

DOUNREAY SOCIO ECONOMIC BOARD

Minutes of meeting held on Friday 3rd February 2017 at 0900 hours in Orlig Conference Room, Dounreay.com, Thurso.

Present:

Phil Craig	Dounreay Managing Director (Chairman)
Craig Brown	Dounreay Project Director
Simon Middlemas	Dounreay Socio Economic Project Support (PBO)
Anna MacConnell	NDA Socio Economic and Stakeholder Relations Manager
June Love	Dounreay Community Relations/Socio Economic Manager

In addition:

Trudy Morris	Caithness Chamber of Commerce (agenda 5).
Roy Kirk	HIE Area Manager (agenda 6)

MINUTES

1. INTRODUCTIONS

Phil Craig welcomed everyone to the meeting. He noted that there were no fire alarm testing scheduled to take place and therefore if any alarms were to be activated members should leave the room and assemble at the designated area which was at the side of the building in the car park.

Phil Craig also stated that the focus for safety continued to be on wintering driving as the weather was quite changeable at present. He also noted there had been a road accident involving staff from one of the Parent Body Organisations (not at Dounreay) and another example of someone stopping to help at the scene of an accident where a lady involved was not adequately dressed for the weather and was provided with a hi-vis jacket to keep her warm. The over-riding message was to ensure drivers had appropriate equipment and clothing in their cars if setting off on a journey as the weather was very changeable at this time of year.

Anna MacConnell noted that she had been informed that it was prudent to deduct 2 degrees off whatever the car temperature was recording as this was a more accurate reflection of the climate outside.

2. APOLOGIES

Apologies were received from:

- Mark Raffle NDA Programme Manager
- Sandra Owsnett Dounreay Unions
- Shona Kirk

3. MINUTES OF LAST MEETING

No amendments were made to the minutes (DSEB(2016)M003 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(2017)M001/A001: June Love to publish November 2016 minutes on website.

4. PROGRESS ON ACTIONS

Progress on actions was noted as follows:

Completed actions

- DSEB(2016)M003/A001: June Love to publish May 2016 minutes on website.
These were now published on the website.
- DSEB(2016)M003/A002: June Love to provide a letter to the Community Sports Hub agreeing a further extension to the planning application.
A letter was provided extending the planning application to end December 2017.
- DSEB(2016)M003/A006: Beki Pope to organise a funders meeting between Caithness Horizons, DSRL and The Highland Council to discuss and explore the potential for future commitment.
This was discussed at November meeting (agenda item 9).
- DSEB(2016)M003/A007: Paul Hetherington, Dounreay Head of Communications to make contact with Caithness Horizons to explore what would be required to support a marketing strategy.
Following this action further information provided meant that this was superceded by events.
- DSEB(2016)M003/A008: Paul Hetherington, Dounreay Head of Communications, to provide information to the Dounreay SE Board on what would be required to support Caithness Horizon's marketing and communications strategy.
Following this action further information provided meant that this was superceded by events.
- DSEB(2016)M003/A009: DSEB to make a final decision on support to Caithness Horizon's marketing and communication strategy. *Following this action further information provided meant that this was superceded by events.*
- DSEB(2016)M003/A010: June Love to invite Trudy Morris to the next DSEB to present the impacts of the business support project
On agenda for February meeting (agenda item 5).
- DSEB(2016)M003/A012: June Love to invite Roy Kirk, HIE to the next DSEB to outline request for project management funding for the UK Vertical launch project.
On agenda for February meeting (agenda item 6).
- DSEB(2016)M003/A013: June Love to write to the Chamber of Commerce outlining scope of work to update Nuclear supply chain director and short video to showcase local capabilities and including terms and conditions in relation to the funding.
Discussion was held with Dounreay Head of Communications and scope being developed. Scope for work expected at end of February – funding will be released on receipt of scope.
- DSEB(2016)M003/A014: Dounreay Socio Economic Alliance Delivery Team to revise the Dounreay Socio Economic Alliance Strategy following the outcome of the CNSRP Review.
Strategy drafted (see agenda item 11).

Actions ongoing

- DESB(2016)M003/A003: Simon Middlemas to provide confirmation in writing that the secondment of Shona Kirk to support the CSH business case continues.
Ongoing: Awaiting feedback from CSH meetings to find out what is proposed to go forward.
- DSEB(2016)M003/A004: Shona Kirk to provide Anna MacConnell with the updated business case and summary of activities that had been carried out so far as soon as possible (in time for Property meeting around beginning of December).
Ongoing: Business case still awaited – dependent on outcome of CSH meeting.
- DSEB(2016)M003/A005: Anna MacConnell to provide a letter to CSH setting out land availability timescales.
Ongoing: See DSEB(2016)M003/A004: 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.
Ongoing – G Cameron was not available for February meeting – this would be held over until the next meeting.

5. BUSINESS SUPPORT PROJECT / CAITHNESS TRANSPORT FORUM

Trudy Morris, Chief Executive, Caithness Chamber of Commerce joined the meeting. She updated the Board on:

Business Support Project

In 2014, NDA and DSRL jointly funded the Caithness Chamber of Commerce to provide business support and mentoring aimed at aspiring businesses in the Caithness & North Sutherland area. Through this project the Chamber offers guidance and support in areas such as:

- Business planning and writing business plans
- Employment responsibilities
- Establishing and registering a business
- Intellectual property / trademarks
- Market research
- Marketing and sales

It was envisaged, at the time of funding, a pilot project would run until March 2015 when the project would be assessed and a decision made to take this forward to a stage 1 project. The uptake was lower than previously predicted and there is still some funding available from 2014. From a total of £86K around £60K has been spent.

Trudy Morris presented an update on the progress to date:

- 38 Companies were now trading
- 38.5 (full time equivalent) jobs have been created.
 - This includes a number of part-time jobs
- 28 people are now fully employed within new businesses.
- 15 individuals have second jobs (ie are doing new business in their spare time).
- 6 DSRL personnel have gone through scheme.
- 3 Dounreay supply chain related personnel have gone through scheme.
- 29 others not related to Dounreay.

This has equated to Chamber staff providing:

- Advice and mentoring (293 hours in total)
- 89 individuals through initial advice
- 5 successful applications going through into Caithness Business Fund.
- 3 successful applications going through Baillie Wind Farm funding.

Anna MacConnell asked if any of the applicants had considered applying for loan funding via the North Highland Regeneration Fund. Trudy Morris said this was now currently being considered but would have to be at a stage where their business plan was robust before consideration of loan funding would be approved.

Phil Craig if an average salary for the primary 28 jobs was considered the return value for the investment made was around £300K. Trudy Morris noted it was hard to demonstrate whether these applicants would have been successful had they simply tried to do this alone. However, she felt that by having these initial interventions it allowed individuals to really consider whether they had a potential viable business.

Caithness Transport Forum

Trudy Morris noted that the Caithness Transport Forum had originally been managed through the Caithness Partnership which no longer existed. The Chamber had been asked to manage this forum under the umbrella of the CNSRP to ensure connectivity was considered when looking at economic opportunities. Since the Chamber had taken over this role DSRL had provided three years' of funding (£10K per year) and a further £10K was provided by Highland Council and Stage Coach. Following discussions with The Highland Council their funding had been reduced to £2K per year but they also provided an in-kind donation of the use of meeting facilities.

Through the CNSRP, the forum is an enabler as there are some huge issues around transport around the five areas of air, road, rail, sea and trains. The positive for the forum is that everyone is brought together and a number of consultations are responded to via the forum, as well as other organisations responding with a consistent message. This ensures that Caithness has a voice in transport infrastructure and the issues that can arise.

Craig Brown asked whether HC had committed funding for the coming years. Trudy Morris responded that they would need to approach HC again as they consider funding on a yearly basis but it was hopeful that they would approve funding of £2K to allow this forum to continue.

Phil Craig asked what the impact would be if Dounreay did not fund the forum. Trudy Morris responded that they would have to scale back some activity. The original funding had been for £20K (from all funders) but this had been reduced over the last year to £14K and this had resulted in a reduction of meetings. If further funding was not available then further scaling back would be required. Phil Craig asked if there was any likelihood of Stage Coach providing more funding. Trudy Morris responded that this was unlikely given the reduction of HC contracts that Stage Coach were now operating and the implications that this has caused to serviced routes.

Anna MacConnell enquired whether there was any other means of feedback in relation to transport issues exist. Trudy Morris said that the Caithness Transport Forum was that mechanism and there was still a lot of lobbying to be undertaken.

Trudy Morris noted that transport infrastructure was, not only important from a social point of view, but also from an inward investment focus. People moving to the area would look for good transport links as well as other social amenities.

Phil Craig thanked Trudy Morris for attending. Trudy Morris then left the meeting.

The Board discussed in full the two projects and agreed the following:

- Business Support Project: agreement to continue to fund over the next three year period with conditions attached to the funding.
- Caithness Transport Forum: agreement to continue to fund, at the same level of funding, over the next three years was reached. Conditions of funding were discussed and agreed. It was noted, however, that this required additional funding from other bodies and this should be raised with Highland Council at the next CNSRP Executive Board.

DSEB(2017)M001/A002: Simon Middlemas to raise funding for Transport Forum at CNSRP Executive Board re HC funding.

DSEB(2017)M001/A003: June Love to draft funding letter, with conditions, for the Business Support project.

DSEB(2017)M001/A004: June Love to draft funding letter, with conditions, for support to the Caithness Transport Forum.

6. UKVL PROJECT

Roy Kirk, Area Manager, HIE joined the meeting. He provided an outline of the potential for a UK Vertical Launch facility at a site in North Sutherland. Roy Kirk stressed that this project was at a very early stage but in order to progress with it at a pace dictated by industry there was a requirement to contract in professional individuals through a framework contract. This would include the services of a Project Manager who had the ability to draw down different skill sets as and when required. The contract would be for the initial phase of this project and would run until around the summer of 2017 when a go/no go decision would be made as to the viability of the project. This was required now as there was a number of pieces of work to be done and this would require a level of professional pace and activity.

This project would sit on the revised priorities for CNSRP and HIE would be providing around £200K for this project. £50K funding from the Dounreay Socio economic budget was requested to support this project.

Craig Brown asked where the project team would be located? Roy Kirk responded that he would expect the Project Manager to be located in the HIE offices locally at appropriate times but the services required meant that the individuals could be based anywhere in the UK. He expected that there would be times that the persons involved would be working up here and at other times work could be done remotely.

Phil Craig noted that they were being asked to consider a 20% punt for a potential opportunity that may or may not happen.

Anna MacConnell asked if a project management services company had been identified. Roy Kirk responded that HIE had a number of UK framework contracts and procurement would go through that route.

Roy Kirk summarised by thanking the Board for considering this request. He re-iterated that this was to carry out further development work which would culminate with a go/no go decision. If the decision was to go ahead with future work this project would continue until at least 2020 and could be an economic changer for the area. At this point Roy Kirk left the meeting.

The Board discussed the merits on this project. It was noted that through DSRL's secondment, June Love was already working on this project alongside a number of other CNSRP partners. Simon Middlemas had provided project management support. It was recognised that there was a huge amount of work to do and it while it was only an aspiration at this point until further work was carried out it was not possible to know whether this project would be successful or not.

Phil Craig noted that for a 20% stake in a potential project the upside was that the launch facility, if realised, could provide a number of sustainable jobs in the area. The downside was the chance of this project not continuing beyond the initial work phase which would mean that the £50K would be a potential gamble.

Following further discussion from Board members it was agreed to provide the funding requested with a number of conditions attached to release of this funding. One such condition would be to consider project support from the Dounreay graduates to allow them to also broaden their skill set.

Action: DSEB(2017)M001/A005: June Love to draft funding letter, with conditions, for support to the UKVL project.

7. DOUNREAY SOCIO ECONOMIC ALLIANCE UPDATE CURRENT SPEND PROFILE (2016/17).

June Love noted that the financial information had not been available for the end of January at the time of the meeting. She said she would take an action and circulate current spend/against budget as soon as the financial information for January was available.

Action: DSEB(2017)M001/A006: June Love to provide current spend profile for 2016/17 for information to Board members.

8. NDA UPDATE

Anna MacConnell, NDA Socio Economic and Stakeholders Relations Manager updated on the following:

- **Wick Harbour Authority:** By way of background, Wick Harbour had previously approached NDA for potential funding towards the construction of a high water gate. The NDA had originally set aside £475K for this project dependent on a number of conditions. This level of funding was within Jon Philips delegated authority and had given approval. Further discussions with Wick harbour continued and a request of up to £1M was made which was tentatively agreed (with conditions). The total project costs was expected to be £3.325M. At the same time, DSRL had been approached to fund the design element of this project - £125K.

With these requests, CNSRP Programme Manager facilitated a meeting between all the funders (DSRL/NDA/HIE) to consider how funding could be achieved. Questions of state aid had been raised by HIE and CNSRP programme manager was currently looking into this with Scottish Government.

It was agreed, at that meeting, that the design work should be taken forward to ensure this project was 'shovel ready' and discussions between NDA and DSRL took place with the agreement that, should it be approved by the NDA process, the NDA would release the funding for the design of the high water gate this financial year and DSRL would make up the shortfall (£125K) of NDA funding when the construction of the gate commenced.

Phil Craig asked what the likelihood was of all the funding being put in place for this project. Simon Middlemas responded that MORL was one of the highest priorities within the CNSRP programme and the high water gate was considered essential by the harbour to attract this opportunity to Wick. Anna MacConnell agreed noting she was 90% content that the funding package would be secured.

Craig Brown noted the jobs attached to the Wick harbour development from offshore wind and felt this was a useful project to get to a point where it was shovel ready. With the offshore wind developments there was a number of new jobs attached. Anna MacConnell agreed, noting that the point of the socio economic funding from NDA/DSRL was to take an element of risk which could help improve the offerings of the harbour to many businesses who may make use of it from the offshore wind activities.

Following further discussion the Board agreed to provide funding (£125K) towards the design of the high water gate, noting that NDA would fund this part during this financial year with DSRL providing same amount next financial year. It was agreed that a confirmation letter could be sent to Wick Harbour Authority outlining tentative agreement once NDA had confirmed funding was in place.

Action: DSEB(2017)M001/A007: June Love, in conjunction with Anna MacConnell, to draft commitment letter to Wick Harbour Authority once NDA funding has been approved.

- **John O'Groats Mill:** NDA had been contacted by the NHI (North Highland Initiative) Project Manager in the past looking at the redevelopment of the mill as a potential project part-funded by NDA. The original request had been for NDA to support NHI with the purchase of the mill and at that time had been a tentative request with more detail required and unlikely to proceed until around 2018.

A further enquiry had been received as the mill was starting to crumble and a request was made, from a heritage argument, that around £10K was required to strengthen it while purchase discussions continued. NDA had indicated they were not able to fund this request as NDA's process on assets not belonging to the requesting organisation could not be made.

Simon Middlemas stated that he did not believe this was a high priority project within CNSRP.

- **North Coast 500:** A very early approach had been made to the NDA regarding support relating to North Coast 500. At present the scope of work was being developed and further detail would be provided before any decisions were made on the provision of funding for this project.
- **Scrabster Harbour Trust:** Funding had been approved by NDA to support a temporary ice plant which was required while a permanent ice plant was developed. NDA had agreed to fund both the temporary facility along with part-funding of the permanent plant.

9. DSRL SOCIO ECONOMIC ACTIVITIES

June Love noted the following update:

CNSRP activities:

- **CNSRP Review:** CNSRP was currently undertaking a review of activities which should culminate in a revised CNSRP programme identifying the opportunities that exist which will create jobs in the area. The draft programme will be discussed at the CNSRP Delivery Team meeting in February, the Advisory Board in March and then taken to the Executive Board in April for endorsement.

It was noted that it was a useful time to undertake a review of the DSEA as well – see item 11 for further discussion on this topic.

- **CNSRP projects:** Early discussions with one partner of CNSRP had indicated that, via the CNSRP opportunities identified, there would be a number of potential funding requests for DSRL to consider. At this point this was a tentative list of projects. June Love noted that this would need to be ratified by CNSRP Delivery Team before a full picture of funding requests was available. However, she felt at this time it was useful to indicate a number of potential requests coming forward. With the knowledge of pipeline projects she noted that the funding requests had the potential to be more than the allocated yearly budget and by the time the socio economic plan for 2017 onwards was developed assumptions would need to be made in prioritising the DSRL funding available.

The Board noted that this was not a direct CNSRP request and that it would require discussion and agreement at CNSRP before any decisions on future funding support would be taken. At this point it was a useful reminder that as the CNSRP programme develops there would be a number of potential projects coming forward.

- **CNSRP support:** June Love noted that agreement had been reached to retain CNSRP and to continue to development the pipeline of opportunities. As a result, approval was requested to continue to fund the following CNSRP activities:
 - CNSRP programme manager (part-funding)
 - CNSRP Annual report (part-funding)
 - CNSRP Conference (part funding – one off payment in 2017/18).

The Board agreed to continue this commitment.

- **DSEA secondments:** CNSRP had indicated the secondments in place for the last three years had been useful and had indicated a desire for these secondments to continue. June Love noted that current the following secondments were in place:
 - Inward Investment Manager: June Love was currently seconded to work with HIE on inward investment activities for 50% of her time.
 - North Highland College School link: Marie Mackay was seconded to work with NHC, 2 days per week, to work with all secondary schools within the area to outline the courses available at NHC.
 - STEM Co-ordinator: Pat Kieran (formerly DSRL) had been contracted one day per week to act as STEM Co-ordinator via a secondment with UHI. This work would come to an

end in March 2017 with the co-ordination role moving to Marie Mackay for DSRL STEM Ambassadors.

- Wick harbour authority: Shona Kirk, Cavendish Nuclear was seconded to work with Wick harbour to support the development of their business plan and to work with offshore wind companies to capture the operations and maintenance bases at Wick.
- Community Sports Hub: Shona Kirk, Cavendish Nuclear, was seconded to this project to develop the business plan and take the project through a planning application. [Secretary's note: at the last meeting DSRL agreed to extend the date for submission of the planning application to December 2017].

June Love asked for approval, in principle, for the extension of these secondments for the next three years which would align to the CNSRP 3 yearly review and provide surety of the support moving forward.

It was noted that the STEM Co-ordination role would change. UHI no longer held the STEM contract which had now gone to Aberdeen Science Centre. Pat Keiran would contract directly with Aberdeen to provide services throughout the North of Scotland. The DSRL STEM co-ordinator role would be strictly related to DSRL STEM Ambassadors and therefore no secondment agreement was required. However, it was felt that a Memo of Understanding between Aberdeen Science Centre, Pat Keiran's new role and the DSRL STEM Co-ordinator role should be developed so that there were clear roles and responsibilities.

The Board agreed (in principle) dependent on clear roles/outputs, the following:

- Inward Investment role could continue: a request, along with a job description and outputs would be required before agreement was reached.
 - North Highland College secondment could continue: a request, along with a job description, outputs and clarification on expenses was reached.
 - STEM co-ordinator: No secondment required but a Memo of understanding between the three parties would be put in place.
 - Wick Harbour Authority: The secondment from CN has already been agreed and has been extended until December 2017.
 - Community Sports Hub: Questions have been raised over the continued secondment of this project. A decision would be taken following feedback from a CSH meeting which was due to take place in January 2017.
- **Dounreay Socio Economic ongoing funding commitments:** June Love noted there were costs within the socio economic budget which would continue over the next three year period. These were:
 - Staff costs
 - Chamber membership
 - STEM activities
 - Dounreay Community Fund

The Board agreed that these commitments carry forward during the next three year period.

- **Project funding:** June Love stated that funding on specific projects had been approved via correspondence and these costs would come from 2016/17 budget.
 - **Scrabster Harbour Trust:** Funding had been agreed by the Board, via correspondence, for £12.5K towards an economic impact assessment report for the Trust. This would build on a previous report which had allowed the case to be made for investment into improving one of the piers. Funding had been approved with a number of conditions attached. Confirmation had been sent to SHT and DSRL was currently awaiting for the signed off agreement to be received before funding would be released. [Simon Middlemas declared an interest in Scrabster Harbour and noted that he had not been party to the funding request nor in the decision making.]
 - **Wick Harbour Authority:** The funding for the high water gate design had been previously discussed (see agenda item 8).
 - **Chamber of Commerce:** Funding of £20K had been granted to the Chamber to allow an update of the nuclear supply chain directory and to produce a short film on the local supply chain capabilities. Discussions on the short film had been discussed with the Dounreay Head of Communications. Both these products would be used by DSRL Commercial team to showcase what the area already has by way of capability.
- **Caithness Horizons:** [Before discussion took place, Craig Brown declared an interest and left the room for this topic]. June Love noted there had been a number of discussions and meetings with Caithness Horizon with regards to potential future funding.

At present DSRL had one further year of funding (£90K) until the original ten year commitment ceased. This was similar to Highland Council's commitment to support this project. Caithness Horizons had made an approach to DSRL (and to the HC) to continue to fund beyond the original commitment (2017/18).

The Board discussed various scenarios for continued support and agreed a tentative way forward. A letter would be drafted setting out DSRL's considerations of future funding and this would be signed off by the DSEB Chairman. It was also indicated that there was a need to understand HC's appetite for continued funding.

It was emphasised that this was for grant funding only and did not preclude CH from exploring potential funding for discrete heritage projects but this was unlikely to come from the socio economic spend.

Action: DSEB(2017)M001/A008: June Love to draft letter to Caithness Horizons for the Board's approval.

10. COMMUNICATIONS

June Loved noted that the February edition of The One would feature the 'Jobs and How to Get Them' event which DSRL were taking part in with an Apprentice stand. There had also been a lengthy article in Nuclear Engineering International on Dounreay and the skills agenda.

Looking ahead there was possible communications around the funding to Scrabster harbour for the economic impact assessment study, the impacts from the Business Support project and a round-up of the STEM activities.

By the end of March the new socio economic plan would be available as well as a review of the socio economic activity for 2016/17. June Love noted she planned to report on activities in 'infographic' style rather than a lengthy document. [NB: In discussion with Communications Department consideration is being given to a 'achievements' brochure for the site and therefore it would appear apt for the socio economic activity to be reported through this piece of work.]

11. ANY OTHER BUSINESS

Dounreay Socio Economic Strategy: June Love noted that a draft strategy for the Dounreay Socio Economic Alliance had been forwarded to members. She asked for comments from Board members to allow the strategy to be finalised by the end of March 2017.

Action: DSEB(2017)M001/A009: All Board members to provide comments on Dounreay SE Alliance strategy document.

Dounreay Socio Economic Alliance Review: June Love noted that it was timely to consider a review of the Dounreay Socio Economic Alliance for the following reasons:

- The CNSRP were currently conducting their review
- The site decommissioning programme had extended to the right, therefore a review of the socio economic activity would provide a sanity check on whether the short, medium and long term focus was correct and aligned.
- It provided an opportunity to consider whether the alliance was working efficiently or could things be done better.
- Should be develop a risk register for DSEA
- Would be it worth carrying out a performance review

The review would involve internal meetings, including:

- Is DSEB effective or does it need to change to be more dynamic?
- Is the structure correct?
- Does the DSEA Delivery Team need to refocus.

It was also noted that, through the CNSRP Review, there was agreement that there are too many repetitive meetings and this would be considered as the CNSRP review goes forward. At that stage, it would be useful for the DSEA to look at all meetings/paperwork with a view to streamlining the various reporting mechanisms.

Phil Craig responded that he would not like to see the Dounreay Socio Economic Board being disbanded as this was the forum which provided him with oversight, allowed governance and a level of focus. However, that did not mean that the present arrangements were required and it may be there would be more effective ways of working. He was content for a review to be carried out and

this would report back to the DSEB for discussion and endorsement. June Love noted that the review would not take place until CNSRP review had reported and would aim, working with the members of the DSEA Delivery Team, to provide draft proposals to the next DSEB meeting (around April 2017).

Nucleus: Anna MacConnell noted that invitations had been distributed to a number of stakeholders for an evening reception to preview Nucleus, the Nuclear and Caithness Archives. The event would take place on 13th February, in advance of the public opening on 14th February. Phil Craig noted that he had received an invitation to attend but was unfortunately at a meeting outside the county and therefore could not attend.

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

Phil Craig
DSEB Chairman
14th February 2017

ACTIONS ARISING FROM THIS MEETING

DSEB(2017)M001/A001: June Love to publish November 2016 minutes on website.

DSEB(2017)M001/A002: Simon Middlemas to raise funding for Transport Forum at CNSRP Executive Board re HC funding.

DSEB(2017)M001/A003: June Love to draft funding letter, with conditions, for the Business Support project.

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DSEB(2017)M001/A006: June Love to provide current spend profile for 2016/17 for information to Board members.

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ACTIONS ONGOING FROM PREVIOUS MEETINGS

DSEB(2016)M003/A003: Simon Middlemas to provide confirmation in writing that the secondment of Shona Kirk to support the CSH business case continues. ***Ongoing: Awaiting feedback from CSH meetings to find out what is proposed to go forward.***

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

DSEB(2016)M003/A005: Anna MacConnell to provide a letter to CSH setting out land availability timescales. ***Ongoing: See DSEB(2016)M003/A004: 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. ***Ongoing – G Cameron was not available for February meeting – will be held over until the next meeting.***