

**DOUNREAY STAKEHOLDER GROUP
SOCIO ECONOMIC SUB GROUP**

DSG/SESG(2017)M003

**Minutes of the DSG Socio Economic Sub Group meeting held on Wednesday 15th November 2017
at 1330 hours in the Pentland Hotel, Georgina Suite, Thurso.**

Present:	David Flear	Honorary Member, DSG (Deputy Socio Economic SG Chair)
	Roger Saxon	DSG Chair
	Bob Earnshaw	DSG Site Restoration sub group chairman
	Trudy Morris	Caithness Chamber of Commerce
	Eann Sinclair	CNS Regeneration Partnership
In attendance:	Dawn Clasper	DSG Minute Secretary, Dounreay
	June Love	Dounreay Socio Economic & Stakeholder Relations Manager
	Anna MacConnell	NDA Socio Economic & Stakeholder Relations Manager

MINUTES

1. WELCOME AND INTRODUCTIONS

David Flear welcomed everyone to the meeting.

2. APOLOGIES

Apologies were received from:

-) Cllr Matthew Reiss
-) Cllr Struan Mackie
-) Sandy Mackie
-) Alastair MacDonald
-) Ronnie Johnstone
-) Derrick Milnes
-) Debbie Gray

It was noted that all Highland Councillors could not attend either this sub group or the site restoration sub group meeting. While it was understood work priorities can impact on attendance at such meetings it was worthwhile noting that attendance at DSG was also part of that workload and the HC representatives could consider how they could work together to ensure some representation was available to ensure continuity of information.

DSG/SESG(2017)M003/A001: Roger Saxon to write to Highland Councillors to ask them to consider better attendance at meetings in the future.

3. MINUTES OF LAST MEETING

David Flear noted minutes of the last meeting - DSG/SESG(2017)M002 - had been circulated to members in advance of the meeting. The minutes were accepted as a true reflection of the meeting. This was proposed by Bob Earnshaw and seconded by Trudy Morris.

No issues were raised from the minutes.

4. STATUS OF ACTIONS

David Flear noted that an updated status of actions had been circulated to members in advance.

-) **DSG(2017)M003/A003:** Tor Justad to provide June Love with the information he received from Highland HiTrans. **Action ongoing:** information requested.

David Flear noted that Tor Justad has intimated to June Love that he would send the letter from HiTrans re the Georgemas Crane. He added that members would recall that Tor had mentioned this at the public meeting intimating that HiTrans felt that the crane was not fit for anything other than nuclear cargo. Once the letter was received it would be passed to the Caithness Transport Forum for further discussion. June Love noted that Direct Rail Services (DRS) would be providing a presentation at the December DSG where questions such as these can be raised. Invitations to attend the DSG meeting in December had been extended to members of the Caithness Transport Forum.

David Flear noted that a number of people over the years had noted that the Georgemas facility was not fit for purpose other than nuclear transport. Trudy Morris responded that this was contrary to what had been reported through the Transport Forum and it would be useful to find out why this view continues to circulate. Anna MacConnell commented that she believed the issue was if there was freight transported on a flatbed trailer due to the height of the platform and trailer it would not be possible to use forklift capability to lift the freight from the trailer.

June Love commented that it would be useful if DRS were able to provide factual information to allow this issue to be finally addressed so that everyone was aware of the facilities capabilities.

David Flear commented that he hoped DRS would not provide a presentation which provided all the history and details that had been previously seen by various committees. It would be useful if the presentation concentrated on the progress of discussions regarding of commercial freight and what DRS was doing to ensure other freight operations were aware that this facility was not for exclusive use by DRS.

DSG/SRSG(2017)M003/A002: June Love to contact DRS and advise what DSG would like to see addressed in the presentation to be provided at the December DSG.

-) **DSG(2017)M003/A018:** DSG Business meeting to consider the roles and remit of the sub groups once all vacancies had been filled. **Action ongoing** – will be progressed after the AGM as there will be some changes of membership.

-) **DSG(2017)M003/A026:** June Love to put correspondence relating to health physics training on next Socio Economic sub group meeting for discussion. **Action complete:** see below.

David Flear noted that before the last public meeting Roger Saxon had received a letter from someone who had welcomed the continued commitment to Dounreay's apprentice and graduate programme. The author went on to suggest that there was a socio economic opportunity to carry out in-house training and investment into the site's own Health physics surveyors. The author had asked the DSG to ask about progress, and whether the NDA and HIE could assist with funding. The letter had only been received on the day of the public meeting therefore it was mentioned at the September DSG meeting but no further information at that time was requested. It had been agreed this would be considered following the September public meeting and put on the Socio Economic sub group agenda.

June Love provided an update:

-)] The NDA Collaborative Procurement Contract for Health Physics Operational Monitoring Service was being retendered and was underway. The new framework contract would come into effect in the spring of 2018. Dounreay would utilise this contract from 2018 to 2022 to ensure that the monitoring requirements for the site could continue to be met.
-)] The site intends to use the intervening time to strengthen its own capabilities to mitigate the impact from natural wastage of local HP Operators resource.
-)] A new Dounreay Health Physics Apprenticeship Scheme will be established. The scheme will see the appointment of up to five apprentices a year for four years depending on the requirements for the site. The apprenticeship will last 2 years and would be aligned to the Nuclear Health Physics Monitoring Apprenticeship. This was a nationally recognised nuclear sector apprenticeship scheme which had just been launched in the UK and the apprentices would be trained to that standard. Apprentices will be expected to obtain a QCF (formerly NVQ) level 2 diploma in Radiation Protection and will be DSRL employees.
-)] Dounreay also intends to create a core team to help train these apprentices and carry out other duties. A full time HP Service Manger would be appointed and this has been advertised both internally and externally.
-)] **DSG(2016)M003/A024:** 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.
Action complete:

Eann Sinclair reported that the CNSRP written update provides information on the project scopes and plans. There were six projects so far with work ongoing to define an oil and gas scope.

David Flear noted that the rest of the actions were complete apart from the Vulcan one which would be discussed this evening at the site restoration sub group all other actions are complete. He invited members to raise any questions. No questions were raised.

5. DOUNREAY COMMUNITY FUND

David Flear noted that a summary of all funding applications had been provided to members in advance of the meeting. He reminded members to declare an interest where appropriate. The applications were reviewed and recommendations were made.

6. DOUNREAY UPDATE

David Flear noted that a written update had been provided to members in advance of the meeting (DSG(2017)P021). He invited Anna MacConnell and June Love to pick out the key highlights from the report.

Anna MacConnell noted:

-)] A Study had been completed across the NDA estate looking at supply chain spend, this is carried out on an annual basis where NDA look at how the total spend against the supply chain involved across the NDA estate, looking at the total number of companies and split into location. This

year there was also a look across MSP constituency boarders and the MSP with the highest spend from nuclear was Gail Ross (Caithness, Sutherland and Easter Ross) with Fergus Ewing (Inverness) being the second highest spend from the NDA. This shows the number of companies based in Inverness and the Highland and Islands who benefit from NDA contracts primarily on the Dounreay site but also across the rest of the NDA estate. Once this report had been published Anna MacConnell would make it available to the DSG.

Action: DSG/SESG(2017)M003/A003: Anna MacConnell, NDA to provide report on SME spend across the NDA estate when available.

Roger Saxon asked if the money had been spent locally. Anna MacConnell responded that out of the list of companies supplying Dounreay, 67 of these were within Gail Ross's constituency. There was also a large number in Fergus Ewing's constituency.

David Flear asked if this included Nucleus. Anna MacConnell responded that Nucleus was not included in this report. This report concentrated on the Dounreay site along with the other nuclear sites within the NDA estate. Moving forward NDA would be looking at actual spend within the consistency areas.

June Love commented that the Dounreay Commercial team now regularly emphasizes the capabilities of the local supply chain and directs national companies to the Chamber of Commerce and others to ensure the larger companies have an understanding of what capabilities are in the local area.

-) NDA were intending to hold an event in Holyrood (Scottish Government) earlier into the New Year although a date was yet to be confirmed. This would focus around socio economics and the Supply Chain. David Flear asked if the DSG would be invited to this. Anna MacConnell responded that she expected that DSG would be invited to send a couple of representatives.
-) On the funding request from Wick Harbour Authority for the design and build of a high water gate was ongoing. It was expected that this could be concluded late December/early January.
-) As part of the contract for Nucleus, the Nuclear and Caithness Archives, an Advisory Panel had been set up and David Flear was the DSG representative. Roger Saxon asked if this was just for the Caithness Collection. Anna MacConnell responded that this covers the nuclear archive as well. This panel includes users of the archives and all members of the panel are ambassadors for the facility. David Flear noted that he had been part of this panel when he had been the Chair of DSG but had indicated that this request to continue would now need to go through the new DSG Chairman who would, in discussion with the other DSG officials, agree the relevant representation from DSG. Anna MacConnell noted that she was expecting this to start shortly and was hopeful that the first meeting would take place before Christmas where they would appoint a new Chairperson.

Action: DSG/SESG(2017)M003/A004: Anna MacConnell to write to DSG Chairman, Roger Saxon, requesting a DSG representative for the Nucleus Advisory Panel.

Action: DSG/SESG(2017)M004/A005: DSG Business meeting, on receipt of request for Nucleus Advisory Panel to agree the most appropriate DSG representative.

-) The Community Sports Hub was meeting with Sports Scotland to explore funding options for the proposed facility. The NDA's policy had changed and could, based on a robust business plan, apply for funding support for sports projects. An application to NDA would therefore be eligible

for consideration. The NDA continues to hold the land at the Viewfirth site which sits on the NDA property portfolio.

David Flear asked if this could be an option for the surfing facilities project which the Rotary was pursuing. Roger Saxon asked if this was something the NDA could consider. Anna MacConnell responded that NDA would consider this as long as the organising body applied for funding and provided a business plan.

) [Roger Saxon declared an interest in the Broch project and took no part in this discussion]. The Caithness Broch Project had requested funding to assist with a project/business plan for developing the Ousedale broch to allow this to be accessible to the public and an archaeological dig.

June Love noted that a funding request had been passed to DSRL from the NDA and would be considered at the Dounreay Socio Economic Board in December.

David Flear asked if this aligned with the CNSRP strategy for tourism. Eann Sinclair responded that there is not a strategy for tourism. The project on the CNSRP programme was identified as the North Coast 500. When he had presented at the Dounreay Socio Economic Board there had been questions on what that specific project meant and further discussions with CNSRP need to be undertaken to agree what the scope of this project would cover.

) Early discussions had taken place on the redevelopment of John O'Groats Mill. This project was at a very early stage and there while there has been discussion in principle regarding NDA funding no formal application had been made to date.

Trudy Morris asked what this project entailed. Anna MacConnell responded that there is a community group who wish to buy the mill and also 2 little cottages and turn it into a visitor centre. North Highland Initiative was supporting the community group to take this project forward.

) Early discussions had also taken place regarding Town Centre improvements. So far there was limited information but it was understood that work was ongoing in both tow centres to consider how best to take forward this project.

Trudy Morris asked whether this was the Highland Councillors who were discussing this as a project. Anna MacConnell confirmed her discussions had been with local Councillors. Trudy Morris noted there were a number of small shop owners concerned about the potential impact on their businesses if revenue for a town centre improvements was expected to be paid by these businesses under the Business Improvements District. She felt it would be useful if anyone with an interest in town centre improvements meet so that everyone was aware of the potential pros and cons of this meeting.

Action: DSG/SESG(2017) M003/A006: Roger Saxon to write to local councillors requesting an update on the proposed Town Centre Improvements projects.

Relating to Dounreay, June Love noted:

) The written report provided the detail of the spend on for 2017/18 shows the spend with a number of commitments now completed.

-) The staffing resource profile had been provided following a request from both DSG sub groups for this information. She emphasised that this was based on the current baseline. Further work would be carried out once the new site-wide baseline was approved.
-) Scrabster Harbour Trust had submitted an early enquiry regarding potential funding to support project management services required to support a business plan for the redevelopment of St Ola Pier. The next stage was to put this through the CNSRP process to identify whether this aligns into the CNSRP priority programme. Once this has been agreed SHT will be informed as to whether to submit a full application for funding consideration.
-) Caithness Horizons: [As Roger Saxon continued to be a Board Director on Caithness Horizons he declared an interest and left the room for this discussion]. Dounreay's historical funding commitment had now finished, the last payment had been made in October 2017. The Dounreay Socio Economic Board had been holding ongoing discussions with Caithness Horizons on the way forward over the last couple of years. Caithness Horizons had provided the Board with information last year which was looking to identify where other income could be generated. As a result of these discussions, the Board had agreed continue to support Caithness Horizons for a further two years with a small reduction in funding from the previous historical commitment. This would provide support to Caithness Horizons to develop a more robust business plan looking at further income generation. This funding offer would however have to be dependent on The Highland Council continuing their funding support as well. At the last Dounreay SE Board Caithness Horizons had presented an update where they had projected that they would continue to require £150K from the two co-funders in order to continue to operate. The Board had raised a number of questions and another meeting had been arranged for the 14th December where these questions would be addressed. Representatives from The Highland Council would also be invited to ensure that both co-funders were sitting at the same table as it would be important that both funders were aligned in their support going forward.

Anna MaConnell commented that she felt that Caithness Horizons were being a lot more pro-active in identifying opportunities whereby further income could be generated.

-) The Dounreay LINC project was being well received by supply chain contractors with over a 100 companies registered since the first three months of launch. It was pleasing to see that Sellafeld have recently launched a similar initiative and the two sites were working together to offer increased opportunities for the supply chain.

Trudy Morris asked how many local companies have signed up. June Love responded that she would take an action to find out.

Action: DSG/SESG(2017) M003/A007: June Love to provide an update on the number of supply chain companies had signed up to LINC and to identify how many from the local area had registered their interest (both within Caithness/Sutherland and the wider Highlands).

-) On the subject of procurement activities, a list had been provided in the last written update on the number of contracts that had been placed with socio economic benefit requirements. The current written report had not provided this level of detail as it would have been repeating the same information. Currently, however there was one contract being assessed which had a 15%

socio economic weighting attached.

-) From a CNSRP point of view, the written report provided an update on the activities supported by either funding or people from a Dounreay Socio Economic Alliance point of view. This should be read in context with the CNSRP written report. Dounreay had agreed funding for the new CNSRP website revamp and this was expected to go live shortly. Eann Sinclair had attended the Dounreay Socio Economic Board meeting with a request for funding for six priority projects. The Board had agreed to fund three of these at present, UKVL Sutherland, Tidal and Offshore wind.

David Flear asked if there was a timeline on considering the other three which had not been approved. June Love noted that a number of questions had been raised at the meeting and Eann Sinclair would be invited back to the Socio Economic Board meeting in December to address these and continue these discussions.

No further questions were raised and David Flear thanked Anna MacConnell and June Love for their comprehensive written report and update.

7. CNSRP UPDATE

David Flear noted that a written report had been provided. He invited Eann Sinclair to provide an update. Eann Sinclair noted:

-) Of the CNSRP projects that had been previously mentioned the scope of work for the six projects had been developed further. The UKVL Sutherland project was the most defined piece of work at present. Offshore wind was now better defined with the BOWL project and while Moray Offshore has yet to have made their final investment decision it was hoped that Wick Harbour could capitalise on some of this work.
-) The tidal project (Atlantis/Meygen) had not received its Contract for Difference in the latest Government round there was a number of ongoing discussions. A number of organisations/groups had written to the UK Government expressing their concerns about this decision.
-) A Skills investment plan had now been developed for the area and the consultants who had developed this would be visiting the area shortly to provide a presentation on this work.

Members had no further issues to add and David Flear thanked Eann Sinclair for his input.

8. CORRESPONDENCE SINCE LAST MEETING

David Flear noted the following correspondence:

-) DSG(2017)C033: Support to MeyGen regarding Contract for Difference. David Flear noted that the DSG has written, like many other organisations, to the Minister for Energy and Industry Department questioning why Meygen had not received its' Contract for Difference. A response was still awaited.
-) DSG(2017)C035: NDA written update. This was noted by members.

David Flear stated that a number of DSG members had been contacted by the media about the Magnox situation and that there was also a Radio 4 programme being broadcast shortly. Roger Saxon commented that he had been contacted to provide comment to the radio 4 programme but had declined given this was on Magnox and not about Dounreay. He added that he thought that the

radio broadcast had been very interesting. Anna MacConnell commented that she felt some of the content had been misleading.

9. ANY OTHER BUSINESS

-) David Flear noted Direct Rail Services would be attending the public meeting on 5th December to provide a presentation. Members of the Caithness Transport Forum had been invited to attend this meeting.

-) The Caithness and North Sutherland Fund had reached its half way mark. The funding body had recently held its AGM and copies of the document they produced were available at this meeting. It is pleasing to see that the funding provided by the CNS Fund had also levered many more millions into projects.

David Flear then invited all members to raise any other matters.

-) Trudy Morris noted that the Chamber of Commerce has put in a bid for a European Direct Information Centre. The European Commission had been running this type of service for a number of years. The information centre would represent the European Commission for EU citizens to get more information about the impacts of Brexit. There were 15 information centres in the UK with 3 based in Scotland. Traditionally the Scottish bases had been in the Western Isle, Aberdeenshire and Edinburgh. The Chamber was pleased to announce that they had been successful in their bid. Roger Saxon asked if this was going to be run through the Chamber. Trudy Morris noted that it would be run by the Chamber with a walk-in centre housed from the chamber's offices as well as website and other social media tools. This would be starting in January 2018.

David Flear asked if there was any progress regarding the Berriedale Braes. Trudy Morris agreed to provide the latest update following the meeting.

Action: DSG/SESG(2017) M003/A008: Trudy Morris to provide DSG with the latest update on Berriedale Braes.

10. CLOSE

There being no further business David Flear thanked everyone for attending and formally closed the meeting.

David Flear
DSG Deputy Socio Economic Sub Group Chairman
22nd November 2017

Endorsed on 31st January 2018

ACTIONS ARISING

DSG/SESG(2017)M003/A001: Roger Saxon to write to Highland Councillors to ask them to consider better attendance at meetings in the future.

DSG/SRSG(2017)M003/A002: June Love to contact DRS and advise what DSG would like to see addressed in the presentation to be provided at the December DSG.

DSG/SESG(2017)M003/A003: Anna MacConnell, NDA to provide report on SME spend across the NDA estate when available.

Action: DSG/SESG(2017)M003/A004: Anna MacConnell to write to DSG Chairman, Roger Saxon, requesting a DSG representative for the Nucleus Advisory Panel.

Action: DSG/SESG(2017)M004/A005: DSG Business meeting, on receipt of request for Nucleus Advisory Panel to agree the most appropriate DSG representative.

DSG/SESG(2017) M003/A006: Roger Saxon to write to local councillors requesting an update on the proposed Town Centre Improvements projects.

DSG/SESG(2017) M003/A007: June Love to provide an update on the number of supply chain companies had signed up to LINC and to identify how many from the local area had registered their interest (both within Caithness/Sutherland and the wider Highlands).

DSG/SESG(2017) M003/A008: Trudy Morris to provide DSG with the latest update on Berriedale Braes.