

## SME Steering Group - North

### Meeting 6 – 19.3.2014 ITS House, Middlesbrough

#### MINUTES

##### Attendees

<b>SMEs:</b> <b>Chair:</b> Mark Beirne, Cara (MB) Mark Taylor, ITS Ltd (MT) John Morris, NSG Environmental (JMo) Jon Myers, Abbot Risk Consulting (JMy)	<b>Tier 2s:</b> Charlotte McLaren, Atos (CMc)
	<b>Support Organisations/Guests</b>
<b>SLCs:</b> Chris Stanger, LLWR (CS)	<b>NDA:</b> Pippa Kelly (PK) Sam Dancy (SD)
<b>Apologies:</b> Ron Gorham, NDA (RG); Taylor-Jane Fox, Graham Engineering (TF), Gill Jakeman, Atos (GJ), Paul Read, James Fisher (PR), Jonathan Evans, (JE), Nigel Routledge, Jacobs (NR)	

#### 1) Welcome and Introductions

Apologies received from the above companies. New members for this meeting were Charlotte McLaren works closely with and came to represent Gill Jakeman from Atos and Chris Stanger the Procurement Manager attended on behalf of Jonathan Evans of LLWR. Introductions of the other committee members were made for the benefit of the new representatives and a brief overview of the history of the group so far.

#### 2) 'Northern SME Day'

Some detailed discussion on what the day was intended to achieve and the final decision of a strap line of :

##### **'Giving the Northern SME's a voice in the Nuclear Decommissioning Industry'**

Also to enable the Northern SME's to enter the Nuclear Industry and to demonstrate what value the Steering Group can offer to SME's.

Before deciding on a venue and dates, clarification was needed on how the format of the day as this would dictate the size and requirements.

To promote the event, flyers will be developed for sending to potential attendees through the following organisations : LEP's, Trade Organisations, Chambers of commerce, Birchwood Forum, NIA, NOF Energy, NAMRC and through the NDA website and LinkedIn Supply Chain Group.

Maximum of 100 guests with a 50% mix of current and prospective Nuclear Industry SME's. Application to be by email to Supplychain.com and numbers monitored to ensure a mixture.

Other guests to be invited to attend/present : SLC staff including Stuart Wilson, SL; Karen Mott, RSRL; John Mainprize, DSRL; Matt Tuck, Matom, Chris Scott, Costain, Mike Tynan, NAMRC

Repeating the proposals from the previous minutes :

- Invite SME's in Nuclear and wanting to get into Nuclear
- Introduction into SME Steering Groups

## SME Steering Group - North

### Meeting 6 – 19.3.2014 ITS House, Middlesbrough

- Pipeline of work – word of caution of lead-in times etc
- How to get involved in Steering Groups
- Populating the Northern SME Map
- How to join in Linked-In for communications/NDA Web Alert
- Data gathering (via registrations)
- Are you seeing a difference?
- Top 5 skill sets

Presentations to be made by :

- Ron Gorham Setting the scene
- Guest Speaker (perhaps someone from NAMRC - Ron to approach Mike Tynan)
- John Morris, NSG – case study of a successful SME

Break

Workshops on 5 themes and each workshop to be manned by 2 committee members for about 20mins, one person to lead.

Try to get a balance of SME's both current and prospectively working in the industry.

#### 1. Explaining the Industry - Jon Myers

Include ideas on what are frameworks, Tier's 1, 2, SLC's etc

#### 2. Barriers and Challenges – Mark Taylor

Include myth busting and FAQ's being designed by Welsh group – PK to ask Chris Scott, Costain and Matt Tuck, Matom if they would be able to attend.

#### 3. Agony Aunt Corner – Mark Beirne

Covering topics SME Steering Groups/NDA have tackled and other items under consideration – collect concerns for feeding back.

#### 4. Innovation – Paul Read

Include how to help an SME into the market, not to put all eggs in one basket

#### 5. Collaboration - John Morris?

**Action : RG to approach Mike Tynan and see if willing to do a short presentation**

**Action : SD to approach Stuart Wilson to attend.**

**Action : PK to approach other guests**

**Action : MB to ask Legal Advisor if they would consider facilitating or supporting a workshop on collaboration**

**Action : All to consider any other organisations that have access to SME's potentially interested in the Nuclear Decomm Industry.**

**Action : Basic flyer details to be provided by PK to CMc by 21<sup>st</sup> March for consideration by ATOS communications dept.**

**Action : PK to confirm venue availability/cost for 18<sup>th</sup>/19<sup>th</sup> June with possibility of breakout areas for workshops.**

### 3) Collaboration Guide

JMo has drafted a collaboration guide – issued during the meeting for consideration.

Comments made during the meeting were to include a clarification of the difference between collaboration and joint ventures and the 'best fit' being companies with similar size and

## SME Steering Group - North

### Meeting 6 – 19.3.2014 ITS House, Middlesbrough

culture and minimal overlap on areas of expertise. Also to be included are methods of collaboration such as project insurance etc. MB will ask for further information from a legal advisor he has who has detailed understanding on what is required in collaboration.

**Action : All to consider the document and bring comments, additional information to the next meeting.**

#### 4) National SME Steering Group Meeting

Next meeting is to be held on 1<sup>st</sup> April. MB asked all to provide him with examples (good and bad) of the changes that have been made to date such as flow down payment terms changed to Nett monthly for all new contracts and new tasks on frameworks.

Insurance : Kirsty Snape has created a brief for Insurance companies on providing Insurance for Suppliers to the Nuclear Decommissioning Industry and is drafting guidance for SLC's on what is relevant and proportional in requirements for suppliers to provide.

MB requested any other o/s issues for him to raise at the meeting. Key concerns are still Indemnity Insurance. In particular a contrast between SLC's and the Defence or Oil and gas industries who do not pass this requirement down the supply chain. In particular, lack of understanding of the 12 year indemnity requirement - particularly once the decommissioning has resulted in there being no building left on the site! Indemnity insurance adds a considerable cost to the SME bottom line and can be a crucial factor in whether to apply for a contract.

Another issue concerning both the Cumbrian and Northern SME's is the lack of work being filtered from the Tier 2 community lower down the chain.

Finally the continuing discrepancies on security passes (discussed at previous meetings) from applying for new/renewal passes to having to apply using exactly the same security requirements for multiple passes for different sites – even within the same company. Particularly concerned that rules not only differ but are interpreted differently from person to person on the same site.

#### 5) Case Studies of Industry Better Practice

Request for all to consider the template issued by SD (and handed out at the meeting) for any examples of good practice within SME's – either members companies or companies they may use as suppliers. This can also be extended to cover different ways of proceeding with work to innovative ideas.

#### 6) Contracts Finder

Plea for all members to take time to look at the program online and give feedback to MB before 1<sup>st</sup> April. Gov are currently discussing redesign of the system to make it more appealing to all levels of the supply chain to use so any feedback will be welcome. MT has had particular problems with the email filters not working and not giving and either/or listing. Reminder that all contracts placed by SLC's over £50k should be advertised through Contracts Finder (CTM)

## SME Steering Group - North

### Meeting 6 – 19.3.2014 ITS House, Middlesbrough

#### 7) Presentation requests for Next meeting, new committee member

Doug Price, Cavendish Nuclear would like to present their Graduate Apprenticeship scheme with a particular interest in opinions and possible placements for apprentices.

CMc offered to host those who will be preparing to facilitate workshops at the ATOS Daresbury office to give some outline training and preparation support for the day during April, maybe on 25<sup>th</sup>am?

MB would like to add a new SME to the committee – to Stewart Feather, Firma Engineering.

**Action : MB to supply contact details to PK for inclusion in future correspondence.**

#### 8) AOB

BIM – (Business Information Management) further information can be obtained from Philip Isgar ?? – possible future guest presenter.

Reports back from the Costain Academy that the training sessions were well attended and very worthwhile attending.

#### 9) Next Meeting

Either to be held at James Fisher Nuclear or Abbott Risk Consulting on 30<sup>th</sup> April.

Facilitation training by ATOS in April on a Friday am (possibly 25<sup>th</sup> April) at the Daresbury office.