caithness Chamber of Commerce
	Eann Sinclair	CNS Regeneration Partnership
In attendance:	June Love	Dounreay Community Relations and Socio Economic Manager
	Anna MacConnell	NDA Socio Economic and Stakeholder Relations Manager
	Craig Brown	Dounreay Support Services Director
	Paul Hetherington	Dounreay Head of Communications (observing)

MINUTES

1. WELCOME AND INTRODUCTIONS

Derrick Milnes welcomed everyone to the meeting. He introduced Paul Hetherington, Dounreay Head of Communications, who was attending the meeting as an observer. Introductions were made around the table.

Derrick Milnes noted the dual role for June Love who had recently taken over responsibility for socio economics for Dounreay. She continued in her role as DSG secretariat until such times as administration support was identified.

2. APOLOGIES

Apologies were received from:

- Bob Earnshaw
- Sandy Mackie
- Trudy Morris (Fiona Levack deputising)

3. MINUTES OF LAST MEETING

Derrick Milnes noted that the April sub group meeting had been cancelled due to purdah. Therefore the January sub group minutes (DSG/SESG(2016)M001) had been endorsed by correspondence.

No issues were raised from the January minutes.

4. STATUS OF ACTIONS

The status of actions had been circulated to members in advance. The majority of actions were now complete and none outstanding with regards to the socio economic sub group.

David Flear noted that he had spoken with Cllr Matthew Reiss regarding the flooding in Halkirk and while he understood meetings had been held between Cllr Gillian Coghill and Scottish Water further flooding had occurred since that meeting.

5. DOUNREAY COMMUNITY FUND

Derrick Milnes noted the applications for funding and reminded members of their need to declare an interest if involved in any particular application. The recommendations for those applications were approved.

Derrick Milnes also noted that the publicity on funding for projects was not as good as it once was. Dounreay Communications had historically taken photographs and advertised the funding support provided but in recent years this had ceased and organisations had been asked to provide their own photographs. June Love said she would discuss this with Dounreay Head of Communications to explore alternatives for publicity resulting from the Dounreay Community Fund.

Action: DSG/SESG(2016)M002/A001: June Love to explore options with Paul Hetherington, Dounreay Head of Communications, with reference to photographs and publicity for Dounreay Community Fund projects.

Derrick Milnes also noted that one application recently received appeared to be a Corporate event and resulted in the Dounreay Community Fund providing funding which in turn donated money to charity. It was agreed that the guidelines for funding should be reviewed to ensure that it was clear that applications such as these were not within the criteria. Ronnie Johnstone added that while there was something to be said to pump priming some events he felt that this group did not exist to give funding to another group to raise money for charity.

Action: DSG/SESG(2016)M002/A002: June Love (Marie Mackay) to review the guidelines for the Dounreay Community Fund to include criteria which precludes funding going to events which donates funding to charity.

There was also a general discussion on the number of return applicants each year. The guidelines allow for organisations to submit one application in any given financial year and repeat applications. David Flear suggested that the sub group receive a summary of all organisations that have benefited from the fund over the last five years to see whether guidelines needed to be further considered going forward.

Action: DSG/SESG(2016)M002/A003: June Love (Marie Mackay) to provide a summary of all organisations that have benefitted from the Dounreay Community Fund over the last five years.

6. DOUNREAY UPDATE

Derrick Milnes noted that a written update had been provided to members in advance of the meeting (DSG(2016)P018 refers). He invited June Love and Anna MacConnell to pick up the key highlights from the report.

June Love noted that the report had been reformatted aligning the reporting of the Dounreay Socio Economic Alliance (DSEA) with those projects they are involved in through the CNSRP high level programme and then site activities which add value to the work being carried out by CNSRP. She noted that the report was a slightly larger one than normal to allow for a narrative around the different work streams.

June Love, Dounreay Community Relations and Socio Economic Manager, noted the following:

- Work continued to support the CNSRP Programme Manager with presentations on future job projections at various venues including three held on the site for the Dounreay workforce. These had been well attended and some of the information made available was challenged which allowed for a good discussion on the whole topic.
- CNSRP would be reviewing its current activities with the aim of looking forward for the next three years. The activities outlined in the DSEA Plan for 2016 would also be reviewed on the same timescale to make sure all activities link in.
- The Dounreay Business Development Project continued. This was being managed by the Caithness Chamber of Commerce and the progress was outlined in the written report.
- Secondments continued to HIE (Inward Investment), Wick Harbour Authority (Offshore wind), Community Sports Hub and North Highland College (schools link).
- Funding had been provided to North Highland College to support the Scottish Craft competition which was held in June. The funding allowed the NHC to purchase new tooling equipment for the competition.
- The NDA had agreed that Dounreay may carry over an unspent portion of up to a maximum of £150,000 from one contract year to next, or allow an overspend of £150,000 (deducted from following financial year). This had been welcomed as it allowed a little flexibility in spending profiles.

David Flear noted that the Community Sports Hub appeared to be slipping in terms of progress. He had raised this at the CNSRP Advisory Board in relation to the City Region Deal which had been recently announced and felt it would be useful to explore with the Highland Council whether there would be funding available for such a facility. June Love noted that the Community Sports Hub committee had recently met with Sports Scotland and a number of queries were currently being responded to. David Flear asked whether a formal update would be received from Shona Kirk who was seconded from Cavendish Nuclear to support this project. Anna MacConnell noted that funding from Tesco had allowed some small site investigation to be undertaken.

Action: DSG/SESG(2016)M002/A004: Shona Kirk to provide a written update on the Community Sports Hubs Project for the next sub group meeting.

Anna MacConnell, NDA Socio Economic and Stakeholder Relations Manager, noted the following:

- NDA Archives would be handed over from Morrison Construction on 7th October 2016 to Restore plc. It was anticipated that the facility would be available for a preview on the 1st January 2017 with the public opening on 9th January 2017.

Derrick Milnes stated he had visited the Archives on the 12th July and had been suitably impressed with what he had seen. Anna MacConnell responded that Morrison Construction was to be congratulated for keeping the project on schedule and for their outreach programme which they had embraced fully.

David Flear noted that there had been a good discussion at the NDA Archive event on artefacts and events being held stating that any decisions on this would have to take on board the potential

displacement of others including museums. He noted there had also been discussions regarding a potential arts exhibition and this would be discussed via the Archives Advisory Board.

- In reference to NDA direct funding, discussions continued with Wick Harbour Authority and Scrabster Harbour Trust. At the recent CNSRP Advisory Board Scrabster Harbour Trust had reported on exploring funding streams for an ice plant and NDA had agreed that funds provided for another project and unspent could be diverted to the ice plant as match funds for an application for EU funding.

June Love noted that while Sandy Mackie had tendered his apologies he had sent an email asking that the Trust's appreciation to the DSG, Chamber of Commerce, CNSRP, Wick and Thurso Trade Union Council and Councillor Saxon be tabled for their letters of support for the Replacement Ice Plant project. While it was unclear what the effect of the EU referendum will have on the European funding (EMFF programme) the application had been submitted and would be tendered in the European Journal with tender returns expected at the end of August.

Derrick Milnes noted he had met with Anna MacConnell on 24th June to discuss the pipeline projects. It appeared that there seemed to be few new projects coming forward for funding. David Flear asked whether this was correct. Anna MacConnell responded that while there were some projects moving forward there were others that were not moving as quickly as first thought in terms of funding requests. There were others identified that were ineligible for NDA funding.

Eann Sinclair responded that looking at the projects on the CNSRP programme there were a number of projects identified and he believed that over the next 12-18 months further funding requests would be submitted. David Flear asked if any projects would come forward this financial year for funding considerations. Eann Sinclair replied it was likely that projects could come forward this year but were at early stages. Discussions had taken place between Scrabster Harbour and HIE on the farm land as well as a master plan for the harbour. June Love noted that the Dounreay budget was currently sitting with uncommitted funding and it would be useful to understand what is coming up so that these can be considered. David Flear stated that it would benefit the CNSRP programme if discussions on funding required going forward were discussed with NDA to ensure that consideration could be given to priority projects. Anna MacConnell noted that discussions between HIE and NDA had been held in the past. It was agreed that to understand the potential funding requirements for the high priority projects Eann Sinclair would provide an update at the next sub group meeting on the pipeline for projects.

Action: DSG/SESG(2016)M003/A005: Eann Sinclair, CNSRP Programme Manager to provide the CNSRP high priority programme pipeline for projects for the next three years at next sub group meeting.

- **HIAL overspill car park:** Funding from NDA and Dounreay had been committed to support the overspill car park which would also benefit the NDA Archives. Anna MacConnell added that HIAL had still to agree the design before construction commenced but in terms of the funding this had been agreed.
- **Skills:**
 - June Love noted that the Ready, Steady Work programme was being held this week with a number of Dounreay personnel involved. Eann Sinclair had also provided the CNSRP presentation on job projections.

- Craig Brown said that Dounreay was looking at more forward planning in relation to training requirements to allow the North Highland College to have a more robust understanding of requirements.

David Flear asked whether funding for courses, directly related to Dounreay, received funding from other sources. Craig Brown said that in the past the site had very specific requirements which meant they were bespoke to Dounreay but they were currently exploring with the college whether these courses could be more flexible to allow these to be run in a more commercial manner.

David Flear noted that he and Derrick Milnes had met with Beccy Pleasant NDA who headed up the skills agenda. He was aware Beccy had also had a number of discussions with NHC and other stakeholders. Following the question raised at the public DSG in June about whether the recent announcements on skills at Sellafield meant that the NHC would lose out it had been positive to hear that NHC had a role to play.

Anna MacConnell stated that the NDA had put forward two ideas which included the NHC becoming a spoke for the National College for Nuclear which would be based in Cumbria. Donald MacBeath had discussed these with NDA recently about this and the view was that NHC could offer National College for Nuclear expertise in remote and online delivery. The second area for consideration was for safety case authors which is progressing. Some of the safety case authors at Dounreay had been helpful in describing what qualifications were required and what this could look like going forward. At present it takes a number of educational qualifications to become a safety case author and NHC were currently exploring how they could condense the course into one programme so it would be accredited but in a shorter timescale covering all the appropriate pieces of qualifications.

- **Caithness Horizons:** David Flear asked if there was any progress with the business plan and also queried the Highland Council (HC) commitment. Cllr Roger Saxon responded that in terms of HC, Caithness Horizons had written regarding this. June Love note that the funding support from Dounreay came out of the £500K socio economic funding and while there was continued committed funding it was not long until that commitment ceased. David Flear stressed it was important to understand the HC commitment so that the long term options could be considered in its entirety. Cllr Matthew Reiss noted that the HC redesign board was looking at every aspect of Council spend, including all statutory spend alongside voluntary spend, and would be meeting throughout the summer on this. Scottish Government had recently informed HC that European funding should continue for a further year before decisions on the future would be taken.

Action: DSG/SESG(2016)M002/A006: DSG to write to Highland Council (Bill Fernie) asking for clarification on their commitment to Caithness Horizons.

- **Off-site accommodation:** Dounreay would be relocating non-essential staff (Human Resource and Training) off-site into new office accommodation in Thurso (above Dounreay.com public information office).

David Flear welcomed this and said that following earlier discussions on the future of Dounreay.com this had been a very good outcome.

- **Local benefit in procurement:**
 - June Love noted that the guidance paper had been adopted in April 2016 and there were positive signs that this was starting to become part of the thinking in contract strategy. A number of contracts with local benefits were outlined in the written report. June Love noted

that there would be occasions when the benefits would be the hotel nights and spend in the local area where it was not possible to include any other benefits but this would be balanced.

- Craig Brown stated that it was good to see a further 18 operatives had been recruited (within the framework contract) to increase the shift working patterns of the glovebox operations. This now takes the total of operatives to 36.
- Anna MacConnell stated that Profile, who have the site's guardforce contract, had been encouraged to submit an application into the NDA Supply Chain awards for the work it had been doing to encourage training for young unemployed people. This model, which started at Dounreay, was now being looked at by another part of the NDA estate.
- Anna MacConnell noted that NDA had recently held a socio economic workshop where there was an opportunity to share best practice across the estate. The second meeting, scheduled to take place in around three months' time, will look at how to measure impacts. June Love stated she had found this a useful meeting and Craig Brown noted there had been a discussion on the benefits within procurements which had been equally useful.
- On land issues, Anna MacConnell noted that she had met with the NDA Properties team last week. UK Government policy is to dispose of any surplus land which is not required for decommissioning purposes. Tenanted land was always offered to tenants first before disposal. At this time Dounreay was looking at what they believe they will need to allow the decommissioning programme to complete and would report back to the NDA in around three months with details of requirements.

David Flear asked what that meant to the Viewfirth land in terms of the Community Sports Hub. Anna MacConnell said that at present this was still an ongoing discussion.

David Flear asked whether there was potential to also include Vulcan land. Craig Brown said that he assumed that for now it would look at the current site contract which meant that Vulcan would not be considered at this time. Dounreay would be looking at future requirements such as laydown areas etc. Valerie Jappy was leading on this. Alastair MacDonald reminded members of the difference between English and Scottish law when it came to land issues.

Alastair MacDonald asked whether DSG should consider an agricultural representative on DSG as there was a need to recognise the farming side. This was noted and would be considered in the future.

David Flear asked that, in terms of the written report, could a table of spend be provided to allow the group to have an overview.

Action: DSG/SESG(2016)M003/A007: June Love to include budget and current spend in the next socio economic sub group written report.

Derrick Milnes said that the written report had been very good with sufficient detail to allow discussion.

He thanked everyone for their contribution.

7. CNSRP UPDATE

Derrick Milnes noted that a written update had been provided for the meeting (DSG(2016)P019 refers) and had been circulated in advance to members. He invited Eann Sinclair to provide the key highlights from the paper. Of note, Eann Sinclair reported:

- **Wick harbour:** Shona Kirk, Cavendish Nuclear, was still working with Wick harbour and SSE and this was going well. The CNSRP Delivery Team would now turn their attend to talking about job creation and the opportunities that this development will create. North Highland College were involved with this discussion as it would be essential to understand the future skills need and what those skills look like.
- **Business and industrial land:** Feasibility work had commenced looking at two main areas; Scrabster Harbour Trust farm land and effectively an extension to the Thurso Business Park. These were due to report around September/October time and would inform HIE of the potential investment requirements. HIE were in discussions with Scrabster Harbour Trust with regards the farm land.
- An event with Oil and Gas UK was being jointly hosted by HIE and Scrabster Harbour. This would be a roundtable discussion on the opportunities in oil and gas for Caithness, taking forward the potential for Scrabster as a forward supply hub for oil and gas.
- The Caithness Transport Forum had received a good update from Colin Howell, HC Planning Infrastructure and Development re the Kilmister Noss road with funding already allocated for the improvements. The local enquiry for the Berriedale braes was now complete and information was available on the website. The reporter was likely to come to a decision early next year. The next stage would be to secure funding in Scottish Governments plans for the physical work if the reporter findings are positive.

Alastair MacDonald noted that in terms of Scrabster Harbour he had an interest to declare and therefore did not take part in any discussions on the harbour.

Derrick Milnes thanked Eann Sinclair and invited other members around the table to provide updates from their respective organisations.

- **North Highland College:** Debbie Gray noted:
 - Applications for 2016/17 for full time education were much about the same as last year. Apart from that numbers are up with Higher education courses up by 50 applications. Lot of effort has been undertaken in postcode analysis for engineering and construction at further and higher education. Applications were as good as they have ever been. There were still some places on the fabrication and welding programme.
 - New courses for post graduate diplomas in primary school teaching had been created with nine confirmed places out of twelve.
 - NHC Event management – there was a surprisingly low uptake for this course..
 - In Thurso there were not big numbers wishing to undertake the Masters Engineering programme but the tutorial staff at NHC would deliver this course across the UHI.

- A filming making degree had been established at the Alness campus with 10 places being filled.
- The financial position was much better than had been predicted. The small increase in students was driving down European funding. European funding had been confirmed for next 3 years.
- On non-core income, the NHC was undertaking a vacancy management review. Approval from Scottish Government had been granted to implement a voluntary severance scheme but this was being looked at in terms of student numbers before any decisions were made.
- Scottish Government have approved the capital funding of the Thurso Campus re0-development . A draft business case and concept design was being progressed for an £18.5M programme of redevelopment works. Dornoch had also submitted a medium/high programme which would see them sell Ross house and utilise the money for Burfield.

Craig Brown noted the analysis of postcodes for students going to NHC. He asked whether this showed an increase in people moving into the area. Debbie Gray said that indicators were that most students were coming from local addresses.

Highland Council: Cllrs Matthew Reiss noted:

- That attracting people to the county for jobs would be essential for the future. There was more scope for tourism type jobs especially with the excellent results of the North Coast 500. Highland Council was working with Bear Scotland to put a more attractive sign up at the border to Caithness.
- The building at the corner of the square is now complete and open days are being held for public to visit.
- Applications are still ongoing for on-shore windfarms and it is recognised that there needs to be a balance between the tourism offering and any jobs that this industry offers.

Cllr Roger Saxon noted that Venture North were doing a really good job of highlighting the tourism offering in the far north. He agreed with Cllr Reiss that it was the right time to capitalise on the success of North Coast 500 and this would include the need for road signage to point to the various tourist offerings.

Cllr Roger Saxon also noted that the HC Deputy Chief Executive had visited Wick harbour and had been impressed with the plans being progressed there. While in Wick they also took the opportunity to visit the new high school. Councillors would be visiting this facility next week and while not finished the building was starting to look really impressive.

Alastair MacDonald noted there were numerous heritage sites in Caithness – but the signage to these were not good. We have a lot of stone heritage sites – something we seem to value but don't look at that. David Flear did HC have responsibility for signposting these sties? Eann Sinclair 2 things we have now – NS500 and Venture North.

Action: DSG/SESG(2016)M002/A008: Eann Sinclair to feed comments on tourism into CNSRP for discussion.

Caithness Chamber of Commerce: Fiona Levack reported:

- The Business mentoring support project continues.
- A number of applications for the Caithness Business Fund had been received. These were currently being reviewed.
- All businesses in Caithness and Sutherland had been invited to a Digital tourism event which was supported by HIE.
- The Chamber of Commerce's annual dinner was now fully prescribed.
- The Chamber had issued a press release on the results of the European referendum.

8. CORRESPONDENCE SINCE LAST MEETING

Derrick Milnes noted the DSG letter in support of the funding application for Scrabster Harbour Trust's proposal for a new ice plant. This had been previously covered in the meeting.

9. ANY OTHER BUSINESS

David Flear noted that at the June public DSG there had been a discussion on the movement of nuclear materials. As a result ONR had agreed to provide a presentation on how they regulate nuclear material movements at the September public meeting. He also noted that ONR had recently published its' annual report and accounts for 2015 and this document also described how they regulate various nuclear activities.

David Flear noted that the September meeting of DSG would be his third last meeting as DSG Chairman. He stated he was happy to support Roger Saxon to ease into the position as chairman and that Roger Saxon would be thinking about his own team of officials coming up to the AGM in March.

David Flear noted that he would also be attending the Nuclear Industries Association annual conference in London in December. He had attended the previous year and found it useful to ensure that the work of the Dounreay site and that of the stakeholder group was represented at these conferences.

June Love noted that Eann Sinclair, CNSRP Programme Manager, at the last CNSRP Advisory Board had circulated a note on the proposals to provide the CNSRP future job projections presentation to as many community groups and organisations as possible. Following a discussion it was agreed that this presentation should be provided at the next Socio Economic sub group meeting (November 2016) but that an invitation to all DSG would be extended.

Action: DSG/SESG(2016)M002/A009: June Love to extend invitation to all DSG members to attend November Socio Economic sub group to see the CNSRP presentation on future job projects.

Derrick Milnes noted that he was aware that the GMB officials would be visiting the Dounreay site at some point soon. He asked if there was any further information on this visit. Craig Brown responded that he was aware that GMB had approached the site requesting such a visit but the programme for the visit was being set by GMB. Derrick Milnes stated he was confused as he was not aware, via the Thurso and Wick Trade Union Council, that a request to visit site had been made and given the last interactions he felt it would have been useful if GMB had asked for a meeting with the

Endorsed on 16th November 2016

Trades Council and DSG. June Love suggested that contact be made to GMB via the Thurso and Wick Trade Union Council to seek a meeting.

Action: DSG/SESG(2016)M002/A010: Derrick Milnes to make contact with local GMB representative to explore whether a meeting with GMB officials and the Trades Council was being considered.

There being no further business, Derrick Milnes thanked everyone for attending and formally closed the meeting.

Derrick Milnes
DSG Socio Economic Sub Group Chairman
17th July 2016

ACTIONS ARISING FROM THIS MEETING

DSG/SESG(2016)M002/A001: June Love to explore options with Paul Hetherington, Dounreay Head of Communications, with reference to photographs and publicity for Dounreay Community Fund projects.

DSG/SESG(2016)M002/A002: June Love (Marie Mackay) to review the guidelines for the Dounreay Community Fund to include criteria which precludes funding going to events which donates funding to charity.

DSG/SESG(2016)M002/A003: June Love (Marie Mackay) to provide a summary of all organisations that have benefitted from the Dounreay Community Fund over the last five years.

DSG/SESG(2016)M002/A004: Shona Kirk to provide a written update on the Community Sports Hubs Project for the next sub group meeting.

DSG/SESG(2016)M003/A005: Eann Sinclair, CNSRP Programme Manager to provide the CNSRP high priority programme pipeline for projects for the next three years at next sub group meeting.

DSG/SESG(2016)M002/A006: DSG to write to Highland Council (Bill Fernie) asking for clarification on their commitment to Caithness Horizons.

DSG/SESG(2016)M003/A007: June Love to include budget and current spend in the next socio economic sub group written report.

DSG/SESG(2016)M002/A008: Eann Sinclair to feed comments on tourism into CNSRP for discussion.

DSG/SESG(2016)M002/A009: June Love to extend invitation to all DSG members to attend November Socio Economic sub group to see the CNSRP presentation on future job projects.

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