

## PEL Board Meeting

**12 April 2016**

### PEL Implementation Plan Progress Report and Category Progress

<b>Action 1</b>	Responsibility	Progress	Achieved By
An agreed PEL Contracting Plan for England (and UK-wide where relevant)	Heads of consortia	Complete and ongoing.	<b>End of 2014</b>
<b>Action 2</b>	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>Category plans under consultation for Estates, ICT, Office Supplies. Science, Technology, Engineering and Medicine category plan agreed.</p> <p>Each category strategy details the structure, total and collaborative spend, and potential opportunities.</p> <p>Complete and ongoing.</p>	<b>1<sup>st</sup> quarter 2015</b>
<b>Action 3</b>	Responsibility	Progress	Achieved By
Category Sourcing Plans developed and, where needed, new category groups formed	Heads PEL JCG	<p>New UK Professional Services, ICT, Estates and STEMed category groups established.</p> <p>Estates opportunity assessments being conducted to determine forward contracting plan.</p> <p>See new Category Report – Annex A</p> <p>Ongoing.</p>	<b>Start 1<sup>st</sup> Q 2015</b>

<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	Following agreement of category strategy contracting plans being developed by activity Action 3 – see separate report on contracting progress.  Category strategies complete in ICT and STEMed.	<b>4th quarter 2015</b>
<b>Action 4a</b>	Responsibility	Progress	Achieved By
Obtain 'Buy-In' to new PEL (UKUPC) sector Contracting Strategy by members	Heads of consortia & FDs and heads of procurement in members	First PEL annual report published.  Extensive consultation of category strategies with relevant stakeholders.  Ongoing.	<b>By end of 2015</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	Complete.	<b>Mid 2015</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	New Buyer's Guide template in use.  Complete.	<b>By end of 2015</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	PEL Pages available via consortium websites.  Complete.	
<b>Action 6b</b>	Responsibility	Progress	Achieved By
Develop a ICT Strategy – Prioritise work for UniBuy replacement	Heads of Consortia Lead NEUPC	ICT Strategy complete.  New HEC database on schedule for go-live summer 2016.	<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 NWPs, etc.  Lead NWUPC	Initial PEL survey complete.  Complete.	<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	Ongoing.	<b>End of 2015</b>
<b>Action 9</b>	Responsibility	Progress	Achieved By
Standardise KPIs across PEL	Heads of consortia	Baseline data for 2013-14 complete.  KPIs for 2014-15 submitted to PEL Board November 2015.  See new Category Report – Annex A	<b>For survey of 2014/15</b>
<b>Action 9a</b>	Responsibility	Progress	Achieved By
Compile PEL report for 2013/14 for key stakeholders from existing data	Heads of consortia	Complete.	<b>Early 2015</b>

<b>Action 10</b>	Responsibility	Progress	Achieved By
Review and agree Comms and Marketing Plan	Heads of consortia	Complete.	<b>April 2015</b>
<b>Action 10a</b>	Responsibility	Progress	Achieved By
Seek endorsement from PEL Board for Comms and Marketing Plan	PEL Advisory Group	Plan agreed by PEL Board subject to recommendations for improvement.  Initial PEL survey complete. First PEL report published.  Annual Report published and well received by sector.  Complete.	<b>April 2015</b>
<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.  Comms Groups met on 26 <sup>th</sup> February with a proposal for engaging external consultant to help reach high level stakeholders. In consultation with GHT, it was agreed this should be presented at the next PEL Board meeting but reviewed afterwards in light of how PUK and PEL Board make-up develops. Please refer to Annex B.	<b>High Level Plan May 2015</b>

