

DOUNREAY SOCIO ECONOMIC BOARD

Minutes of the meeting held on Tuesday 5th June 2018 at 0830 hours in NDA Conference room, D2003.

Present:	Phil Craig	Managing Director, Dounreay (Chair)
	Mark Raffle	NDA Programme Manager
	Anna MacConnell	NDA Socio Economic and Stakeholder Relations 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:	Craig Brown	Chair, Caithness Horizons (item 6)
	Graham Cameron	Head of HR, DSRL (item 7)

MINUTES

1. WELCOME AND INTRODUCTIONS

Phil Craig, Chair welcomed everyone to the meeting. He noted that the annual site alert test was due to be sounded and that no action was required. However, if the alarms were sounded at any other time than the planned test all members should leave the building and muster at the assembly points outside of D2003.

Before commencing, Phil Craig asked if anyone wished to declare any conflicts of interest. The following was noted:

- Phil Craig noted that one of the PBO companies was in discussion with HIE and one of their industry partners in relation to the UKVL Sutherland project.
- June Love noted that, as part of her secondment to HIE, she was involved with the UKVL Sutherland project along with the other priority projects identified in the CNSRP programme.
- Simon Middlemas noted that he was also involved, via CNSRP, with the UKVL Sutherland and other priority projects within the CNSRP programme. He was also aware as the PBO contact for socio economics of ongoing discussions between one PBO company and HIE/industry partner.
- David Lowe noted that his wife acted as a volunteer in Caithness Horizons.

2. APOLOGIES

All members were in attendance and therefore there were no apologies.

3. MINUTES OF LAST MEETING

The minutes of the last meeting (DSEB(2018)M003 refers) had been circulated to members in advance. June Love noted that comments had been received and these had been incorporated. No further comments were raised and the minutes were accepted as a true reflection of the meeting.

No issues were raised from the minutes.

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

4. STATUS OF ACTIONS

See Appendix 1 for full action list. The following actions were discussed:

- 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.

David Lowe noted that a short paper had been circulated providing this information providing various scenarios. Niall Watson asked whether this addressed the intent of the action. June Love noted that it had addressed the action which had been raised. Paul Hetherington noted that other scenarios could be considered including the use of new technology, i.e. virtual reality.

Anna MacConnell noted that Caithness Horizons had been doing a good job and queried whether there was a feel for what the value was for the service they provided to Dounreay to allow the heritage strategy to be addressed. Phil Craig responded that it would be difficult to put a cost to this.

Phil Craig noted that in terms of the action (above) the information provided addressed this and could be closed. However, he asked that consideration be given to developing a cost benefit analysis on an alternative heritage strategy if a different (worse case) scenario was realised.

Phil Craig emphasised that he felt that Caithness Horizons was doing a good job and that there was support for the facility to continue. However, he felt that alternative options needed to be considered.

Action: DSEB(2018)M004/A002: David Lowe to provide a cost benefit analysis re Dounreay's heritage strategy.

- DSEB(2018)M003/A006: June Love to present timeline for reduction in funding for Caithness Transport Forum.

June Love noted that she had circulated a short brief on a proposed way forward. She added that DSEB commitment had been made over a three year period which would cease in 2020/21. It was recommended that a discussion with other CNSRP partners would take place during 2019/20 to explore whether there was an appetite for another partner to take responsibility for this activity. Noting that Highland Council and Stagecoach also supported this activity, if no other partner was able to support, then consideration of a reduced funding package from DSRL would be discussed. The recommendation was considered and agreed.

- DSEB(2016)M003/A004: Shona Kirk to provide Anna MacConnell with updated business case for Community Sports Hub and summary of activities that had been carried out so far.
- DESB(2016)M003/A005: Anna MacConnell to provide a letter to CSH setting out land availability timescales.

Anna MacConnell noted in relation to Action 5 on land availability timescales no deadline was identified for alternative options to release this land at present. She stated that the most recent

request from the Community Sports Hub was to seek permission to carry out some groundworks on the footprint of the old Viewfirth site. The funding for this had been donated from Tesco's community fund. This work would be carried out shortly and all material excavated would be crushed on site. NDA had given permission for this work to be carried out however it was noted that at this stage there was no change to the ownership of the ground which continued to sit with NDA.

The project had progressed a lot slower than initially projected mainly due to funding decisions from other organisations. A meeting with potential funders had been held around February this year and the Community Sports Hub would be submitting a funding application into Sportscotland along with identifying other sources of potential funding. Anna MacConnell noted that NDA had committed £350K (with potential to increase to £500K) towards the project and it was a possibility that Sportscotland could provide £100K. The total build cost was in the region of £1.4M therefore there continued to be a funding gap.

Phil Craig asked whether Sportscotland appeared to be receptive to this. Anna MacConnell responded that at the last meeting she had attended she felt that there was a willingness to engage with this project. Phil Craig noted the length of time the project had taken to get to this point and suggested that the chair of the Community Sports Hub be approached to explore whether DSRL could help with people resources. The meeting which Eann Sinclair, CNSRP programme manager, had facilitated had been held in Inverness but unfortunately Highland Council was unable to attend and therefore it was unknown whether Highland Council would be in a position to support this project. Anna further noted that she was aware that a lot of work had already been carried out to identify potential funders.

Action: DSEB(2018)M004/A003: June Love to explore if additional support was required to take this project forward with the Chair of Community Sports Hub.

5. CONFLICT OF INTERESTS

Anna MacConnell stated that at a recent meeting between NDA, HIE and another organisation a point had been raised about potential conflicts of interest that was possibly not being recognised across CNSRP in relation to funding of large projects.

There was a general discussion as to what a conflict of interest was given that while accepting three members of the DSEB actively worked with CNSRP it was difficult to understand the potential conflicts that could take place. Simon Middlemas stated he had taken the opportunity to raise this with the CNSRP Programme Manager and that he had indicated he had been aware of the comments made but no detailed discussion had taken place.

Anna MacConnell noted she had raised this internally with NDA and an internal review would be undertaken to provide comfort to DSEB that the socio economic process was a robust one. Phil Craig felt it would be appropriate for him to also take some advice on this.

Action: DSEB(2018)M004/A004: Anna MacConnell to inform DSEB members when NDA internal review on potential conflicts of interest would take place.

Action: DSEB(2018)M004/A005: Phil Craig to take PBO advice on potential conflicts of interest.

6. CAITHNESS HORIZONS UPDATE

Craig Brown, Chairman of Caithness Horizons and Tracy Dodson, Commercial Manager joined the meeting. Craig Brown provided members with a dashboard report of progress made for April and

June caveating that it was still in draft and would be finalised and re-issued at the end of June to report on progress over the first quarter.

A detailed discussion was held covering the financial aspects against the targets set. [This information is redacted from these minutes due to commercial sensitivities.]

As regards to the dashboard report, it was agreed that it would be useful to receive this information in advance of this meeting. The report itself could be summarised on a cumulative basis.

There was also a discussion around membership of the Caithness Horizons Board in relation to DSRL's representatives.

At this point, Craig Brown and Tracy Dodson left the meeting.

Actions arising from the varied discussions were:

Action: DSEB(2018)M004/A006: DSEB to consider DSRL representatives for CH Board following the forthcoming CH Board skills review.

Action: DSEB(2018)M004/A007: Craig Brown, Caithness Horizons 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 of time.

Action: DSEB(2018)M004/A008: Craig Brown, Caithness Horizons Chair, to apply for DSEB funding to cover the additional 25% costs for a graduate curator post for 12 months.

7. DOUNREAY PEOPLE PLAN UPDATE

Graham Cameron, Head of HR, joined the meeting. He provided the following update:

The update focussed on two key areas – VERs along with the implications arising from that and the key issues influencing this work moving forward.

In relation to the VERs, the business case identified up to 150 DSRL and 50 ASW available for VER. This was reflected due to the anticipation and internal redeployment of the release of people from the Exotics programme and, moving forward, to rebalance the skills requirement. Due to the low turnover of employees and the retirement age removal this meant that there is low movement in the organisation.

In terms of progress to date, 144 DSRL people would be leaving the organisation with these spread across the period from September 2017 with the last expected to leave around April 2019. By the end of June 2018 it was expected that 120 people will have left. The residual 24 would be leaving during the course of this financial year.

There had been a number of factors as to why it had been difficult to manage VER as the anticipated timescales for Exotics had moved out which had restricted the ability to manage the process so this was something that required further thought when taking on board lessons learnt. On occasions leaving dates have had to be revised and/or the use of ASW staff had been identified on a temporary basis.

In terms of the organisation proposal, the net reduction target was 150 people. At present there had been a net reduction of around 80-100 that reflects the continued recruitment of graduates,

apprentices and temporary staff to cover technical requirements. Forty per cent of the posts identified would not require replacements. In the intervening period, a number of posts would need backfilled which would have a cascade effect.

It was recognised this had been the first time in a long time that VERs had been undertaken and areas of improvement had been recognised in terms of admin and handling of these requests. While taking applications forward there had been a high demand for some financial support and it had been agreed that funding to support this would be provided (up to £500). In addition there had been a few occasions where some were looking to undertake additional qualifications and it had been agreed that support would be provided up to £1500 (inclusive of financial support cost). These would be done on a receipts basis, which was one of the lessons learnt from the former Make the Right Connections project. So far there had been a reasonable take up for those seeking financial advice and a smaller number of people looking for further support.

Currently consideration was being given to understanding the potential destinations of those leaving the business which would allow an understanding of those who would leave the area but equally those who would stay. Phil Craig noted that this was unlikely to be typical of the demographics for future releases. Graham Cameron agreed but felt that even with respect to those who were opting to retire it would be useful to understand whether they planned to stay in the area.

June Love asked what the current status was of the 50 ASW workers. Graham Cameron responded that this had been totally dependent on the Exotics programme and as a result ASWs were continuing to provide services until such times as those in the Exotics programme were released.

Niall Watson noted the 144 DSRL staff and the comment that 40% of those jobs would not require replacement. Phil Craig commented that this was not the final picture but a reflection on where it was at this time. Niall Watson commented that one of the key concerns for the unions was the impact of the voluntary releases on those remaining in the organisation in terms of excessive workloads and career development. Phil Craig responded that it was expected that the 40% would rise as the daisy chain happened and that the site was on target for all the expectations set down in the programme. The ASW reduction was likely to come at a time that was dependent on the Exotics programme.

In terms of moving forward, Graham Cameron noted it was important to have the revised baseline in place to allow planning of skills needs under the new programme. Recruitment of apprentices and graduates continued this year with 8 apprentices and 11 graduates being offered positions. The question going forward would be what future plans are there for both of these recruitment opportunities. The resource balance using long term ASW requirements would be more efficient/effective utilising this stance. Changes to ASW from Ltd Company status were now moving to a professional day rate basis. At the same time long term contracts which are ongoing are being asked to consider moving to DSRL staff. A number of long term contractors are considering and likely to accept DSRL contracts.

Niall Watson noted from a TU point of view sight of the People Plan and work being done on the BCP was important to provide staff with as much clarity as can be given. This was an important view from the Unions. Confidence in the programme and forward planning would breed confidence within the workforce.

No further questions or issues were raised and Phil Craig thanked Graham Cameron for his input. Graham Cameron left the meeting.

8. CNSRP UPDATE

Phil Craig noted the CNSRP update and asked for a report by exception only. June Love stated that the CNSRP Independent Chair process had gone through. As per funding conditions, DSEB had been provided with an advanced copy of the job spec, had been informed when the advert was about to be published and had Simon Middlemas as part of the interview process.

Simon Middlemas added that the process had been completed and a candidate had been selected and had verbally agreed acceptance. Currently sign off of the contract was awaited and until this was done there would be no announcement of the successful candidate. As soon as the contract was signed the CNSRP programme manager would be informing the CNSRP Executive Board, Delivery Group and Advisory Board.

9. NDA UPDATE

Anna MacConnell noted the following:

- Progress with the £1M committed funding towards the Wick Harbour high water gate was continuing. Wick Harbour was still working with HIE to secure the match funding. It was starting to prove difficult to hold this funding due to the amount of time this project had been taking.
- NDA had gone back to HIE for an application for the UKVL Sutherland project and had also requested that a letter of commitment was provided by the HIE Board.
- Tentative discussions had been held with Scrabster Harbour Trust with a request for £3.75M to support the potential redevelopment of the St Ola Pier. In relation to Scrabster harbour, there was a small amount of funding left over (£116K) from a previous project and approval was being sought to agree a change of use for this funding to further support some site investigation work.

Phil Craig noted he had attended a meeting recently with the CEO of Highland Council, hosted at Scrabster Harbour. He had been quite impressed with the growth of the harbour and it appeared that the growth and sustainability was very strong. Simon Middlemas noted that the development of the Jubilee Quay was the catalyst for some of the growth that was happening.

Anna MacConnell noted that the Wick harbour project was also a good news story.

10. PBO UPDATE

Simon Middlemas noted that the Cavendish Nuclear project was under active review by the PBO. Presentations had been provided to both DSRL and PBO Boards during May 2018. The next steps would be for PBO agreement to proceed, DSRL Board engagement, NDA agreement and regulators' agreement. The schedule for this project could not be produced until such times as the revised baseline was approved along with the integration of the People Plan.

11. DSRL UPDATE

June Love noted that all funding letters, with conditions, had been issued as agreed via the Dounreay SE Board. These included:

- Secondments
- Caithness Transport Forum
- CNSRP Independent Chair
- CNSRP programme Manager

- Offshore wind supply chain gap analysis

It was noted there was around £237K in uncommitted funding which included a small carry over from last financial year and also included the deferred Offshore Wind project which had been approved during 2017/18.

June Love noted that the Dounreay Socio Economic Plan 2018/19 – 2020/21 had been submitted to the NDA at end of March as per contractual obligation. The contract stated that a response would be forthcoming within 30 days. Anna MacConnell responded that if there had been no major comments from anyone then it could be taken that the plan had been approved.

June Love also noted the Dounreay Socio Economic Annual Review for 2017/18. She also noted the positive comments made by DSG members at the last sub group meeting. Phil Craig stated that he thought it was really good to see the varied activity taking place.

12. COMMUNICATIONS

Paul Hetherington stated that he had been working with CNSRP to look at communications and had supported the design of a new CNSRP logo as well as offering other advice on different media tools.

With regards Dounreay socio economic activities, from the achievements video, a short video on socio economics was in the process of being finalised and this would allow other opportunities to promote the socio economic work and encourage projects to come forward.

Anna MacConnell asked whether DSRL would consider providing funding for the Community Sports Hub if there was found to be a gap in that funding. Phil Craig thought that the Dounreay team had provided quite a bit of support already with the secondment of a CN individual to support the project and the funding provided for the planning application. In addition, earlier discussions at this meeting had indicated a willingness to explore whether the CSH required further support. He felt that further funding for this project would be difficult as it would be better to concentrate future funding for sustainable jobs. Anna MacConnell noted that the NDA had recently changed its policy to include support for sports facilities.

13. ANY OTHER BUSINESS

Phil Craig invited members to raise any other business. Of note:

- **Forward reach of DSRL's socio economic budget:** Anna MacConnell noted the potential to front load the socio economic budget which may support investment in the area in the earlier years rather than waiting until 2029-33. Phil Craig responded that in principle this could happen but it would be an easier request if this was identified as the final bit of funding that would allow a project to go forward. Further, a robust business case would be required to allow this decision to be made. Niall Watson added that if this was pursued it would need to demonstrate that it relates directly to sustainable job creation.

June Love stated that the CNSRP funding group had started to project funding requirements for future years for the major projects and this could be borne in mind if there appeared to be a gap within the projected requirements. She noted that a robust business plan and delivery programme would be required before any commitment from the site could be made.

- **Update on Union activities in relation to socio economic activities:** Niall Watson stated that the Unions were keen to focus on socio economic aspects particularly employment

opportunities post Dounreay. They had considered who were the right people to lobby, engage with and influence. They had written to all the MSPs and MP and had been quite disappointed in terms of uptake from the MSPs with only one (Edward Mountain) responding along with Jamie Stone, MP. Jamie Stone had made some suggestions as to how the Unions could raise this profile and further discussion would take place on this activity. The question being posed to them was in order to develop and maintain the socio economic fabric which was important to the decommissioning of the Dounreay site (helps with retention etc.), benefits the decommissioning programme and benefits future sustainability employment. The Unions plan to keep the pressure up on this and will meet every six months to progress and review. There had been two press releases providing support for the UKVL Sutherland spaceport project from GMB and Prospect. Phil Craig noted that he had been asked to quote in the Prospect press release and this had been the first time that there had been efforts to do something to genuinely support a project in a united way. He felt that if this could be replicated for other socio economic projects it would help add weight to the clear messages that are required for the area.

- **North Highland College/DSRL Working Group:** David Lowe noted that there had been three meetings held and there was a variety of issues being discussed where potential collaboration between both parties could provide benefits to both. Further discussions were ongoing.
- **Hot Fire Training:** June Love noted that she had received a short briefing on a project which could potentially benefit the wider community. She stressed that the briefing was a very early stage and she had encouraged those involved not to undertake too much work on this until such times as it could be discussed at the Dounreay SE Board to explore whether there was an appetite to do this. If this was something considered worthwhile exploring there would need to be a critical look at the business benefits and the potential external partners who may benefit from and contribute to such a project.

Simon Middlemas stated that the briefing did not provide much detail on a number of issues. June Love acknowledged this but re-iterated that she did not want to ask people to undertake a significant amount of work until such times as it was clear this was something that had potential from a site point of view. She felt that if this was something that was taken forward then funding would be required and if the site was estimating a business benefit (i.e. cost saving) by doing this then it would be likely that other partners would look for that potential saving to be made available for this project.

Phil Craig took an action to discuss with the Security Director who had overall responsibility for the department who had raised this.

Action: DSEB(2018)M004/A009: Phil Craig to speak with Alastair MacDonald about hot fire training.

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

Phil Craig
Chair, Dounreay Socio Economic Board
Dounreay Managing Director

ACTIONS ARISING FROM MEETING HELD ON TUESDAY 5TH JUNE 2018

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

DSEB(2018)M004/A002: David Lowe to provide a cost benefit analysis re Dounreay's heritage strategy.

DSEB(2018)M004/A003: June Love to explore if additional support was required to take this project forward with the Chair of Community Sports Hub.

DSEB(2018)M004/A004: Anna MacConnell to inform DSEB members when NDA internal review on potential conflicts of interest would take place.

DSEB(2018)M004/A005: Phil Craig to take PBO advice on potential conflicts of interest.

DSEB(2018)M004/A006: DSEB to consider DSRL representatives for CH Board following the forthcoming CH Board skills review.

DSEB(2018)M004/A007: Craig Brown, Caithness Horizons 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 of time.

DSEB(2018)M004/A008: Craig Brown, Caithness Horizons Chair, to apply for DSEB funding to cover the additional 25% costs for a graduate curator post for 12 months.

DSEB(2018)M004/A009: Phil Craig to speak with Alastair MacDonald about hot fire training.

ACTIONS COMPLETED SINCE LAST MEETING

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). **Action complete:** *information has been received and NDA tentatively committed funding towards project.*

DSEB(2016)M003/A005: Anna MacConnell to provide a letter to CSH setting out land availability timescales. **Action complete:** *No issues with land availability at this time.*

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 to continue confirmed at DSEB(2017)M002a held 14th December 2017.

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

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

DSEB(2017)M002/A001: June Love to identify forward dates for quarterly DSEB meeting: **Action complete:** *February and April meetings now 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 CH would be ready to present new business plan and demonstration of some activities being taken forward. **Action complete:** *mtg*

scheduled for 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 (and potentially other funding requests). **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 draw down of funding for 2018/19. **Action complete:** *superseded by new action (following discussions on 14th December 2017).*

DSEB(2017)M002/A006: Dounreay SE Board members to approve 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 Highland Council representative to December meeting for CH discussion to ensure co-funders are aligned. **Action complete:** *HC representatives attended DSEB 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 funding request 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:** incorporated into letters to CNSRP Programme Manager for all CNSRP funding requests.

DSEB(2017)M002/A010: Eann Sinclair to provide clarity on questions raised regarding three funding requests where further information had been identified. **Action complete:** *discussed under agenda item 7 (12th February 2018).*

DSEB(2017)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 fit criteria for potential socio economic funding.

DSEB(2017)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 DSEB meeting held on 14th December 2017.

DSEB(2017)M002/A013: Simon Middlemas to consider CN secondment to CSH project dependent on outcome of meeting with SportsScotland and progress going forward. **Action complete:** Phil Craig agreed to Shona Kirk's continued secondment to CSH at meeting 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 SHT funding request with a view to identifying whether this project provided a fit with the CNSRP opportunities. **Action complete:** CNSRP discussed and agreed SHT project as 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 provided by SHT. This is now being considered by NDA for funding and will be taken forward by Anna MacConnell.

DSEB(2017)M002a/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 which will be carried out as part of the funding package. **Action complete:** Information provided and discussion held on 4th June 2018.

DSEB(2017)M002a/A018: June Love to invite Caithness Horizons chairman to the April Dounreay Socio Economic Board (with invitation extended to HC for this topic). **Action complete:** invite has been extended for April Board meeting – update will be provided under agenda item 9 (12th February 2018).

DSEB(2017)M002a/A019: June Love to amend CH funding application to reflect the change in funding request from £50K to £30K. **Action complete.**

DSEB(2017)M002a/A020: June Love to confirm in writing the approval of CH Business development funding with terms and conditions attached. **Action complete.**

DSEB(2017)M002a/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)M002a/A022: June Love to write to the Chamber of Commerce confirming funding support for airport study with appropriate terms and conditions. **Action complete.**

DSEB(2017)M002a/A023: Simon Middlemas to go back to CNSRP Delivery Group to discuss potential split funding between partners to support the role of an independent chair of CNSRP. **Action complete:** will be discussed under item 7 of agenda (12th February 2018). Agreed at February meeting to support for two years.

DSEB(2018)M003/A001: June Love to publish DSEB(2017)M002 (mtg held 31st October 2017) on website. **Action complete.**

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. **Action complete:** See DSEB(2018)M003/A002.

DSEB(2018)M003/A003: Phil Craig, June Love and Simon Middlemas to relook at Socio economic funding profile for 2018/19 onwards. **Action complete:** discussed and circulated to all DSEB members. Now approved.

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

DSEB(2018)M003/A005: June Love to confirm funding for Caithness Transport Forum for 2018/19. **Action complete:** information circulated to all members.

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. **Action complete:** see DSEB(2018)C001 responses.