

**DOUNREAY STAKEHOLDER GROUP
BUSINESS MEETING**

Minutes of DSG Business Meeting held on Friday 3rd August 2018 at 1330 hours in Dounreay.com, Thurso.

Present:	Roger Saxon	DSG Chairman
	Derrick Milnes	DSG Vice-chairman / Socio economic sub group chair
	Clr Willie Mackay	DSG Site Restoration sub group chair
	David Flear	DSG Deputy Socio Economic sub group chair
	June Love	DSG Secretariat

MINUTES

1. WELCOME

Roger Saxon welcomed everyone to the meeting and noted the inclusion of the deputy sub group chairs to the business meeting.

2. APOLOGIES

Apologies were tendered by Gillian Coghill, DSG Deputy Site Restoration sub group chair.

3. MINUTES OF LAST MEETING

Roger Saxon noted that the minutes – DSG/BM(2018)M002 refers – had been circulated to members in advance. The minutes were accepted as a true reflection of the meeting. This was proposed by Derrick Milnes and seconded by Willie Mackay.

4. PROGRESS ON ACTIONS

June Love noted that the actions arising from the sub group meetings held in July were still to be included.

All ongoing actions were reviewed. Of note:

) M004/A018: David Lowe to provide a simple bar chart of key projects with indicative delivery dates.

It was noted that at the site restoration sub group meeting David Lowe had shown a bar chart of the existing decommissioning programme. Further action was required and it had been agreed at the sub group that a simple plan on a page would be provided as soon as the new decommissioning programme was approved by NDA, expected to be around the end of the calendar year 2018.

David Flear stated that it would be useful if when the new programme was being finalised there was an early indication of any impacts on staffing resource. It was agreed to pass this request to site to ensure timely information was provided.

Action: DSG/BM(2018)M003/A001: June Love to contact David Lowe to request that any impact on staffing resources identified in the new decommissioning plan is communicated in a timely manner.

) M004/A031: Cllr Matthew Reiss to confirm with Stage Coach that coaches were not stipulated for the Dounreay contract.

June Love noted that Matthew Reiss had passed this information to Stage Coach and it had also been passed on to the Caithness Transport Forum. This action was now closed.

5. ISSUES FROM SUB GROUP MEETINGS

Roger Saxon noted that both sub groups had met on the 11th July.

Socio economic sub group:

Bill Hamilton, NDA Stakeholder Relations Manager, had attended the socio economic sub group to respond to a letter sent by DSG asking for clarification around NDA socio economic funding. The pre-meeting with Bill Hamilton had been a useful discussion with a lot of points made. Bill Hamilton had provided some high level information at the sub group with a promise that he would respond to the points in the letter within four weeks.

David Flear noted that they had also brought up the fact that the LLWR near Drigg received community benefit with an inflationary increase whereby the community benefit for the low level waste vaults at Dounreay had received a maximum total cost. He has asked Bill Hamilton to provide clarity around this as well as the points made in the letter.

Roger Saxon also noted the updated provided by the Community Sports Hub.

David Flear noted the discussion with NDA on potential support for the proposed campus development. While recognising this would be discussed with Anna MacConnell as the local NDA representative David felt it was useful that Bill Hamilton had offered to visit the facility and felt it would be useful if NHC followed up with this invitation.

Site Restoration sub group

At the site restoration sub group, two updates had been received. Sam Usher, Project Director Waste had provided an update on waste and the RSA authorisation related to the new low level waste vaults while Adreain Gill, Interim End State Delivery Manager had provided an update on site end states especially in the light of changing regulation. These updates had been received positively and it had been agreed that both should be replicated at the public meeting to be held in September to ensure all DSG members received these updates.

June Love noted that the minutes of both sub group meetings would be circulated shortly.

6. SEPTEMBER DSG PUBLIC MEETING

June Love tabled a draft agenda for the September meeting. This was agreed.

7. ANY OTHER BUSINESS

Roger Saxon noted that Phil Craig, Dounreay Managing Director, would be leaving this post shortly and it was thought that the September DSG would be his last meeting. Derrick Milnes asked whether Phil's replacement had been announced. June Love confirmed that an announcement for the appointment of the new Managing Director had not yet been made. David Flear felt it would be useful, if possible, for Phil Craig to arrange a meeting with the DSG Business members to introduce the new MD at the appropriate time.

Action: DSG/BM(2018)M003/A002: June Love to request a meeting with Phil Craig and his successor at the earliest opportunity.

Derrick Milnes noted that he and David Flear had attended the NDA Stakeholder summit held in July at Berkeley. At that event there had been an opportunity for all SSG's chairs to meet. It was agreed that DSG should make a request for the next stakeholder summit to be held in Caithness.

Action: DSG/BM(2018)M003/A003: June Love to draft letter on behalf of DSG Chairman to send to NDA requesting that the next stakeholder summit be held in Caithness.

David Flear noted that because of the pre-meeting with Bill Hamilton there had been no prior discussion with Anna MacConnell, NDA as was the norm. He felt it would be useful to have a discussion with Anna MacConnell, Eann Sinclair and June Love regarding pipeline projects.

Action: DSG/BM(2018)M003/A004: June Love to co-ordinate meeting with DSG Socio Economic sub group chair and deputy chair along with Anna MacConnell and Eann Sinclair to discuss pipeline projects.

June Love noted that NDA had recently published a consultation on STEM activities. A draft response had been circulated to members for their comment. She noted she had re-issued this as a reminder for comments. The closing date for this consultation was 17th August and the response would be finalised and submitted before that date.

Action: DSG/BM(2018)M003/A005: June Love to finalise DSG response to STEM consultation and submit before the 17th August 2018.

June Love noted that the issue of the SSG's websites had been raised again and while NDA felt they could apply for an exemption on the .gov.uk website they would like to see one website which could host all SSG information. Currently there was a discussion around the urls for this website.

Roger Saxon thought that this issue had been dealt with at a previous SSG Chair's forum meeting where this had been discussed and a number of the SSGs felt that the status quo should remain. Derrick Milnes thought this was his understanding also. They asked June to go back to NDA to clarify the latest position and whether this was something that would be discussed further with SSG chairs. David Flear asked what that meant to the DSG's website as it stands just now. June Love responded that the current website was hosted by a local company.

Action: DSG/BM(2018)M003/A006: June Love to clarify with SSG Chair's forum their thoughts on website hosting for SSG information.

June Love noted that she had received an email from Bill Hamilton, following recent discussions with the SSG Chair of chairs in relation to the emolument of the Chair and Vice-chairs. Since the inception of SSGs there had been an emolument for both official positions (£5,000 / £1,500 respectively). A few years ago an inflationary increase had been agreed (£5,500 / £1,650). June Love stated that the then chair of DSG had agreed that the increase of payments should be shared between the two sub group chairs who received no emolument but were an integral part of the DSG and took part in a number of ad hoc meetings/events. Therefore at that time, the DSG Chair and vice chair emolument remained static while the increase was provided to the sub group chairs.

The recent email outlined the increase for Chair/Vice chair as £6,000 and £1900 respectively (total cost of emolument per annum). Following a discussion with the chair/vice chair it was agreed that the increase would be spread across all four posts.

Action: DSG/BM(2018)M003/A007: June Love to record the history of the chair/vice-chair's emolument and decisions made to share these costs with sub group chairs.

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

Roger Saxon
DSG Chairman
5th August 2018

ACTIONS ARISING FROM THIS MEETING

DSG/BM(2018)M003/A001: June Love to contact David Lowe to request that any impact on staffing resources identified in the new decommissioning plan is communicated in a timely manner.

DSG/BM(2018)M003/A002: June Love to request a meeting with Phil Craig and his successor at the earliest opportunity.

DSG/BM(2018)M003/A003: June Love to draft letter on behalf of DSG Chairman to send to NDA requesting that the next stakeholder summit be held in Caithness.

DSG/BM(2018)M003/A004: June Love to co-ordinate meeting with DSG Socio Economic sub group chair and deputy chair along with Anna MacConnell and Eann Sinclair to discuss pipeline projects.

DSG/BM(2018)M003/A005: June Love to finalise DSG response to STEM consultation and submit before the 17th August 2018.

DSG/BM(2018)M003/A006: June Love to clarify with SSG Chair's forum their thoughts on website hosting for SSG information.

DSG/BM(2018)M003/A007: June Love to record the history of the chair/vice-chair's emolument and decisions made to share these costs with sub group chairs.