

## **DOUNREAY SOCIO ECONOMIC BOARD**

Minutes of meeting held on Friday 19<sup>th</sup> February at 0900 hours in Education Room, Caithness Horizons

<b>Present:</b>	Phil Craig	Dounreay Managing Director (Chairman)
	Craig Brown	Dounreay Support Services Director
	Ken Nicol	Dounreay Socio Economic Manager
	Simon Middlemas	Dounreay Socio Economic Project Support
	Mark Raffle	NDA Programme Manager
	Anna MacConnell	NDA Socio Economic and Stakeholder Relations Manager
	Sandra Owsnett	Dounreay Unions
	June Love	Dounreay Socio Economic Support

In addition:	Paul Cariss	Caithness Horizons ) for agenda
	Beki Pope	Caithness Horizons ) item 5 only.

## **MINUTES**

### **1. INTRODUCTIONS**

Phil Craig welcomed everyone to the meeting and included a safety update on the topic for site safety which was based around winter driving. He emphasised the need for everyone to be vigilant when the weather was so changeable and the car accident which had occurred on the Forss road which had resulted in a fatality. While the site was focussed on this it had been suggested that Vulcan also be included in this safety message. Mark Raffle noted that it was NDA policy to undertake refresher driving instructions on a three yearly basis.

### **2. APOLOGIES**

Apologies were received from Shona Kirk, Cavendish Nuclear.

### **3. MINUTES OF LAST MEETING**

No amendments were made to the minutes (DSEB(2015)M006 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(2015)M006/A001: June Love to publish November 2015 minutes on website.**

### **4. PROGRESS ON ACTIONS**

The following actions were noted as complete:

- DSEB(2015)M003/A002: Craig Brown to take PBO socio economic strategy to ExCo for endorsement.

Craig Brown noted that a briefing was provided at ExCo on 11<sup>th</sup> February 2016. It was noted that some of the socio economic activities are company specific and/or are at early stages of development. Overall, the ExCo support the strategies and the opportunity was also taken to re-enforce DSRL's socio economic strategies.

- DSEB(2015)M005/A006: June Love to arrange to invite the new Senior TU Representative to future Board meetings.

Sandra Owsnett was now the Senior TU representative attending these meetings.

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

June Love confirmed that the September minutes were now published on the website.

- DSEB(2015)M006/A002: Roy Kirk to send ITTs to June Love for distribution to the Dounreay SE Board members for information.

June Love confirmed that the ITTs had been distributed to Board members. The ITT had been awarded to KPMG.

- DSEB(2015)M006/A003: Ken Nicol to clarify with Chamber the ownership of any information provided through the business support project.

Ken Nicol confirmed that the support provided to one organisation was specific to their business and therefore it could not be shared or indeed benefit others. If advice is given or support bought in of a generic nature then that information would be available to others.

- DSEB(2015)M006/A004: Ken Nicol to ask the Chamber how it is marketing the business support project.

Ken Nicol noted that in terms of marketing the following is carried out:

- Periodic advert via Caithness.org (website)
  - Poster adverts published on various websites (including Dounreay intranet)
  - An awareness workshop was held at the Jobs Event (Sat 6<sup>th</sup> Feb)
  - Case studies published on Chamber's Facebook page and periodic posts on Facebook and Twitter.
  - Referrals by Business Gateway and others
  - Awareness raising at appropriate events.
  - Chamber business column in local paper (due for March)
  - Chamber website, e-bulletins
- DSEB(2015)M006/A005: June Love to include Strategic planning on next DSEB agenda (January meeting).

Ken Nicol noted that this would be covered later in the agenda when discussing the next edition of the socio economic plan.

- DSEB(2015)M006/A006: Ken Nicol to consider training towards NVQs (or similar) for UFCF glovebox project.

Ken Nicol noted that following discussions it had been agreed to pursue an NVQ relating to Operations and Technical Support in the Process Industries. It was felt this would provide a wider training remit than focussing on glovebox operations. This was being taken forward by the Fuels Directorate.

It was noted that there were no further outstanding actions.

## 5. CAITHNESS HORIZONS BUSINESS PLAN UPDATE

Paul Cariss and Beki Pope attended to provide an update to Caithness Horizons business plan. Paul Cariss provided a presentation and a full discussion took place. The following actions were agreed:

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

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

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

Phil Craig thanked Paul Cariss and Beki Pope for attending and providing their update. Paul Cariss and Beki Pope left the meeting.

## **6. DOUNREAY SOCIO ECONOMIC ALLIANCE UPDATE**

Ken Nicol noted that a written report had been distributed to members in advance of the meeting. Of the report, three projects were currently 'amber'. These were:

- *Cavendish Nuclear Project:*  
Simon Middlemas noted that a full business plan had been produced and presented to Simon Bowen and Phil Craig. Discussions on this had been very positive. There was a period now where underpinning information was required on resources and market opportunities. Discussions would be held at the appropriate time with the PBO, DSRL Board, NDA and Regulators.

Mark Raffle asked if this was going through Cavendish Nuclear Governance. Simon Middlemas confirmed this was the case. He added that the reason the project was sitting at amber was that the programme is fluid at present, however, there was a window of opportunity linked to the site decommissioning programme that permitted flexibility.

Phil Craig noted that this was a good piece of work. It would go through Cavendish Nuclear and once they were satisfied the project will be taken to the next step. Mark Raffle asked whether NDA had seen the business case. Simon Middlemas responded that Anna MacConnell and Nigel Lowe had and following the signing of a non-disclosure he would share the information with him as well.

**Action: DSEB(2016)M001/A005: Simon Middlemas to arrange a non-disclosure agreement for Mark Raffle to sign off.**

**Action: DSEB(2016)M001/A006: Simon Middlemas to provide Mark Raffle with a briefing on the business plan (once non-disclosure is signed).**

- *DSRL Funding applications:*  
Ken Nicol noted that while applications for funding had been approved there were two projects which had not drawn down that funding as yet. These were:
  - Wick Harbour Authority (£110K for high water gate investigations)
  - HIE Cost comparison studies (£50K)

Ken Nicol noted these currently were sitting in the amber zone as funding would need to be paid

within this financial year and there was a risk that the work would not be completed in time.

Craig Brown asked whether it would be possible to carry over such funds. He recognised that this had been asked before but thought it was useful to raise it again to get clarification. Anna MacConnell noted that previous discussions had also looked at the potential to front or back load the socio economic funding however this had been something that was difficult for the site to do.

Phil Craig said that front loading the socio economic funding would prove problematic given that the ASFL was tight in the coming years.

Ken Nicol noted that, in terms of these projects, assurances were provided that funding would be complete by the end of the financial year.

**Action: DSEB(2016)M001/A007: Mark Raffle to consider if socio economic funding could be carried over if required.**

- Community Sports Hub

Ken Nicol noted that £20K had been provided to the CSH in February 2015. Following receipt two requests had been received for extensions to this project, the latest one being end of February 2016.

Simon Middlemas noted that this was a key activity within the CNSRP programme and there was a need to be flexible on this.

June Love noted that the extension had been provided to end of February 2016 to provide time to allow Sports Scotland to respond to a funding request. If this was successful the planning application would then be prepared.

Anna MacConnell noted that the offer of the Viewfirth land had been provided to the community over five years ago. At this stage the offer of the land had not been taken off the table.

- STEM Co-ordinator application

Ken Nicol noted that an application had been received from UHI for the services of a STEM Co-ordinator. The request had been circulated to members in advance of the meeting along with proposed terms and conditions if this was found to be acceptable.

It was agreed that this was worthwhile continuing and therefore the request for the services of a STEM Co-ordinator (1 day per week) was approved.

**Action: DSEB(2016)M001/A008: Ken Nicol to respond to UHI confirming the support of a STEM co-ordinator.**

- Local benefit in procurement

Ken Nicol noted that guidelines had been developed to encourage local benefit in contractors. At this point it was currently going through a legal review. One of the things that it had identified was the confusion as to whether DSRL operated under Scottish or UK legislation.

Anna MacConnell noted that the NDA worked under UK legislation.

## 7. CNSRP UPDATES

Simon Middlemas noted that there were two key areas for CNSRP – one for the skills agenda and the other was projected job numbers. He then took the Board members through a CNSRP presentation on job projections for Caithness and North Sutherland up to 2030.

CNSRP had also produced an annual report which had been received positively by a number of people and had quite a lot of positive media interest.

Following on from the annual review and the job number projections the next step was to go out and interact with various key stakeholders focussing on youngsters.

Mark Raffle thought it might be useful to use the job projection slides in the suppliers' day conference and also at the Dounreay staff talks. Phil Craig felt it would be a useful message to show that the 2005-2015 job projections had been realised which would also provide confidence.

Anna MacConnell asked how the information was going to be given to students. Simon Middlemas responded that this should be done through students, teachers, lecturers and parents.

June Love noted there was a number of activities where these messages could be provided including the STEM activities and Developing the Young Workforce.

Sandra Owsnett asked if this presentation could also be provided to the Dounreay Unions and Trades Council.

**Action: DSEB(2016)M001/A009: Craig Brown to articulate requirements for forthcoming presentations and agree with Phil Craig, informing Simon Middlemas of any requirements.**

**Action: DSEB(2016)M001/A010: Simon Middlemas 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.**

## 8. COMMUNICATIONS

June Love noted that Dounreay.com (public information office) would be refurbished over the next two months. Following this information from CNSRP would also be provided as well as the decommissioning excellence messages.

## 9. ANY OTHER BUSINESS

June Love noted she was currently waiting for the CNSRP meeting dates to allow her to set dates for the DSEB going forward. Forward dates would be identified shortly. Phil Craig asked if the practice was to have these meetings off site, he felt it would be useful to hold these at various locations. June Love said she would look at this when setting dates for future meetings.

**Action: DSEB(2016)M001/A011: June Love to set forward dates for 2016/17 for DSEB and look at various venues for these meetings.**

Ken Nicol noted that the socio economic plan for 2016 onwards was currently being developed. He noted that the format and themes were roughly the same as the current plan. The Socio Economic Plan Activities and the outline budget had been presented to the DSG Socio Economic Sub Group. No

comments on the budget or proposed activities had been received. The proposed outline budget had been presented to the CNSRP delivery Team. The intention was to include a three year outline budget proposal was also included and this needed to be approved before submission to the NDA. Craig Brown noted that he wished to look at the funding from the socio economic budget and have discussions with NDA to understand their position on budgeting before approving the three year rolling spend.

**Action: DSEB(2016)M001/A012: Craig Brown to explore socio economic budget spent with NDA.**

Craig Brown noted that this was Ken Nicol's last meeting. As a result of a re-organisation and refocus Ken would be moving to a new job role on the site. He thanked Ken for his contribution to the socio economic agenda over the last few years and wished him well for the future.

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

**Phil Craig**  
**Dounreay Managing Director**  
**DSEB Chairman**  
21<sup>st</sup> February 2016

**ACTIONS ARISING FROM THIS MEETING**

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

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

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

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**COMPLETED ACTIONS**

DSEB(2015)M003/A002: Craig Brown to take PBO socio economic strategy to ExCo for endorsement. It was noted that this had been taken to ExCo but time had run out therefore it would be included on a forthcoming agenda.

DSEB(2015)M005/A006: June Love to arrange to invite the new Senior TU Representative to future Board meetings.

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

DSEB(2015)M006/A002: Roy Kirk to send ITTs to June Love for distribution to the Dounreay SE Board members for information.

DSEB(2015)M006/A003: Ken Nicol to clarify with Chamber the ownership of any information provided through the business support project.

Endorsed on 20<sup>th</sup> May 2016

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