

Sellafield Supply Chain Focus Group

Meeting No 2, held on Friday 25th November 2011, at 1300hrs at Energus, Lillyhall

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| | <p>Present</p> <p>Keith Case (KC) - Chair Paul Foster (PF) – Sellafield Ltd – Director Infrastructure Tim Houghton (TH) – Sellafield Ltd – Conduct Compliance Officer Ray Clements (RC) - NAECI Representative Phil Jardine (PJ) – Regional Development Agency Representative Paul Unsworth (PU)– Supply Chain Coalition Representative Brian Watson (BW)- Supply Chain Contractors Civils Group Representative Dave Magrath (DM) – Commercial Zone Lead - Infrastructure Stuart Allen (SA) – Supply Chain Oversight and Development Peter Rooke (PR)– EHS&Q Head of Major Projects Willie Reid (WR)– Management Of Contractors Department Alan Stables (AST) - Supply Chain Coalition Leanne Ditchburn (LD) – Focus Group Secretary</p> <p>Apologies for absence Martin Florey, John Hornby, Gary Savage</p> |
| 1. | <p>Opening remarks by Chair KC opened the meeting and reiterated the purpose of the SSCFG confirming the Terms of reference. In summary:</p> <ul style="list-style-type: none"> • The focus group is to act as a conduit for communicating information to and consulting with the Supply Chain through the lead representatives present. • Allows the Supply Chain to meet with Sellafield Ltd directors on a regular basis, to discuss topical issues. • Lead representatives are to use existing liaison groups to drive improvements identified through the SSCFG. |
| 2. | <p>Introductions</p> |
| 3. | <p>Safety share PR brought to the group’s attention the planning and safety requirements associated with the maximum number of attendees when booking meeting rooms. In essence the room should be fit for purpose and adequate for the number of people attending the meeting. The chair is responsible for the safe access/egress of personnel in the event of an emergency. WR provided a safety share with regards to taking extra care in high winds. DM reminded people not to swing on chairs after witnessing this behaviour at a previous meeting.</p> |
| 4. | <p>Code of Responsible Business Conduct TH briefed The Code of Responsible Business Conduct booklet that sets out the minimum personal and professional standards that we should adopt and provides guidance to achieve these requirements.</p> |

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| | <p>To avoid potentially embarrassing situations in terms of hospitality please contact the business conduct team either by phone or e-mail, if you are unsure about any aspect of what is being offered/received.</p> <p>To view the Code Of Responsible Business Conduct visit, http://www.sellafieldsites.com,</p> <p>Contact details: Conduct Compliance Team – 019467 81738 Responsiblebusinessconduct@sellafieldsites.com</p> |
| 5. | <p>Supply Chain Coalition AST/PU summarised the activities of the SCC.</p> <ul style="list-style-type: none"> • Business Improvement tool, driven by its members utilizing a peer review approach against defined requirements in a red book. It provides and supports continual supplier development. <p>Action 2/1: Supply Chain Groups to cascade the business tool down the Supply Chain by delivering a series of presentations supported by AST/PU. Groups will include Sellafield Civils Group, NAECI and Development Agencies.</p> <p>Action 2/2: Supply Chain representatives to invite new companies to join the coalition from April 2012</p> |
| 6. | <p>Security and the Supply Chain PF provided a presentation detailing current and future security at Sellafield. Please refer to the attached security brief.</p> <p>Action 2/3 – Representatives to cascade the security message to the Supply Chain using the approved communications brief.</p> |
| 7. | <p>Regional Development Agencies PJ provided an overview of issues relating to the development agencies.</p> <ul style="list-style-type: none"> • Regional development agencies will form one agency known as Energy Coast West Cumbria Ltd from March 2012. • West Cumbrian economic blue print will be available from February 2012 • A variety of events are planned to help businesses via the development agencies, a comprehensive events list is available under the Suppliers section of the Sellafield website. http://www.sellafieldsites.com <p>Action 2/4– PJ to ensure that the manufacturing sector is represented via the cluster so that information from SSCFG can be shared.</p> |
| 8. | <p>Sellafield Contractors Group BW provided an overview to the group as to the formation, background and achievements to date. It was highlighted that it was the 300th Sellafield Contractors Group meeting held in November.</p> |
| 9. | <p>Industrial Relations Update WR provided the group with an industrial relations update. Including notification of official picketing that will take place at Sellafield on Wednesday 30th November 2011 by NNL. There is also a case management review to consider Sellafield sites consistency of action across Sellafield site between Sellafield Ltd staff and contractors.</p> <p>Action 2/5 – WR to update the group on the outcome of the case management meeting.</p> |
| 10. | <p>Sellafield Ltd EHSS&Q overview PR provided a brief overview of the key EHSS&Q issues at Sellafield Ltd, followed by a</p> |

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| | <p>working at heights presentation.</p> <ul style="list-style-type: none"> Learning packs are available on Work at heights/Falling objects by request to peter.g.rooke@sellafieldsites.com |
| 11. | <p>Sellafield Ltd Commercial overview DM provided a commercial overview of the activities currently detailed on the Procurement Plan. For a list of procurement activities visit the Sellafield website and view the procurement plan. www.sellafieldsites.com</p> |
| 12. | <p>Supply Chain Oversight SA provided the focus group with a Supply Chain oversight brief.</p> <ul style="list-style-type: none"> Incumbent supplier certification process commenced in November 2011 The next Supplier Forum will be 28th February at Energus, Workington. Voice of the Supply Chain questionnaire will be launched during January/February |
| 13. | <p>Confirmation of placed actions/Action Review - All actions from meeting 1 have been verified and closed</p> |
| | <p>AOB Action 2/6: All Supply Chain representatives to feedback proposals for SCCFG topics either to SA or secretary by 22nd December 2012</p> |
| No | Action |
| 2/1 | <p>Supply Chain Groups to cascade the business tool down the Supply Chain by delivering a series of presentations supported by AST/PU. Groups will include Sellafield Civils Group, NAECI and Development Agencies.</p> |
| 2/2 | <p>Supply Chain representatives to invite new companies to join the coalition from April 2012</p> |
| 2/3 | <p>Representatives to cascade the security presentation to the Supply Chain using the approved communications brief.</p> |
| 2/4 | <p>PJ to ensure that the manufacturing sector is represented via the cluster so that information from SSCFG can be shared.</p> |
| 2/5 | <p>WR to update the group on a case management meeting.</p> |
| 2/6 | <p>All Supply Chain representatives to feedback proposals for SCCFG topics either to SA or secretary by 22nd December 2012</p> |