

DOUNREAY SOCIO ECONOMIC BOARD

Minutes of meeting held on Friday 4th November 2016 at 0815 hours in Caithness Horizons, Education Room.

Present:

Craig Brown	Dounreay Support Services Director (Chair)
Simon Middlemas	Dounreay Socio Economic Project Support (PBO)
Shona Kirk	Dounreay Socio Economic Project Support (CN)
Anna MacConnell	NDA Socio Economic and Stakeholder Relations Manager
June Love	Dounreay Community Relations/Socio Economic Manager

In addition:

Phil Cartwright	Chairman, Community Sports Hub	(agenda item 5)
Beki Pope	Caithness Horizons, Director	(agenda item 6)
Joanna Howdle	Caithness Horizons, Deputy Director	(agenda item 6)

MINUTES

1. INTRODUCTIONS

Craig Brown welcomed everyone to the meeting and noted the Chairman's apologies. Craig Brown chaired the meeting starting with a short safety brief which covered the potential dangers of walking around with a hot coffee and preparing for winter.

June Love noted that those attending the meeting had a number of potential conflicts of interest and should therefore declare these as the meeting progressed. It was agreed that some decisions would be made given that the majority of those attending were actively involved in CNSRP and therefore the majority of decisions to be made would be better placed if these were also agreed by those not present. This was agreed as a sensible way forward.

2. APOLOGIES

Apologies were received from:

- Phil Craig Managing Director, Dounreay
- Mark Raffle NDA Programme Manager
- Sandra Owsnett Dounreay Unions

3. MINUTES OF LAST MEETING

No amendments were made to the minutes (DSEB(2016)M002 refers) and these were accepted as a true reflection of the meeting. It was confirmed that the minutes could be published on the website.

Action: DSEB(2016)M003/A001: June Love to publish May 2016 minutes on website.

4. PROGRESS ON ACTIONS

June Love noted that all actions had been completed. These being:

- DSEB(2016)M001/A002: Craig Brown to work with Paul Cariss to identify quarterly key indicators that will allow DSRL to ensure CH is on the right track with their projections. **Action complete, quarterly indicators were now being provided.**

- DSEB(2016)M001/A006: Simon Middlemas to provide Mark Raffle with copy of business plan (once non-disclosure is signed). **Action complete: NDA signed and copy of business plan provided.**
- DSEB(2016)M002/A001: June Love to publish February 2016 minutes on website. **Action complete:** published following endorsement at May meeting.
- DSEB(2016)M002/A002: June Love/Simon Middlemas to consider the provision of the CNSRP presentation to Dounreay workforce. **Action complete:** A number of presentations have now taken place on site.
- DSEB(2016)M002/A003: June Love to invite chairman of community sports hub to next meeting for an update on progress. **Action complete:** see item 5 of this minute.

5. COMMUNITY SPORTS HUB

Phil Cartwright, Chairman, Community Sports Hub joined the meeting. Shona Kirk, Cavendish Nuclear declared an interest in this project as she was currently seconded to the project to support the business plan and secure funding for this project.

Phil Cartwright thanked for inviting him to attend the meeting to provide an update. He noted the following:

- Thurso Community Sport Hub was constituted in 2014
- Committee is represented by Member Clubs, Thurso High School, HLH sports development and active schools representatives.
 - 18 member clubs
 - 2000+ participants
 - 200+ coaches and other 'deliverers'
- Outline project was for 4-lane running track (including lighting), changing facilities and 4 badminton court sized sports hall.
- Current status:
 - Business case prepared
 - Stage 1 submission to SportsScotland in December 2015
 - Drainage survey completed
 - SportsScotland feedback
 - Project too ambitious
 - Insufficient demonstration of funding sources
 - Further work with HC and HLH on programming of existing hall provision
 - Question ability of volunteer organisations to run facility
 - Did support running track and changing rooms
 - At a cost of £800K
 - Phased approach
 - Subsequent response to SportsScotland included:
 - Positive response
 - Confirmation of proceeding with phased approach
 - Commitment and timescales sought (phase 1)
 - Councillor and MSP interest
 - Disappointment of not taking complete project forward
 - Re-iteration keen to continue and achieve phase 2
 - Commitment and timescales sought (phase 2)
- Community Sport Hub committee continues

- Main club support is for Sports Hall
- Based on £800K, £200K to be raised locally
- Focus on phase 1 revise plans and ensure phase 2 follow up
- Update business plan
- Submit planning application
- Obtain SS commitment and raise remaining funds
- Provide update to local stakeholders and MSP

Following the presentation the support from the Dounreay Socio Economic Alliance was discussed. The following was discussed.

DSRL had provided funding for the planning applications and, under the Terms and Conditions of the funding, had agreed extensions to the date of submission of the planning application. A further extension was requested. This was agreed.

Action: DSEB(2016)M003/A002: June Love to provide a letter to the Community Sports Hub agreeing a further extension to the planning application.

Cavendish Nuclear had provided a secondment (Shona Kirk) to support the business case development and a request was made to continue with this secondment. Simon Middlemas responded that while Shona time would be split over two CNSRP projects as well as undertaking work on behalf of Cavendish Nuclear he felt that there was scope for this support to continue.

Action: DESB(2016)M003/A003: Simon Middlemas to provide confirmation in writing that the secondment of Shona Kirk to support the CSH business case continued.

NDA had tentatively agreed the use of the Viewfirth land, which is owned by the NDA, for the Community Sports Hub. It was felt useful if NDA could provide a letter to the CSH stating land availability timescales. Anna MacConnell noted that progress with the CSH had been made and that they had carried out a number of activities to get them to this stage. She stated that she would require the business case to present to the NDA Property team as evidence that the project continued to move forward albeit slower than expected. She felt it would also be useful to provide a list of everything that had been done to date.

Action: DSEB(2016)M003/A004: Shona Kirk to provide Anna MacConnell with the updated business case and summary of activities that had been carried out so far as soon as possible (in time for Property meeting around beginning of December).

Action: DSEB(2016)M003/A005: Anna MacConnell to provide a letter to CSH setting out land availability timescales.

Simon Middlemas stated that the presentation provided demonstrated that a number of activities had been carried out and there had been a tremendous effort by all those involved with this project. He offered his congratulations for the work done so far.

Phil Cartwright thanked the Board for their input and left the meeting.

6. CAITHNESS HORIZONS

Beki Pope and Joanna Howdle joined the meeting. Craig Brown declared an interest as he was a member of the Caithness Horizon Board and handed over the chair to Simon Middlemas.

June Love noted that Caithness Horizons had provided a number of documents in advance of the meeting:

- Business plan, 2016-2018
- Dashboard report, Quarter 1
- Dashboard report, Quarter 2
- Progress report, August 2016
- Progress report, November 2016
- Financial projections 2018-2022

Discussions around these documents included:

- Clarification that both The Highland Council and DSRL's present funding commitment was due to come to an end in March 2018. This equated to £180K for the financial year 2017/18.
- Caithness Horizons was seeking further support beyond 2018.
- A contact from The Highland Council had now been identified.
- Highland Council would need to identify further commitment to allow DSRL to make an informed decision.
- Caithness Horizons had been a lot of effort into looking at alternative funding sources including charging for entry into the museum.
- Based on the figures provided it appeared that Caithness Horizons could offset around £90K of funding based on new a new operating model. This would equate to them seeking a total of £90K funding from The Highland Council and DSRL.
- DSRL would find it difficult to commit future funding without knowing THC's appetite for future support.

It was agreed that a funders meeting would be organised so that discussions could be held on The Highland Council's appetite to continue future commitment. It was noted that the building was owned by Highland Council and therefore regardless of commitment going forward they would have the liability of the building which would result in funding required to keep the building wind and watertight.

Action: DSEB(2016)M003/A006: Beki Pope to organise a funders meeting between Caithness Horizons, DSRL and The Highland Council to discuss and explore the potential for future commitment.

June Love noted that the socio economic budget could accommodate further commitment to Caithness Horizons but until Highland Council's future thoughts on funding it was difficult to be concise. She noted that following the funders meeting a number of scenarios for future funding would be considered which the DSEB would have to approve before a final decision was made.

Anna MacConnell asked if other organisations had been approached for potential funding such as Scottish National Heritage.

The discussion turned to marketing strategy for Caithness Horizons. It was felt that this needed to be looked at more aggressively when considering the different ways in which Caithness Horizons could look at raising their income. A request was made for the DSEB to consider providing communications and marketing support from the site. It was suggested that the best way forward was for the Head of Communications for Dounreay to have an initial discussion with Caithness Horizons to explore what and how much support would be required before a decision could be made.

Action: DSEB(2016)M003/A007: Paul Hetherington, Dounreay Head of Communications to make contact with Caithness Horizons to explore what would be required to support a marketing strategy.

Action: DSEB(2016)M003/A008: Paul Hetherington, Dounreay Head of Communications, to provide information to the Dounreay SE Board on what would be required to support Caithness Horizon's marketing and communications strategy.

Action: DSEB(2016)M003/A009: DSEB to make a final decision on support to Caithness Horizon's marketing and communication strategy.

7. DOUNREAY SOCIO ECONOMIC ALLIANCE UPDATE

The following was noted:

- **CNSRP Review:** The CNSRP review was scheduled to take place on 10th November. The outcome of this review would be agreed with the CNSRP Executive Board and taken forward to the next DSEB. This will allow the Dounreay Socio Economic Plan to be focussed to align with the CNSRP high priority programme. It was noted that the DSEB had agreed to release of up to £20K to provide support to the CNSRP review which would essentially help part-fund the Youth Conference which would take place at the end of the review. This funding had been agreed for this financial year but the programme had been amended and would not be required until financial year 2017/18.
- **CNSRP support:** Support continued with the CNSRP high level programme, with input into a risk register and the review. Support had also been provided to CNSRP for the UK Vertical Launch project with the production of a programme, project realisation, scope and action list. The secondment for Inward Investment continued to support this project with discussions continuing with four major companies and input into the projects being taking forward by UK Government.
- **Socio economic study:** DSRL had part-funded this document on behalf of CNSRP partners. Ekos had been awarded the contract and a 2nd draft of the document had been received. The document is somewhat disappointing at present as it is heavy on data and the conclusions had not been drawn out fully. Comments reflecting this had gone back to Ekos who are looking to modify the document. The document, does however, show evidence of further diversification of the current workforce including skills transition training and business start-up support as well as the ongoing commitment to develop a skilled pipeline of talent. A number of recommendations associated with CNSRP have been made. The funding for this report would be released on receipt of the final document.
- **Secondments:** Secondments continue in a number of areas:
 - **Inward Investment:** A lot of work has been focussed on the UK Vertical Launch project. In addition relationships are continuing to be developed with 18 companies mainly based in the oil and gas sector. Six proposition documents have been developed over the last 6 months.
 - **Wick Harbour:** The BOWL Operations and Maintenance base is progressing well and is currently going through planning permissions. A Harbour Revision Order is being progressed with Transport Scotland. A request to extend Shona Kirk's secondment

beyond March 2017 for a further six months had been agreed with Cavendish Nuclear.

- **North Highland College:** This secondment links into the skills agenda and CNSRP programme and continues to March 2017. Applications from students has increased during this year and the lessons learnt from this years' activities will be developed over next five months moving into 2017/18 activities. Education events are being evaluated with a view to combining those events with a lot of similarities. As an example, there is a proposal for three events to be combined into one and this has received buy-in from North Highland College and the high schools. Links into Developing the Young Workforce also continues. Engineering Industry Day is due to be held on 23rd November which supports senior pupils prepare for apprenticeship applications.
- **STEM Co-ordinator:** The current arrangement for a secondment to UHI for a STEM co-ordinator will cease in March 2017. The STEM contract is up for renewal and is unlikely that UHI will tender for this work. However, indications are that Aberdeen Science Centre may take this activity over and initial discussions have been held. It is proposed that the STEM co-ordinator role will be handed over to a DSRL member of staff to co-ordinate STEM activities for the Dounreay Travel to Work area. A succession plan has been developed for the seamless transition from the current STEM co-ordinator to the new one.

Anna MacConnell noted it would be useful to see what impacts the STEM project was making in the area. The NDA were looking at ways of measuring the impacts of socio economic interventions in a consistent way across all sites and impacts on STEM would be part of this.

June Love noted that all secondments would be reviewed within the context of the CNSRP review and proposals for secondments beyond March 2017 would come forward to the DSEB as part of the recommendations of supporting CNSRP for the next three years.

- **Nucleus – NDA and Caithness Archives:** Anna MacConnell reported that construction was going well and would soon be completed. The building would be handed over to Restore which would include a period of installation, testing and training. It was expected that Restore would take occupancy in November. The Caithness Archives was the first records due to be moved into Nucleus followed by the Dounreay records. At some point in Quarter 1 of 2017 there would be a public opening.
- **Cavendish Nuclear Project:** Simon Middlemas noted there was little change from the previous report. Output from the latest lifetime plan and integration with the People Plan would be required. The next steps following receipt of information would be to conduct a desk top exercise to sequentially approach key stakeholders to gain support. This primarily would be DSRL and PBO Boards, NDA and regulators.
- **Dounreay Business Support Project:** DSRL and NDA funding had been provided to the Chamber of Commerce to manage this project. The pilot project commenced in 2014 and while the uptake of this had been slower than expected it was making some useful impacts. There was around £29,000 left from the original funding of £83K and had delivered the following:
 - 81 individuals provided with initial advice.
 - 36 companies now trading
 - 70.5 jobs created (some part-time, counted here as 0.5 jobs created)
 - 55 individuals given further support with business development
 - 65 individuals attending various networking events

June Love noted that that a further £15,000 had been nominally committed to be released this financial year. It was agreed that releasing this funding would be decided at the next DSEB meeting and that the Chamber would be invited to attend the Board to present the impacts of this project.

Action: DSEB(2016)M003/A010: June Love to invite Trudy Morris to the next DSEB to present the impacts of the business support project.

- **People Plan:** It was noted that the DSRL People Plan was under development and as well as looking at the skills required for the future it also looked at succession planning, transition and strategic partnerships. It was felt that it would be useful for the DSEB to be provided with a presentation on the People Plan and this was agreed.

Action: DSEB(2016)M003/A011: June Love to invite Graham Cameron to the next DSEB to provide an update on the People Plan.

- **Update on education/skills:** A number of activities had taken place including:
 - Socio economic funding had been provided to North Highland College to support the Scottish Craft Competition. This was won by Dounreay's Michael Mowat.
 - Ready, Steady, Work had taken place in July with seven students successfully completing the weeks' long event.
 - Safe Highlander had been supported by Dounreay.
 - Recruitment of Dounreay Graduates and Apprentices continued.
 - A proposal to provide support to CNSRP projects had been provided to Jillian Bundy who was looking at these projects with a view of getting the graduates to provide the support as part of their personal development programme.
- **Procurement:** A number of contracts were being tendered at present and all had the requirement for a local benefit plan. Initial discussions had been held with the Head of Commercial to agree a process for measuring and reporting these plans once a contract had been awarded. Contract Managers will manage the outputs as part of the complete contract.
- **Dounreay Socio economic budget:** The spend to date was provided with an expected out-turn at the end of the financial year. At present there was around £173K of uncommitted funding but a few tentative enquiries had been made which was discussed later in the meeting. The spend still currently outstanding this year included HIAL payment for the car park improvements, CNSRP Annual Report and the Socio Economic study. All were expected to be funded within the current financial year.
- **DSRL Funding Requests:** June Love noted that four enquiries had been made for potential funding. These enquiries had been in the form of a discussion or the submission of an enquiry form. The following was noted:
 - **Wick Harbour:** A verbal request had been received for approx. £100K to support the design of a high water gate. It was noted that the NDA had tentatively agreed funding support for the construction of the gate but that no other funder had yet agreed to support. Before DSEB can make a decision it had been suggested that Wick harbour provide their business case and following receipt of this the CNSRP Programme Manager would facilitate a meeting with potential funders from CNSRP along with Wick harbour to

discuss this in full.

- **HIE:** Previously HIE had requested £100K support for two studies – one had been approved in 2015/16 with the second one for an LMI study on business services was deferred until this financial year. It was however apparent that this would not take place this financial year and therefore an enquiry had been received for a ‘change of use’ for this funding to provide project management support for the UK Vertical Launch project. It was agreed that no decision would be made now but that the HIE Area Manager would be invited to attend the next DSEB to allow further discussions around this enquiry.

Action: DSEB(2016)M003/A012: June Love to invite Roy Kirk, HIE to the next DSEB to outline request for project management funding for the UK Vertical launch project.

- **Scrabster Harbour:** A written enquiry had been received requesting £55K to support a temporary ice plant at the harbour. Supplementary information was also provided. Anna MacConnell noted that she had had a tentative discussion with Scrabster Harbour and thought that NDA may be able to fund this in addition to previous discussions around the permanent ice plant. It was agreed that Anna MacConnell would speak with Scrabster to see whether this was something that the NDA would take forward.

June Love noted that Scrabster Harbour had also indicated that they wished to undertake optioneering around the redevelopment of the Fisherman’s mission. Dependent on the outcome of funding for the temporary ice plant this may be an alternative request that would come forward.

- **Nuclear supply chain capabilities:** Following discussions with the Head of Commercial at Dounreay a request had been made to provide an update to the Nuclear supply chain directory and to also provide a short video to showcase the local supply chain at various Supply Chain events throughout the year. This had been discussed with the Chamber of Commerce and they had indicated that they would be willing to do this at an estimated cost of £25K. Approval to allocate £25K to this activity was approved.

Action: DSEB(2016)M003/A013: June Love to write to the Chamber of Commerce outlining scope of work to update Nuclear supply chain director and short video to showcase local capabilities and including terms and conditions in relation to the funding.

- **NDA Funding Requests:** Anna MacConnell noted the following:
 - Discussions were continuing with Scrabster Harbour re funding for ice plant (and would now include the enquiry for the temporary ice plant).
 - NDA had tentatively agreed funding of up to £500K to Wick harbour for the high water gate but was dependent on receiving the business plan and future discussions with other potential funding partners.
 - Early discussions continued with NorthCoast 500 and North Highland Initiative.
 - A discussion with HIAL had just been organised for a potential project but was too premature to go into detail.

8. COMMUNICATIONS

June Loved noted that communication was improving but that she wasn't being complacent and there were still some improvements underway. A number of articles had been reported via the site magazine and discussions had taken place with the Head of Communications as to how to connect some of the site articles with links into the socio economic activity. The socio economic pages for the website had recently been updated and these were now with Communications to publish as soon as the new website platform was in place.

9. ANY OTHER BUSINESS

June Love noted that the Dounreay Socio Economic Alliance Strategy had been developed and published in 2013. Given CNSRP was undertaking a review she felt it was timely to revisit the strategy with a view to aligning it with the outcome of the CNSRP review. This was agreed and the Dounreay Socio Economic Alliance would take this forward with a view to presenting the new strategy at the next Board meeting.

Action: DSEB(2016)M003/A014: Dounreay Socio Economic Alliance Delivery Team to revise the Dounreay Socio Economic Alliance Strategy following the outcome of the CNSRP Review.

There being no further business, Craig Brown noted that there was a lot of work being undertaken in the socio economic area and thanked everyone for their input. He formally closed the meeting.

Craig Brown
Support Services Director
Acting DSEB Chairman
6th November 2016

ACTIONS ARISING FROM THIS MEETING

DSEB(2016)M003/A001: June Love to publish May 2016 minutes on website.

DSEB(2016)M003/A002: June Love to provide a letter to the Community Sports Hub agreeing a further extension to the planning application.

DSEB(2016)M003/A003: Simon Middlemas to provide confirmation in writing that the secondment of Shona Kirk to support the CSH business case continued.

DSEB(2016)M003/A004: Shona Kirk to provide Anna MacConnell with the updated business case and summary of activities that had been carried out so far as soon as possible (in time for Property meeting around beginning of December).

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DSEB(2016)M003/A009: DSEB to make a final decision on support to Caithness Horizon's marketing and communication strategy.

DSEB(2016)M003/A010: June Love to invite Trudy Morris to the next DSEB to present the impacts of the business support project.

DSEB(2016)M003/A011: June Love to invite Graham Cameron to the next DSEB to provide an update on the People Plan.

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DSEB(2016)M003/A014: Dounreay Socio Economic Alliance Delivery Team to revise the Dounreay Socio Economic Alliance Strategy following the outcome of the CNSRP Review.

COMPLETED ACTIONS

DSEB(2016)M001/A002: Craig Brown to work with Paul Cariss to identify quarterly key indicators that will allow DSRL to ensure CH is on the right track with their projections.

DSEB(2016)M001/A006: Simon Middlemas to provide Mark Raffle with copy of business plan (once non-disclosure is signed).

DSEB(2016)M002/A001: June Love to publish February 2016 minutes on website.

DSEB(2016)M002/A002: June Love/Simon Middlemas to consider the provision of the CNSRP presentation to Dounreay workforce.

DSEB(2016)M002/A003: June Love to invite chairman of community sports hub to next meeting for an update on progress.