

## SME Steering Group - Wales

**Meeting 5: 11am 14 May 2014, Costain, Styal Road, Manchester**

### MINUTES

#### Attendees

<b>SMEs:</b> <b>Chair:</b> Matt Tuck, Chair (MT) Matom Andrew Samuel (ASa) Mon Maintenance Ian Williams (IW) Advent PM	<b>Tier 2s:</b> Chris Scott (CS) Costain Richard Howell, (RH) Costain Peter McNaughton (PMc) Doosan Babcock <b>Support Organisations:</b> Mike Barcroft, (MB) Welsh Gov Wyn Roberts, (WR) Welsh Gov Ian Mowatt (IM) Energy Island Programme
<b>SLCs:</b>	<b>NDA:</b> Sam Dancy(SD) Pippa Kelly (PK)
<b>Apologies:</b> Ron Gorham (RG)NDA, Gareth Davies (GD) Burgess Salmon, Peter Walkden (PWa) Magnox, Peter Welch (PWe), NDA, Andy Slaney (ASl) Provelio	

#### 1) Introductions

A brief introduction of everyone was made for the benefit of Wyn Roberts, Ian Williams and Richard Howell and apologise from those named above.

#### 2) Key progress points from last meeting and matters arising from the previous minutes

#### 3) NDA Update - SD

Competition for Magnox and RSRL in final phase with Cavendish Fluor partnership have been selected and will be in a transition period for 6 months (September 2014). Energy Solutions will remain in place until the handover is complete. A challenge was received but will not change the final decision.

#### 4) National SME Steering Group Meeting – SD/MT

NDA brought 2 speakers to the meeting : Kirsty Snape, NDA Insurance Manager and Rakesh Burgul, NDA Security Manager. Kirsty outlined the discussions that have been held with the NDA brokers Willis to secure competitive quotations for Suppliers to NDA sites and has also produced guidelines for companies to take to their own brokers when requesting Insurance Quotes. This should help to alleviate common misconceptions when asking for insurance for working on a nuclear site. Copies of the documents are available on the NDA Website, Supplier tab under 'Working with the Site Licence Companies'. High cost professional indemnity/risk requests are still an issue and work is being undertaken to establish what changes could be made to reduce the burden on the SME's.

Rakesh presented to the group on Security issues and requested feedback from the Regional committees on examples where 'unreasonable' delays or requests for new security passes were made when working on different sites (ie already cleared to level on one site but required to go through the process again for another site). RB is part of a group of Security representatives from all the NDA sites and the forum will be extended to include New Build companies and MOD. The group will be discussing issues raised and how to streamline the process to minimise the negative effect on companies working within the industry.

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Cumbrian group presented a proposed change to the Terms of the steering groups to outline the length of time members should serve on the committee. Chairs to stay in post for 3 years with a 4<sup>th</sup> as a committee member only. SME committee members to be rotated in post by 25% every 2 years. Other chairs were happy with this proposal and it will be adopted by all and the Terms of Reference updated to reflect it.

#### 5) Update from Welsh Government – WR

The Welsh Nuclear Capability plan is nearing the end of development. Over 1000 companies were questioned and of those 8/9% are already engaged in the Nuclear industry, 38% would genuinely like to be involved. The database will be analysed to produce an action plan to support the interested companies and fill in any gaps.

#### Energy Island - IM

Horizon have met with the Welsh Government and Energy Island to pilot a Business Readiness Document. Plan is to hold regional events to tackle various issues including Security and ensure companies are registered on the Sell to Wales and Horizon's own websites for forthcoming opportunities.

Work is underway to change the Sell to Wales website to allow for searches on Nuclear Industry.

As an independent company Horizon are not bound by Government initiatives to use local or SME suppliers, so discussions are focused on influencing/persuasion and raising expectations.

#### 6) Presentation of Costain SME Academy – RH

Richard presented the initiative run by Costain over the last 2 years focusing on supporting and training the management of SME companies. Open to any SME whether currently working with Costain or not. Emphasised that this is not an access to gaining business. Copy of the presentation will be available on the NDA website.

#### 7) FAQ Sheet – CS

Templates were issued and information returned following the last meeting and require compiling and editing down. Each section requires an Introduction, lists to other relevant websites.

**Action : IM and PMc to support CS with reviewing the document and then circulate to the group by 13<sup>th</sup> June**

**Action : MB, SD, IW to review before next Steering Group meeting (July)**

**Action : SD/PK to look at how to print the document**

#### 8) Flow down reviews

Following the changes and advice given by the NDA on payment terms, Insurance advice and security, committee members were asked for their company experiences. Responses as follows :

Doosan still encountering heavy Indemnity requests from SL, Magnox more flexible with their changes – SLC's put the requirements down to NDA requests – to be checked by SD/KS.

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Costain having problems with security being handled inconsistently, consider this to be a staffing level issue.

Mon Maintenance Insurance is not due yet – will consider at renewal. Already have £10m indemnity cover which is so far sufficient.

Matom only issue is security vetting – Insurance not due for renewal yet.

**Action : all to ensure that their companies are aware of the changes to triple bar training to gain access on Magnox sites.**

**Action : PK to send link to IW of the Insurance briefing notes.**

#### 9) AOB

NDA Mentor Scheme – SD. This has been launched with over 40 mentors/mentees applying. 3 workshops were held for the Mentors and a Webinar to be held on 15<sup>th</sup> May for the Mentees.

MB interested to know if any other Tier 2 companies have similar initiatives to the Costain SME Academy? General interest in what is available and the possibility to combine any schemes to provide comprehensive support to SME's within this and other industries.

**Action : PMc to enquire within Doosan.**

#### NEC3 – CS

Is SL planning to use NEC3 more often? SD - they are using it more often and being encouraged and are considering using CEMAR. Other SLC's are using or planning to use CEMAR. SSA are looking at usage across the NDA estate.

IM concerned that SME's cannot afford to run CEMAR, PMc believes that it can be issued under licence by the SLC. CS concerned that it may not be suitable for multiple Tier's of companies.

#### NDA Supply Chain Event – 6 November 2014

Please keep this date in the diary for the next Supply Chain event to be held in Event city.

#### NDA Supply Chain Awards

Please consider your own company and any others you know who may be eligible to apply for the Supply Chain Awards this year. The categories will be the same as 2013 with the exception that the 'Going the Extra Mile' will be a floating category with all applicants eligible regardless of the category they applied for.

#### Magnox/Energy Solutions – MT/SD

Peter Walkden, committee member for Magnox is employed by Energy Solutions therefore his membership of the group may cease when handover takes place to Cavendish Fluor. MT to confirm who will attend at the next meeting on behalf of Magnox.

#### 10) Next Meeting

To be confirmed at the Welsh Government Offices at Llandudno Junction in July. PK to send Doodle invitation.