**DSEB(2019)M001**

**Minutes of the Dounreay Socio Economic Board (DSEB) held on Wednesday 13 February 2019 at 14:00 hours in D2003, conference room 40, Dounreay.**

**Present:** Martin Moore Managing Director, Dounreay (Chairman)
David Lowe Deputy Managing Director, Dounreay
Mark Raffle Lead Programme Manager, Nuclear Decommissioning

Authority (NDA)

Simon Middlemas Cavendish Dounreay Partnership Socio Economic support
Anna MacConnell Socio Economic and Stakeholder Relations Manager, NDA
Paul Hetherington Head of Communications, Dounreay
June Love Socio Economic and Stakeholder Relations Manager,

 Dounreay
Niall Watson Dounreay unions

**MINUTES**

1. **Welcome and introductions**

Martin Moore welcomed everyone to the meeting.

As a safety share, Martin Moore noted that while on a site walkabout he noted that an otherwise good pathway had been washed away due to the heavy rain. This was an example of situational awareness that was the focus of workforce safety in raising the awareness to recognise a potential hazard and taking the appropriate action in reporting it.

Niall Watson added that the recent scaffolding incident, which had resulted in injury, was an example of how easily accidents can happen. Having had a very good record of no lost time accidents there is always a concern that staff could get a bit complacent and this incident highlights that even with taking precautions accidents can occur. The requirement was to remain vigilant at all times.

Martin Moore asked if any members wished to declare conflicts of interest before discussion commenced. The following were noted:

* Simon Middlemas: Caithness and North Sutherland Regeneration Project (CNSRP)

 Cavendish Dounreay Partnership(CDP) nuclear services project).

* Simon Middlemas: Supporting Space Hub Sutherland project.
* June Love: Supporting Space Hub Sutherland project (via secondment to

 Highlands and Islands Enterprise (HIE).

* David Lowe: CDP nuclear services project (as part of CDP with holding shares).
* Martin Moore: CDP nuclear services project (noting that as a Cavendish employee

 he had signed a DSRL secondment agreement).

Martin Moore enquired as to the protocol if a subject was discussed where a board member had a conflict. As an example, he noted that while he was involved with CDP he had a legally binding contract to Dounreay Site Restoration Ltd (DSRL) and therefore was querying whether he could take part in any discussion around the CDP nuclear services project.

Mark Raffle noted that care had to be taken as to what was being discussed and added that sometimes it was partly down to perception.

Anna MacConnell added that conflicts arise where a person would personally benefit from a specific project. Martin Moore responded that no-one around the table was personally benefiting from the CDP project in terms of private gain. Simon Middlemas stated that decisions on whether a conflict could occur should be considered throughout the meeting and there may be times when it would be appropriate for a person to leave the room. This could be determined prior to discussion commencing.

1. **Apologies**

It was noted that the board had a full attendance and therefore no apologies were tendered.

1. **Minutes**

The minutes of the previous meeting were reviewed – DSEB(2018)M005 refers. Three changes were requested and it was agreed that subject to these amendments being made the minutes were a true reflection of the meeting. The amendments would be made and the minutes published on the website.

**Action:** **DSEB(2019)M001/A001: June Love to amend minutes (DSEB(2018)M005) with changes requested and publish final version on website.**

1. **Status of actions**

An update on the status of actions was provided. All completed actions are listed in the status of actions appended to the minutes.

Martin Moore noted the following ongoing actions and requested updates:

* DSEB(2018)M005/A003: Anna MacConnell to progress NDA contractual letter allowing an increase in the funding carry over for socio economic activity (and consideration of front loading of DSRL’s socio economic budget).

June Love noted that 2 requests had now been submitted via the contract correspondence database. The first was a request to increase the carry-over of socio economic funding from 1 financial year to the next. There had been a previous agreement to carry over £150k which had been agreed and this request was to allow an increase in carry-over funding.

Anna MacConnell noted that discussions had taken place and it appeared likely that this would be approved. She expected a response to be provided shortly.

Mark Raffle noted that the second enquiry related to the front loading of the Dounreay socio economic budget. This was something that would be discussed at the NDA executive meeting and it was unlikely that a response would be provided until after the start of the new financial year.

**Action: DSEB(2019)M001/A002: Anna MacConnell to continue to progress a response to the potential front loading of the Dounreay socio economic budget and report back as soon as a response has been provided by the NDA executive.**

Martin Moore asked why a response would take until next financial year. Mark Raffle noted that there was a paper going to the next NDA executive with a number of funding requests and this was part of the paper. Anna MacConnell noted there was an unprecedented request for socio economic funding over the next 4-5 years and therefore it would take time to consider all requests in their entirety.

Simon Middlemas asked how the Sellafield socio economic model worked. Anna MacConnell said she would provide some information on this.

**Action: DSEB(2019)M001/A003: Anna MacConnell to provide information on the Sellafield model for socio economics.**

* DSEB(2018)M005/A013: Phil Craig to discuss with security director once briefing had been provided with a view to deciding whether this should go to executive committee for consideration. **Action complete –** superseded by DSEB(2019)M001/A005.

By way of background to the above action, it was noted that a paper had come forward at a previous board meeting to request consideration of a new hot fire training facility which would provide support to the site’s requirements for training but would also provide a benefit for other fire fighters in the area. It had been agreed that this would be taken outside the Dounreay socio economic board for consideration at the Dounreay executive meeting as a business requirement. It was agreed to close this action out with a new action on the security director to consider the paper and take forward to the executive board if appropriate.

**Action: DSEB(2019)M001/A004: June Love to speak with Mac McGill, Security Director regarding the hot fire training proposal in terms of reviewing the request and taking forward to the Dounreay executive if appropriate.**

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

Following discussion, it was agreed that this action would be completed with a new action placed on Jane Mackenzie, Commercial to provide information on the benefits from socio economic plans from Dounreay contracts.

**Action: DSEB(2019)M001/A005: Jane Mackenzie, Commercial to provide information to the DSEB on the delivery of socio economic benefits from Dounreay contracts.**

* DSEB(2018)M004/A002: David Lowe to provide a cost benefit analysis regarding Dounreay’s heritage strategy. **Action complete.**

June Love noted that the Highland Council (HC) budget meeting would be held on

14 February at which point it should become clear whether HC would continue to fund Caithness Horizons (CH).

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

Anna MacConnell stated she had held 2 discussions with the NDA’s internal audit representative and he had been re-assured that conflicts were being treated accordingly. She requested that the action continue to ensure focus on this continued. Martin Moore responded that given the comments made and the fact that this was now a standing item on the agenda he would like to see this action closed. This was agreed.

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

Following discussion, it was agreed to close this action and if/when appropriate bring back to the table for discussion.

3. **NDA update**

Anna MacConnell noted:NDA had been asked for over £16 million in socio economic funding to support projects on the CNSRP programme for next 3 to 4 years. This had resulted in a paper being developed to put to the NDA executive for consideration. The paper highlights the volume of funding requests that have been submitted.

Martin Moore asked what paper was being referred to and whether this had been circulated to DSEB members. Anna MacConnell responded that the paper had not been shared. She added there had been an unprecedented level of requests for projects and, if the requests were successful, it would bring good benefit to the area. The NDA executive was being asked to take a view.

**Action: DESB(2019)M001/A006: Anna MacConnell to provide update at next DSEB meeting on NDA executive decision on socio economic funding for Caithness and North Sutherland.**

* If the front loading of the DSRL socio economic budget was not possible this would have implications on the Scrabster Harbour Trust funding request. This had been included in the paper to the NDA executive and a decision was not expected until into next financial year.

Simon Middlemas noted that CNSRP had produced a spreadsheet with the total funding requests identified in relation to the high priority projects and which also listed the enabling projects (such as skills).

* NDA had recently awarded £15k to the Mey Games to support the Invictus games. This had not come from the socio economic budget but had been approved via a sponsorship fund which linked to equality diversity and inclusion initiatives.
* Anna MacConnell asked what the process was for dealing with urgent funding requests outside DSEB meetings. June Love noted that this had been done previously by e-mail correspondence. She agreed to provide a process for dealing with requests ex-committee.

**Action: DSEB(2019)M001/A007: June Love to provide a short process for dealing with requests ex-committee.**

1. **Parent body organisation update**

**CDP socio economic strategy/engineering hub:** Simon Middlemas noted that CDP had updated it's socio-economic strategy, which had been agreed by its Board. There was a discussion about some of the elements of the strategy and how this would be taken forward. Meetings with NDA and DSRL were due to take place in order to consider these further before looking at communicating more widely.

**North Highland College(NHC):** Simon Middlemas noted he had held a discussion with Donald MacBeath, Principal of NHC. NHC were currently advertising a post to fill the recently vacated Engineering, Technology and Energy Centre (ETEC) manager’s position. The job specification had been provided to DSEB board members. While the post had been advertised, the applicants who had applied had not been suitable. A number of options had been explored and had come down to the potential to:

* Identify a suitably qualified person who has just retired from Dounreay who may be interested
* Provision of some funding to enhance current NHC salary to ensure an appropriate and qualified person.

Simon Middlemas recommended that additional funding would support the attraction of the right calibre of person for this post which would be important going forward. Mark Raffle asked whether this would come through the application process. Simon Middlemas confirmed this would be the case but at this point he simply wanted to understand the appetite for this before getting an application form completed. Martin Moore stated that if this had come through as a funding request to the DSEB it would have been looked at positively. This was agreed.

**Action: DSEB(2019)M001/A008: June Love to provide DSRL funding application form to NHC for potential funding request to support the ‘hard to fill’ post of ETEC manager.**

1. **DSRL update**

June Love noted information had been provided in advance of the meeting.

**2018/19 current spend:** The short paper outlined the current spend of the socio-economic budget for this financial year, noting this was showing an estimated underspend of around £280k (including carryover from last financial year) and linked to earlier discussions on future carryover of funding.

Martin Moore asked whether this funding was part of the annual site funding limit (ASFL). Mark Raffle confirmed this was the case. June Love noted this was an exceptional year with regards to underspend and this had been due to several reasons which were outlined in the paper.

**2019/20 financial commitments:** Looking forward to next financial year, June Love noted that this was the last of a 3-year committed funding plan and therefore the following was committed for 2019/20:

* Staff costs: £31k
* CNSRP programme manager and support £41k
* CNSRP independent chairman £9.3k
* Space Hub Sutherland project secondment: £35k
* Chamber of Commerce (CoC) business mentoring project £15k
* Caithness Transport Forum £10k
* NHC school link senior phase secondment £10k
* Science, Technology, Engineering and Maths (STEM)
* co-ordination £15k
* CH £75k
* Dounreay Community Fund £20k

June Love stated that continued funding for CH was not yet known as a decision from the HC on their funding commitment going forward was awaited. The HC were expected to make a decision at the end of February. It was noted that if no funding from the HC was forthcoming there would be implications for the site’s heritage collection.

Anna MacConnell noted that NDA had provided an uplift to the CNSRP and asked whether the Dounreay Community Fund should be increased to £25K. After some discussion this was agreed.

**Action: DSEB(2019)M001/A009: June Love to increase annual funding of the Dounreay Community Fund from £20K to £25K per year.**

June Love stated that the NHC secondment, to support the senior phase link had been undertaken for a number of years and, during this financial year, NHC had been asked to put a succession plan in place. This was in progress and it was proposed that the NHC secondment be reduced to 1 day per week to allow succession to be fully implemented by the end of 2019/20. Anna MacConnell asked what additional activities the secondee would do if this was reduced. June Love responded that the secondee had a full workload with a number of activities and this would allow these to be fully implemented. The DESB agreed with the recommendations of the funding commitment for 2019/20.

**Early funding enquiries for support:**

**John O’Groats mill:** June Love noted that she had received an early enquiry regarding funding towards the mill stating she had spoken with the CNSRP programme manager who had confirmed this was not presently on the CNSRP priority programme.

Mark Raffle noted that this could potentially fit within the NorthCoast 500 project currently sitting on the programme. Simon Middlemas noted this project was not being discussed on its own and at present there is a line in the CNSRP programme regarding the NC500 but CNSRP had not managed to tie down the scope yet. The projects on the CNSRP programme always considered the impact on the number of jobs created and if this project was considered in isolation the jobs impact would be minimal. This would need to go through the CNSRP process to consider the priority of this project and would require a business case before consideration could be given.

Simon Middlemas noted that there were similar projects, for example, the broch project, and it would appear to him that these projects would have a stronger argument if joined together to consider the overall benefits.

It was agreed that this would be raised further with CNSRP to understand the scope of the NC500 project before any commitments were made.

**Wick harbour Authority:** An early enquiry had been received from CNSRP requesting £15k to provide an independent review of the Wick harbour design for the high-water gate. It was noted that DSRL had previously funded £125k towards the design and that the NDA had committed £1 million towards the build of the gate. HIE were currently undertaking due diligence and as part of this they had requested Wick Harbour Authority to undertake an independent review. Anna MacConnell asked why HIE couldn’t pay for this work. June Love noted that if HIE were funding this it would be deferred until next financial year and therefore any decision on HIE funding for the build of the gate would be further delayed.

Following further discussion, it was agreed that a letter would go to the CNSRP programme manager asking him to provide a timeline of when HIE would be in a position to make a decision on the funding of the gate. If this was forthcoming it was agreed that DSRL would fund this activity and would look to have this finalised before the end of this financial year.

**Action: DSEB(2019)M001/A010: June Love to write to CNSRP programme manager requesting an update on HIE’s potential timeline for a decision being made on funding of the construction of the high-water gate at Wick harbour.**

On funding for the future, June Love noted that she was aware that funding could not continue to accrue year on year as this would put pressure on the ASFL. It was agreed that a letter should be written to the CNSRP chairman emphasising the importance of identifying spend against the priority projects in a timely manner to allow consideration of the funding requests for Dounreay.

**Action: DSEB(2019)M001/A011: June Love to write to the CNSRP chairman emphasising the need for a clear spend profile for priority projects to allow DSRL to predict requirements for annual funding more accurately.**

1. **Communications**

Paul Hetherington noted that communication on socio economic activities had been relatively quiet of late. He noted that there would be an opportunity to do some communications around the appointment of the new CNSRP programme manager, linking to the first year of the new CNSRP chairman.

Niall Watson felt it would be useful to report some facts and figures as it was key is to have 1 or 2 clear messages to provide to the workforce and wider community.

1. **Any other business**

June Love noted that:

* Niall Watson had asked whether it would be possible to have a nominated deputy in times of his absence. It was agreed that a deputy could be nominated from the unions and that the person identified should shadow Niall Watson for the next couple of meetings.

**Action: DSEB(2019)M001/A012: June Love to write to Niall Watson, Dounreay unions confirming a deputy for the unions has been approved.**

**Action: DSEB(2019)M001/A013: Niall Watson to confirm who the deputy TU representative will be for the DSEB.**

* June Love noted there had been a meeting with the Dounreay unions. Unfortunately, there had been a clash of meetings and therefore she had been unable to attend but Simon Middlemas had met with representatives of the unions and had explored various topics where the unions could support the socio-economic agenda.
* June Love stated that the Dounreay socio economic plan 2019-2021 was due to be submitted to the NDA by the end of March 2019 (as per contractual agreement). This would be circulated to the DSEB as soon as possible for comment before submitting formally.
* June Love noted that work had just commenced on drafting the socio economic annual review which would also be circulated to DSEB once in final draft form.
* Anna MacConnell noted that Jamie Stone had contacted the NDA CEO to request a presentation on NDA socio economics in response to a request from the Dounreay unions to host a meeting in Westminster. Niall Watson noted that when the unions had met with Jamie Stone he had suggested that he write to David Peattie raising this topic and Niall Watson had just heard in the last week that the NDA had responded saying they were content to participate. He stated that the intent of this meeting was to raise the profile of socio economics in the far north. Consideration by unions reps was being given as to what they want to get out of this. Martin Moore stated he was content for the unions to pursue this.

There being no further business raised, Martin Moore thanked everyone for their input and formally closed the meeting.

**Martin Moore**

**Chair, Dounreay Socio Economic Board**

**Dounreay Managing Director**

25 February 2019

**Actions arising from this meeting**

DSEB(2019)M001/A001: June Love to amend minutes (DSEB(2018)M005) with changes requested and publish final version on website.

DSEB(2019)M001/A002: Anna MacConnell to continue to progress a response to the potential front loading of the Dounreay socio economic budget and report back as soon as a response has been provided by the NDA Executive.

DSEB(2019)M001/A003: Anna MacConnell to provide information on the Sellafield model for socio economics.

DSEB(2019)M001/A004: June Love to speak with Mac McGill, Security Director regarding the hot fire training proposal in terms of reviewing the request and taking forward to the Dounreay executive if appropriate.

DSEB(2019)M001/A005: Jane Mackenzie, Commercial to provide information to the DSEB on the delivery of socio economic benefits from Dounreay contracts.

DESB(2019)M001/A006: Anna MacConnell to provide an update at next DSEB meeting on the NDA executive decision on socio economic funding for Caithness and North Sutherland.

DSEB(2019)M001/A007: June Love to provide a short process for dealing with requests ex-committee.

DSEB(2019)M001/A008: June Love to provide DSRL funding application form to NHC for potential funding request to support the ‘hard to fill’ post of ETEC manager.

DSEB(2019)M001/A009: June Love to increase annual funding of the Dounreay Community Fund from £20k to £25k per year.

DSEB(2019)M001/A010: June Love to write to CNSRP programme manager requesting an update on HIE’s potential timeline for a decision being made on funding of the construction of the high water gate at Wick harbour.

DSEB(2019)M001/A011: June Love to write to the CNSRP chairman emphasising the need for a clear spend profile for priority projects to allow DSRL to predict requirements for annual funding more accurately.

DSEB(2019)M001/A012: June Love to write to Niall Watson, Dounreay unions confirming a deputy for the unions has been approved.

DSEB(2019)M001/A013: Niall Watson to confirm who the deputy trade union representative will be for the DSEB.

**Actions completed since last meeting**

DSEB(2018)M005/A001: June Love to publish June 2018 minutes (DSEB(2018)M004) on website. **Action complete: published on 25 September 2018.**

DSEB(2018)M005/A002: June Love to speak to CNSRP programme manager with a view to inviting all list Highlands and Islands MSPs to a meeting for a CNSRP update. **Action complete:** Eann Sinclair is intending to provide update through Gail Ross at a reception in Holyrood which is likely to get a far better attendance of them all at the same time.

DSEB(2018)M005/A004: Simon Middlemas to circulate prioritised list of CNSRP priority projects to DSEB members. **Action complete:** Priority spreadsheet provided on 9 October 2018.

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

13 November from Phil Craig. **Note – re-issued via formal correspondence.**

DSEB(2018)M005/A006: June Love to draft letter to Scrabster Harbour Trust explaining outcome of Board discussion regarding funding. **Action complete:** Letter sent on 5October 2018.

DSEB(2018)M005/A007: Anna MacConnell to seek NDA advice as to whether the PSO study would be seen as a lobbying activity. **Action complete:** in light of advice provided to Phil Craig happy to proceed.

DSEB(2018)M005/A008: Phil Craig to seek legal advice as to whether the PSO study would be seen as a lobbying activity. **Action complete:** legal advice sought and no issues.

DSEB(2018)M005/A009: Phil Craig to respond to CNSRP programme manager about change of focus of DSRL secondment to support CNSRP activities. **Action complete:** Email sent to Eann Sinclair, CNSRP Programme Manager with response on 15 November 2018.

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). **Action complete:** Eann Sinclair noted that HIE has a number of queries on the gate design and the recently issued business plan. These queries are with WHA to respond to before any funding request can be progressed. Will be discussed at a future CNSRP funding meeting.

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

DSEB(2018)M005/A012: June Love to speak to Ken Nicol to ensure he briefs new security director once he has taken up post. **Action complete:** Spoke with Ken Nicol who will brief security director.