

## SME Steering Group - North

Meeting 17 – 23 May 2017, James Fisher Nuclear, Preston, Lancs

### MINUTES

#### Attendees

<p><b>SMEs:</b>  <b>Chair:</b> (apologies)          Jon Myers (JMy) Abbot Risk Consulting (deputising)          Paul Read (PR) James Fisher Nuclear          Bertie Williams (BW) James Fisher Nuclear          Andrew Home (AH) K Home Intl          John Morris (JM) NSG Ltd          Michael Williams (MW) PDL</p>	<p><b>Tier 2s:</b>          Derek Waugh (DW) Jacobs</p> <hr/> <p><b>Support Organisations:</b></p>
<p><b>SLCs:</b> Jonathan Evans (JE) SSA          Tom Crowe (TC) LLWR</p>	<p><b>NDA:</b> Ron Gorham          Ian Johnson          Caroline Wood          Pippa Kelly</p>
<p><b>Apologies:</b> Mark Taylor ITS Ltd, Stuart Feather - Firma Engineering, Lee Chapman - Firma Engineering, Christopher Powell Atos</p>	

#### 1. Introductions

Apologies given by Paul Read due to some significant changes being announced within JFN. New members of NDA Supply Chain introduced to the group.

#### 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).

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.

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The SSA will be looking beyond initial remit to combine contracts to reduce costs but to look at other areas where collaboration on how to procure would produce benefits.

DW raised a concern that SLCs are reticent to recognise the value proposition or savings projections, are there any plans to harmonise this across the estate? Currently inconsistent across the estate, has been done in the past for example on the 3m3 box project.

#### 4. NDA Update

NDA staffing changes : Caroline Wood has joined as a new Supply Chain Manger, along with Ian Johnson, new Head of Supply Chain Development.

Settlement has been made by the NDA with Energy Solutions and Bechtel over the PBO competition held for Magnox. In addition the contract with Cavendish Fluor Partners (CFP) will be terminated in 2019 as a result of the significant differences between the proposed scope and reality. This does not reflect on the quality of the work conducted by CFP and was a mutual decision. No decision has been made on the model for Magnox Parent Body yet. Despite this more work is flowing from Magnox than in the early stages of the contract.

The Government has announced an Enquiry headed by Tom Holliday into the competition process, the litigation and the outcome of the termination of the current contract with CFP. It is expected that the initial results are reached in October with the final report being concluded in December this year.

The NDA has a new Chairman, Tom Smith who was previously a Non-Executive Director and a new CEO, David Peattie.

During purdah some interactions have had to be held back such as the new SME Action Plan. Contributions were invited from the SME community to the revisions and the plan has been extended to cover all the SLCs at an Estate level.

The SME target for 2020 will continue at 33% for Government and an NDA target of 31%. Currently on track to achieve our target range for this current year. It has been discovered that the NDA were not aligned with the rest of Government in excluding agency supplied workers (ASW's) as part of the SME data collection. In the light of this the NDA has now included single employee limited companies in the data collection, most of whom are employed through Capita. In the future years this will not include any company that falls under the IR35 regulations.

The next NDA Supply Chain Event will be held on 2<sup>nd</sup> November at the same venue but with the opportunity for the SLCs to have an additional space for small presentations. For more information please visit the website : [www.decommsupplyevent.co.uk](http://www.decommsupplyevent.co.uk)

**Action** : the SLCs and some other groups will have an additional presentation area at the event attached to the stand and there is an opportunity for the Steering Group to have such an area if the groups feel that they could make use of this to run small presentations or workshops – PK to canvas opinion from the group chairs and ask one group to take the lead on preparation.

KH asked if there can be a clear indication of which of the companies have contracts available at the event so suppliers can focus on those companies. No plans to do this but there are plans to have not only SLCs but perhaps some of the major Tier 2 companies who have opportunities for



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suppliers. In addition the SLCs are hoping to put more details of the companies who have one the major tenders/frameworks on this website.

Possibility for companies to include this information in their Exhibitor profile information at the event.

#### 5. LLWR Update

Two presentations will be circulated with the minutes.

Major procurements 2/3 procurements above ojeu requirements per year since 2008. LLWR plan to have 18 in the next 2 to 3 years including waste management services ICT contract, FM, fleet maintenance, execution packs, infrastructure management etc.

Currently LLWR is running at about 30-31% SME expenditure with £13m direct, last year £6.3m was spent in the supply chain with an increase of £15m this year.

The LLWR transactional team is fully resourced to 14 employees, changing to a more transactional basis and have dedicated personnel to manage the ongoing contracts.

Procurement plan has a traditionally had a 12 month look ahead on major procurements excluded from frameworks. In the past this has not been the most useful for the supply chain changes have been made and now include details of the frameworks, who is actively working on tenders and contact details for suppliers to engage direct with them. Area also has been given to direct awards (single supplier framework)

**Action** : LLWR would welcome feedback from the group on the changes made to the online procurement plan.

Business Services Marketplace (BSM) was launched in May 2016 is a Dynamic Purchasing system within the Public Procurement Regulations. The BSM has a 2 step process with self-certification through 36 questions that should take approx. 35/40 mins to complete. This is then checked by LLWR Procurement and if approved, the supplier can apply for the tender. The system is located within Complete Tender Management (CTM) and suppliers will need to be registered on the CTM system to apply for any tender on the BSM.

#### 6. AOB

Proposals welcomed for use of the SME Steering Group presentation area – ideas to PK Consider how to reach out to the rest of the SME community – possibility to include more information in the NDA Estate Supply Chain LinkedIn group, maybe a summary of the SLC/NDA updates and minutes.

Quality working group holding a workshop on 19<sup>th</sup> July in Cumbria - JE

SME Workshops being held by LLWR in August/September to dispel the myths of Government Procurement - 1 member per company possibly ask some of the SME members to present NEC3 (4) for dummies!

#### 7. Next Meeting

July in PDL, Hexham – 20<sup>th</sup> July 2017