

SME Steering Group - Wales

Meeting 4: 11am 2 December 2013, Welsh Government Office, Llandudno Junction

MINUTES

Attendees

SMEs: Chair: Matt Tuck, Chair (MT) Matom Andy Slaney (ASI) Provelio Andrew Samuel (ASa) Mon Maintenance Allan Smith (AS) Caulmert	Tier 2s: Chris Scott (CS) Costain Peter McNaughton (PMc) Doosan Babcock Support Organisations: Mike Barcroft, (MB) Welsh Gov Gwyndaf Williams (GW) Chair for N W Best Practice? Ian Mowatt (IM) North Wales Procurement
SLCs: Peter Walkden (PWa) Magnox	NDA: Sam Dancy(SD) Peter Welch (PWe) Pippa Kelly (PK)
<ul style="list-style-type: none"> Apologies: Ron Gorham (RG)NDA, Gareth Davies (GD) Burgess Salmon 	

1) Introductions

A brief introduction of everyone was made for the benefit of Gwyndaf Williams.

2) Outstanding Actions

Intention to close outstanding actions from the previous minutes :

- Communications Plan - in GD's absence, CS to report
- FAQ sheet –ASI and CS to report

3) Next National SME Steering Group Meeting - MT

A telecom meeting to be held with all the chairs of the regional meetings, RG and SD on 10th January. If members have any issues they would like shared as significant learning for NDA or rest of groups, please contact MT.

4) NDA Update - SD

- 1 Target, completed : 20% of spend with SME's (both direct and indirect)
- 2 Plan to meet target, action plan agreed : flowed down to SLC's (Magneox have own action plan)
- 3 Pipeline of opportunities : SLC's have procurement plans. Need additional work to make these more accessible. Contracts Finder to be central point for opportunities for the NDA Estate. It has its drawbacks but they are recognised and will be addressed by Cabinet Office.
Link will also be made to CTM system that all SLC's are using. Encouraging Tier 2s to start using CTM although initial problems with the trial.

Links to CF to be considered from Procurement Scotland and Sell to Wales, MOD already upload information to CF. MB concerned that the right effort is made to link the websites, not just a hyperlink to a page.

Action : SD to raise MB's concerns and pass contact to MB to ensure correct level of involvement between CO and Procurement Scotland and Sell to Wales teams.

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Contract Finder also part of the standardisation and simplification processes. PQQ's have been simplified and next step is to get all SLC's on same server platform. Would appreciate feedback to see if PQQ's are standardised/simplified and feed back to NDA.

Shared Services Alliance Strategy was issued at NDA Event. Has 6 work streams, one of which is standardisation/simplification of processes including PQQ, Payment terms, IP, proportionality of Indemnity etc.

Kirsty Snape (NDA Insurance Manager) is working with Willis to see how to support SME's in terms of understanding what is required and perhaps offering Insurance. KS also working on Insurance Flow downs for SLC's.

5) **Communication of Flow down Terms - MB**

Following the previous meeting SD provided MB with information on the change in Flow down terms to ensure that Welsh SME's are aware of the changes. The information requires putting into context and will be included in a weekly newsletter that is provided to companies registered on the Sell to Wales website. The details of the Steering Group purpose was discussed and how much information should be given out. Should member contact details be available to potential SMEs?

MT recognised that the visibility of the group is growing after 12 months.

Action : PWA and GD will review any outgoing communications in advance on behalf of the Group

6) **Update on Wider Government SME Procurement – ASI**

NDA ahead of the game, more dynamic SME plan. Considered that more Tiered supply work has appeared – not clear on whether directly related to NDA SME Plan.

Consider more links to MOD groups – SD commented that SME Steering Group – South are talking to RWE and Cumbrian group to BAe Systems. ASI concerned to ensure message to SMEs does not give the view that it is an easy market but can be accessed.

Further discussion of frameworks within Nuclear and other Government Procurements and occasionally no work forthcoming. Would like to consider Mystery Shopper being used to raise the issue.

Also discussed whether Tier 2s are effectively using SMEs and not using it as a 'ticket for work'. Tier 2 ITT's could have weighting/scoring against SME engagement or socio economic factors. SL now working on this premise but Magnox focusing more on good business practice and flow downs.

Concern about how Tier 2 suppliers find the SMEs, Magnox previously have held meet the buyer events around the country to bring the two together. Will consider continuing these in the future.

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8) Construction Excellence Wales – Presentation by GW

This is a network to share best practice and promote collaborative working. Group is divided into different clubs including North Wales. Club is informal and share learning and ideas across industries and sectors. Had a recent Nuclear event in Llandudno with 40 companies attending and presentations from Horizon. Also promoting the awareness of BIM and the targets.

Set a plan for next year and hoping to link up with the Steering Group, not necessarily nuclear focus. Will be looking in particular at the Procurement Strategy issued by Welsh Government, including the SME section and awards within Wales. Welsh Government also have a Supplier Question and Information Database (SQID) – used for prequalification questions.

Considering a joint future event with the NIA and renewable sector. Local issues being investigated are Site Waste management Plans and if they can arrange another event on this issue.

From this meeting would like to consider how each group could benefit from each other, club has over 50 members and is a quite active resource.

Please contact GW for any further information. IM request to keep CITB involved.

IM request that we put out to the SME community what we are pursuing and not ask them for feedback, being proactive not reactive.

Discussion over the use of SQID to negate the necessity for PQQ's – can this be used elsewhere? SD – minimum generic information is given from Government but each project will have its own specific requirements.

9) FAQ Sheet – CS

Overriding statement

1. Establish key features of the industry
2. Myth busting
3. Confirm entry can be at Tier 2/3 or 4 level
4. To supply to the industry it is not necessary to have a full list of credentials/qualifications unless intending to be on site.

Next pages : 6 Categories, short statement for each, 3 or 4 questions and annotate with URL links for further information.

Categories : Site Access, Procurement practices/opportunities, flowdowns, insurances, minimum standards (do I need special arrangements/protection), shape of the industry (Tier 1/2 etc)

NIA have detailed information, SME FAQ's will mostly redirect to other sites for more information.

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SME – South group are working on minimum standards – these will be fed in to Welsh group.

Link to Burgess Salmon Glossary, include section on ‘Bug bears’ (onsite catch 22). Consider a final section of ‘nice to have’.

Action : MT to make contact with Neil Foreman, Chair of SME Steering Group - South

Action : Write Questions/answers by end Jan:

- SD - flow downs and insurances
- ASI - Site Access, security
- CS - Shape of the Estate, comms plan, SSA
- CS - Procurement and typical contracts
- MT/NF - Minimum Standards
- PWa - special arrangements

CS to create a ‘shell’ document for the above by w/c 6 Jan

10) Fit for Nuclear – ASa

Following previous meeting, ASa re ran his company through the ‘Fit for Nuclear’ analysis programme to review progress against the questions asked. Showed marked improvement in many areas. Some sections were not relevant to Mon Maintenance. Would be useful for other companies to use but is not solely nuclear related but mostly good business practice.

Government issued report ‘Two Years On’ on SME progress. SD asked for success stories for the industry to report into Government – Mon Maintenance would make a great example.

Action : SD to send format to all committee members for case study reporting

Committee happy to direct companies to the ‘Fit for Nuclear’ website, sufficient for needs, explain set up for new nuclear, but still relevant.

11) Communications Plan

MT to confirm this has been issued and is completed, in which case o/s action can be closed.

12) AOB

SD – Priority programs report available on NDA website, ranked on basis of overall status/cost/schedule and interim targets.

MT – GW can we keep the link between this committee and Construction Excellence Group.

PWe – if any member needs access to other SLC’s excluding Magnox, please contact him.

PWa – is the Steering Group making a difference – a year on? General consensus is yes.

Difficult to identify direct benefits, SME agenda really being raised more frequently.

13) Next Meeting

February – CS offered to host at Costain offices