

## PEL Implementation Plan – Progress – June 2015

Action 1	Responsibility	Progress	Achieved By
An agreed PEL Contracting Plan for England (and UK-wide where relevant)	Heads of consortia & Head NEUPC with JCG	Complete and ongoing.	<b>End of 2014 Now ongoing</b>
Action 2	Responsibility	Progress	Achieved By
Category analysis from member spend data for 2013/14 for England to identify possible additional areas for collaborative agreements	Heads PEL	<p>National Category Structures are being produced for the following areas of spend:</p> <p>Estates (already well underway) Office Supplies Travel, Accommodation &amp; Transport ICT &amp; Telecoms Labs &amp; Medical Supplies &amp; High Value Lab Equipment Professional Services AV</p> <p>Each category will detail the structure, total and collaborative spend.</p>	1 <sup>st</sup> quarter 2015 <b>and ongoing</b>
Action 3	Responsibility	Progress	Achieved By
Category Sourcing Plans developed and, where needed, new category groups formed	Heads PEL JCG	As per the PEL plan the regional consortia aim to have validated the structures (locally) May 2015. Allowing the month of June & July for refinement before moving to the next stage of conducting opportunity assessment which will inform category sourcing plans.	<p><b>Start 1<sup>st</sup> Q 2015</b></p> <p><b>Complete 3<sup>rd</sup> Q 2015</b></p> <p><b>New UK Prof. Services Group Established April 2015. New PS Agreement being led by NWUPC</b></p>

<b>Action 4</b>	Responsibility	Progress	Achieved By
Develop a Sector Contracting Strategy based upon Category Analysis	Heads of consortia Lead NEUPC Working with UKUPC	Current contracting strategies may have to be re-evaluated due to new EU rules – work ongoing.	<b>4th quarter 2015</b>
<b>Action 4a</b>	Responsibility	Progress	Achieved By
Obtain 'Buy-In' to new PEL (UKUP) sector Contracting Strategy by members	Heads of consortia & FDs and heads of procurement in members	<b>First PEL report agreed and issued.</b> Marketing activities being undertaken.	<b>By end of 2015 and ongoing</b>
<b>Action 4b</b>	Responsibility	Progress	Achieved By
Produce and coordinate a communications and marketing plan to promote 4a	Heads of consortia Lead SUPC	Follows on from Action 4.	<b>Mid 2015 and ongoing</b>  <b>Communications and marketing plan produced and agreed</b>
<b>Action 5</b>	Responsibility	Progress	Achieved By
Agree and apply a consistent format for presenting agreement information to members, especially on the uniBuy database.	Heads of consortia Lead SUPC	Draft standard buyers guide to be issued by May 2015.  Standard population by consortia of uniBuy agreed by June 2015.  Spec to CloudBuy requesting changes to contracts database by July 2015.	<b>Ongoing by end of 2015</b>  <b>Draft standard buyer's guide template produced May 2015</b>  <b>SW update – final draft out for consultation and on target to implement in June now being done</b>  <b>UniBuy on hold due to impending re-tender</b>
<b>Action 6</b>	Responsibility	Progress	Achieved By
On-line national contracting programme available through all consortia websites, accessible by all members	Heads of consortia Lead NWUPC	Follows on from Action 4.	<b>Dependent on above &amp; below, by end of 2015 - PEL Page for website under construction to go live July 2015</b>

<b>Action 6b</b>	Responsibility	Progress	Achieved By
Develop a ICT Strategy – <b>Prioritise work for UniBuy replacement</b>	Heads of Consortia  <b>Lead NEUPC</b>  <b>New working party formed – chaired NE</b>	Draft documents being considered by UKUPC. <b>Consultants employed to draft generic specification</b>	<b>Strategy end 2015, for implementation by 1 August 2016.</b>
<b>Action 7</b>	Responsibility	Progress	Achieved By
Carry out an online survey to capture concerns of procurement professionals and other buyers	Heads of consortia via marketing officers, chairs of NWP, etc.  Lead NWUPC	To be commenced 3 <sup>rd</sup> quarter 2015.	<b>End of 2015</b>
<b>Action 8</b>	Responsibility	Progress	Achieved By
Carry out regular consultation with commodity groups and NWPs	Heads of consortia	Work has commenced.	<b>End of 2015</b>
<b>Action 9</b>	Responsibility	Progress	Achieved By
Standardise KPIs across PEL	Heads of consortia.  <b>Report prepared by LUPC.</b>	Standard KPIs agreed. Baseline data for 2013-14 complete.  <b>Additional data for 2011-12 and 2012-13 added.</b>	<b>2014-15 data to be added by end of 2015.</b>
<b>Action 9a</b>	Responsibility	Progress	Achieved By
Compile PEL report for 2013/14 for key stakeholders from existing data	Heads of consortia	Report drafted and issued for further input from PEL Members. <b>As above</b>	<b>Early 2015</b>  <b>PEL annual report approved and circulated</b>
<b>Action 10</b>	Responsibility	Progress	Achieved By
Review and agree Comms and Marketing Plan	Heads of consortia	Complete.	<b>PEL Board approved April 2015</b>
<b>Action 10a</b>	Responsibility	Progress	Achieved By
Seek endorsement from PEL Board for	PEL Advisory Group	Plan agreed by PEL Board subject to	<b>PEL Board approved April 2015</b>

Comms and Marketing Plan		<p>recommendations for improvement.</p> <p>Draft PEL annual report ready for submission to PEL Board.</p> <p>Result of initial PEL survey available for PEL Board if required.</p>	
<b>Action 10b</b>	Responsibility	Progress	Achieved By
Comms and Marketing Plan to include or be supplemented by high level plan aimed at P-UK, UUK, BIS and sector bodies, particularly AUDE, to maximise the visibility and impact of PEL to include the use of Public Relations (PR) experts.	Comms and Marketing Group and Heads of Consortia	Plan now updated in line with PEL Board recommendations – much marketing already done via trade journals and across sector including P-UK and UUK.	<b>High Level Plan May 2015 As above</b>