

DOUNREAY SOCIO ECONOMIC BOARD

Minutes of the meeting held on Monday 12th February 2018 at 1400 hrs in Olig Room, Dounreay.com, Thurso.

| | | |
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| Present: | Phil Craig | Managing Director, Dounreay (Chair) |
| | Mark Raffle | NDA Programme Manager |
| | David Lowe | Deputy Managing Director, Dounreay |
| | June Love | Dounreay SR and Socio Economic Manager |
| | Simon Middlemas | PBO Socio Economic support |
| | Niall Watson | Dounreay Unions |
| | Paul Hetherington | Head of Communications, Dounreay |
| In attendance: | Trudy Morris | CEO, Chamber of Commerce (Item 6) |
| | Eann Sinclair | CNSRP Programme Manager (Item 7) |

MINUTES

1. Welcome and Introductions

Phil Craig welcomed everyone to the meeting. He noted that Niall Watson had made contact to say he was running slightly behind schedule but would attend the meeting as soon as he was available.

Phil Craig noted there was no fire alarm testing and outlined the action to take if a fire alarm sounded.

Before commencing he asked if anyone wished to declare an interest with any of the topics to be discussed today. The following was noted:

- David Lowe Caithness Horizons:
 - David's wife is a volunteer.
- June Love CNSRP, Caithness Chamber of Commerce and HIE
 - Works in partnership with CNSRP
 - Supports Chamber Board meeting
 - Seconded to HIE
- Simon Middlemas CNSRP, Caithness Chamber of Commerce, Cavendish Nuclear Services project
 - Works in partnership with CNSRP
 - Non-executive Director of the Chamber of Commerce
 - Involved with CN Services project
- Phil Craig Caithness Chamber of Commerce, Cavendish Nuclear Services project
 - Director of Chamber of Commerce
 - Involved with CN Services project

2. APOLOGIES

Apologies were received from Anna MacConnell, NDA Stakeholder Relations and Socio Economic Manager.

3. MINUTES OF LAST MEETING

June Love noted that the minutes had been circulated in advance and comments made had been incorporated into the minutes. Phil Craig suggested that approval of the minutes should be deferred until Niall Watson arrived for the meeting.

Niall Watson arrived during the discussion below on Caithness Horizons. Following that discussion, the minutes were accepted as a true reflection of the meeting.

Action: DSEB(2018)M003/A001: June Love to publish DSEB(2017)M002 (mtg held 12th February 2018) on website.

Phil Craig noted that DSEB had reconvened on 14th December, along with Highland Council representatives and the Caithness Horizons Chairman to discuss future funding for the facility. He stated that it had been useful to have The Highland Council representatives at this meeting.

By way of a recap, Caithness Horizons had requested £30K to support business development consultancy and this had been agreed with a number of conditions. The first payment of £10K had been paid in January with two further payments in February and March 2018.

In addition, following the Caithness Horizon presentation, DSEB had agreed to fund up to a maximum of £75K for financial year 2018/19. This was caveated with a number of conditions including The Highland Council's commitment to also fund £75K. Phil Craig noted that the meetings with Caithness Horizons had been very positive and that it was clear that Caithness Horizons were looking at creative ways to generate income to allow them to become more sustainable.

He noted, however, that The Highland Council was yet to decide on funding and this would not take place until the 15th February 2018. A discussion around potential funding scenarios ensued and it was agreed that, notwithstanding HC funding, Dounreay would commit the £75K and explore what Caithness Horizons could undertake if no other funding was forthcoming.

Caithness Horizons continued to support the site's heritage strategy with the Dounreay exhibition and dependent on future funding there would need to be consideration around what the cost of fulfilling this strategy would be. David Lowe agreed to consider this.

Paul Hetherington noted that CH had increased its presence on social media but he felt it was marketing to the local community and more was required to market to tourists and the whole visitor experience.

Action: DSEB(2018)M003/A002: David Lowe to consider the cost of the site's heritage strategy in relation to Caithness Horizons and the Dounreay exhibition.

[Post meeting note: Following the Highland Council meeting held on 15th February £75K funding for Caithness Horizons was agreed.]

4. PROGRESS ON ACTIONS

See Action status appended.

5. DOUNREAY SOCIO ECONOMIC SPEND

June Love presented the 2017/18 spend to date (up to end of January). She noted that she was confident that most of funding would be paid out before the end of the financial year. The committed funding for the CNSRP offshore wind and tidal projects were slightly behind target and therefore the funding for these projects may be carried over into next financial year. Work would be ongoing during February and March 2018 to ensure funding was released, under the terms and conditions agreed, before the end of the financial year. Phil Craig noted that it was pleasing to see a proportion of the funding for 2017/18 going towards project delivery.

June Love presented the rolling three year finances for 2018/19 to 20/21 with a number of current assumptions. There was a lengthy discussion on the split between overhead activity and project delivery and it was agreed the funding profile would be relooked at with a view to ensuring the focus was on project delivery.

Action: DSEB(2018)M003/A003: Phil Craig, June Love and Simon Middlemas to relook at Socio economic funding profile for 2018/19 onwards.

6. CAITHNESS CHAMBER OF COMMERCE PROJECT UPDATES

Trudy Morris, Chief Executive Caithness Chamber of Commerce, thanked the Board for inviting her to provide an update. She tabled written updates on the projects outlined below.

Business mentoring

The DSEB had approved funding of £15K for financial year 2017/18 and outputs and interventions were identified prior to the funding being released. At the time, it was difficult to know what the uptake for these services would be and interventions had been set as follows:

| Intervention | Activity | Actual numbers to date |
|---------------------|------------------|-------------------------------|
| Targets | | |
| • 35 people | Initial guidance | (13) |
| • 20 people | Continued advice | (16) |
| • 8 | workshops | (5) |
| • 4 | Case studies | (0) |

There had been a few enquiries but these were still at the early stages and there had also been two potential case studies identified.

The total spend (over last 10 months) had been £16,823.30 with 5 jobs created. The number of jobs was conservative and as an example, one person had set up as a beauty therapist and this had been included as 0.5 fte. Two jobs had been created in a fishing business, with one further full-time in care.

Phil Craig asked if the £5K (relating to the 'return on investment' information provided) was based on the living wage. Trudy Morris responded that this was the case but caveated that with the fact that some new lifestyle businesses may not be drawing a complete wage down while the business grew.

Support for two people had allowed both to go forward to applications for funding through the Caithness Business Fund grant and one through North Highland Regeneration Fund loan funding.

June Love asked if there was a lot of interaction with Business Gateway. Trudy Morris responded that Business Gateway had a resource issue at present and one person was covering a massive area, therefore at this time they were not very active. Simon Middlemas asked if this project was filling a deficiency in the service that Business Gateway should provide. Trudy Morris responded that the general trend was that anyone contacting Business Gateway was pointed towards their website where there were business plan templates etc. Trudy Morris also noted that the DSRL Business Support Programme plugs a gap as generally Business Gateway don't provide mentoring support when a business is less than 6 months old.

David Lowe noted that £15K had been spent to create 5 jobs. Trudy Morris noted that uptake to this project had been lower this year but she was hopeful that some of the DSRL personnel who were taking voluntary early redundancies may come forward. Most of the advice provided at present was at the initial stage and this would allow support for those to bring a business plan together and to also point to sources of potential funding to support a start-up business.

Phil Craig noted that the impacts of this project had been very positive last financial year and asked that the information for the past three years be collated to show the total costs and impacts.

Niall Watson asked whether the sustainability of the jobs created was tracked going forward. Trudy Morris responded that keeping a track of jobs was done through other funds that the Chamber manage and stressed it was difficult to continue to track these when the individual comes to an end of the business support. Niall Watson asked whether it would be possible to request, as a condition of the support, follow up discussions over a period to see whether the start-ups continue in business. David Lowe thought it would be useful to do this over a 5-year horizon.

Caithness Transport Forum

CNSRP had previously agreed that connectivity was a key enabler for the aspirations of the CNSRP priority projects. As a result, the Caithness Transport Forum was a key enabler for CNSRP and had been managed by the Caithness Chamber of Commerce since 2012. DSEB had supported this activity with an annual figure of £10K and approval had been made in principle to continue to support during the three-year rolling programme (up to 2019/20).

Trudy Morris noted that the Caithness Transport Forum was funded by a number of partners, including:

- Dounreay (£10K)
- The Highland Council (£2K and meeting rooms/refreshments).
- Stagecoach (£2K)
- Scotrail alliance (£2K).

This financial year the following had taken place:

Meetings

- 2 Caithness Transport Forum meetings (one further meeting to be held in March).
- 1 Airport consultative meeting (one further meeting to be held in March)
- 2 Bus users group meetings
- 2 additional meetings (HiTrans Regional Transport Strategy / HIAL Board).

Correspondence/Consultations

- 4 consultations
 - 2 air: Air Traffic Management centralisation / Air Departure Tax
 - 1 bus: Free bus travel
 - 1 HiTrans: HiTrans Regional Transport Strategy
- 12 correspondence (6 air / 4 trains / 2 ferries)

Transport Forum Highlights 2017/18

- Air:
 - Retention of H&I Exemption for Air Departure Tax
 - Air Study to progress route development (Dounreay funded)
 - HIAL Board meeting (lobbied for Air Traffic Control Centre location in Wick).
 - Initiated dialogue with Transport Scotland's Aviation dept. regarding route development & uptake of Air Discount Scheme.
- Rail:
 - Fencing railway/Thurso High School
 - Challenged Transport Scotland / Scotrail about lack of catering services
 - Input into Far North Rail Review Group
 - Input into Sleeper Service consultation (now moved to business case study)
 - Continue to receive updates from DRS re commercial opportunity for freight (in partnership with Dounreay Stakeholder Group).
- Ferries:
 - Road Equivalent Tariff (RET) for Northern Isles Ferries
 - Input into initial consultation on ferry procurement resulting in invitation to meet Transport Minister.
 - Lobbied and challenged Transport Scotland regarding inadequate ferry replacement during Hamnavoe dry docking.
- Buses:
 - Killimster Moss: facilitated dialogue between Stagecoach and HC on road closures.
 - Berriedale Braes – moved to procurement stage with 4 bidders
 - Secured attendance of Transport Scotland Road representatives at Forum meetings.

- Worked with Stagecoach and HC to understand and mitigate impacts of bus service changes on North Highlands.

Priorities for 2018/2019:

- Air
 - Continue to lobby for a quick resolution to Air Departure Tax/Air Passenger Duty issue
 - Lobby for route development
 - Continue to lobby for ATM to be located in Wick
 - Maintenance of existing air services
- Rail
 - Continue to input into Far North Rail Review Group & monitor outputs
 - Input into Sleeper Service business case study
 - Continue to work with DRS, HiTrans and other stakeholders to promote commercial freight opportunities at Georgemas.
 - Maintenance of existing provision.
- Ferries
 - Continue to input/lobby for best solution on ferry procurement for Northern Isles service.
 - Continue to lobby/challenge provision of inadequate replacement vessel during dry docking/other failures.
 - Continue to ensure that the voices of mainland stakeholders are heard in discussions/decisions affecting the Northern Isles Ferry Services.
 - Maintenance of existing provision.
- Roads
 - Berriedale Braes: monitor and lobby for timely conclusion to new scheme, i.e. for construction to be completed in a timely fashion.
 - Maintenance of county's road network in light of budget deficit
 - Maintenance of existing bus services

Phil Craig thanked Trudy for the update. He asked what would happen if funding ceased from the co-funders. Trudy Morris responded that if some of the funding ceased the Chamber would continue to manage the Caithness Transport Forum but it would result in fewer meetings and the resource would not be available to respond to consultations and link in with other organisations to ensure responses are consistent for the county.

Phil Craig also noted that the reliability of the buses for Dounreay had been better. There had however, in more recent times, been a couple of breakdowns but overall an improvement in the service had been made. David Lowe noted that there continued to be a few deficiencies.

Simon Middlemas stated that if the Caithness Transport Forum was no longer there the work done to date to ensure a co-ordinated approach across several organisations would fall apart. He stressed that the county needed a robust transport infrastructure for the future. Trudy Morris agreed, stating that several organisations had an interest in transport issues and this allowed a co-ordination of approach. She too felt it would become unco-ordinated if the Caithness Transport Forum did not exist. She noted that a number of positives had come about because of the Transport Forum, notably the Berriedale Braes which had been something that a number of organisations had lobbied for. The Berriedale project had started in 2009 and due to the NDA part-funding the transport study and the lobbying activities carried out this project was now at the procurement stage.

Trudy Morris also noted that the Caithness Transport Form had attracted a number of engaged stakeholders including Serco and Transport Scotland. She was also aware that Stagecoach valued the interaction and feedback from stakeholders.

Phil Craig stated that he was not questioning the validity of the forum. However, he did wonder how much of this is what The Highland Council should be doing. Dave Lowe noted that the Dounreay funding was a large proportion in comparison to other organisations. Trudy Morris responded that she was in no doubt that if the Dounreay funding was not forthcoming it was unlikely that the Caithness Transport Forum would continue.

Air Survey/Study

Trudy Morris noted that this work was still ongoing but so far the highlights were:

- 135 responses to the survey
- 26 responded on behalf of business
- Respondents would like a 2 daily, all year round, 7 days a week service to Inverness.
- Generally strong sentiment air services are good and important to Caithness
- 63.6% of respondents are very likely/likely to consider using Wick to Inverness service if affordable
 - Consultation closes on 16th February 2018
 - Still on target to deliver initial report by end of February.

Phil Craig thanked Trudy Morris for her update. Trudy Morris left the meeting.

Members of the DSEB discussed the updates presented:

- Business support: Phil Craig asked for a summary of the total impacts of the business mentoring project to be provided to DSEB.

Action: DSEB(2018)M003/A004: June Love to collate the Business mentoring project impacts over the last three years and provide to the DSEB.

- Caithness Transport Forum: There was a question over the long-term sustainability of the forum if Dounreay's funding ceased. There was discussion on the benefit of the forum especially around the business need which could be argued as an indirect benefit. There was a good co-ordinated focus which allowed consistency in the messaging for transport connectivity over a number of organisations. It was agreed to continue to fund this at the same level for 2018/19 but with the consideration of decreasing the funding support over the next 3-5 years as transport connectivity issues are resolved.

Action: DSEB(2018)M003/A005: June Love to confirm funding for Caithness Transport Forum for 2018/19.

Action: DSEB(2018)M003/A006: June Love to present timeline for reduction in funding for Caithness Transport Forum over the next 3-5 years and submit to DSEB for approval.

7. CNSRP UPDATE

June Love noted a written update on the CNSRP Executive Board meeting held in January had been provided by Simon Middlemas who attends this meeting. The main points of the Executive Board included:

- CNSRP Chair
- CNSRP Major Projects
- CNSRP Key enabling activities

June Love noted that the CNSRP had recently established a funders co-ordinating meeting that looked at the totality of funding required for major projects and the potential appetite of co-funders to support. The meeting was primarily with HIE, NDA and DSRL but it was recognised that HC also had a part to play. A second meeting was scheduled for 19th February and would start to identify the potential funding gaps and resource required to take these priority projects forward.

Before inviting Eann Sinclair to join the meeting, Phil Craig reminded members that at the last meeting there had been a request for Dounreay funding for six projects. Three projects had been approved while clarifications were asked for the other three.

Eann Sinclair, CNSRP Programme Manager joined the meeting.

Phil Craig noted that the approved projects (UKVL (Sutherland), Tidal and Offshore Wind) had over-arching conditions which required a response from the CNSRP programme manager. These were:

- The CNSRP programme manager was required to satisfy himself that the project owner had the capacity to deliver these projects.
- Provision of the level of focus and resource requirements for each project.
- Detail on CNSRP process for agreeing programme and funding support
- Provision of CNSRP scopes and plans for each request and other supporting documentation.

Eann Sinclair noted that the funding co-ordination group had met for the first time and was due to meet again in February. It was anticipated that the capacity and level of resource would be identified at that meeting and he would provide these, along with the funding process, scopes and plans at the April DSEB meeting.

Action: DSEB(2018)M003/A007: Eann Sinclair, CNSRP Programme Manager to provide DSEB with the results of the funding co-ordinating group in terms of funding and resource required, along with CNSRP priority project scopes and plans and the process for partner agreement to fund projects.

On the specific projects, Eann Sinclair:

- Provided a written update on the progress of the UKVL Sutherland project.

Phil Craig noted the funding support from Dounreay and stated this was a massive opportunity for the area with the potential to provide highly skilled jobs in the county. He felt that this project was such a good fit for the area and for the Dounreay workforce. He expected to meet with the Regional/National Secretaries soon for the Dounreay Unions and intended to raise this with them to explore the support they could provide to realise this.

Eann Sinclair noted that the project management services had continued to work through a number of activities and it was expected that an outline business case would be finalised by end of Feb/March. HIE were also carrying out some market analysis to understand potential economic value to the supply chain etc.

Niall Watson noted that there had been some recent press activity regarding Shetland and asked whether it was possible that two spaceports would be viable. Eann Sinclair responded that it was difficult to predict at this time as to the number of launches that would be made. The market analysis would start to form the picture of frequency of launches and thus the economic impacts going forward.

- Tidal Energy: Eann Sinclair noted that this project was sitting at 'red' at this point due mainly to the fact that Atlantis Resource Ltd had not received their Contract for Difference in the latest Government round of funding. Meygen continued to support the scoping of an operations and maintenance base in Caithness for the tidal devices which were currently being maintained from Nigg. He expected that the work would likely commence early into the next financial year.
- Offshore wind: Eann Sinclair noted that this project was a piece of research to understand the market analysis and the ITT was currently being scoped out. He expected that this would be pushed out into early next financial year.

Relating to the three projects that required further clarification, Eann Sinclair noted:

- Business Services: HIE had agreed to fund the Labour Market Intelligence and dependent on the outcome of that piece of work there would be an application later next year to DSEB to understand the market analysis ensuring best fit with the LMI information.
- Nuclear Services: A discussion was underway to explore whether the nuclear services LMI could be rolled into the Business Services. Therefore, the scope of this workstream may change and at this time there

was no request for funding.

- NorthCoast 500: The piece of work was being rescoped to better understand the CNSRP partners activity within this project.

Phil Craig noted that it would be useful to see the potential jobs impact of these projects. Eann Sinclair noted that he could provide this at the April Board meeting.

Phil Craig thanked Eann for his update on the CNSRP priority projects.

CNSRP Independent Chair: application for funding

Phil Craig noted the application relating to funding an independent chair of CNSRP. Eann Sinclair noted that the job specification for this role had been benchmarked against case studies and Scottish Government's appointments protocol. Eann noted that previous questions had been raised regarding co-funding from other partners. It was noted that HIE would continue to support the T&S for this post. Eann Sinclair also noted that he had discussed this with the CEO of The Highland Council and was anticipating a response shortly.

Phil Craig noted that there was recognition that funding was difficult for some organisations especially the Highland Council but pointed out that Dounreay also had a limited budget and wanted to fund projects that would show impacts, i.e. job creation. Eann Sinclair acknowledged this and noted that HIE had previously paid the T&S of the outgoing chair and would continue with this commitment. Phil Craig stated that the funding requested for this role was effectively to fund an enabling activity and it may be that the DSEB would have to consider no longer agreeing to support some enabling activities to accommodate this and to ensure the percentage costs of delivery was higher than the 'fixed costs'.

Simon Middlemas noted that the action to look at the funding for 2019 onwards would look to reduce some of the 'fixed costs' but reminded members that the existing CNSRP chair retires in June and it was hoped that the new position would be advertised and filled before the June meeting to allow the outgoing chair to brief the incoming chair.

It was agreed that, the Dounreay funding profile for 2018/19 onwards would be progressed via correspondence and if there was a reduction in the fixed costs as shown previously the DSEB would consider supporting the CNSRP Chair's role for a period of time.

Phil Craig thanked Eann Sinclair for his input. Eann Sinclair left the meeting.

8. NDA UPDATE

June Love noted, in Anna MacConnell's absence, that:

- The Scrabster Harbour Trust funding application (£150K) for project management services had been approved.
- An early enquiry had been submitted to the NDA for potential funding towards the Community Sports Hub. A tentative agreement had been made but was dependent on other funders coming forward.
- It was anticipated that a further 4 jobs would be created in Nucleus.
- The NDA were holding estate-wide meetings to look at a consistent approach to measuring socio economic impacts.

9. DOUNREAY UPDATE

June Love noted:

- Support had been provided both in people resource and a small amount of funding to revamp the CNSRP website.
- The HIE secondee was heavily involved with the UKVL space project and was also working with Scrabster Harbour Trust on marketing of oil and gas potential.

- An invoice for the work carried out to date (£105K) had been received from Wick Harbour Authority for the design element of the high-water gate. A clarification on the total costs had been requested and a response was currently awaited before the funding would be released.
- Many other topics had been discussed elsewhere in the meeting (Caithness Horizons, CNSRP projects, Business mentoring).

10. **COMMUNICATIONS**

Paul Hetherington noted he was currently looking at the scope of work for an achievements video outlining the decommissioning achievements for 2017/18. He felt there was an opportunity to highlight some positive socio economic messages. June Love suggested that the Wick Harbour development would be a good one to consider as it was a good example of partnership working with NDA, Cavendish Dounreay Partnership and Dounreay all supporting this project in different ways.

June Love also noted that she would be looking to organise CNSRP presentations on the site again. Paul Hetherington suggested that it might be easier to take the message down to different areas, i.e. PFR, DFR, Fuel Cycle Area and the Lecture Theatre. It was suggested that this would be organised following the next round of staff talks.

11. **ANY OTHER BUSINESS**

June Love noted that she was currently working on the Dounreay Socio Economic Plan, 2018/19, 2019/20, 2020/21. She was also drafting the Dounreay Socio Economic Alliance Annual Review, 2017/18.

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

12. **CLOSE**

The next meeting is scheduled for 16th April 2018.

Phil Craig
Dounreay Managing Director
DSEB Chairman
20th February 2018

ACTIONS ARISING MEETING HELD ON 12TH FEBRUARY 2018

DSEB(2018)M003/A001: June Love to publish DSEB(2017)M002 (mtg held February 2018) on website.

DSEB(2018)M003/A002: David Lowe to consider the cost of the site's heritage strategy in relation to Caithness Horizons and the Dounreay exhibition.

DSEB(2018)M003/A003: Phil Craig, June Love and Simon Middlemas to relook at Socio economic funding profile for 2018/19 onwards.

DSEB(2018)M003/A004: June Love to collate the Business mentoring project impacts over the last three years and provide to the DSEB.

DSEB(2018)M003/A005: June Love to confirm funding for Caithness Transport Forum for 2018/19.

DSEB(2018)M003/A006: June Love to present timeline for reduction in funding for Caithness Transport Forum over the next 3-5 years and submit to DSEB for approval.

DSEB(2018)M003/A007: Eann Sinclair, CNSRP Programme Manager to provide DSEB with the results of the funding co-ordinating group in terms of funding and resource required, along with CNSRP priority project scopes and plans and the process for partner agreement to fund projects.

ACTIONS ONGOING FROM PREVIOUS MEETINGS

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 in relation to the Community Sports Hub.

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

DSEB(2016)M003/A011: June Love to invite Graham Cameron to the next DSEB to provide an update on the People Plan. **Action ongoing:** will be invited to the April 2018 meeting.

ACTIONS COMPLETED SINCE LAST MEETING

DSEB(2016)M003/A003: Simon Middlemas to provide confirmation in writing that the secondment of Shona Kirk to support the CSH business case continues. **Action complete:** secondment confirmed at internal meeting held on 14th December 2017.

DSEB(2017)M001/A009: All Board members to provide comments on Dounreay SE Alliance strategy document. **Action complete:** Strategy had been approved and was now published on the website.

DSEB(2017)M002/A001: June Love to identify forward dates for quarterly DESB meetings. **Action complete:** February and April dates identified.

DSEB(2017)M002/A002: June Love to publish February 2017 minutes on website. **Action complete.**

DSEB(2017)M002/A003: Craig Brown to identify potential dates in December when Caithness Horizons would be available to present new business plan and demonstration of some activities being taken forward. **Action complete:** Meeting held on 14th December 2017.

DSEB(2017)M002/A004: June Love to co-ordinate Dounreay SE Board meeting for December meeting to concentrate on Caithness Horizons Business plan. **Action complete:** meeting held on 14th December 2017.

DSEB(2017)M002/A005: June Love to draft CH funding letter setting out clear outputs/outcomes and deliverables required to allow drawdown of funding for 2018/19. **Action complete:** superseded by new action

(following discussions on 14th December 2017).

DSEB(2017)M002/A006: Dounreay SE Board to approval CH funding letter (as above) before final sign off following December meeting and final Board decision. **Action complete.**

DSEB(2017)M002/A007: June Love to invite HC reps to December meeting for joint meeting with Caithness Horizons. **Action complete:** HC reps attended meeting on 14th December 2017.

DSEB(2017)M002/A008: Paul Hetherington to speak to Craig Brown outside the meeting to identify whether CH would find it useful to have an external view of the facilities marketing and advertising. **Action complete:** superseded by business development consultancy funding and approach to other organisations for funding support for marketing and communications strategy.

DSEB(2017)M002/A009: June Love to include over-arching terms and conditions to draft letters for CNSRP funding support. **Action complete:** Conditions were attached to all three letters outlining support for projects (UKVL, Tidal and offshore wind).

DSEB(2018)M002/A010: Eann Sinclair, CNSRP Programme Manager, to provide clarity on questions raised regarding three funding requests where further information had been requested. **Action complete:** Discussed under agenda item 7 (12th February 2018).

DSEB(2018)M002/A011: Anna MacConnell to provide formal notification of the NDA change of socio economic policy to include potential funding support to Sports facilities. **Action complete:** No formal change has been made to the policy. DSEB(2017)M002 (December 2017) outlines that sports facilities now fit criteria for potential socio economic funding.

DSEB(2018)M002/A012: June Love to update DSEB on progress with the Community Sports Hub with a recommendation on the way forward in relation to the funding provided for the planning application. **Action complete:** briefing note on progress tabled at meeting held on 14th December with recommendation to extend planning application funding until December 2018.

DSEB(2017)M002/A013: Simon Middlemas to consider CN secondment to CSH project dependent on outcome of meeting with Sports Scotland and progress going forward. **Action complete:** Phil Craig confirmed Shona Kirk's continued secondment to support this project on 14th December 2017.

DSEB(2017)M002/A014: Anna MacConnell and June Love to provide a timeline for the decision making process for the Wick Harbour Authority high water gate project and support. **Action complete:** timeline presented at meeting held on 14th December 2017.

DSEB(2017)M002/A015: June Love to discuss with CNSRP, the Scrabster Harbour Trust funding request with a view to identifying whether this project provided a fit with the CNSRP priorities. **Action complete:** CNSRP had discussed and agreed that SHT project was a priority project for CNSRP.

DSEB(2017)M002/A016: June Love to request a full application from Scrabster Harbour Trust to provide further information on the funding request. **Action complete:** full application received and was now being taken forward by NDA for funding.

DSEB(2017)M002/A017: June Love to ask Craig Brown to develop draft key indicators and outputs for DSEB and HC to consider as part of the due diligence carried out for 2018/19 financial support. **Action complete:** requested before Christmas holidays.

DSEB(2017)M002/A018: June Love to invite Caithness Horizons Chairman to the April Board meeting (with invitation extended to HC for this topic). **Action complete:** Invitation has been extended.

DSEB(2017)M002/A019: June Love to amend CH funding application to reflect the change in funding request for business support consultancy from £50K to £30K. **Action complete.**

DSEB(2017)M002/A020: June Love to confirm in writing the approval of CH business development funding with terms and conditions attached. **Action complete.**

DSEB(2017)M002/A021: June Love to write to Scrabster Harbour Trust to inform them that the application had been passed to NDA for their consideration and that this was being progressed through Anna MacConnell who would become the main contact point for this project. **Action complete.**

DSEB(2017)M002/A022: June Love to write to Caithness Chamber of Commerce confirming funding support for airport study with appropriate terms and conditions. **Action complete.**

DSEB(2017)M002/A023: Simon Middlemas to go back to CNSRP Delivery Group to discuss potential funding for the CNSRP Independent chair. **Action complete:** Discussion held under agenda item 7 (mtg held on 12th February 2018).