

Sellafield Supply Chain Focus Group

Meeting No 3, held on Wednesday 25th January 2012, at 0900hrs at Yottenfews Farmhouse, Sellafield.

	<p>Present Keith Case (KC) – Chair, Commercial & Contract Management Director, Sellafield Ltd Jim French (JF) – Decommissioning Director, Sellafield Ltd Ray Clements (RC) - NAECI Representative Graham Cheshire (GC) – Sellafield Ltd Contract Officer Phil Jardine (PJ) – Regional Development Agency Representative Howard Walker (HW)– Supply Chain Coalition Representative Stuart Wilson (SW) – Supply Chain Ombudsman Brian Watson (BW)- Supply Chain Contractors Civils Group Representative Stuart Allen (SA) – Head of Supply Chain Oversight & Development, Sellafield Ltd Willie Reid (WR)– Management Of Contractors Department John Hornby (JH) – Supply Chain Contractors Group Representative Gary Savage (GS) – Supply Chain Contractors Services Group Representative Leanne Ditchburn (LD) – Focus Group Secretary</p> <p>Apologies for absence Paul Unsworth, Alan Stables, Mark Sarrington, Peter Rooke</p>
1.	<p>Safety share SA provided an example of a recent incident where employees were witnessed working inappropriately at height, rather than erecting a safe working platform to complete the task safely. BW brought to KC attention the deterioration of the road markings on street 12 and the potential hazards exasperated by driving in winter.</p> <p>Action 3/1 KC to liaise with infrastructure Directorate regarding the deterioration of the road markings on street 12 and consider appropriate remedial measures.</p>
2.	<p>Introductions</p>
3.	<p>Opening remarks by chair KC opened the meeting and asked the attendees to consider whether the Focus Group was satisfying its stated purpose. KC reiterated one of the key aims of the meeting to provide an opportunity for the Sub-Contractor Groups to come together, to consult, exchange information and have direct access to key Sellafield Directors in order to improve overall performance. KC reviewed the actions from meeting 2 held on 25th November 2011. Please refer to the ongoing actions list.</p>
4.	<p>Review of minutes/actions from meeting 2 KC reviewed the actions from meeting 2 held on Friday 25th November 2011. Please refer to action table for details.</p>
5.	<p>Sellafield Contractors Group – Key issues JH provided an overview of the contractor’s group history and formation. JH went on to discuss future alliances at Sellafield and whilst being fully on board with the concept believes there is a lot more work to be done before a clear understanding by everyone is reached. KC will continue to engage with the client and contractors groups to ensure that long-term alliances add value. JH provided an overview of a supervision pilot scheme currently being run in the North East. JH expressed concerns over long term resource planning and whether there would be enough resources and skills to deliver the planned work schedules at Sellafield.</p>

	<p><u>Action 3/2</u> JH to provide a brief to the Focus Group on the front line supervision pilot scheme adopted in the North East in relation to front line supervision.</p>
6	<p>Civil Contractors Group – key issues BW thanked John Sidney, Sellafield Ltd for the acquisition strategy presentation delivered to the civils contractor groups, expressing that this was very informative, professional and well received.</p> <ul style="list-style-type: none"> • BW stated it was still taking too long for employees to gain security clearance to work at Sellafield and those resources were being lost to other infrastructure projects with easier access throughout the country. • BW urged Sellafield Ltd to consider the timings of future tenders if quality tenders are to be submitted against a potential 15 year commitment. • KC has asked for a review of future strategy deadlines.
7	<p><u>Decommissioning Focus</u> JF provided a career history to the Focus Group. JF discussed the latest safety statistics in relation to sub-contractor safety performance in the Decommissioning Directorate and the need to drive improvements.</p> <ul style="list-style-type: none"> • JF would like to invite the contractor group's key safety representatives to attend the monthly Decommissioning Directorate Safety Committee. • Particular attention was focused on one of the most common safety shortfalls, muscular skeletal injuries. Sellafield Ltd has introduced a programme called MOVESMART to try and enhance performance. • Sub-group representative raised concerns regarding the frequent movement of staff between SL programmes and the delivery impact. <p><u>Action 3/3</u> Secretary to cascade invitations to sub-contractor groups to attend the monthly Decommissioning Directorate Safety Committee meeting at JF request.</p> <p><u>Action 3/4</u> Secretary to contact Mark Sarrington to provide focus group with an outline programme to introduce MOVESMART to the contractor community.</p> <p><u>Action 3/5</u> WR to consider a protocol to mitigate programme impact of inter supply chain staff moves connected to Sellafield Sites programmes.</p>
6.	<p>NEACI Sellafield Contractors Group – key issues RC highlighted to the Focus Group that the future profile spend provided at the last meeting was well received by NEACI Contractors Group. RC discussed his concerns over the lack of apprentice training and skills investment to match the future work profile and proposed further work by the SLC.</p> <p><u>Action 3/6</u> RC to research the courses available at the local colleges relevant to the skills gap and how this aligns with the overarching future skills plan.</p> <p><u>Action 3/7</u> RC to invite KC to present commercial opportunities to Sub-Contractors Group.</p> <p><u>Action 3/8</u> WR to arrange a meeting between NuGen and subcontractors group representatives</p> <p><u>Action 3/9</u> SA to identify the perceived number of apprentice trainees required to fulfill future Sellafield needs inline with scheduled work programmes.</p>
7.	<p>Services Contractors Group – Key Issues GS discussed collaborative working at Sellafield and expressed his opinions.</p> <ul style="list-style-type: none"> • Collaborative working between Sellafield and the Supply Chain is a culture change that everyone must adopt. • Communication must improve between all parties. • The Supply Chain must see themselves as part of the Sellafield workforce.

	<ul style="list-style-type: none"> A flexible approach to working must be encouraged.
8.	<p>Sellafield Ltd - Supply Chain Coalition HW gave a progress update on the coalition briefing sessions to the SL Sub-contractor groups as well as providing a spreadsheet detailing the progress of its current members to date. At each sub-contractor group briefing the organizations represented are invited to join the Coalition, peer review process.</p>
9.	<p>Regional Development Agencies PJ briefed the Focus Group on development agencies activities:</p> <ul style="list-style-type: none"> The Centre for Regional Economic Development (CRED) study will be issued on Friday 3rd February 2012 Small to Medium sized businesses (SME's) in West Cumbria fear long term contracts at Sellafield. In response the Development Agencies have set up a series of seminars to help SME's with the tendering processes, quality and marketing. A memorandum of agreement between Britain's Energy Coast Business Cluster (BECBC) and the national Nuclear Industry Association (NIA) has been signed this is a key milestone in the development of the cluster as the voice of Cumbria's nuclear sector and its supply chain. George Beveridge, Deputy Managing Director Sellafield Ltd continues to help with the graduate scheme; PJ encourages employees in industry to offer career advice through the STEM (Science, Technology, and Engineering & Math's) scheme.
10.	<p>Industrial Relations Update WR provided the Focus Group with an industrial relations update.</p> <ul style="list-style-type: none"> Following strike action at Sellafield on Wednesday 30th November 2011 by NNL an agreement towards pensions has still not been reached. WR briefed the focus group on the unsafe driving he surveyed at Yottenfews car park. All sub contractor groups are to cascade the importance of driving safely. <p>Action 3/10 WR to cascade the contractor's safety statistics to the attendees at the Focus Group.</p>
11.	<p>Sellafield Ltd Commercial Overview On the request of the sub-groups, GC provided a brief presentation relating to Major Project Delivery Partners (MPDP) overview. A copy of this can be found on the Sellafield website. www.sellafieldsites.com/suppliers/sellafield-ltd-supply-chain-focus-group</p>
12.	<p>EHSS&Q SA highlighted.</p> <ul style="list-style-type: none"> The Lost Time Accidents (LTA) rate for SL contractors is worse than at this stage last year. The two key causes of LTA's being slips, trips & falls and muscular & skeletal damage. SL has experienced two recent events where pedestrians have been impacted by vehicles on site, fortunately without serious harm to the individual. All SL staff are being encouraged to wear high visibility clothing when walking around Sellafield especially in winter. High visibility clothing is being provided where appropriate. Supply Chain representatives are encouraged to consider if their staff have access to the appropriate high visibility clothing. SA discussed a current quality concern associated with the deterioration in product quality of a valve supplier to SL. The Supply Chain is reminded not to rely on historic reputations but to ensure appropriate quality control and assurance arrangements are in place for all the key suppliers and supplied products.
13.	<p>Supply Chain Oversight SA provided details of Supply Chain events and activities.</p> <ul style="list-style-type: none"> The Sellafield Supplier Forum is taking place on Tuesday 28th February 2012 at Energus, Lillyhall titled "Maintaining a capable Supply Chain". A "Voice of the Customer" questionnaire will be launched W/C 30th January 2012 – The survey is aimed at measuring their perception of SL as a client and will aid SL understand how its standards and expectations are understood and cascade throughout the supply chain. <p>To find out more, complete the survey and to register for the Supplier Forum please visit the</p>

	<p>Sellafield website.</p> <p><u>Action 3/11</u> Sub Groups to encourage completion of the survey.</p>
	<p>Confirmation of placed actions Secretary to provide focus group with a list of actions ASAP via e-mail.</p>
	<p>AOB Unanimous feedback was received that the focus group was meeting its aims and objectives.</p> <p><u>Action 3/12</u> JH to supply info on the Project Controls Apprenticeship that was developed by Amec, Aker and NETA, piloted and run in the NE and now available to all in scope members.</p> <p><u>Action 3/13</u> JH to raise the topic of the suitability of the Blue Book in the future with the Sellafield Contractors Group at the next meeting on 31st Jan 2012</p>
No	Actions
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.
2/2	Supply Chain representatives to invite new companies to join the coalition from April 2012 –
2/3	Representatives to cascade the security presentation to the Supply Chain using the approved communications brief.
3/1	KC to liaise with infrastructure regarding the deterioration of the road markings on street 12.
3/2	JH to provide a brief to the focus group with information of the pilot scheme adopted in the North East in relation to front line supervision.
3/3	Secretary to cascade invitations to sub-contractor groups to attend the monthly decommissioning safety committee meeting at JF request.
3/4	Secretary to contact Mark Sarrington to provide focus group with an outline programme to introduce MOVESMART to the contractor community.
3/5	WR to consider protocol for inter supply chain staff moves connected to Sellafield site programmes.
3/6	RC to research the courses available at the local colleges relevant to the skills gap and how this aligns with the overarching skills plan for the future.
3/7	RC to invite KC to present commercial opportunities to sub-contractors group.
3/8	WR to arrange a meeting between Nugen and Sub Contractors Group representatives.
3/9	SA to identify the perceived number of apprentice trainees required to fulfil future Sellafield needs inline with scheduled work programmes.
3/10	WR to cascade the contractor's safety statistics to the attendees at the focus group.
3/11	Sub Groups to encourage completion of the "Voice Of The Customer" survey.
3/12	JH to supply info on the Project Controls Apprenticeship that was developed by Amec, Aker and NETA, piloted and run in the NE and now available to all in scope members.
3/13	JH to raise the topic of the suitability of the Blue Book in the future with the Sellafield Contractors Group at the next meeting on 31st Jan 2012