

Dounreay Socio Economic Board**Minutes of meeting held on Monday 24 September 2018 at 08:30 in D2003, conference room 40, Dounreay**

Present:	Phil Craig	Managing Director, Dounreay (Chair)
	Mark Raffle	Nuclear Decommissioning Authority (NDA) Lead Programme Manager
	Anna MacConnell	NDA Socio Economic and Stakeholder Relations Manager
	David Lowe	Deputy Managing Director, Dounreay
	June Love	Dounreay Socio Economic and Stakeholder Relations Manager
	Simon Middlemas	Parent Body Organisation (PBO) Socio Economic Support
	Niall Watson	Dounreay Trade Unions
	Paul Hetherington	Head of Communications, Dounreay

Minutes**1. Welcome and introductions**

Phil Craig welcomed everyone to the meeting. Niall Watson noted he would be leaving the meeting at 09:00 due to other work-related commitments. He stated he had provided comments on the various correspondence received for this meeting (these comments will be included in the minutes under the approach agenda items).

Niall Watson noted, in general, he had reviewed the funding applications in the context of overall sustainability. Phil Craig noted that he and June had met with Caithness Horizons (CH) recently around the viability issues. In general, he felt that CH had made some success with the gallery and café but that it had been made clear that without continued funding from both DSRL and The Highland Council (THC) they will not be sustainable. Therefore, with respect to CH's spend to save funding application it would be difficult to approve this application until such times as THC's funding commitment for next year was explored.

Phil Craig also stated that CH had recently invited Highlife Highland (HH) to look at their operating model and it appeared that HH could not run the facility for anything less than the current funding being provided.

Anna MacConnell asked whether it was more likely that THC would commit future funding if the facility was run by HH. Phil Craig responded that this was not clear but would be part of a discussion with THC with regards funding for future years. A meeting between CH, THC and DSRL was due to take place shortly.

Conflicts of interest: Phil Craig asked members if they wished to declare any conflicts of interest before moving on to the agenda. The following conflicts were noted:

- June Love UK Vertical Launch (UKVL) Sutherland project
Caithness Chamber of Commerce (CCoC) (Board Secretariat – no voting rights)
- Simon Middlemas UKVL Sutherland project (Regulations)
Cavendish Nuclear project

- Dave Lowe CCoC (Non-Exec member)
- Phil Craig CH (wife is unpaid volunteer)
- Phil Craig CCoC (Board Director)

2. Apologies

There were no apologies.

3. Minutes of previous meeting

Phil Craig noted that the minutes of the previous meeting (DSEB(2018)M004 refers) had been circulated in advance to members and comments had been received. He asked if members wished to make further changes. No amendments were noted and the minutes were accepted as a true reflection of the meeting.

Action: DSEB(2018)M005/A001: June Love to publish June 2018 minutes (DSEB(2018)M004) on website

Phil Craig invited members to raise any issues from the minutes.

Niall Watson stated that the Dounreay trade unions had met with Edward Mountain on 18 July and Gail Ross, MSP on 23 August. The purpose of these meetings was to understand what the elected representatives were doing to support the area's socio-economic agenda. The union officials who had attended these meetings found these to be reasonably positive and it had been suggested that regular meetings should continue. The Dounreay unions were keen to emphasise the importance of people working across the political divide and those they had spoken to seemed to be open to that.

Phil Craig noted that he had also met with Edward Mountain when he was on site and had a good discussion on the importance of the Wick JOG airport and ensuring a sustainable Wick – Edinburgh route. The discussion centred on infrastructure and flight routes. This was something that the CCoC was looking at with a view to doing further work building on the airport survey carried out last year. Phil Craig noted that he would be completing a form to record his discussions with Edward Mountain on this matter. There was also a suggestion that it would be useful for the Caithness and North Sutherland Regeneration Partnership (CNSRP) programme manager to continue to update all list MSPs within the area on the work on CNSRP, its priority and enabling projects.

Action: DSEB(2018)M005/A002: June Love to speak to CNSRP programme manager with a view to inviting all list Highlands and Islands (H&I) MSPs to a meeting for a CNSRP update

Anna MacConnell asked whether the unions had any plans to meet with other MSPs. Niall Watson responded that the unions had emailed Gail Ross, MSP and all H&I list MSPs earlier this year, which had resulted in the meetings with Edward and Gail. The unions would continue to maintain their focus on socio-economics and would continue to engage with MSPs. He noted that the unions had also met with Jamie Stone, MP earlier this year and raised the question as to whether it would be possible to have a debate in Westminster (and do same via Gail Ross at Holyrood) to raise the profile of the area's economy.

At this point, Niall Watson left the meeting.

4. Progress on actions

Phil Craig noted that the following actions had been completed since the last meeting:

- DSEB(2018)M004/A001: June Love to publish February minutes on website.
- DSEB(2018)M004/A003: June Love to explore if additional support was required to take Community Sports Hub project forward. **Action complete:** At present no further support was required
- DSEB(2018)M004/A007: Craig Brown, CH chair, to provide information on capital spend projects ensuring it could demonstrate that replacing or repairing assets or equipment now would allow a reduction in maintenance costs over a period. **Action complete:** An application (Spend to Save) was received – this was discussed under agenda item 5.
- DSEB(2018)M004/A008: Craig Brown, CH chair, to apply for DSEB funding to cover 25% costs for a graduate curator post for 12 months. **Action complete:** An application was received and approved via correspondence. See further discussion under agenda item 5.
- DSEB(2018)M004/A005: Phil Craig to take PBO advice on potential conflicts of interest. **Action complete:** Phil Craig noted that he had spoken with the PBO and had taken legal advice which had indicated that they were content as long as those with potential conflicts declared upfront at these meetings.

Progress on the following actions was noted:

- DSEB(2018)M004/A002: David Lowe to provide a cost benefit analysis re Dounreay's heritage strategy. **Action ongoing:** June Love noted that she had suggested that this action be placed on hold until the meeting with THC was held as this would inform future discussions on the sustainability of the facility.
- DSEB(2018)M004/A004: Anna MacConnell to inform DSEB members when NDA internal review on potential conflicts of interest would take place. **Action ongoing:** Anna MacConnell noted that there had not been a date set for this yet but would update board members as soon as she was aware of a date.
- DSEB(2018)M004/A006: DSEB to consider DSRL representatives for CH board following the forthcoming CH board skills review. **Action ongoing:** This action would be placed on hold until discussion with THC had taken place and there was a clear way forward.
- DSEB(2018)M004/A009: Phil Craig to speak with Alastair MacDonald, Security, regarding hot fire training. **Action ongoing:** Phil Craig noted he had not yet had the opportunity to do this. June Love noted that a further paper had been received on this and would be discussed under agenda item 9.

5. Budget update

2018/19 Budget review: June Love tabled a written update on the spend profile for this financial year. She noted that spending was low this year and that there did not appear to be many CNSRP projects coming forward which required funding at this stage. She noted:

- The CNSRP programme manager had confirmed that DSRL funding would not be drawn down for the costs of this post while the Project Manager undertook a dual role (acting as Area Manager for 3-6 months). This potentially meant a saving of £10K to £20K dependent on the duration of the dual role being undertaken.

- Having spoken with the CNSRP programme manager it was felt likely that the £50K approved to support the offshore wind supply chain analysis would not be required this financial year.
- CH had indicated that while the funding (£6K) had been approved to support a graduate curator for 12 months it had been decided (by CH) that this would be deferred until they had surety of funding into next year. Therefore, there was a chance that this £6K would not be spent this financial year.
- Phil Craig and Simon Middlemas declared an interest as board members of the CCoC. Discussion on the Chamber's business mentoring project had previously agreed that no funding was required this financial year and an action had been placed to review this in September. Having carried out the review the CCoC had remaining funding of around £27K with a projected spend of £13.1K this financial year. Therefore, DSEB funding was not required for this activity.
- At this point (and not including those listed above) the projected funding which was uncommitted was around £240K which had the potential to rise to £319K of uncommitted funding due to the uncertainties of the projects listed above. As it stands, DSRL had approval to accrue up to £150K funding from one financial year into another.

Anna MacConnell noted that she had discussed the potential underspend with the NDA Contracts Manager who saw no reason to write to DSRL increasing the threshold of funding accrued. It was agreed that Phil Craig would formally write to the NDA requesting an increase in the accrued funding for DSRL socio economic activity.

It was generally agreed that it would be more useful to accrue funding if no CNSRP projects came forward this financial year which would allow a higher level of funding to be made available next financial year.

Action: DSEB(2018)M005/A003: Anna MacConnell to progress NDA contractual letter allowing an increase in the funding carry over for socio economic activity.

Front loading of DSRL's socio economic budget: Phil Craig noted that at the last meeting there had been a tentative discussion on the potential to front load the socio-economic budget (i.e. taking funding from the end years of the programme, and bringing it forward to support the CNSRP programme, recognising the CNSRP programme had a peak in funding during 2019-2021).

He further noted that Scrabster Harbour Trust had submitted a funding application for £1.35M which would only be affordable by DSRL if the right mechanisms for front loading could be identified.

Before any commitment could be made on an application which exceeded the annual budget of £500K there would need to be some agreement between DSRL and NDA on how funding of this level could be guaranteed as the annual site funding level was already over-pressurised over the next 3 years.

June Love noted her concern was how this funding could potentially be committed if the funding was to come from the annual site budget as it would only take an unexpected cost to arise which may mean that any additional funding committed on socio economic activity may need to be diverted to site decommissioning. She asked whether the NDA had come across this before as she recalled NDA underwriting a socio-economic activity before albeit that it was not in the same ballpark figure of around £1.5M.

Mark Raffle stated that there would be a need to get the funding profile right in later years. Phil Craig responded that committing front loaded funding in the next 2 to 3 years would be difficult as the site budget was already over-pressurised. Phil Craig added that he was not averse to front loading the budget for the right projects and would be supportive if it could be proved that the additional funding would be valuable for the area. He noted that Scrabster Harbour Trust had delivered economic benefit with previous projects and had shown an increased throughput because of the investment made previously.

Mark Raffle stated that additional funding would need to be balance dependent. Anna MacConnell added that consideration should be made to the total funding support in relation to both DSRL and NDA's funding. Simon Middlemas noted that was why CNSRP had set up a funding group to look at the peak of funding and explore with project owners whether funding could be phased into other financial years which would reduce the peak in 2019-2021

Phil Craig returned to the question of front loading of the socio-economic budget for DSRL. He noted that the questions were relatively simple – should we do this and could we do this. He added he had no reservations to support the Scrabster harbour funding application but it would be difficult to commit this level of funding until such times as an agreed way forward with NDA was identified.

Mark Raffle commented that different funding mechanisms were currently being considered within NDA for specific projects and could potentially take the form of grant funding or loan funding which could also be considered.

Phil Craig noted that the decision to support a substantial funding application which would require the budget to be front loaded was something he could support but recognised that this would be difficult during the next 2 to 3 years. Mark Raffle stated that part of the question here was whether the ASF profile could be moved to accommodate additional funding during 2019 and 2020 for socio economic activity.

Anna MacConnell noted that the CNSRP had a list of priority projects but there was no ranking of projects within the priority list. Simon Middlemas responded that the projects had been ranked and while there were some amendments to be done the priorities appeared to be Wick harbour as the front runner with the space project coming in as second priority. Simon Middlemas said he would circulate to DSEB members the prioritised projects.

Action: DSEB(2018)M005/A004: Simon Middlemas to circulate prioritised list of CNSRP priority projects to DSEB members.

Phil Craig summarised the discussion on front loading of the socio-economic budget noting that there appeared to be agreement between members that this would be worthwhile taking forward caveated with the fact that a mechanism for releasing funding from the back end of the programme could be identified and that applications for large funding would need to have a robust business case as well as DSRL's funding making the difference of a project going forward or not. Members agreed that this was worthwhile exploring.

Action: DSEB(2018)M005/A005: Phil Craig to write to Mark Raffle regarding a mechanism for front loading of socio economic budget.

6. DSRL Funding Applications

- **CH: Spend to Save:** This has been discussed earlier in the meeting. It was agreed to put this on hold until such times as a clear way forward with THC for future funding was

identified.

- **CH: Graduate Curator:** It was noted earlier that this project had been put on hold by CH until future funding was secured.
- **Scrabster Harbour Trust (SHT): Redevelopment of St Ola Pier:** This discussion was based around the potential to front load the socio-economic budget. Until such times as a mechanism could be agreed between NDA/DSRL this would be put on hold. It was agreed that a letter would be sent to SHT harbour explaining the situation.

Action: DSEB(2018)M005/A006: June Love to draft letter to SHT explaining outcome of Board discussion regarding funding.

- **Chamber of Commerce PSO study:** Members were reminded that DSRL funding had supported the first airport survey which had been undertaken last year. Following that a further application had been received to explore the potential for a public service obligation (PSO) status with a route from Wick to Edinburgh. The application was for £23K with 3 phases of work to be carried out.

While Phil Craig had declared an interest (as a CCoC Director) he noted that there were 2 issues to consider here. The first was the surplus of uncommitted funding and secondly, for him (with a community hat on) it was essential to ensure good flight connectivity for present and future business needs.

Paul Hetherington questioned whether this study would be used to lobby Scottish Government and queried whether this would be appropriate for DSRL to fund. Simon Middlemas noted that Wick JOG airport was on the CNSRP enabling projects and seen as an essential infrastructure requirement.

June Love noted that the work would be carried out in 3 phases with phase 1 (£4.5K for preliminary scoping work), phase 2 (£10.8K to develop the business case and economic benefit assessment) and phase 3 (£5K to manage the PSO tender process). If there was concern around lobbying it could be possible to fund the first 2 phases of this application. Mark Raffle agreed noting it would need to be clear at what point the report could be potentially used for lobbying.

Generally, the application was supported but it was agreed that both NDA and DSRL would take some legal advice before committing funding.

Action: DSEB(2018)M005/A007: Anna MacConnell to seek NDA advice as to whether the PSO study would be seen as a lobbying activity.

Action: DSEB(2018)M005/A008: Phil Craig to seek legal advice as to whether the PSO study would be seen as a lobbying activity.

7. CNSRP update

Before requesting updates, Phil Craig noted he had received an email from the CNSRP Programme Manager in relation to a change of focus for the inward investment secondment to utilise the 0.5fte to concentrate on the stakeholder engagement for the UKVL Space project. At this point, June Love and Simon Middlemas left the meeting. Following a discussion between members, June Love and Simon Middlemas returned to the meeting. Phil Craig summarised the decision stating that the conclusion was that the board was happy to agree to the change of focus and how HIE utilised this secondment was a matter

for them. It was however emphasised that DSRL would not expect to be asked to provide additional support for other CNSRP projects. It was agreed that Phil Craig would respond to the CNSRP Programme outlining this agreement and caveats.

Action: DSEB(2018)M005/A009 Phil Craig to respond to CNSRP programme manager about change of focus of DSRL secondment to support CNSRP activities.

Phil Craig then invited Simon Middlemas to provide an update from the CNSRP executive meeting. Simon Middlemas noted that the executive board had recently met and this had been the new CNSRP chair's first meeting. The CNSRP chair had provided a written update on activities he had undertaken since his appointment. Anna MacConnell asked if this could be circulated to members. Simon Middlemas responded that he would check with the CNSRP programme manager to get agreement for him to circulate.

Action: DSEB(2018)M005/A010: Simon Middlemas to ask CNSRP programme manager if CNSRP Chair's report can be circulated to DSEB members.

Simon Middlemas noted that CNSRP chairman had been out speaking with different individuals and organisations to gain an understanding of how CNSRP is perceived. Mark Raffle noted that both CNSRP Programme Manager (Eann Sinclair) and CNSRP Chairman (Ian Ross) had both been present at an NDA hosted dinner for some Japanese visitors. Phil Craig also noted that he had extended an invitation for Ian Ross to visit the site.

Simon Middlemas added that the executive board were taking a keen interest in a proposed strategic review of the CNSRP priorities which should allow some buy in from the respective organisations.

June Love noted that the CNSRP Delivery Group meeting had been postponed and while activity was continuing there was little to report at this time.

Anna MacConnell noted that the North Highland College (NHC) campus redevelopment had been adopted into the CNSRP programme and an early discussion had taken place with NDA. This was another multi-million-pound project to consider.

8. NDA update

As discussed earlier, the NDA had been asked for substantial funding to cover two priority projects (Scrabster harbour and UKVL Sutherland which had the potential to total £8.5M over a 2 to 3 year period).

Simon Middlemas agreed that there was a peak for required funding over the next 2 to 3 years and this was why the CNSRP funding group had been set up to have the type of discussion on what would be possible within the funding partners so that discussions with project owners could commence to look at the potential timelines for funding requirements. It had previously been agreed that CNSRP needed to consider the profile for funding requirements for priority projects and come back with proposals.

Anna MacConnell noted the funding request for £5M for the space project which would require funding in 2019 and 2020. However, she felt that this may move to the right given that space legislation was not yet in place. Simon Middlemas responded that there was a pathfinder launch scheduled to take place in early 2021 and therefore while the programme was tight it was achievable with current predicted dates albeit that it may slip slightly.

Anna MacConnell stated that NDA had met with David Oxley, HIE Director, to discuss the potential funding support from NDA. It had been a good meeting and NDA had indicated they would see what they could do to find a way to provide support. Follow up

correspondence had been sent to HIE asking for further details on the local benefit to the Dounreay travel to work area, impacts of potential different funding models (i.e. cash, grant and aid or loan funding), how the funding could be phased and ensuring that any funding provided was state aid compliant.

Simon Middlemas re-iterated that was why the CNSRP funding group was so essential to allow mature discussions with project owners to ascertain whether projects could be delayed (without impact on business) to allow the funding levels to be smoothed across more financial years.

Simon Middlemas asked whether NDA had committed the £3.75M to Scrabster harbour. Anna MacConnell responded that she had discussed potential funding but no application (from SHT to NDA) had been submitted yet. Simon Middlemas asked whether NDA were minded to support. Anna MacConnell responded that NDA was minded to support this project but if funding was an issue (given other potential commitments) it may have to take the form of a loan. She added that the NDA budget for socio economic activity was relatively small and covered the whole NDA estate.

NDA had committed £1M towards Wick Harbour high water gate in 2017 and the CNSRP funding meeting may help to push this project forward. As a whole, it was important to have a clear indication of whether HIE, as part of CNSRP, could support this project. Simon Middlemas stated that he believed the reason this had not yet been agreed was because there were outstanding questions around the design elements of the gate and the business plan was still awaited. Anna MacConnell agreed that there appeared to be discussions around the technical specifications of the gate.

Action: DSEB(2018)M005/A011: June Love to request an update from CNSRP Programme Manager on timelines for HIE support for Wick Harbour Authority (high water gate).

9. PBO/DSRL update

Simon Middlemas stated that he awaited a decision from the PBO on the Cavendish Nuclear project but was aware that the CDP strategy did include a decision to take this to the next step. Phil Craig noted that he had been actioned to seek agreement from the CDP partners. Agreement had been reached with one while the other was still outstanding.

June Love noted:

- Work continued with STEM activities as well as the NHC senior school link secondment.
- Socio economic assessments for the decommissioning services contract had been undertaken.
- Focus on CNSRP inward investment activity had mainly been with the UKVL Sutherland project but further work had been ongoing with Skyes Homeworking and a query from an oil and gas company relating to West of Shetland activity.

Hot fire training: June Love noted that following on from the last meeting a further, more detailed paper had been received. Phil Craig noted that he had not managed to speak with Alastair MacDonald before his departure and felt it would be useful to have a discussion with the new security director once he had taken up post.

Phil Craig stated that having read the paper he thought that this was an issue for ExCo but before it was presented at that meeting it would be worthwhile seeking views from within the security department.

Action: DSEB(2018)M005/A012: June Love to speak to Ken Nicol to ensure he briefs the new security director once he has taken up post.

Action: DSEB(2018)M005/A013: Phil Craig to discuss with security director once update from Ken Nicol had been provided with a view to deciding whether this should go to ExCo for consideration.

10. Communications

June Love noted that while there were positive socio-economic results flowing from the Dounreay contracts the information was not at a stage where this could be demonstrated with facts and figures. She asked for support from Communications to develop an infographic or some similar media to focus reporting on the impacts of the socio-economic benefits coming from the site's contracts.

Paul Hetherington noted that there was an ongoing discussion on the focus for the next NDA suppliers' event and there had been a suggestion that this could focus on the socio-economic impacts and therefore this information would be identified for that event as well as onward transmission to stakeholders.

Action: DSEB(2018)M005/A014: Paul Hetherington to work with commercial department to outline benefits from socio economic plans flowing from Dounreay contracts.

June Love noted that CNSRP presentations were currently being organised for site and these were planned for October and would include briefings at PFR and DFR as well as the D1300 lecture theatre. Simon Middlemas noted that CNSRP presentations were also being organised for secondary schools aimed at S3, 4 and 5 pupils. This had been supported by DSRL's STEM co-ordinator.

Paul Hetherington also noted Simon Middlemas' involvement as a last-minute replacement for Gail Ross, MSP for the apprentice indentures after Gail had been hospitalised at short notice. Simon had concentrated his speech around future opportunities in the area, highlighting the space project as a good example of progress and for opportunities.

11. Any other business

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

Phil Craig
DSEB Chairman
Managing Director, Dounreay
27 September 2018

ACTIONS ARISING FROM THIS MEETING

DSEB(2018)M005/A001: June Love to publish June 2018 minutes (DSEB(2018)M004) on website.

DSEB(2018)M005/A002: June Love to speak to CNSRP Programme Manager with a view to inviting all list H&Is MSPs to a meeting for a CNSRP update.

DSEB(2018)M005/A003: Anna MacConnell to progress NDA contractual letter allowing an increase in the funding carry over for socio economic activity.

DSEB(2018)M005/A004: Simon Middlemas to circulate prioritised list of CNSRP priority projects to DSEB members.

DSEB(2018)M005/A005: Phil Craig to write to Mark Raffle regarding a mechanism for front loading of socio economic budget.

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DSEB(2018)M005/A009: Phil Craig to respond to CNSRP programme manager about change of focus of DSRL secondment to support CNSRP activities.

DSEB(2018)M005/A010: Simon Middlemas to ask CNSRP Programme Manager if CNSRP Chair's report can be circulated to DSEB members.

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DSEB(2018)M005/A012: June Love to speak to Ken Nicol to ensure he briefs new Security Director once he has taken up post.

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DSEB(2018)M005/A014: Paul Hetherington to work with Commercial department to outline benefits from socio economic plans flowing from Dounreay contracts.

ACTIONS ONGOING FROM PREVIOUS MEETINGS

DSEB(2018)M004/A002: David Lowe to provide a cost benefit analysis re Dounreay's heritage strategy. **Action ongoing.** June Love noted that she had suggested that this action be placed on hold until the meeting with THC was held as this would inform future discussions on the sustainability of the facility.

DSEB(2018)M004/A004: Anna MacConnell to inform DSEB members when NDA internal review on potential conflicts of interest would take place. **Action ongoing:** Anna MacConnell noted that there had not been a date set for this yet but would update Board members as

soon as she was aware of a date.

DSEB(2018)M004/A006: DSEB to consider DSRL representatives for CH board following the forthcoming CH board skills review. **Action ongoing:** This action would be placed on hold until discussion with HC had taken place and there was a clear way forward.

ACTIONS COMPLETED SINCE LAST MEETING

DSEB(2018)M004/A001: June Love to publish February minutes on website.

DSEB(2018)M004/A003: June Love to explore if additional support was required to take Community Sports Hub project forward. **Action complete:** At present no further support was required

DSEB(2018)M004/A007: Craig Brown, CH Chair, to provide information on capital spend projects ensuring it could demonstrate that replacing or repairing assets or equipment now would allow a reduction in maintenance costs over a period. **Action complete.** An application (Spend to Save) was received – this was discussed under agenda item 5.

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DSEB(2018)M004/A009: Phil Craig to speak with Alastair MacDonald, Security, regarding hot fire training. **Action superseded:** Phil Craig noted he had not yet had the opportunity to do this. New actions assigned for this topic.