



PEL Communications Group Meeting

Held on Wednesday 17th December at LUPC Offices, London

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|----------|--------------------------|-------|-------------------|
| Present: | Marion Hutchins [Chair] | SUPC | |
| | Laura Compton | LUPC | |
| | Elia Iglesias | TEC | [Conference Call] |
| | Maria Langham | NEUPC | |
| | Sarah Quiney | TEC | [Conference Call] |
| | Andy Wojciechowski | NWUPC | |
| | Judith Hoyle [Secretary] | TUCO | |

1. Welcome and Introductions

Maria was welcomed to her first meeting. Apologies had been received from Joanne Waggitt at TUCO.

2. Minutes of the Last Meeting (8th July)

Members discussed the Buyers Guide and the new Briefing Sheet. LC would be happy to share the design and members could then just change the logo. In time for the next meeting we can get 3 or 4 briefing sheets ready from our Contracts Managers. This is not something that TEC do at the moment but SQ and EI will be looking at this early next year.

3. Update on Consortia Activities

NEUPC

The North East has been focussing on its Procurement Capability Assessment and have received a Superior rating. They are working towards Level IV on the Flexible Framework along with NWUPC and TUCO. ML is doing a desk-top review of the NEUPC website. She will be working on a Communications Strategy to complete by the end of January and will also be interviewing a number of Heads of Procurement, and sending out a survey. FR has tasked her to look at income from advertising.

NWUPC

In the North West Ian Ross is looking at the Estates category and Jane Edwards is busy with the HVLE framework. AW has been busy with Spend 360 but reports have not been produced yet.

LUPC

LC announced that the LUPC Conference 2015 will be taking place on 26th March at Senate House including an exhibition of around 37 stands. She will be looking at how we support members with the new regulations coming into effect. They are planning on running some training courses, particularly with regard to the new EU Directives and will probably use Achilles for this.

LC will be going on maternity leave in February so Dana Zubas will be her replacement for nine months and will be commencing her handover in January.



TEC

The date for TEC's Conference was confirmed as 17th June 2015 and they will be looking to double delegate and exhibitor numbers. They are also working on other things such as website improvements and Benefits Statements for members. EI has been employed by TEC since September and is working on social media and the conference amongst other things. They now have 150 followers on Twitter and EI has been working with trade publications and the press.

SUPC

SUPC are in the process of updating their Strategic and Operational Plan. Their Board now includes more Directors and at the beginning of December they held a joint Board and Communications Meeting. There appears to be a focus on the quality of contracts as well as the quantity. New agreements include the IRLA for chemicals coming up in January. Jayne Davis is working on Estates as well as the Temporary Agency agreement. On the communications side, work is planned on the website and publications for 2015. ML enquired about circulation numbers for the newsletter. The SUPC e-Newsletter goes out to around 250 people every fortnight.

TUCO

TUCO have increased their staff with the engagement of a Communications Officer and a Personal Assistant to the Chief Operating Officer. There are plans to increase numbers even further in 2015 and the offices are undergoing a major refurbishment before the end of the year. An extensive training plan is underway for 2015 and there will be a Chefs' Competition held in Blackpool in March and the main Conference at Imperial College London in July. The new Comms Officer is working with H₂O on the website and will take over responsibility for all social media.

4. PEL Board and Advisory Groups

The main focus of the PEL Board meeting the previous week had been further engagement with AUDE as part of their six strategic aims. The AUDE Conference would be taking place from 30th March to 1st April 2015 in Stirling and SQ confirmed that TEC had managed to secure a presence there. Richard Murphy was attending AUDE Regional Meetings to speak to members and the PEL Board agreed that the relevant Consortium Head would accompany Richard to their regional meeting to try to raise the profile of the consortia. JH would confirm with Rex Knight that he was happy for her to circulate the Board Meeting Minutes and Implementation Plan to the Comms Group.

Action: JH

5. PEL Communications Plan

With regard to news and features, MH mentioned a possible interview with Rex Knight. SQ will speak to their PR company to progress this. MH is happy to liaise with Rex to set something up. We would be looking for the interview to be held some time in January.

Action: SQ and MH



AW mentioned the EMM survey which Paul Tomany had been commissioned to do. The PR company with whom NWUPC are working are currently producing an article on the new HVLE agreement so there may be something coming out in the publication soon.

LC will be speaking to Kingston University about the results of their PMA and the effect that this has had on their procurement function.

MH mentioned that we had been considering having a PEL stream on the Efficiency Exchange. There are also things on there such as PMAs which could come under PEL.

MH will contact Ian Powling and Rosie Niven from the Efficiency Exchange.

Action: MH

ML is looking at case studies around Sustainability at the moment and suggested an article on sustainability initiatives from national suppliers. ML committed to developing this article.

Action: ML

LC has already developed a PMA case study. It was felt that a good idea would be to have a case study around a national supplier from a framework which everybody uses. Coventry recently won a THELMA award for their procurement team for using the Books contract. LC suggested something on data reporting – AW could produce a report on the benefits of using Spend 360. Mark Bowman at Oxford has declared that he found this quite useful and we could highlight the increases in collaborative procurement as demonstrated by the data report and the NWUPC collaborative project with spend data.

Action: AW

MH mentioned Paul's recent article in Supply Management. We could also look at publications for things such as S-Labs and AUDE. LC will study consortia marketing activities ie newsletters, conferences, publications. EI has also been working on this and will send through any information she has to LC.

Action: EI / LC

Regarding social media, all consortia have Facebook and Twitter and TEC and SUPC also have LinkedIn. TEC are posting items on there which is imperative for TEC. MH asked EI to come up with something for Twitter to think about some social media content that would be applicable on a national level.

Action: EI

The group discussed announcements and LC mentioned the new Diamond Report and perhaps doing something on this in February/March for example, a PEL response to the report.

Attendance at consortia / sector events was also high on the agenda. NWUPC are looking at holding their annual conference in Lancaster but have not set the date yet.



Other conferences are LUPC, BUFDG, TEC, TUCO and AUDE and it was felt that all the dates for these could be put into the Comms Dropbox folder.

LC announced that there will be a workshop at the LUPC Conference on P-UK, PEL etc and MH stated that there may be the possibility of a PEL stand at the COUP exhibition. They also discussed the possibility of a PEL presence at both the TUCO and AUDE conferences.

The PEL Board had touched on the possibility of a PEL Annual Report and the group felt that this could easily be compiled by combining the major points from reports of each consortium. MH committed to developing a draft outline to circulate to the group.

Action: MH

6. Shared Buyers Guide Template

It had been agreed by the Heads of Consortia that they will be sharing a common template for this and LUPC have already sent theirs through. MH suggested a design for the template which contracting people could then populate. She circulated an example of the template for the end user. AW felt that it would be better to have a template in In-Design or Illustrator which then sits in Word. AW and ML were actioned to draft up a design for this.

Action: ML / AW

LC is of the opinion that one simple document with appendices would be easier. AW liked the idea of the Briefing Sheet with the front page stating how to get the job done and the background being the more detailed part. Therefore instead of two documents there would just be one.

To summarise, AW and ML would come up with the design ie visuals and layout. AW could create this in a standard Word document which has been designed in Illustrator. MH said she would summarise and distil the information into a final format. The template to be populated with whatever people required in it. A style guide can be produced to go along with this and AW offered to produce the style guide.

Action: MH and AW

AW and ML would have the design template ready for the end of February then MH will have time to come up with the proposed content. This should be ready around two weeks prior to the next Board Meeting (27th March).

7. Any Other Business

ML advised that Frank Rowell had suggested a printed Directory about what was on offer in the sector but this would involve charging suppliers to be in there and it was felt that they are already charged in areas such as marketing premiums, e-Procurement platforms and attendance at exhibitions and events etc.



MH mentioned that she has a survey coming up to circulate and we had previously discussed including some questions on PEL. ML will also be running one in the new year. MH will draft 5 questions to gain feedback on basic awareness of PEL.

Action: MH

ML enquired what other consortia are doing in the line of training. LUPC will be running a session on EU Directives. NWUPC are holding some of their own CPD sessions to supplement the national HEPA programme and SUPC also offer supplementary courses to HEPA.

8. Date and Venue of Next Meeting

JH to circulate a Doodle poll for the next meeting date, some time in April following the Board Meeting at the end of March 2015.

Action: JH