

SME Steering Group - Wales

Meeting 3: 11am 24 October 2013, Magnox, Daresbury

MINUTES

Attendees

- Matt Tuck, Chair (MT)
- Ian Mowatt (IM)
- Chris Scott (CS)
- Allan Smith (AS)
- Gareth Davies (GD)
- Peter McNaughton (PMc)
- Sam Dancy (SD)
- Andy Samuel (ASa)
- Peter Walkden (PW)
- Mike Barcroft (MB)
- Pippa Kelly (PK)

Apologies from :

- Ron Gorham (RG)
- Andy Slaney (ASI)

1) Introductions/Updates

Introductions were made for the benefit of two new members of the meeting, Pippa Kelly from the NDA and Allan Smith, Director of Engineering from Caulmert.

Outstanding actions :

- a) FAQ sheet, ASI – draft circulated after lunch for further discussion
- b) Communications Plan, GD – almost complete
- c) Review of IP document for NDA – no comments

2) Updates

- Mentoring Scheme – GD

Working with NDA on the scheme to mentor SME's in the NDA Supply Chain. Launch will be at Supply Chain event in November but SD/GD keen to get some verbal publicity before then. Looking for approx. 30 people, representing cross the board companies to support 2 training sessions and a few hours per month. CS and IM volunteered.

- SME Action plan – SD

Comments from regional SME Steering groups already creating results – PQQ's already been reviewed, next issue that was raised was Payment Terms. Concerns had continued to be raised over the payment terms in contracts, not from SLCs, but further down the supply chain. Excessively long payments terms are not acceptable and the maximum term in line with the SLCs is Nett Monthly, although shorter terms could be agreed. Under no circumstances were 'pay when paid' terms acceptable.

A letter detailing the changes has been sent to all SLC's and this should have been promulgated to Tier 2's explaining that these changes will be effected from all new contracts and new call offs from existing frameworks. Existing contracts will not be changed however all efforts will be made to move towards these terms wherever possible if issues are raised. If any member of committee hears of longer terms being used, please report back via SLC. There followed a discussion on issues related to payment terms and alternatives and policing of problem companies.

Concerns over whether Tier 3 &4's will know about the change, perhaps a press release could be drafted?

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Action : IM to ensure that the North Wales Construction forum will be appraised of what is happening within NDA Estates

SD to forward copies of Payment Terms Flow down to both IM and GD

Next area SSA is looking at is proportionality on Insurance and risk. New Insurance Manager started at NDA (Kirsty Snape) will be looking at what help can be offered to SME's.

SME Regional Steering Groups

North –	Better Practice Innovation Guide and SME North Map
Scotland –	Life after Nuclear!
Cumbria –	Cumbrian excellence – highlighting local SME's expertise
South -	de-minimis requirements for SMEs entering the industry

- Contracts Finder – SD

Know that this has problems – planned updates to be programmed this autumn. It is the NDA portal, no plans to consider any other system.

- Communications Plan - GD

Almost complete, using structured template from the SSAG as basis.

Two main areas for consideration of committee – Strategic Objectives and Key messages we want to communicate.

Followed discussion of what the Objectives are, they should be based on the Terms of Reference outlined in the initial meetings. Each group then has its own regional objectives (FAQ's, Innovations etc.). Therefore key message should be that all the Stakeholders are from different backgrounds but all committed to identifying the main concerns of SME's, supporting and solving. Other comments included being voice for SME's, helping to identify problems, helping to resolve them and reporting back; sounding board Gov and NDA. Should not be based on the 25% aspiration from government but on the change of behavior. Must make sure that Tier 3 & 4's feel included – should not just be Tier 2 and SLC's. SD confirmed that any reporting of problems goes through the National Steering group and on to the SSAG if it is something that can be solved by the NDA Estate, or may look to Government to help solve wider issues if appropriate.

Plan to start at main headlines, down to national initiatives and regional initiatives.

Action : GD to produce the plan and circulate by 7/11/13

- FAQ sheet – AS (not available)

The factsheet produced by Andy Slaney was distributed. Comments were made about the detail to into which the FAQ's should go. CS volunteered to take this further and create a more structured document based on 7 categories 3 or 4 questions per categories: Standards, must haves, rewards, security, contractual obligations, procurement & Health & Safety (to be split into radiological protection and human performance?).

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Decision to aim to keep the document as simple as possible, reinforce message that large % of work is conventional. Use links to other websites where possible such as Burges Salmon Glossary on NDA website, SLC sites, NAMRC and Fit for Nuclear (with proviso that this is aimed at new nuclear), trade bodies (NIA) and a list of people to contact. Theme to be 'Myth busting'. PW/John Vieth available to review draft/bounce ideas. Each section should have an introductory statement.

Final document to be published on the NDA website.

Action : SD to look into whether website is capable of interaction i.e. 'was this of any help to you?'

- Fit for Nuclear – AS

Links from NAMRC website. Proved useful for AS' company but must be considered as being for New Nuclear and also not a must have but a tool. Do not let it put SME's off by giving too high bench mark.

Action : AS to review the link and see if it would be good to link to this from FAQ's

3) Next Steps – 2014

First finish steps from 2013.

Consider 2014 objectives at next meeting

4) AOB

PW What are SLC's looking at – Magnox will have new PBO in a number of months Shared Services Alliance working on 6 main objectives – standardizing ITT, PQQ's, NSAN triple bar and other standard processes.

SD Baroness Verma will be chairing the National SME Steering Group meeting on 13th November during lunch. Very interested to hear from each region what areas could HMG possibly be of support. Scotland have concerns over local SME's being unable to access NAMRC. North are concerned over skill shortage – current and future.

CS believe that the future will be for more partnerships between companies.

AS how can we get skilled workers from outside Nuclear in?

PMc Doosan have cross skill training but can result in losing newly trained staff to other companies.

All concerned with the loss of trained/skilled staff to new build and other power generating industries. How to keep staff in Decomm?

PW Short notice request received re Japan – did anyone have time to respond? Matom & partner did. PW suggested ignoring deadline and contact them even after closed as they may still be interested.

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Sheffield NAMRC has offered places on a manufacturing course however responses were requested by 15th October. It is a 4 year commitment with only 3 weeks' notice but they may consider late entries if response is limited.

SD NDA Supply chain event – currently over 1000 delegates registered, during the afternoon presentations Japanese will be having a slot/workshop for all interested.

5) **Next Meeting**

Plan to hold next meeting in December – offer to host received from Mike Barcroft at Welsh Government Office, Llandudno Junction