

SME Steering Group - North

Meeting 7 – 30.4.14 Abbott Risk Consulting, Regus Office, Manchester

MINUTES

Attendees

| | |
|---|---|
| SMEs: Chair: Mark Beirne, Cara (MB) Mark Taylor, ITS Ltd (MT) John Morris, NSG Environmental (JMo) Jon Myers, Abbot Risk Consulting (JMy) Taylor-Jane Fox, Graham Engineering (TF) | Tier 2s: Charlotte McLaren, Atos (CMc) Support Organisations/Guests Lee Chapman, Firma Engineering – guest SME |
| SLCs: Jonathan Evans, LLWR (CS) | NDA: Pippa Kelly (PK) Sam Dancy (SD) |
| Apologies: Ron Gorham, NDA (RG); Gill Jakeman, Atos (GJ) ;Paul Read, James Fisher (PR); Nigel Routledge, Jacobs (NR) | |

1) Welcome and Introductions

Apologies received from the above companies. A guest SME joined for the meeting, Lee Chapman on behalf of Firma Engineering. Introductions of the other committee members were made for the benefit of the new representatives and a brief overview of the history of the group so far.

Lee introduced Firma Engineering, a Micro SME company currently specialising in Structural Design with a particular focus on structural integrity in the Mechanical Engineering industry. They were interested in finding out more about the Nuclear Decommissioning field and whether there was a market for their skills. The Group were keen to follow the progress of Firma and keep abreast of their challenges and successes in accessing the Nuclear Decommissioning field to aid other SMEs looking to enter the market.

2) SME Day – 16th June

Flyer has been completed and forwarded to LEP's, Trade Organisations, Chambers of commerce, Birchwood Forum, NIA, NOF Energy, NAMRC and through the NDA website and LinkedIn Supply Chain Group. Responses are already being received in the Supplychain inbox

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Final decision on Presentations and timings as follows :

Presentations

- 10.00 - 10.15** Ron Gorham, NDA
- 10.15 - 10.30** Mark Beirne, SME Chair
- 10.30 - 10.45** John Morris, NSG
- 10.45 - 11.00** Julie Maykels, North West Regional Manager, National Skills Academy for Nuclear

Workshops

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|---------------------------------|---------------------------------|---------------------------------|-------------------------------|
| 11.00 - 11.30 A, B, C | 11.30 – 12.00 D, A, B | 12.00 – 12.30 C, D, A | 12.30 – 1pm B, C, D |
|---------------------------------|---------------------------------|---------------------------------|-------------------------------|

Workshops :

- A Explaining the Industry - Jon Myers**
Include ideas on what are frameworks, Tier's 1, 2, SLC's etc
- B Barriers and Challenges – Mark Taylor and Mark Beirne**
Include myth busting and FAQ's being designed by Welsh group
Cover topics SME Steering Groups/NDA have tackled and other items under consideration – collect concerns for feeding back.
- C Innovation – Paul Read**
Include how to help an SME into the market, not to put all eggs in one basket
- D Collaboration - John Morris**

Each workshop to have a flip chart and coloured post-it notes for guests to make relevant observations/requests. At the end of the workshops each host will collate these for use on summary.

Lunch

- 12.00 - 1.30** Guests not attending a workshop and presenters to eat.
- 1.00 - 1.30** Workshop presenters to summarise workshops using post-its to present back to group at 1.30pm

Presentations

- 1.30 – 2.00** Workshop leaders to present to delegates

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- 2.00 – 2.15** Mike Tynan – NAMRC
- 2.15 – 2.30** Stuart Wilson – Sellafield
- 2.30 – 2.45** Doug Price – Cavendish Nuclear
- 2.45 – 3.00** Ron Gorham to Close

Changes may be made to the workshop timings etc closer to the time once numbers are clearer.

Registration by Email

Delegates are applying for places by email to the Supplychain@nda.gov.uk

PK to send out registration requirements including name and contact details, number of employees, turnover, whether currently working in the Nuclear Industry (and % of business), how they heard of the event, a blank area for the type of work they do, which subject of the workshops most interests them (rated from 1-4) and details of when/where the event is being held. Also must include confirmation they are an SME and they agree to sharing their details. Give delegates details of the speakers and their companies.

Action : JMy, MB, JMo, MT, PR to send PK short couple of lines explaining what will be covered in the workshop so that delegates can decide which to attend.

Action : All members and support organisations to bring ‘pop-ups’ and any documentation aids that may help SME’s to understand the business (ie PQQ and ITT examples, 10 commandments of Contract writing, Innovations Guide, Burgess Salmon Glossary, previous minutes of group, details of CTM, SME Map etc)

Action : PK to email the Steering Group word mark to committee members for use

Action : All presentations to be sent to Sam Dancy 1 week before the event for collation.

Action : PK to check equipment provided at Park Royal (Flip charts, projectors etc)

3) National NDA Steering Group Meeting – 1st April - Feedback

MB gave a brief explanation of the role of the National and Regional steering Groups for the benefit of Lee Chapman.

Request to members for any noticeable changes in the Payment terms, insurances etc? See point 4 below.

Insurance

Kirsty Snape, NDA Insurance Manager, presented the brief for Insurance companies on providing Insurance for Suppliers to the Nuclear Decommissioning Industry and the guidance for SLC’s on what is relevant and proportional in requirements for suppliers to provide.

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Also explained that the NDA Insurance Brokers, Willis are available to provide quotes for total annual cover or just the Nuclear element of a company's work. All details available on the SME Website.

Action : All to provide feedback at future meetings on any insurance, payment issues

Security

Rakesh Burgul, NDA Security Manger presented to the National Meeting explaining some of the issues currently faced by companies working on Nuclear Sites.

Action : All to provide details of any security issues to MB/NDA for consideration.

4) Regional/Specific Issues

JMy has had positive response on both issues with 30 day payment terms and improved insurance.

TF has had the reverse with issues of profit held back, non-disclosure paragraphs etc.

Action : TF to consider whether to raise issues in detail with SD for further investigation.

TF also experiencing concerns over the time between PQQ stage to contract awarded is taking too long. JE explained that the Government target is 120 days but this does not take into account issues of complexity, increased number of bidders and PQQ's to read etc. JE admits there can be issues related to changes in strategy or internal pressures to get projects underway before they are perhaps ready. LLWR are now measuring the time from information release to contract awarded. Fundamental issues are ensuring the contract preparation is robust and complete before launch and lack of communication over delays to companies bidding for the work.

MB raised the question over whether a bidder should expect feedback on a rejected tender. Within the EU Procurement rules feedback should be provided if requested. In this case the experience is SLC's are better at this than Tier 2's however it should be noted that it is in the NDA Supply Chain Charter.

Concerns were raised by one member over raising concerns over bad behaviour of a Tier 2/SLC leading to damaging relations for future work. NDA and Government advice is to raise concerns firstly with the company/SLC involved, via the Supply chain manager if they have one, then through the Steering Group or NDA and finally consider the Government Mystery Shopper service on procurement bad behaviour.

Action : JE will raise the issue of timing from opportunities being advertised to contract awarded at the SSAG meeting.

Action : MB will report to the National SG the timings issue, feedback and the improved payment terms and insurance experience.

5) Case Studies of Industry Better Practice, Contracts Finder

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SD asked for all members to keep considering any good experiences either from member companies or others.

Update on Contracts Finder – some improvement in current system and will be re-written to be a more robust and appealing system for Tier 2's to use. Any comments on current system and possible improvements would be welcomed.

6) SME Collaboration Guide – item to be held for the next meeting

7) 'New' SME Attendees

Fort Vale would like to join – consider at next meeting

8) AOB and Next Meeting

TF explained that they are struggling with being able to run a training course for Triple bar and other courses with the minimum number of attendees as it would take all their staff away from work, would like to offer other companies to use the opportunity to train at the Graham Engineering offices.

Also request from Graham Engineering to place apprentices for a day in suitable companies for experience. Offers from others to take in a reciprocal arrangement – also extending to other staff for instance Safety Case Managers to spend time at Abbott Risk.

Reminder of the Cumbria Excellence Day 2014, Energus, Lillyhall

MB mentioned a meeting being held at the NDA offices between Sellafield, SME's and SME Steering Group chairs to discuss issues covered by all regions on 'What good looks like'.

Mentor Scheme update – currently have approx. 40 mentors and 40 mentees, workshops for Mentors completed, webinar for Mentees planned for May 16th.

Graham Engineering offer to host next meeting – excluding 1st week in July

Action : PK to send invite via Doodle