



PEL BOARD MEETING

Tuesday 12th April 2016
University of Derby

Present:	Rex Knight	Chair	SUPC	RK
	Geoff Hope-Terry	Chair	NWUPC	GHT
	Judith Hoyle	Minutes	TUCO	Sec
	Hari Punchihewa	Chair	NEUPC	HP
	Frank Rowell	Consortium Head	NEUPC	FR
	David Sanders	Chair	TEC	DS

1 Welcome and Apologies for Absence

Apologies from Julie Barker (TUCO) and Andrew Young (LUPC).

2 Draft Minutes of the last Meeting to be approved and Matters Arising

These were formally approved.

Crown Commercial Services

FR reported that they have now agreed to sign up to a Memorandum of Understanding put together by the members of the consortia. We need to have a plan in terms of member communication in order to encourage members to use CCS agreements where appropriate, so that we can demonstrate the value of the MOU to CCS. There may be a possibility of sharing rebates in the future. They have had another change at the top management level and the current Head is only there in the interim. There are plenty of opportunities to collaborate more closely with them. FR to send the draft copy of the MoU to the Secretary to circulate to the Board.

Action: FR/Sec

CCS have asked for a point of contact between CCS and PEL. When RK has a copy of the MoU he will sign it for circulation.

HEPA Board Meeting

RK explained that he attended this by conference call. There is a good understanding from the HEPA side of what their remit is. GHT has had a request from the Heads of Consortia that someone from the PEL Board attend the HEPA meetings. GHT attends as representative of the PEL Board. The Board agreed that it was content with this arrangement and there was no need for attendance by one of the Heads.

3 Update on PEL Implementation Plan

Action points 2 and 4 are typical aspects of category management. We looked at where we are and that gives us the possibility of a forward contracting plan. Spend tools are only around 70% accurate so we need to do further work. FR will update on the ICT strategy and where we are with the contracts. There were plans to engage a marketing company to publicise the work that we are doing behind the scenes. He handed round the spreadsheets which had been updated with the agreements. Once the data has been collated this will form the overall contracting programme.



This will tell us what proportion of the contract is covered by spend and where the gap is. The 'National Spend' is the HE sector as a whole and going forward we need to manage this from category level. The Implementation Plan is now almost totally completed – should we be looking at updating this with some new actions and target dates? HP asked if there are some things we can use to demonstrate that we are trying to work together. RK queried the relationship between the strategy for PEL and that for individual consortia. Should we be looking at our next planning stage in the light of what the consortia are doing? HP would like to see a handful of things which demonstrate that we are doing better. GHT pointed out that there is a difficult balance between the PEL Board role and that of the consortia. We can promote having a common reporting body and a common ICT strategy is moving that way anyway. GHT feels that the category management shows how well we are working together. We have done the ground work on category management, how we see ourselves and what we hope to achieve from our dealings with PUK. It would be difficult, however, to reach an agreement on rebates. We all have objectives around delivering high quality contracts that everyone uses. PEL is all about alignment with the individual consortia's strategies. There must have been a start point from around 3 or 4 years ago from which we wanted to take things forward. We need to be clear as to our own position first.

There was an action to include the appropriate original documents into the next lot of papers (statement of objectives) and the six strategic actions. This will be picked up at the next meeting. The Board asked what do the Heads of Consortia feel that the next stage might be and FR was actioned to put this to the Heads.

Action: FR

GHT announced that he had attended the last PEL Communications Group meeting where they had discussed their higher level stakeholders such as BIS from the Government and Estates people from the sector. It was agreed in principle that we would be prepared to fund the piece of work that Marion had proposed on behalf of the group but it was agreed that the brief for the consultants should be circulated to the Board for comment, and that the focus should be on the activities of institutions, the consortia and PEL in total, not just PEL.

Action: FR

4 UniBuy Update

FR announced that they have an agreement within the consortia as to how this will be run. All the purchasing consortia have signed an agreement with H₂O. They have a project plan which takes them up to Go Live date on 1st August, as the CloudBuy contract finishes at the end of August The IPR has been protected and the SLA set up. There is a great deal of work gone into developing this database and H₂O now have the data to hand.

5 Future of Procurement UK

UUK are happy to continue to support PUK as there is still a requirement for a body to present a co-ordinated view on behalf of the UK members.

UUK suggested a different format although the group would still meet twice a year. One of the two meetings would be a business meeting, the other would be in essence an opportunity to update key stakeholders.



GHT suggested that PEL could offer to act as the English delivery arm for PUK. Other members doubted that this was feasible or desirable but it was agreed that GHT would produce a paper for the next meeting setting out his thoughts.

Action: GHT

6 AUDE

RK explained that he and Andy Davies had met with AUDE to try to get a closer working relationship. They had enjoyed a good discussion but there had been no follow up for some time. A new Chair has been appointed who is the Estates Director at the University of Surrey. There is a willingness from them to engage with the consortia. RK stated that he will get back in touch with the new Chair is over to agree a way forward.

Action: RK

RK asked if it would be worth approaching UCISA as there is a big spend there. However it was felt that we need to concentrate on the Estates area first.

7 Joint Meeting of PEL and Consortia Boards

HP advised that he had asked his Board about this and a couple of members stated that they needed to see the things which had been achieved first. Only 2 or 3 members would actually attend a joint meeting but it was felt that a couple from each consortia would be fine. We are moving on to the next phase so we can have a collective discussion about our new objectives. We can discuss what we have done and what we plan to do. GHT would prefer the format to be more of a 'workshop'. HP has spoken to Nolan Smith from HEFCE who could possibly come along to speak. It is vital that we have a good speaker and an interesting topic. FR suggested asking Neil McKenzie but we need to look at the Agenda first. We should revert to this at the next meeting.

8 Any Other Business

As there was no other business, the meeting was duly closed.

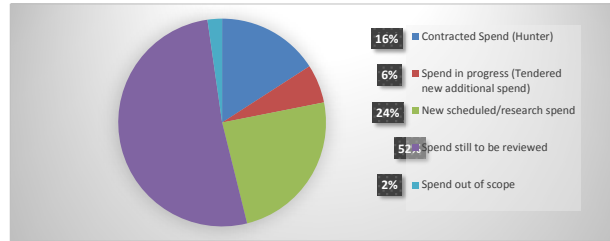
9 Date and Location of Next Meeting

The Secretary will circulate a Doodle poll for a date in September.

Action: Sec

JCG Category Report STEMed

Estimated National Spend	£	882,969,046
Contracted Spend (Hunter)	£	140,327,410
Spend in progress (Tendered new additional spend)	£	53,000,000
New scheduled/research spend	£	214,000,000
Spend still to be reviewed	£	455,641,636
Spend out of scope	£	20,000,000

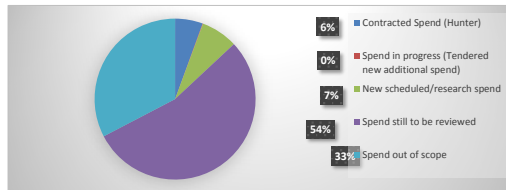


Contracted Agreements			
Agreement	Open to	Expiry Date	14/15 Hunter Spend
Diffraction Apparatus	APUC, HEPCW, LUPC, NEUPC, NWUPC, SUPC	31/07/2016	£1,278,287
Electronic Components	APUC, HEPCW, LUPC, NEUPC, NWUPC, SUPC	07/10/2016	£6,721,437
Engineering & Design consumables and Storage & Material Handling	APUC, HEPCW, LUPC, NEUPC, NWUPC, SUPC	17/11/2017	£564,086
General Purpose Chemicals	APUC, HEPCW, LUPC, NEUPC, NWUPC, SUPC	31/01/2019	£6,742,159
Fine Chemicals	APUC, HEPCW, LUPC, NEUPC, NWUPC, SUPC	31/08/2016	£1,470,388
Industrial Gases	APUC, HEPCW, LUPC, NEUPC, NWUPC, SUPC	10/01/2016	£14,536,358
Laboratory Consumables inc Pipettes and their Service	APUC, HEPCW, LUPC, NEUPC, NWUPC, SUPC	31/07/2018	£32,616,896
Laboratory Equipment (Purchase)	APUC, HEPCW, LUPC, NEUPC, NWUPC, SUPC	30/05/2016	£27,874,429
Laboratory Equipment Maintenance & Repair Services (LEMS)	APUC, HEPCW, LUPC, NEUPC, NWUPC, SUPC	31/01/2017	£1,431,649
Liquid Handling Robotics	APUC, HEPCW, LUPC, NEUPC, NWUPC, SUPC, Scottish Public Sector - All	30/06/2017	£1,022,213
Mass Spectrometry and Chromatography	APUC, HEPCW, LUPC, NEUPC, NWUPC, SUPC, Scottish Public Sector - All	07/06/2018	£21,153,974
Microscopes & Imaging	APUC, HEPCW, LUPC, NEUPC, NWUPC, SUPC	31/07/2016	£680,308
Microscopes & Imaging	APUC, HEPCW, LUPC, NEUPC, NWUPC, SUPC, Health	24/03/2018	£9,726,595
NMR Spectrometers	APUC, HEPCW, LUPC, NEUPC, NWUPC, SUPC	31/07/2016	£10,591,752
Oligo Bases and Custom Made Oligo	APUC, HEPCW, LUPC, NEUPC, NWUPC, SUPC	Expired	£3,212,182
Personal Protection Equipment (PPE)	APUC, HEPCW, LUPC, NEUPC, NWUPC, SUPC	02/05/2016	£2,376,840
Radiochemicals	APUC, HEPCW, LUPC, NEUPC, NWUPC, SUPC	Expired	£955,858
Scanning Electron Microscopes	APUC, HEPCW, LUPC, NEUPC, NWUPC, SUPC	31/07/2019	£0
Veterinary Supplies	APUC, HEPCW, LUPC, NEUPC, NWUPC, SUPC, Scottish Public Sector - All	24/01/2020	£4,678,244

Upcoming Agreements (In Progress)			
Agreement	Open to	Start Date	Estimated National Spend
General Laboratory Equipment including Maintenance, Calibration and Repair.	APUC, HEPCW, LUPC, NEUPC, NWUPC, SUPC	31/05/2016	£30,000,000
Laser Equipment	APUC, HEPCW, LUPC, NEUPC, NWUPC, SUPC, Scottish Public Sector - All	08/01/2016	£23,000,000

JCG Category Report Estates

Estimated National Spend	£ 3,045,592,191
Contracted Spend (Hunter)	£ 169,388,191
Spend in progress (Tendered new additional spend)	£ 3,000,000
New scheduled/research spend	£ 224,600,000
Spend still to be reviewed	£ 1,654,012,092
Spend out of scope	£ 994,591,908



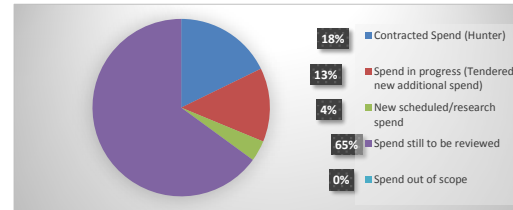
Contracted Agreements			
Agreement	Open to	Expiry Date	14/15 Hunter Spend
Air Filters	LUPC, NEUPC, NWUPC, SUPC	30/06/2017	£730,442
Electrical Materials & Associated Products	NWUPC, NEUPC, LUPC, SUPC, CPC, HPCW	31/03/2017	£9,968,874
Estates Maintenance & minor works	LUPC & SUPC South East	30/08/2019	£4,066,844
Janitorial and Cleaning Supplies	LUPC, HPCW	25/01/2018	£3,460,951
Lift Maintenance	HEPCW, LUPC, NEUPC, NWUPC, SUPC	21/10/2014	£123,055.30
Office Furniture	LUPC, HPCW	31/07/2018	£26,274,161
Office Furniture	NEUPC	31/05/2016	£14,503,614.25
Pest Control	APUC, HPCW, LUPC, NEUPC, NWUPC, SUPC, Health	10/07/2016	£154,165
Plumbing, Ceramics, Heating and Ventilation Equipment	NWUPC, NEUPC, LUPC, SUPC, CPC, HPCW	28/02/2020	£2,588,870
Portable Appliance & Fixed Wire Testing	APUC, HPCW, LUPC, NEUPC, NWUPC, SUPC	31/03/2019	£360,239
Recycling Bins	APUC, HPCW, LUPC, NEUPC, NWUPC, SUPC	30/09/2019	£557,864
Removals, Relocations and associated services	APUC, HPCW, LUPC, NEUPC, NWUPC, SUPC	30/08/2015	£728,948
Signs & Signage	APUC, HPCW, LUPC, NEUPC, NWUPC, SUPC	30/11/2016	£213,137.52
Soft Furnishings	APUC, HPCW, LUPC, NEUPC, NWUPC, SUPC	01/12/2017	£1,327,978
Sustainable Waste Management	APUC, HPCW, LUPC, NEUPC, NWUPC, SUPC	31/07/2018	£337,966
Toilet Tissue & Related Products	APUC, HPCW, LUPC, NEUPC, NWUPC, SUPC	Expired	£770,286
Tool Hire	APUC, HPCW, LUPC, NEUPC, NWUPC, SUPC	Expired	£93,744
Washroom Services	APUC, HPCW, LUPC, NEUPC, NWUPC, SUPC	31/07/2016	£1,708,375
Water Quality Management	APUC, HPCW, NEUPC, NWUPC, SUPC, Scotland Excel, Scottish Prison Service	21/02/2017	£1,131,434
White Goods	APUC, HPCW, LUPC, NEUPC, NWUPC, SUPC	31/08/2016	£1,167,937
Janitorial and Cleaning Supplies	HEPCW, LUPC, NEUPC, NWUPC, SUPC	30/11/2019	
Utilities	APUC, HPCW, LUPC, NEUPC, NWUPC, SUPC	Various	£143,694,225

Upcoming Agreements (In Progress)			
Agreement	Open to	Start Date	Estimated Spend
Lift Maintenance	SUPC, NEUPC, HPCW, NWUPC	TBC	
Flooring	NEUPC, LUPC, SUPC	TBC	£1,000,000
Removals and Relocations (Furniture Category)	TBC	31/07/2016	£2,000,000
White Goods	APUC, HPCW, LUPC, NEUPC, NWUPC, SUPC	TBC	
Washroom Services	APUC, HPCW, LUPC, NEUPC, NWUPC, SUPC	TBC	
Pest Control	TBC	10/10/2016	

Upcoming Agreements (Scheduled and Research)			
Agreement	Open to	Start Date	Estimated Spend
Minor Works	TBC		£148,000,000
Asbestos maintenance	HEPCW, NWUPC, LUPC	09/01/2016	£8,100,000
Roofing	TBC	TBC	£4,000,000
Life Savings Systems	TBC	TBC	£2,500,000
Freight (Postal Category)	APUC, HPCW, LUPC, NEUPC, NWUPC, SUPC	TBC	£2,000,000
Minor Works	TBC	TBC	£30,000,000
Estates Professional Services	TBC	TBC	£30,000,000
Contract Catering	TBC		
Fire related products and services	TBC	01/01/2017	
Water Quality Management	APUC, HPCW, LUPC, NEUPC, NWUPC, SUPC	21/02/2017	

JCG Category Report ICT

Estimated National Spend	£	921,200,674
Contracted Spend (Hunter)	£	163,734,515
Spend in progress (Tendered new additional spend)	£	124,000,000
New scheduled/research spend	£	35,000,000
Spend still to be reviewed	£	598,466,159
Spend out of scope	£	-



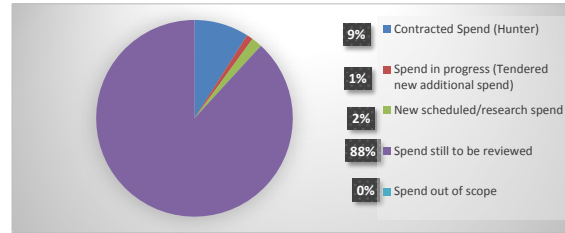
Contracted Agreements			
Agreement	Open to	Expiry Date	14/15 Hunter Spend
Apple Agreement	APUC, HEPCW, LUPC, NEUPC, NWUPC, SUPC		£39,090,625
Audio Visual Consumables			£378,517
Audio Visual Equipment			£12,536,548
Audio Visual Equipment	APUC, HEPCW, LUPC, NEUPC, NWUPC, SUPC	31/03/2016	£378,517.38
Audio Visual Equipment & Installation	NWUPC, CPC	29.2.20	£8,882,193
Data Centre Equipment & Consultancy	National	19/12/16	1,363,486
IT Related Accessories & Parts (ITRAP)	APUC, HEPCW, LUPC, NEUPC, NWUPC, SUPC	31/05/2016	£11,583,950
National Desktop and Notebook Agreement (NDNA)	APUC, HEPCW, LUPC, NEUPC, NWUPC, SUPC	31/7/17	£97,280,791
National Education Printer Agreement (NEPA)	National	31/3/16	6,085,810
National Server and Storage Agreement (NSSA)	APUC, HEPCW, LUPC, NEUPC, NWUPC, SUPC	31/07/2016	£50,580,201
Network Equipment	National	28/9/17	7,456,646
Photographic Equipment & Consumables	NATIONAL	30.11.19	£4,946,759
Routing and Switching Equipment	National	30/9/2019	
Finance Systems	APUC, HEPCW, LUPC, NEUPC, NWUPC, SUPC	04/07/2017	£120,121
HR and Payroll Systems	APUC, HEPCW, LUPC, NEUPC, NWUPC, SUPC	16/06/2017	£262,952
Generic SIP and IP Handsets	APUC, HEPCW, LUPC, NEUPC, NWUPC, SUPC, Scottish Public Sector - All	15/09/2017	£139,787
Software Licencing	APUC, HEPCW, LUPC, NEUPC, NWUPC, SUPC	31/10/2016	£34,752,996
Telecoms	NATIONAL	30.11.19	£96,222

Upcoming Agreements (In Progress - Tender)			
Agreement	Open to	Start Date	Estimated Spend
3D Printers		24/08/2016	£ 6,000,000
Fairphones (via Phone co-op)	LUPC, APUC (others tbc)	06/01/2016	
National Educational Printers Agreement	National ex CPC	04/01/2016	£ 6,000,000
Servers, Storage and Solutions National Agreement (SSSNA)	APUC, HEPCW, LUPC, NEUPC, NWUPC, SUPC	08/01/2016	£ 100,000,000
IT Related Accessories & Parts (ITRAP)	APUC, HEPCW, LUPC, NEUPC, NWUPC, SUPC	06/01/2016	£ 12,000,000

Upcoming Agreements (Scheduled and Research)			
Agreement	Open to	Start Date	Estimated Spend
Software Licencing	APUC, HEPCW, LUPC, NEUPC, NWUPC, SUPC	11/01/2016	£35,000,000
Broadcasting	TBC		TBC

JCG Category Report Professional Services

Estimated National Spend	£	2,049,842,587
Contracted Spend (Hunter)	£	184,344,791
Spend in progress (Tendered new additional spend)	£	21,750,000
New scheduled/research spend	£	36,000,000
Spend still to be reviewed	£	1,807,747,796
Spend out of scope	£	-



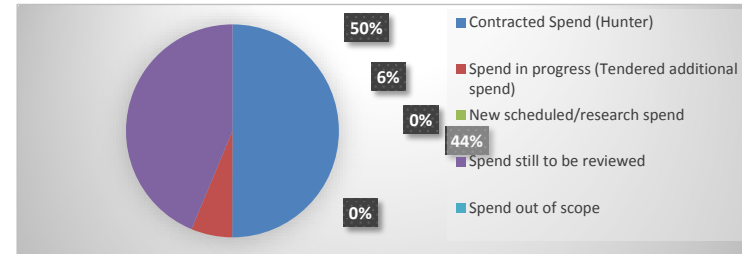
Contracted Agreements			
Agreement	Open to	Expiry Date	14/15 Hunter Spend
Audit Services	APUC, HEPCW, LUPC, NEUPC, NWUPC, SUPC, Sd	03/10/2018	£595,880
Business Travel and Student (Group) Travel Services	APUC, HEPCW, LUPC, NEUPC, NWUPC, SUPC		£102,171,607
Cash & Valuables in Transit	APUC, HEPCW, LUPC, NEUPC, NWUPC, SUPC	31/09/2016	£189,038
Childcare Vouchers Scheme	APUC, HEPCW, LUPC, NEUPC, NWUPC, SUPC	31/10/2018	£822
Courier & Parcel Services	NATIONAL	14/06/2017	£255,384
Debt Collection Services	APUC, HEPCW, LUPC, NEUPC, NWUPC, SUPC	31/01/2017	£511,383
Examination Answer Booklets	NWUPC, NEUPC, SUPC	30.4.16	£318,465
Executive Recruitment / Headhunters	APUC, HEPCW, LUPC, NEUPC, NWUPC, SUPC	12/10/2016	£772,660
National Franking Machines	APUC, HEPCW, LUPC, NEUPC, NWUPC, SUPC, H	31/07/2016	£528,185
Insurance (brokerage)	LUPC, SUPC	30/8/2016	£250,000
Intellectual Property Rights Services	APUC, HEPCW, LUPC, NEUPC, NWUPC, SUPC	23/02/2020	£0
Legal Services	APUC, HEPCW, LUPC, NEUPC, NWUPC, SUPC	06/02/2017	£2,254,712
Legal Services	LUPC, SUPC (South East)	30/8/2017	£4,333,421
National Education Recruitment Advertising and Resourcing Services (NERARS)	APUC, HEPCW, LUPC, NEUPC, NWUPC, SUPC	31/12/2018	£29,890,128
Occupational Health Services	APUC, HEPCW, LUPC, NEUPC, NWUPC, SUPC	31/12/2017	£522,410
Office and Computer Supplies	APUC, HEPCW, LUPC, NEUPC, NWUPC, SUPC	31/07/2019	£12,558,727
Office and Computer Supplies	NWUPC, CPC	31/07/2018	
Paper and Specialist Printing Paper	NWUPC, NEUPC, CPC, LUPC, SUPC	09/06/2017	£6,274,742
Pension Services	APUC, HEPCW, LUPC, NEUPC, NWUPC, SUPC	03/11/2018	£21,921
Pre Paid Envelopes	NATIONAL	30/04/2016	£60,991
Promotional Goods	NATIONAL	28/02/2016	£1,776,637
Salary Sacrifice Management Service	APUC, HEPCW, LUPC, NEUPC, NWUPC, SUPC	08/08/2015	£0
Temporary Agency Staffing Services	SUPC, NEUPC, NWUPC, APUC	09/03/2019	£12,536,202
Travel Management Services	APUC, HEPCW, LUPC, NEUPC, NWUPC, SUPC	17/05/2019	£4,748,726
Vehicle Hire and Leasing			£3,772,750

Upcoming Agreements (In Progress)			
Agreement	Open to	Start date	Estimated Spend
Global Mobility Services		TBC	£ 5,000,000
Training Services	HEPCW, LUPC, NEUPC, NWUPC, SUPC	TBC	£ 8,500,000
IPR Trademarks and Patents	HEPCW, LUPC, NEUPC, NWUPC, SUPC	TBC	£ 8,000,000
Insurance (brokerage)	LUPC, SUPC	09/01/2016	£ 250,000

Upcoming Agreements (Scheduled and Research)			
Agreement	Open to	Start date	Estimated Spend
Contract catering	intended to be National	TBC	
Insurance (underwriting)	LUPC, SUPC	08/01/2017	£ 13,000,000
Legal Services	TBC	TBC	£ 8,500,000
National Franking Machines		08/01/2016	£ 10,000,000
Graduation services	intended to be National	TBC	
Taxi and coach services	LUPC, SUPC (South East)	TBC	
Permanent Recruitment - Executive and Senior Strategic		08/01/2016	£150,000
Legal Services		2017	£ 4,500,000

JCG Category Report Libraries

Estimated National Spend	£	239,965,703
Contracted Spend (Hunter)	£	120,067,848
Spend in progress (Tendered additional spend)	£	15,000,000
New scheduled/research spend	£	-
Spend still to be reviewed	£	104,897,855
Spend out of scope	£	-



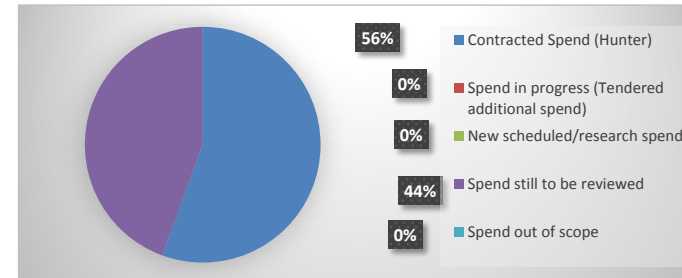
Contracted Agreements			
Agreement	Open to	Expiry Date	14/15 Hunter Spend
Books, Standing Orders, E-Books and Related Material	APUC, HEPCW, LUPC, NEUPC, NWUPC, SUPC	31/07/2017	£51,685,619
Periodicals	SUPC, NEUPC	31/07/2019	£43,239,859
Library Supplies	APUC, HEPCW, LUPC, NEUPC, NWUPC, SUPC	31/07/2019	£900,000
Periodics (the supply of)	APUC, HEPCW, LUPC, NEUPC, NWUPC, SUPC	31/12/2016	£9,343,207
Serials/journals	LUPC, NWUPC	30/04/2016	£14,899,163

Upcoming Agreements (In Progress)			
Agreement	Open to	Start date	Estimated Spend
Serials/electronic Journals	LUPC, NWUPC	05/01/2016	£ 15,000,000

Upcoming Agreements (Scheduled and Research)			
Agreement	Open to	Start date	Estimated Spend
Books, Standing Orders, E-Books and Related Material	APUC, HEPCW, LUPC, NEUPC, NWUPC, SUPC	01/08/2017	Renewal

JCG Category Report Catering

Estimated National Spend	£	189,732,013
Contracted Spend (Hunter)	£	105,463,452
Spend in progress (Tendered additional spend)	£	-
New scheduled/research spend	£	-
Spend still to be reviewed	£	84,268,561
Spend out of scope	£	-



Contracted Agreements			
Agreement	Open to	Expiry Date	14/15 Hunter Spend
Alcohol (Supply and Distribution of Spirits, Wine, Beer & Cider)	APUC, HEPCW, LUPC, NEUPC, NWUPC, SUPC	16/01/2020	
Catering Light & Heavy Equipment	APUC, HEPCW, LUPC, NEUPC, NWUPC, SUPC	05/11/2017	£4,547,386
Confectionary, Snacks, Cakes & Ancillary Products	APUC, HEPCW, LUPC, NEUPC, NWUPC, SUPC	15/11/2019	
Disposables & Kitchen Chemicals	APUC, HEPCW, LUPC, NEUPC, NWUPC, SUPC	30/11/2019	
Fresh Fish & Seafood	APUC, HEPCW, LUPC, NEUPC, NWUPC, SUPC	12/12/2017	£502,310
Fresh & Frozen Meat & Poultry	APUC, HEPCW, LUPC, NEUPC, NWUPC, SUPC	31/12/2017	£5,558,877
Frozen & Chilled Foods	APUC, HEPCW, LUPC, NEUPC, NWUPC, SUPC	31/03/2018	£27,717,461
Fruits & Vegetables	APUC, HEPCW, LUPC, NEUPC, NWUPC, SUPC	30/06/2017	£6,502,568
Grocery, Provisions & Chilled Foods	APUC, HEPCW, LUPC, NEUPC, NWUPC, SUPC	09/02/2016	£28,780,678
Hot Beverage	APUC, HEPCW, LUPC, NEUPC, NWUPC, SUPC	01/03/2020	
Innovative Food Concepts	APUC, HEPCW, LUPC, NEUPC, NWUPC, SUPC	12/01/2018	£2,693,697
Kitchen Equipment Maintenance Services	APUC, HEPCW, LUPC, NEUPC, NWUPC, SUPC	31/03/2019	
Milk, Dairy, Morning Goods & Bread	APUC, HEPCW, LUPC, NEUPC, NWUPC, SUPC	14/08/2016	£4,049,196
Sandwiches	APUC, HEPCW, LUPC, NEUPC, NWUPC, SUPC	30/06/2018	£12,593,407
Soft Drinks, Fruit Juice Concentrate and Associated Products	APUC, HEPCW, LUPC, NEUPC, NWUPC, SUPC	31/08/2018	£11,311,027
Vending	APUC, HEPCW, LUPC, NEUPC, NWUPC, SUPC	30/06/2016	£1,206,845

Upcoming Agreements (In Progress)			
Agreement	Open to	Start Date	Estimated Spend
Recruitment Services	APUC, HEPCW, LUPC, NEUPC, NWUPC, SUPC	TBC	
Vending	APUC, HEPCW, LUPC, NEUPC, NWUPC, SUPC	TBC	

Upcoming Agreements (Scheduled and Research)			
Agreement	Open to	Start Date	Estimated Spend
Grocery, Provisions & Chilled Foods	APUC, HEPCW, LUPC, NEUPC, NWUPC, SUPC	09/03/2016	
Milk, Dairy, Morning Goods & Bread	APUC, HEPCW, LUPC, NEUPC, NWUPC, SUPC	15/08/2016	

A Memorandum of Understanding (MoU)
between
The Crown Commercial Service (CCS)
and
participating regional universities purchasing
consortia from
Procurement England Limited (PEL)
February 2016

1. Purpose

1.1 This Memorandum of Understanding (MoU) is made between Crown Commercial Service (CCS) and participating regional universities purchasing consortia in Procurement England Limited (PEL).

1.2 The purpose of this MoU is to set out a framework within which the relationship between CCS and PEL will be conducted.

1.3 The MoU is not a binding contract and does not create any enforceable legal rights or obligations. Its underpinning principle is to build an understanding on how future joint initiatives and collaborative procurements will be established.

1.4 This will be focused on areas such as:

- building effective relationships between CCS and PEL through structured engagement;
- exploring savings opportunities through collaborative working between CCS and PEL;
- jointly identifying opportunities for collaborative working;
- co-ordinating member communications to maximise efficiency; and
- establish a protocol for measuring the effectiveness of the collaborations.

1.5 The participating PEL consortia in this MoU are: LUPC, SUPC, NEUPC and NWUPC.

2. Co-operation

2.1 CSS and PEL want to work together, where appropriate, on matters of collaborative mutual interest and recognise the importance of co-operation across a range of areas. They also recognise that it may or may not be appropriate for them to undertake activities on each other's behalf.

2.2 CCS and PEL recognise that co-operation and flexibility is necessary to meet their respective collaborative and business objectives. Each has a contribution to make to the provision of collaborative agreements whilst recognising that the priorities and objectives may not always be identical.

2.3 Various public bodies deal with collaborative procurement and both CCS and PEL will continue to work with these bodies where appropriate. These commitments stand outside of this MoU and are not affected by it.

2.4 In order to enable collaborative working, CSS and PEL will aim to provide each other with information as relevant. These exchanges may be subject to restrictions or requirements, such as those relating to confidentiality or freedom of information. Both CCS and PEL will provide information that may be reasonably requested to enable it to carry out

its responsibilities effectively, provided that this is practicable, would not involve disproportionate cost, and the information is available in reasonably accessible form.

2.5 PEL consortia will consult with their respective members on opportunities to collaborate, use or migrate to CCS agreements.

2.6 Establish, where appropriate, agreements that allow for e.g. regional requirements, policies, business needs etc. to be developed jointly.

2.7 CCS and PEL will consider collaborative opportunities and where relevant will share information, and contracting plans.

2.8 Where joint contracting collaborative opportunities are identified PEL and their member representatives will be included within tender working and supplier performance reviews.

2.9 CCS will provide PEL with management information reported through frameworks used by members of PEL. To enable this, PEL will provide a list of its active members to CCS. Reports will be provided on a quarterly basis.

3. Communication and Consultation

3.1 CCS and PEL are committed to the principle of good communication with each other, and especially where one organisation's collaborative procurements may have some bearing upon the responsibilities of another.

3.2 The primary aim is not to constrain the discretion of either party but to create a forum which allows the organisations to share, advise and co-ordinate client communications activity. The members of PEL will agree with CCS the CCS agreements to be communicated and marketed to the regional consortia members through established, regional consortia channels when it is agreed that this is the most appropriate approach. Members of PEL and CCS will give appropriate consideration to the views of the other party so as to provide clients with clear advice and guidance.

3.3 This agreement in itself is non-commercial and does not involve any payment or financial transfer between the parties but provides a basis from which PEL and CCS can review opportunities for joint working which may result in sharing of supplier commission on new supplementary joint procurement projects and existing agreements where spend growth can be attributed to PEL activity and a commercial agreement is signed by both parties.

4. Review of the MoU

4.1 CCS and PEL shall each nominate one point of contact to manage the relationship between the parties and one contact to manage communications to PEL consortium members. The relevant contacts will have contact on a bi-monthly basis or as required to ensure that the terms of this MoU are achieved. PEL nominations are Frank Rowell and CCS is Sarah Jewell.

4.2 This MoU will be formally reviewed by CCS and PEL on an annual basis.

SIGNED BY:

For and on behalf of Procurement England Ltd (PEL)

Date:

For and on behalf of Crown Commercial Service (CCS) – Sally Collier, Chief Executive Officer.



Date: 31/03/2016