

## DOUNREAY SOCIO ECONOMIC BOARD

Minutes of meeting held on Friday 20<sup>th</sup> May 2016 in D2003 Conference Room 40, Dounreay.

|                 |                 |                                                      |
|-----------------|-----------------|------------------------------------------------------|
| <b>Present:</b> | Phil Craig      | Dounreay Managing Director (part time)               |
|                 | Craig Brown     | Dounreay Support Services Director                   |
|                 | Simon Middlemas | Dounreay Socio Economic Project Support (PBO)        |
|                 | Shona Kirk      | Dounreay Socio Economic Project Support (CN)         |
|                 | Mark Raffle     | NDA Programme Manager                                |
|                 | Anna MacConnell | NDA Socio Economic and Stakeholder Relations Manager |
|                 | Sandra Owsnett  | Dounreay Unions                                      |
|                 | June Love       | Dounreay Community Relations/Socio Economic Manager  |

## MINUTES

### 1. INTRODUCTIONS

Craig Brown welcomed everyone to the meeting and noted that the Chairman (Phil Craig) had been delayed. Therefore Craig Brown took over chair. He included a safety update on the topic of off-site transport noting there had been a number of accidents including a fatality recently. With summer coming the safety message emphasised the need for care with the potential increase in tourists, as well as cyclists and pedestrians. Anna MacConnell noted that there were a lot of youngsters who frequently cross the busy road from the bus shelter at Achreamie and it was difficult to see them especially in the winter with their black school uniform.

### 2. APOLOGIES

There were no apologies with a full attendance,

### 3. MINUTES OF LAST MEETING

No amendments were made to the minutes (DSEB(2016)M001 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)M002/A001: June Love to publish February 2016 minutes on website.**

### 4. PROGRESS ON ACTIONS

The following actions were noted as complete:

- **M006/A001:** JL to publish November 2015 minutes on website.
- **M001/A003:** Paul Cariss to consider whether support is required for staff training. June Love noted that while there had been no specific ask Caithness Horizons had responded asking for this to remain an open invitation for support for future. It was agreed that the action could be closed out and would be left to Caithness Horizons to come forward if required support is identified.
- **M001/A004:** JL to invite Caithness Horizons back to DSEB in about six months' time (24<sup>th</sup> August 2016). June Love noted that a written update had been provided for this meeting.
- **M001/A005:** SM to arrange a NDA for Mark Raffle to sign off. The NDA had been sent and was currently awaiting sign off.

- **M001/A007:** MR to consider if socio economic funding could be carried over if required. June Love noted that a letter had been received from NDA confirming that DSRL 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.
- **M001/A008:** KN to respond to UHI confirming the support of a STEM co-ordinator. June Love noted that this had been done with terms and conditions attached to the secondment agreement.
- **M001/A009:** CB to articulate requirements for forthcoming presentations and agree with Phil Craig, informing Simon Middlemas of any requirements. This was further discussed later in the meeting.
- **M001/A010:** SM to speak to Eann Sinclair, CNSRP Programme Manager to agree who would provide these presentations to the various events identified and also to provide "training" on the background to the report so that others can use the information. This had been done and the presentation now includes notes for CNSRP partners to be able to provide as required.

The following actions were ongoing:

- **M001/A002:** CB 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.
- **M001/A006:** Simon Middlemas to provide Mark Raffle with copy of business plan (once non-disclosure is signed).

[Phil Craig joined the meeting at this point.]

## 5. REVIEW OF 2015/16

June Love noted the following:

- An annual review of the Alliance's activities for 2015/16 had been finalised.
- NDA had agreed a carry over or overspend of up to £150K per annum.
- All funding commitments had been invoiced before the end of the financial year therefore the total spend was £498K.

A number of studies, which had been part-funded by Dounreay, had been delivered on schedule. These included the cost comparison study for oil and gas (KPMG) and Perceptions of using Scrabster Harbour (Aberdeen Chamber of Commerce). One further piece of work had been carried out on Talent Attraction (Caithness Chamber of Commerce). The CNSRP Delivery Group would be reviewing the conclusions and recommendations of the studies to develop an implementation plan of activities to take forward to capitalise on the positive messages. One further study on accommodation was not yet finalised. All four pieces of work interlinked with each other to ensure a coherent link between the opportunities, overcoming the perceptions, growing the local skill set and attracting skills to the area along with life style choices.

## 6. CNSRP PROJECT UPDATES

- **CNSRP programme/communication support:**

Simon Middlemas noted support had been provided to the CNSRP Programme Manager for the following:

- Development of CNSRP presentation on future opportunities/job projections
- Delivery of the CNSRP presentation to various groups including the Dounreay unions and safety reps, Chamber of Commerce, Dounreay Stakeholder Groups reps.
- A briefing would be provided to the Dounreay Executive shortly.
- Consideration was being given to provide the presentation to the NDA Board.

Sandra Owsnett said the presentation had been well received by those who had attended and she had asked whether this could be repeated. Simon Middlemas responded that Eann Sinclair was keen to roll this out. The presentation had been updated taking on board a number of comments but the message that had not changed was that if all the opportunities are realised there would not be enough people to do the jobs, therefore the skills agenda would play an important part in growing local talent.

Phil Craig noted he was giving staff talks shortly but given the change of format this would be a big commitment on the CNSRP's Programme Manager's time if the CNSRP presentation was included. Simon Middlemas said that the presentation could last between 30-45 minutes and therefore it was not feasible to co-ordinate the two presentations.

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

- **CNSRP Review**

Simon Middlemas also noted that the CNSRP would undertake a review during this financial year to look at the progress made to date, the priorities for the programme. This was likely to culminate in a youth conference to get the local students engaged in the process.

June Love noted that the review was being undertaken because CNSRP was coming up to its tenth anniversary and would consider the outcomes of the 3<sup>rd</sup> socio economic baseline study when setting forward priorities. In relation to the Youth Conference she asked for approval, in principle, to commit £20K to support the Youth Conference which would be the Dounreay Alliance's contribution as a part funder. This was agreed in principle.

- **Cavendish Nuclear project**

Simon Middlemas noted:

- Initial discussions had taken place with Simon Bowen
- Further information had been requested which was currently being developed.
- Next steps would be to get agreement in principle, followed up by a desk top exercise.

Anna MacConnell asked how this project would be funded. Simon Middlemas responded that there were a variety of funding models but it was too early to be more precise.

- **NDA Archives**

Anna MacConnell noted:

- Construction progressing well
  - Expected to handover in September 2016 to Restore plc
- Restore plc
  - Open days at PPP on 11<sup>th</sup>/12<sup>th</sup> May
    - Positive feedback: over 250 attendees to events

- Linked in with North Highland College to explore training
- NDA Advisory Panel set up
  - Lord Lt Ann Dunnett, Chair
- Other
  - NDA Archives Board to visit in July
  - Rob Higgins visited on 23<sup>rd</sup> May 2016
  - Working with STEM Co-ordinator
  - Working with PPP
- Official opening January 2017

- **Dounreay Business Development Project**

June noted this would be discussed later under funding.

- **Secondments**

**Inward Investment:** June Love noted that this continues well with a number of activities ongoing within oil and gas and the potential Sutherland space project.

**Wick Harbour:** Shona Kirk noted that it was hoped that a positive announcement would be issued shortly.

**Community Sports Hub:** Shona Kirk noted that responses to queries from Sports Scotland had been sent and a response was currently awaited. A request for an extension to the planning application had been made to DSRL.

It was noted that Dounreay Alliance was investing in this, with the secondment of Shona Kirk, Dounreay funding for the planning application and the potential use of NDA's land (business case dependent). It was agreed that it would be useful to invite the Chairman of the CSH to come to the next Board meeting to provide a full update on this project.

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

**North Highland College:** June Love noted she would come back to this under funding.

## 7. DOUNREAY SOCIO ECONOMIC ALLIANCE UPDATE

- **Dounreay Socio Economic Plan 2016:**

- This had been submitted to NDA on 23<sup>rd</sup> March 2016.
- Will be published on website and distributed to DSG
- Progress to be reported

- **NDA Estate learning:**

- Simon Middlemas noted he had met with those associated in socio economics from the Magnox sites to see what lessons could be learnt across the sites.
- Anna MacConnell noted NDA intended to organise an estate-wide workshop to identify a method of reporting and monitoring impacts. This would be held on 30<sup>th</sup> June in London.

- **NDA Direct Funding:**

- Anna MacConnell noted that she was currently in discussions with:

- **Wick Harbour Authority**
    - Proposal was with NDA Executive for final sign-off.
  - **Scrabster Harbour Trust**
    - Potential change of use of allocated funding.
  - **North Highland Initiative**
    - Early enquiry on potential visitor attraction.
  - **North Coast 500**
    - Early enquiry with further discussions required.
  - **Highlands and Islands Airport Limited**
    - NDA and Dounreay supporting construction of airport carpark extension as overspill car park for archives.
    - NDA taking lead in discussions and will keep Dounreay updated.
    - Will be complete by end of calendar year.
  - **Dounreay Direct Funding**
    - June Loved noted the following commitments for 2016-17:
      - **CNSRP programme Manager**
        - Committed part funding for post.
      - **CNSRP Annual Report:**
        - Dounreay contribution to report and associated communications.
      - **Socio Economic baseline study:**
        - Dounreay part funded study.
        - Ekos were awarded contract.
        - Inception meeting held
        - Information gathering
        - Questionnaire surveys
      - **Caithness Horizons:**
        - Half funding provided in April 2016.
        - Three more payments before current commitment expires.
        - An update paper had been provided
        - Continued development of business plan would be presented at next Board meeting.
- Craig Brown noted that he had recently accepted an invitation to become a Board Director of Caithness Horizons.
- **Caithness Transport Forum**
    - Last payment of three year commitment expired in Jan 2016
    - Impact assessment expected in September 2016
    - Will be included in review of CNSRP before further commitment.
  - **HIAL Infrastructure Project:**
    - See NDA direct funding.

- **HIE Cost Comparison Study**
  - Request for funding in 2015/16 was phased across two years.
  - Phase 1 delivered during 2015/16 (KPMG report).
  - Phase 2: defining labour market intelligence for business services.
    - Scope of work will be identified by end of September
- **Dounreay Business Mentoring Project**
  - Chamber of Commerce contracted to deliver,
  - Pilot project kicked off and funded in 2014/15
    - Initial plan was to review pilot and agree commitment in 2015/16 and 2016/17.
    - Pilot project funding still available (NDA also funded)
    - Review will be undertaken in October 2016 to discuss potential going forward.
- **North Highland College Secondment:**
  - Secondment due to expire at end of June 2016
  - Impacts positive with increase of overall applications and specifically engineering courses.

June Love requested agreement to extend the secondment arrangement up to March 2017 which would allow further time to set up processes adopted this year to liaise with secondary schools. It would also allow alignment with all other funding/secondment commitments for this financial year and ties into CNSRP review. The Board agreed to this extension.

- **STEM Co-ordinator**
  - One day per week secondment to UHI
  - Contract of individual due to expire end of June 2016
  - UHI secondment agreement continues to March 2016.

June Love requested agreement to extend the current contract to March 2017 for the same reasons as above. The Board agreed to this extension.

- **Workforce Development and Transition**
  - Staff profile available for use within the partnership.
  - Will be updated in September allowing for baseline changes to be incorporated.
  - Approval given to increase the number of apprentice and graduate intakes.
- **Community Benefit in Procurement**
  - Paper now final and embedded in Strategy
  - Published on website.
  - Information made available to DSG and Chamber.
  - Outlined in Local Suppliers' Day
  - Will be incorporated into Management Systems.
  - Some contracts starting to identify benefits

## 8. COMMUNICATIONS

June Love noted:

- A bi-monthly article for Dounreay News was now being co-ordinated between CNSRP Programme Manager and Dounreay in order to highlight CNSRP progress and Dounreay's involvement.
- Communicating the benefits from contracts would be improved.
- All potential news articles will be identified through the communication planner.
- Further information on socio economic activities will be included in the revamped Dounreay.com public office.

## **9. ANY OTHER BUSINESS**

Anna MacConnell noted:

- Bekky Pleasant, NDA Skills would be visiting Caithness in May with a number of discussions planned with Dounreay, North Highland College and a number of other stakeholders.

June Love noted:

- Dounreay would be providing a presentation at the forthcoming Nuclear Supply Chain Conference in Dunblane in June.
- The Scottish Craft Competition would be hosted by North Highland College in June 2016. This was supported by the Dounreay Apprentice Training Manager.
- The next meeting would take place on 24<sup>th</sup> August 2016 in Caithness Horizon's Education Room.

There being no further business Phil Craig thanked everyone for their input and formally closed the meeting.

**Phil Craig**  
**Dounreay Managing Director**  
**DSEB Chairman**  
30<sup>th</sup> May 2016

### **ACTIONS ARISING FROM THIS MEETING**

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.

### **ACTIONS ONGOING FROM PREVIOUS MEETINGS**

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).

### **COMPLETED ACTIONS**

DSEB(2015)M006/A001: June Love to publish November 2015 minutes on website.

DSEB(2016)M001/A003: Paul Cariss to consider whether support is required for staff training.

DSEB(2016)M001/A004: June Love to invite Caithness Horizons back to DSEB in about six months' time (around August 2016).

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