

SME Steering Group - Wales

Meeting 12: 11am 12 October 2016, Welsh Gov Offices, Llandudno Junction

MINUTES

Attendees

SMEs: Chair: Matt Tuck (MT), Chair Matom Mark Sykes (MS) Beehive Coaching Gwyndaf Williams (GW), Advent PM Ian Faulkner (IF) – Lloyd Morris Electrical Andrew Samuel (AS) Mon Maintenance Diana Brookshaw (DB) Caulmert Paul Hilford (PH) E-Step	Tier 2s: Peter A McNaughton Doosan Babcock Lee McLaughlin – Costain Support Organisations: Wyn Roberts (WR) Welsh Government
SLCs: Paul Walsh (PW) - Magnox	NDA: Sam Dancy (SD) Tony Godley (TG)
Apologies: Ron Gorham – NDA, Cheryl Whitaker - Welsh Government, Chris Gilliard - NI Batteries, Pippa Kelly - NDA	

1. Introductions and Apologies

National SME group meeting of chairs on 2nd November. Matt needed volunteer to attend. The groups have done good work in the last three years, flowdowns, booklets eg FAQs, and attendees were asked to consider what the group could do going forward for consideration at the National meeting.

Paul Hilford of E-Step was welcomed to the meeting.

2. Update from NDA – Sam Dancy

NDA were now part of the Business, Energy and Industrial Strategy Department (BEIS), and a group had been set up within BEIS to focus on NDA activities.

John Clark, NDA CEO, had announced his retirement, and was expected to leave next summer, and Pete Lutwyche, NDA Programme Director was also leaving shortly and going back into industry.

The Shared Services Alliance (SSA) brings together collaborative procurement across the NDA Estate for certain categories. It has provided savings from aggregation for many years, but the next step was to deliver more value from standardisation. A virtual team has been set up to manage categories for Technology, Buildings, People, Goods, Corporate and Nuclear. The nuclear category would include current LLWR collaborations regarding low level waste management. The team would also provide some momentum behind supply chain projects such as standardisation of PQQ, tendering and terms and conditions.

HMG had recently published a Procurement Policy Note which re-vamped the PQQ questionnaire in line with the Single European Procurement Document, and suppliers would start to see this within CTM. This simplified the PQQ process eg by asking whether suppliers could provide documentation and only asking the winning bidder to verify their data. It also picked up questions on current regulations such as Modern Slavery Act. There was positive feedback from the group regarding the new PQQ requirements and also having the draft T&Cs upfront was seen as very useful.

NDA are also looking at how we can get better visibility of lower tier opportunities – either via CTM or via the HMG initiative looking at asking prime contractors to advertise in Contracts Finder. There needed to be linkages with Sell2Wales.

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Action: SD to provide Wynn Roberts with contact details of CCS CF project

Intellectual Property rights were being reviewed by NDA and the position on developed IP being reconsidered – NDA currently requires to own developed IP, but it may not be appropriate to do so where there is minimal development.

Insurance requirements were also being reviewed by NDA, particularly around Professional Indemnity and levels required.

3. Update from Magnox – Paul Walsh

Magnox were still working through the impacts of their re-organisation, which has caused delay in getting work out into the market, but their procurement plan was now on the website. Feedback from the group was that: delays had the biggest impact on SMEs and whether they stayed in business, particularly where Tier 2s focussed on their own resources when work was short.

It was good to see a revised plan at last, but queried whether it showed all the work –ie that anticipated to be undertaken on existing frameworks.

The plan was not developed enough to allow the supply chain to turn it into a realistic sales pipeline.

It was thought good that contact details were given on the plan, and generally Magnox staff responded to queries, although there was often uncertainty around firm timelines for projects. Mx confirmed that the intention was to show existing contractors on the plan so lower tiers could engage – eg SGHWR at Winfrith was on the plan showing James Fisher as the contractor. The plan was generally in line with the programme of work agreed with NDA, but would need further revisions. It was also highlighted that the multiple site frameworks also offered opportunities and SMEs were encouraged to engage with these.

It was questioned whether there was an overarching Magnox Supply Chain Strategy visible to the supply chain. Magnox confirmed that there was and it was currently in draft, waiting approval prior to publication.

Andrew New would be presenting an update and key messages from Magnox at the NDA Estate Supply Chain Event on 3rd November, and there would be Magnox staff available on their stand to answer questions.

The LLWR Business Services Marketplace was also highlighted to the group as it was aimed at SMEs in particular. There were 13 categories and a simple pre-qualification process, which remained open during the whole life of the contract. LLWR had run the pilot for this requirement and it would be opened up to other SLCs to use shortly.

The group thought that it would be good to monitor the usage of the BSM and the variety of contractors, but SMEs and location to see whether it was providing the benefits to the supply chain that was expected.

Action: SD to provide the details of the BSM to the group

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4. Update from Welsh Government – Wyn Roberts

The Welsh nuclear programme had been looking at the benefits of the nuclear sector for the last 18 months, and now has full endorsement from Welsh Government Cabinet to take projects forward, as it was acknowledged that Wylfa Newydd was one of the largest projects in a generation and was made a priority project with cross-government support.

The team's proposals for the approach to the supply chain has been endorsed and will be focussed on three areas:

Intervention – support packages to assist the supply chain at three levels:

Level 1 – 1 to many training courses and seminars introducing the sector, anticipating 10 modules across North Wales.

Level 2 – Fit for Nuclear type support to companies (currently supporting 20 suppliers)

Level 3 – more focussed support for companies

Intelligence – what information is available to the supply chain, what is the higher tier approach to market Interaction – events and supply chain engagement.

There was an event planned for 22-23rd March 2017 in conjunction with NIA, covering decommissioning and new build. It would be held in Swansea as it was thought that there were suppliers in the south who would be able to bring their skills from other industries.

DIT were holding an event in Japan in January 2017 which would seek to establish relationships between UK and Japanese companies, both to help solve decommissioning problems in Japan as well as bring Japanese know how for new build in the UK. Welsh Government were attending the event and looking at how they could support Welsh companies.

The Welsh Nuclear Forum was now established with a steering group, and the second meeting was due shortly. The Forum allowed companies to share their experiences and network.

5. Training

Beehive updated on the research work they had been doing with Bangor University on behavioural safety, the different stages of safety culture and the impact it had on lost time accidents. It looked at what interpersonal factors had the most impact, the components of trust and how to build a culture where it was OK to ask the stupid questions.

Action: Mark Sykes to present at next meeting

Beehive were providing free 1 day training on 7th November to local companies on human performance fundamentals. It was aimed at companies who were in or wanted to be in the nuclear industry.

Action: contact Mark Sykes if interested

These types of programme also linked in to the new ISO45001 Occupational health and safety management systems which had worker engagement built in.

6. Looking forward

There was a discussion on the benefit of the group, the work that has been done in previous years and what the focus of the group should be going forward.

NDA said that they valued the meetings, as it gave direct feedback of issues, and helped to address improvements within the supply chain. NDA were flexible if the focus was now on the Nuclear Forum, and new build – if similar topics were covered, then less meeting may be required. It was concluded that the SME steering group covered some very specific issues

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separate to the Forum, and was of benefit. It was thought an update from Horizon would also be useful.

Action: Matt to ask Horizon to next meeting

It was highlighted that the group needed to expand beyond North Wales as there were a large number of companies in the South who could benefit from being a member – there was an opportunity for the group to ask for new members at the March 2017 event.

Feedback from the group highlighted that the negative impact of no work outweighed any benefits from improvements, which NDA acknowledged.

One of the items on the SME Action Plan was running some webinars, and the group were very supportive of this idea, with the possibility of members providing insight from their areas of expertise. All members agreed to this in principle.

Items for the group to make a difference in the future:

- Promote the group at the Welsh event in March 2017

- monitoring the Business Services Marketplace

- produce some webinars based on the FAQ contents of topical issues

For the webinars, the aim would be to have something in place that could be promoted at the NDA Supply Chain Event and the Welsh Event in March 2017

Action: SD to speak to Mark and Matt re content

Date of next meeting –Jan 2017

Next meeting proposed to be held in Llandudno Junction or Llandrillo College WR to advise on possible dates in Oct – PK to send doodle