

# SZC SUPPLY CHAIN WORKING GROUP

## NOT PROTECTIVELY MARKED

Date:	19 <sup>th</sup> January 2024, 11:00-13:00
Location:	Teams
Chair:	Steven Carroll (Sizewell C)
Attendees:	Steven Carroll (Sizewell C), Tim Johnson (Sizewell C, deputy for Damien Leydon), Ryan Phelan (Civil Works Alliance, Sizewell C), Rebecca Calder (Sizewell C, obs), Ian Pease (SCC), James Chandler (ESC), Paul Wood (ESC, obs), Ashley Shorey Mills (Suffolk Chamber of Commerce)
Apologies:	Damian Leydon (Tier 1 representative, Sizewell C), Eleanor Wright (Quod, Secretariat), Isaac Nunn (obs, SCC), Julian Munson (NALEP)

### Meeting Notes:

#### 1 INTRODUCTIONS

#### 2 TERMS OF REFERENCE

- A discussion on membership was held.
- SC noted that membership includes “one representative of the Tier 1 Contractors” - TJ advised that it has been decided that SZC is best placed to deliver early works directly and therefore it is proposed that the Site Delivery Director attends for this phase of the project.
- RC queried if the ToR is to be amended, group agreed that these should be left as the functionality of the role remains as intended by the DoO.
- TJ requested that the ToR clarifies that the group are looking at the local and regional (rather than national and international) supply chain: ASM clarified that local means Suffolk county and regional means “East of England” i.e. Norfolk, Essex, Cambridge, Bedfordshire and Hertfordshire.
- SC noted that SZC’s commitment is £1.5 billion spend in Suffolk during construction (9 to 12 year construction period) and £4.5 billion through the life of the project (i.e. construction and operation).
- NALEP membership was also discussed given that NALEP will cease to exist very shortly. Agreed that members of the working group need to consider the expertise NALEP would have brought and vote on whether the invitation is extended to other bodies to attend.
- Working Group had no further comments on ToR.
- *Post-meeting note: Economic Review Group has asked for ToR to be amended to set out more detail on reporting; all documents to be provided 2 full working weeks (10 clear working days) ahead of the Economic Review Group meetings and that one SZC member and one other working group member (the Chair unless SZC is Chair) attend their meetings to present any submissions.*

**ACTION:** Members to consider replacement to NALEP and bring suggestions to next meeting.

**ACTION:** RC to update ToR including stating that documentation is to be submitted to the chair a minimum of 10 working days prior to Supply Working Group meetings / Economic Review Group meetings.

#### 3 PROJECT UPDATE

- SC shared status of what is happening on-site.
- Economic statement to be prepared in April 2024 to reflect local business spend etc.

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- Noted the need to record and report Tier 1 and Tier 2 spend via formal reporting.

#### 4 DCO FIRST COMMENCEMENT UPDATE

- RC clarified that “Commencement” is a defined term in the DCO; certain works such as archaeology, ecology clearance could be undertaken as pre-commencement works but commencement allows earthworks to start, so this is a positive step forward.
- That being said, earthworks will not start until April and there will be a slow ramp up – construction will take 9-12 years so there is plenty of time for the local and regional supply chain to get involved.
- Noted a number of items required under the Deed of Obligation also started with Commencement including the accommodation management system, which allows local providers / residents to offer accommodation for workers (free to use), and an occupational health service, intended to avoid pressure on local community medical facilities by internalising demand.

#### 5 DISCUSSION ON SUPPLY CHAIN WORK PLAN

- SC clarified that an example supply chain work plan and details of what this should include are set out in the Deed of Obligation. The updated plan for delivery will include meet the buyer events / tender events / schedule of upcoming work etc.
- Discussed that the Chamber need to understand from SZC what is required so they can ensure companies are registered and prepared to bid, as well as utilising their knowledge to ensure the right local and regional suppliers are in front of the Tier 1s or Tier 2s who will be doing the work.
- Noted that the lack of clarity on what is coming up could lead companies to bid for anything that comes up rather than waiting and bidding for work most suited to their capabilities: over expansion is a key cause of small to medium-sized business failure and this “boom and bust” must be avoided.
- Agreed that the working group members need to decide what information is needed from SZC in terms of reporting as this will be the key tool for forward planning and maximising local and regional benefits: intention is for SZC to provide the Chamber with relevant information, then the Chamber to create the workplan.
- TJ asked how far out the Councils plan in terms of economic strategy – IP advised that a new Economic Strategy for Suffolk will be released in October 2024 and will have a significant element given to SZC.
- ASM discussed the wider point of how we utilize this platform to then open conversations with other NSIPS on how the work we're doing here can be developed into wider opportunities.
- Discussed that there has already been quite a bit of work done and the group need to think now in terms of how to gather the evidence base to understand the skill demand not just for SZC but the legacy piece for the region, local area. Across NSIPs and other key industries it is the same conversation that this group need to have.
- SC confirmed SZC are very open about how the project is going to be delivered and the benefits available; SZC needs the other working group members to ensure other projects share data as openly and transparently.
- The prime focus for this working group is risk management and opportunity management. SZC will undertake due diligence etc. but will not have the intelligence on everything that is going on in the county.

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### 6 KEY RISKS, ISSUES AND OPPORTUNITIES

- JM noted that some of the documentation required by the project is new and some of the language might not be what companies are used to so likely they will have questions. How do we encourage and support that process?
  - ASM advised that getting companies to sign up on the supply chain portal is critical – this will make it clearer where businesses have gaps and ASM’s team will be able to support utilising the PQQ documents and guides, helping educate early businesses on.
- SC noted that HPC have been asked to collate all of the contracts for the first four years that they contracted locally/regionally. Looking at what HPC needed for the first four years will enable SZC to see what will be needed and what opportunities can be created. SC will transfer this information to ASM and team/via this group.
- RP – positive on being able to meet our obligations even on the early packages – SCoC team doing a fantastic job. Looking forward to planning sessions , local agenda etc. What we can drive at tier 2/tier 3 levels.
- JC – flagged some risks from an ESC perspective:
  - Risk associated with linking to supply chain capabilities and displacement of workforces - ESC do not have the leverage to bring the NSIPs together in a room and talk about skills / supply chain. Need support for this from DESNZ to create leverage.
- JC discussed boom and bust risk and legacy – need to focus on legacy requirements for local area. Also noted that key opportunity is that members in this group have their counterparts at HPC – important to explore how this group can coordinate with the equivalent setup at HPC (lessons learnt etc.)

### 7 NEXT MEETING AND MEETING FREQUENCY

- SC confirmed that the DoO requires a 6-monthly workplan and meetings at least annually – group agreed next meeting to be scheduled for July 2024 (before school holidays commence).
- Informal discussion to be held between group members between now and next official meeting (e.g. end of April 2024).
- ASM confirmed there will be breakouts from this group for specific members that will stay in regular contact. Reinforced we need a regular flow of information.
- Need to have clarity on what information members are expected to bring to meetings for next meeting.

**ACTION:** SZC to set up next working group meeting for July 2024 before school holidays. Also arrange non-working group informal meeting in April 2024.

### 8 AOB

- Noted that this will be a useful meeting for helping to define how different working group members can support the local and regional economy.

### Actions raised during the meeting:

Date Raised	Ref.	Description	Lead	Date Due
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19 <sup>th</sup> Jan	1	Members to consider replacement to NALEP and bring suggestions to next meeting.	All	Next meeting
19 <sup>th</sup> Jan	2	RC to update ToR including that documentation is to be submitted to the chair a minimum of 10 working days prior to Supply Working Group meetings.	RC	Circulate in advance of next meeting
19 <sup>th</sup> Jan	3	SZC to set up next working group meeting in July 24 before school holidays plus an informal meeting in between.	EW	Dates to be circulated

**Author: Eleanor Wright (Quod)**