

## SME Steering Group - Scotland

### Meeting 11 – 11.05.17 Scottish Enterprise Offices, Glasgow, Scotland

#### MINUTES

##### Attendees

<b>SMEs:</b> <b>Chair:</b> Vacant Peter Murphy - Turnbull & Scott Wendy Pring - KCP Ltd <b>Guests</b> Charlie Cameron – Aqua Terra Donald Black – XI Engineering Scott Hynes – Neptune Marine Services Neil Robertson – Abbey Ecosse Cailean Forrester – Inspectahire Gary Mutter – Booth Welsh Charlie Boyle – CRA Risk Jack Sanderson – Carinhill Structures	<b>Tier 2s:</b> Adrian Peckitt Nuvia <b>Support Organisations:</b> Louisa MacDonell Scottish Enterprise
<b>SLCs:</b> Stephen Adamson – DSRL Jonathan Evans - SSA	<b>NDA:</b> Ron Gorham, Ian Johnson, Pippa Kelly
<b>Apologies:</b> Andrew Boddice - Imenco Ltd, John Curran - Soilutions, Phil Durrant - PDA, David Cairney – Fluidic,	

#### 1. Introductions

RG chaired the group whilst a chair is being chosen (see point 6). Introductions from current members and invited guests were followed by a brief history of the Steering Groups and their purpose.

#### 2. SLC Directors and SME Chairs Meeting

The normal structure of the Groups is to hold a National meeting with the chairs, NDA and members of the regional and national governments. In a change to this routine, the Chairs of the groups were brought together with the leading Commercial Directors of the SLCs and SSA in May to discuss the key issues that SMEs encounter whilst engaging with the NDA Estate. Each region gave a brief update from their groups and both Sellafield and Magnox gave a presentation on Supply chain engagement. It was agreed that the Chairs of the groups would bring together their key concerns to be considered by the Directors and responded to. These 5 points have been collated and a response is due shortly from the Directors on what action can be taken across the Estate and what help would possibly be requested from the regional groups to ensure that any solutions are robust and resolve the issues.

#### 3. SSA Presentation – Jonathan Evans

JE presented the background and purpose of the SSA group and the changes that have been made to bring in 16 dedicated members of staff from across the NDA Estate. A copy of the presentation will be circulated with the minutes.

SSA will be responsible for looking at various issues affecting Suppliers working on the SSA contracts, including security access across sites, assurance, flowdowns, T & C's, quality audits etc

**Action :** SSA is looking for volunteers from the SME Steering Groups to support a review of current Terms & Conditions. Anyone wishing to be involved to contact

[jonathan.evans@llwrsite.com](mailto:jonathan.evans@llwrsite.com).

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A procurement plan for the SSA is available on the NDA Website and should be updated at the end of the month. Contact details for the major contract frameworks will and the category manager with the SSA will also be available online. Opportunities currently going to market are Health Physics, ICT Services and Facilities Management.

JE also gave an outline of the LLWR Business Services Marketplace, a dynamic purchasing system giving an alternative method of contracting within the public procurement regulations. The system is more accessible to local and SME suppliers in addition to the traditional suppliers. To access the opportunities, register on CTM and search for the Business Service Marketplace and register here. A standard set of questions is required and evaluated before a company is accepted on to the register. During registration a company selects the appropriate category (s) and notices of any procurement opportunities from LLWR or the rest of the estate using the system will be issued.

#### 4. Update from Scottish Enterprise

NSC 2 (Nuclear Supply Chain) is approaching the final few months and SE are in the process of reviewing next steps. LM would appreciate feedback from the group and other suppliers on how you perceive the industry/barriers/suggestions. SE are aware of opportunities in Germany for decommissioning where the expertise/capacity and capability are not as extensive as within the UK and SE are looking at supporting partnering opportunities between German and UK companies.

21<sup>st</sup> June will see the next Meet the Buyer event at the Dunblane Hydro, for more information see TWI or Scottish Enterprise websites.

Request from SMEs to be given more support when attending events or ensuring that the companies attending bring the right level of staff who are prepared to fully engage with the suppliers. Companies have spent time and money attending events and receive no feedback following. Also some strategic planning advice for SMEs to know how to target/use the information and training on offer within Scotland.

**Action :** NDA Estate Supply Chain LinkedIn group available for anyone to post or see information.

#### 5. DSRL Update

Active Socio economic agenda that must focus on diversification, innovation and collaboration to get the local community engaged with the SMEs within the Supply chain. Encouraging progress with some local companies who were from the Oil & Gas industry who have partnered with SMEs. The procurement profile will continue to be a mixture of frameworks for large scale contracts and DSRL hope to be using the Business Services Marketplace. In addition DSRL want to look at possible options to bring companies of differing sizes and locations together to drive collaboration in order to resolve particular issues. More details will be available at the Dunblane Hydro event in June.

Current procurements include a Decommissioning framework. The focus until now has been on hazard reduction in order to minimise the impact on future progress on site. Now that this is in progress, focus can shift towards decommissioning. It is hoped that whilst the framework itself is for a large scale contract, there will be a significant socio economic criterion for any company applying with not just an outline but demonstrate actual involvement of SMEs.

DSRL also intend to hold a 'meet the SMEs' event locally in Glasgow, Edinburgh and Aberdeen to encourage these potential larger companies to engage with the lower tiers.

Professional Services framework has not been as successful as intended therefore there is a procurement for an Engineering Design framework and a looking at an innovative option for

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Safety Case development. Finally there is a Materials Operations and Repairs contract that should be interesting to the local supply chain. All options are published on the website in the supply chain plan and pipeline initially and then on CTM.

#### 6. New Chair & deputy

Invitation for volunteers within the 2 weeks of the meeting. If not someone in the meeting, any recommendations welcomed.

**Action :** Suggestion to invite DSRL and Magnox (for the Scottish sites) to bring forward technical challenge to present at one of the next SME steering groups? SA to speak to Andrew New to find a suitable Magnox example. Brief to be circulated before the meeting to ensure the right membership in the room.

#### 7. AOB

Garry Mutter attended an event where the SMEs presented for 3 mins on their capability.

Proposal to create a booklet of SMEs with a brief outline. Group to consider how to proceed at next meeting.

Request from the group to receive updates at each meeting from SSA

**Action :** circulate Caithness Chamber of Commerce contact : [www.caithnesschamber.com](http://www.caithnesschamber.com) SA

Sam Dancy has moved on from NDA to work for AWE on similar projects. Caroline Wood has joined the NDA as a Supply Chain Manager and Ian Johnson as a Head of Supply Chain.

#### 8. Next Meeting

Doodle to be sent out for next 2 or 3 meetings