

Introduction – Alan Hartley, Interim Supply Chain Director

As you are probably aware, a small number of our design community started to occupy parts of Hinton House and Allday House in Warrington and Albion Square to support a limited amount of re-start work at Sellafeld (click on the [link](#) for further details).

I spent the day at Hinton on Wednesday and while doing so also visited Allday House. I have to say that both facilities were absolutely meticulous and that all of the necessary controls, signage and environmental set up were in place to maintain a safe environment both now and in the future.

I took the opportunity to also check in with some of the individuals working within the offices to ensure that they felt supported, that the environment was working for them, but just as importantly to check how they were, as people's mindset and mental health should be a strong focus for all businesses, leaders, managers and colleagues.

It's important that we invest in checking in on our people and each other, especially now given the challenges and the lack of social contact that Covid-19 brings. Approaching this right now will have sustainable longer term benefits post Covid-19 in terms of connectivity and collaboration which I believe is and will be a key differentiator.

And just to close, my Supply Chain team and I are now turning our focus to the future on a number of fronts in terms of planning for the restart of our transformation programme, which we pressed the pause button on at the commencement of Covid-19 lockdown, while also working closely with the business to shape the longer term needs to enable us to work more effectively with the supply chain who are absolutely key in supporting and enabling us to move towards our new normal in a safe and secure manner.

Pause on procurement update

While the pause on new procurement activity is still in place across Sellafeld, the situation with respect to remote working is becoming more effective, both at Sellafeld and our supply chain. This means that we will begin to explore capability and capacity to restart this process in a controlled manner.

The assumption is that sourcing will be primarily managed via remote working and we are interested to understand the viability of this approach. Each significant new procurement will be tested against market readiness and our intention is to make the process as simple as possible. The prioritisation process is currently underway and we expect to begin a staged restart within the next few weeks. We will be in touch as soon as we have any update.

Payment terms support during Covid-19

At the beginning of April we published a Covid-19 procurement notice to support cash flow in our supply chain by temporarily moving all of our contracts to immediate payment terms.

Invoices marked immediate payment still need to undergo a three-way matching process (valid purchase order, valid invoice and confirmation that the goods have been received or the works/services have been carried out) for them to be authorised for payment.

How does this work in practice?

Sellafeld Ltd continue to have one scheduled payment run per week. In most cases this payment will clear into the Suppliers Bank account on a Wednesday with the exception being the last week of each month where the payment will clear into the Suppliers account on the last working day of the calendar month.

Normally a validated invoice would only be included on a weekly payment run if it had reached its contractual due date.

We have temporarily implemented 'immediate' payment of all validated invoices i.e. all invoices that are processed in our Finance system and deemed to be valid and undisputed (three way matched) will be included on the next scheduled payment run regardless of original contract due date.

The Sellafeld Accounts Payable team will endeavour to validate and process all compliant invoices received (via e-mail) five working days or more prior to the payment clearing date. Normal dispute processes for non-compliant invoices remain in place.

Suppliers should submit invoices by PDF (only one invoice per PDF) by e-mail to invoices@sellafieldsites.com

Your Feedback

As you can see we have made a few changes to the format of the Bulletin. The publication frequency will now be every two weeks while we are going through Covid-19.

We would like to hear your feedback on the content – is it hitting the mark, what else would you like to know about?

Email supply.chain.enquiries@sellafieldsites.com to let us know.

Recognition for Sellafield Ltd certification to ISO 44001

Earlier this year, Sellafield Ltd achieved certification for its collaborative working practices in accordance with the requirements of ISO 44001: 2017, following a thorough audit from Lloyd's Register Quality Assurance Ltd (LRQA).

ISO44001 is a 'standard for identifying, developing and managing collaborative business relationships within or between organisations that will support strategic objective delivery,' and this achievement will be recognised at a House of Lords on-line event.

Stephen Scott, Programme Project lead will be 'remotely' presented with a formal certificate at an Institute of Collaborative Working conference in the House of Lords. He said: "We wanted to see collaboration in action and not just a set of procedures that led to certification. It needs to be a platform to work more closely with our supply chain to improve delivery performance and unlock value.

"More than 50 people from our supply chain relationships were involved in the process, helping change silo working into an integrated team where together they celebrate success, but also take accountability collectively when things don't go to plan.

"Collaboration is key to delivering projects successfully. By bringing the power of collective knowledge we can ensure right first time in everything we do, leading to significant efficiencies. This allows us to plan for success and reduce cost."

Having gained certification there is now a comprehensive plan in place – 'Life with Certification' which sets out the activities required to sustain and further develop Collaborative Working. Further details will be communicated over the coming months.

Sellafield Ltd staff changes

In future issues of the Bulletin we plan to introduce key members of the Supply Chain Directorate Lead Team. This will help our supply chain companies understand how we are structured and our areas of focus.

Some role changes have taken place recently which include: Rick Lennard, who is now the Head of Commercial, Project Delivery. Assuming overall commercial leadership responsibility for major projects including PPP.

James Fennell is now taking on the role of Head of Business Management, PPP Intelligent Client.

Stephanie Atkinson is now the 3m3 Box Programme Lead.

Sellafield Ltd staff changes continued

Sam States is taking on the integrated role of Commercial Manager for both Spent Fuel Management and Special Nuclear Materials.

Mike Melia is now the Sourcing Manager, taking the lead of all of the sourcing delivery projects.

Carl Holding has now moved to the role of Supply Chain Risk Manager.

Whilst Emma-Jayne Gooch has left the Directorate, the work she led in supply chain development, including SME activity, will continue to be delivered by John Berry with support from Sophie Benn.

Please continue to contact supply.chain.enquiries@sellafieldsites.com with your questions and feedback.

Update from our Chief Executive, Martin Chown – 7 May 2020

Our value to the UK and the hard work ahead - please [click here](#) to read the full article.

Project construction update - 14 May 2020

With the successful restart of work on our Box Encapsulation Plant Product Store Direct Import Facility (BEPPS-DIF) site continuing, we are considering the next step, which is the restart of work on our Sellafield Product Residue Store Retreatment Plant (SRP).

SRP is one of a number of workstreams being carefully considered and assessed against their importance to Sellafield's mission as a key part of the nation's infrastructure. Ongoing work to keep the site safe, secure and functional continues, and as ever there may be other urgent non-project restart work that may emerge.

The restart plans for both BEPPS-DIF and SRP involved extensive engagement with Client, Contractor and Trade Union representatives. On BEPPS-DIF, the level of planning and detail ahead of restart has meant we have encountered very few issues.

Those returning to work on BEPPS/DIFF found a much-changed environment with new measures and ways of working.

This message is part of ongoing work to keep all our communities informed of progress within project construction. The next update will be provided no later than Thursday 21 May.