

## Sellafield Supply Chain Focus Group

Meeting No 1, held on Thursday 22<sup>nd</sup> September 2011, at 1300hrs at Energus, Lillyhall

	<p><b>Present</b></p> <p>Keith Case (KC) - Chair  Ray Clements (RC) - NAECI rep  Phil Jardine (PJ) – Regional development agency  Bernard Cunningham (BC) – Supply chain coalition (deputising for Paul Unnsworth)  Gary Savage (GS) – Supply chain Services  Brian Watson (BW) – Supply chain contractors group (deputising for John Hornby)  Alison Strafford (AS) – Commercial zone lead  John Napier (JN) – Supply chain civils  Stuart Allen (SA) – Supply chain oversight and assurance  Mark Sarrington (MS) – EHS&amp;Q manager decommissioning  Ged Toman (GT) – Management of contractors department (deputising for Willie Reid)  Alan Stables (AST) - Supply chain coalition  Stuart Wilson (SW) – Supply chain ombudsman  Leanne Ditchburn (LD) – Focus group secretary</p> <p><b>Apologies for absence</b></p> <p>Willie Reid, John Hornby, Paul Unnsworth</p>
1.	<p><b>Opening remarks by Chair</b></p> <p>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"> <li>• The focus group is to act as a conduit for communicating information to the Supply Chain through the lead representatives present.</li> <li>• Allows the Supply Chain to meet with Sellafield Ltd directors on a regular basis</li> <li>• Lead representatives are to use existing liaison groups to drive improvements identified through the SSCFG.</li> </ul>
2.	<p><b>Introductions</b></p>
3.	<p><b>Safety share</b></p> <p>SW raised awareness of ensuring careful consideration is given to planning journey times rather than trying to make up lost time – this is generally evident when accidents do occur.</p>
4.	<p><b>Confirm the SSCFG terms of reference</b></p> <p>Those present agreed with the purpose and ToR of the meeting. Comments and improvements to the ToR should be sent directly to <a href="mailto:leanne.ditchburn@Sellafieldsites.com">leanne.ditchburn@Sellafieldsites.com</a> for future meeting discussion.</p>
5.	<p><b>Contractors Safety Workshop Feedback</b></p> <p>SA provided feedback from the Sellafield Ltd contractors safety workshop and identified the key areas Sellafield Ltd will be improving in line with contractor feedback:</p> <ul style="list-style-type: none"> <li>• Effective roll out of the ATLAS system to the on site contractors.</li> </ul>

	<ul style="list-style-type: none"> <li>• Deployment of the peer to peer system enabling events to be raised independently of Sellafield Ltd.</li> <li>• Roll out of Human Performance Tools.</li> <li>• Enhanced Sellafield Ltd leadership – Clear visibility of Sellafield Ltd senior level staff at the contractor workforce.</li> </ul> <p><b>Action 1</b>  <b>SA to detail the Sellafield Ltd improvement plan and make available via the Sellafield “Management of Contractors” website.</b></p>
6.	<p><b>Sellafield Contractors Group</b>  JN/BW and RC provided the SSCFG with a progress update on key issues surrounding the groups at the moment:</p> <ul style="list-style-type: none"> <li>• Enhanced security requests and vetting has caused delays in contracting staff receiving P4 passes.</li> <li>• GT stated that over 1000 P4 forms received by Sellafield Ltd had resulted in approximately 1/3 having to be re written due to errors. This is resulting in unnecessary delays and re work.</li> <li>• The potential skills gap/shortage in the UK was highlighted as a risk to the delivery of Sellafield Ltd major projects.</li> <li>• The suspension of the Human Performance courses to the onsite contractor community was discussed. The recommendations and improvement actions that have resulted from the Contractors safety workshop will be aligned to cover this issue.</li> </ul> <p><b>Action 2</b>  <b>KC to invite Paul Foster Infrastructure Director (Sellafield Ltd) to the next SSCFG meeting in November to brief the supply chain on key security issues that are impacting upon the supply chain.</b></p> <p><b>Action 3</b>  <b>GT to produce an exemplar P4 pass form and post it on the Sellafield “Management of Contractors” website.</b></p>
7.	<p><b>Industrial Relations</b>  GT provided an update on present Industrial Relations issues:</p> <ul style="list-style-type: none"> <li>• Supply Chain felt that the peer to peer system was being used negatively towards them as events on ATLAS were being raised before a discussion had taken place. Those present agreed to cascade to their own representatives that there is no observation without an appropriate conversation.</li> <li>• The welfare arrangements for site contractors during test exercises of the Sellafield site emergency were discussed. This issue is currently being addressed via the Management of Contractors team.</li> <li>• Trade Unions have highlighted that there is a reduction in numbers of Sellafield staff on site when a Sellafield Ltd emergency exercise is planned. All staff are reminded to lead by example and continue with their planned diary commitments and not book meetings away from Sellafield on the day of an exercise.</li> </ul>

8.	<p><b>Supply Chain Coalition (SCO) feedback</b>  AST summarised the activities of the SCO.  Seventeen standards were chosen as the criteria for measuring supply chain best practice within the nuclear industry evolving as a result of a WANO review at Sellafield. Sellafield Ltd are currently helping to facilitate, measure and review the performance of fourteen voluntary companies collectively and recommending improvements against the 17 standards.  It was noted that this approach is voluntary within the Supply Chain and whilst the first target was aligned to decommissioning areas of the supply chain it could be widened across all of the Sellafield Ltd supply chain.</p> <p><b>Action 4</b>  <b>AST to provide the SSCFG with a forward vision for the Supply Chain Coalition.</b></p>
9.	<p><b>Sellafield Ltd Commercial Overview</b>  Alison Stafford provided a commercial overview.</p> <ul style="list-style-type: none"> <li>• KC confirmed that he would be available to attend any of the supply chain working groups to cascade this message in the form of a question and answer session. Please contact <a href="mailto:heather.jackson@sellafieldsites.com">heather.jackson@sellafieldsites.com</a> if required.</li> </ul>
10.	<p><b>EHSS&amp;Q</b>  MS provided a brief overview of the key EHS&amp;Q issues at Sellafield Ltd.</p> <ul style="list-style-type: none"> <li>• A key point to note is that Sellafield Ltd have seen an increase in accidents relating to slips, trips and falls this year and that they require improved support from the supply chain in order to reduce accidents. The EHS&amp;Q Directorate is to initiate MOVESMART to address this trend which will teach employees basics: motion and lifting techniques. This has been successfully implemented across the nuclear sites in America. Training is planned to begin early in November within the Decommissioning Directorate.</li> </ul>
11.	<p><b>Regional Development Agencies</b>  PJ provided an overview of issues relating to the development agencies including:</p> <ul style="list-style-type: none"> <li>• Development agencies are encouraging businesses within the community not to rely solely on the nuclear industry for business but to look further a field for contracts, possibly in the foreign market.</li> <li>• Britain's Energy Coast Business Cluster will be hosting eboc '11, Energy Business Opportunities Conference – 2011 at Energus on Tuesday 18<sup>th</sup> &amp; Wednesday 19<sup>th</sup> October 2011. For more information or to order tickets visit Britain's Energy Coast website.</li> <li>• Britain's Energy Coast and West Cumbria Development Agency have formed one business to provide support to SME's, offering master classes to reduce business risks.</li> <li>• PJ suggested and would appreciate attendance of tier 2 companies at future West Cumbria Business Cluster meetings – next meeting will be Wednesday 5<sup>th</sup> October 2011.</li> </ul> <p><b>Action 5</b>  <b>PJ to invite Alan Stables (SCO) and Alison Strafford (Commercial opportunities) to give a short presentation to the West Cumberland Development Agency (WCDA).</b></p>

12.	<p><b>Any other Business</b></p> <p>GT highlighted the ACEMAN initiative and informed the supply chain representatives that they would become familiar with the approach as adopted by Sellafield Ltd. ACEMAN is a tool adopted from the nuclear industry to focus daily activities and behaviours of employees, teams and the company itself on performance excellence.</p> <p>ACEMAN stands for:</p> <p>A – Accident free</p> <p>C – Control dose</p> <p>E – Event free</p> <p>M – Meet commitments</p> <p>A – Attend and use training</p> <p>N – Nil rework</p> <p><b>The next meeting of the SSCFG - 25<sup>th</sup> November 2011, 13.00hrs (Venue – Energus, Lillyhall).</b></p> <p><b>The next agenda will be formally issued 11<sup>th</sup> November 2011. Please contact <a href="mailto:leanne.ditchburn@sellafieldsites.com">leanne.ditchburn@sellafieldsites.com</a> for items for inclusion.</b></p>
	<b>OUTSTANDING ACTIONS SUMMARY</b>
<b>No</b>	<b>Action</b>
1	SA to detail the Sellafield Ltd improvement plan and make available via the Sellafield “Management of Contractors” website.
2	KC to invite Paul Foster Infrastructure Director (Sellafield Ltd) to the next SSCFG meeting in November to brief the supply chain on key security issues that are impacting upon the supply chain.
3	GT to produce an exemplar P4 pass form and post it on the Sellafield “Management of Contractors” website.
4	AST to provide the SSCFG with a forward vision for the Supply Chain Coalition.
5	PJ to invite Alan Stables (SCO) and Alison Strafford (Commercial opportunities) to give a short presentation to the West Cumberland Development Agency (WCDA).