



**PEL Communications Group
Friday 26th February 2016
Held at NWUPC Offices, Manchester**

Present:

Laura Compton	LUPC	LC
Geoff Hope-Terry	NWUPC	GHT
Marion Hutchins	SUPC	MH
Rikaya Knott	NWUPC	RK
Maria Langham	NEUPC	ML
Kate Marson (Via Telephone)	TEC	KM
Andy Wojciechowski	NWUPC	AW

1. Minutes of Last Meeting (17th December 2014)

- Kate – Circulate TEC Workshop Schedule – this action has been completed.
- Marion – Set up repository on DropBox – this action has been completed.
- Group – Populate the repository with ‘good news’ statements – These are being worked on at the moment and will be discussed further today.
- Marion – Update action Plan – this action has been completed.
- Maria – Conference call to discuss agreement launch protocol – this action has been completed.

2. 5 Minute Update from Members on Individual Consortia Activities

Andy – Andy is currently arranging the NWUPC Annual Conference which is being held on 23rd March. This marks NWUPC’s 40th Anniversary. The hardcopy newsletter is due to be sent out in the next few weeks. On the contracting side NWUPC has recently retendered Telecoms Equipment and Cleaning and Janitorial Supplies. A meet the buyer event was held for the launch of the Cleaning and Janitorial Supplies Framework which went very well. A further two Framework Agreements, Audio Visual Equipment and Installations and Plumbing, Sanitary and Heating are due to be awarded.

Laura – LUPC is currently working on a new website which is due to be launched in the summer, this is being produced by H2O. The new CRM System has recently been launched and is working well. LUPC is looking to integrate the CRM System with the Hunter Database. Vanessa Gray who is the Administrator / Membership Officer is leaving LUPC. On the contracting side LUPC has recently let an agreement for Insurance Services, Legal Services and Cleaning and Security.

Maria – NEUPC is looking at launching a discussion forum for members to discuss procurement issues and share documents. To utilise this, members will be sent log in details. NEUPC are going to become a CIPS training centre - these facilities will open in the summer and will provide Level 3 and 4 training. Maria will circulate a flyer with more information regarding this. Maria is leaving NEUPC on 18th March, a new member of staff has been appointed. Maria is currently working on the NEUPC Annual Report. The NEUPC Conference was held on 3rd February, this was a success.

Actions: ML

Kate – TEC is relaunching their website in April; this is being produced by H2O. The communication plan is currently being finalised, this has been outsourced by Impressions Media. TEC is currently working on a CRM System. The spring event is being planned and save the date invitations will be sent out in the coming weeks. TEC is sponsoring the AUDE Conference.



Marion – SUPC has recently developed an engagement strategy to better meet member needs. SUPC will be developing a new communications plan and Marion asked if the group would be happy to share copies of their communications plans. SUPC recently released statements outlining its commitment to sustainability, reducing modern slavery and working with SMEs. Marion noted that the SUPC website (also run by H2O) had been transitioned over to a new server which had improved its performance speed. Marion is working on making the contracting plan more accessible and easy to understand for members. The SUPC Annual Report has just been sent out. The Annual Member Survey is due to be sent out. On the contracting side, SUPC is currently working on IT-Related Accessories and Parts which is due to be awarded in June. SUPC is also working on a re-tender of the National Storage and Servers Agreement which is due to be awarded in August. SUPC has just completed their first e-auction which went well.

LUPC and SUPC are holding a joint conference. The theme for this is 'Collaboration in Action'. The conference will be held at Mary Ward House in London on 15th June. There will be an exhibition containing 57 stands. Laura is working on the final exhibition details and will send details to the suppliers next week. Marion is working on the conference programme and has confirmed Professor Marc Day as a keynote speaker.

It was agreed by all representatives that we will benefit from all using H2O as a shared provider for the consortia websites. Laura will write a case study on these benefits.

Actions: LC

3. Update on PELAG/Board Activities

Estates is one of the key category areas being looked at by PEL. There are major opportunities in this area. PEL has recently approached AUDE and they seem open to a discussion. A working group has been set up to discuss where opportunities can be utilised. NWUPC do not currently have an Estates Director on their Board – a place on the board will become available at the end of this year and NWUPC are looking to fill this with an Estates Director. The PEL Board are pleased with the progress of the PEL Communications Group. Susan Wright, Head of SUPC, is currently trying to build a working relationship with CCS.

Each Consortium had its own business strategy. Rex Knight examined these and there is a large amount of overlap. Geoff stated that it would be nice to set up a workshop for all Consortia Boards, however availability of Board Members is sometimes limited.

4. Action Plan for Hard to Reach Stakeholders

Following on from discussions at the last Communications Group Meeting, Marion had drafted a proposal for the PEL board to consider contracting the services of a public affairs firm to target hard-to-reach stakeholders. This proposal was sent to the Communications Group and Heads of Consortia who were in favour of presenting it to the PEL Board. Geoff presented some ideas for reaching these stakeholders including some key messages and a potential handout. As part of the action plan, Marion will revise the proposal with a more strategic approach – this will include Geoff's promotional envelope, key communications messages and more about the benefits of PEL. We might want to look at Procurement UK as being a hard to reach stakeholder. Andy will produce a final version of the promotional envelope. Laura will produce a final version of the key messages.

Actions: AW, LC, MH

5. Approach to New HE Contracts Database

NEUPC developed the specifications for the new Contracts Database. Marion has seen the tool and fed back to the group that it is tabular based and that there is a better facility to be able to search by commodity. The name of the tool will be Higher Education Contracts (HEC) Database. This will be



launched in August. Laura stated that it would be useful to inform members of the change of systems before the change is implemented and provide information on the training that will be available. All consortia should be giving standardized advice. Marion will set up a conference call in April to discuss this further. This will be after April 4th as this is when the new member of staff starts at NEUPC. Issues with H2O and the contracts database will be monitored and reviewed at each PEL Communications Meeting. This will be a standard point on the agenda.

Actions: MH

6. PEL Communications Plan (Review Updated Plan and Agree Next Steps)

PEL Annual Report (or Update) – This will include an efficiency exchange report, information on what PEL consortia doing for the sector and include case studies. Laura will take this on and the group will support with case studies.

Actions: LC / All

Infographic – The Impact of Collaborative Procurement – This will be included in the PEL Annual Report.

Actions: LC

PEL Tagline Implemented on Consortia Websites – This is incorporated into SUPC's and LUPC's websites. NWUPC, NEUPC and TEC will incorporate this.

Actions: AW, ML, KM

Agreement Launch Articles – The contracting plan needs updating with correct dates. Launch articles should include the benefits of the agreement.

Agreement Briefing Sheets – Andy has recreated the template in word format, this makes it easier for the contract managers to fill in the sheets, logos of collaborative consortia are included – Andy will circulate this.

Actions: AW

Feature Articles – Annual Report could lay the base for this. Laura has previously written some articles that she will circulate to the group.

The articles are split into 4 categories – Kate will take on the Estates Category, Laura will take on the IT Category, Andy will take on the Professional Services Category and Marion will take on the STEMEd category. Marion will also write a general report on the implementation of category management across PEL consortia.

Actions: LC / All

Event Attendance – This will be addressed on an as needed basis.

PEL Christmas Card – Cards will be sent out seasonally, Andy will take this on.

Actions: AW

Social Media Posts (Tweets or LinkedIn Posts) – Each consortia will continue with social media updates.

7. Group Member Training

Each consortium will receive training on the new HEC Database. H2O will arrange this.

8. New Group Chair

Marion would like to stand down from being the group chair. Marion has been in the role since January 2014 and has enjoyed the position very much. Due to high workloads Marion suggested that the group might want to consider having a chair and a deputy chair. Andy and Laura will take a week to reflect on



this and decide between themselves which position might be more suited. This will be communicated to the group via email once decided.

Actions: AW, LC

9. AOB

PEL Stand – Laura and Marion would like there to be a PEL stand at the LUPC and SUPC Conference. Laura and Marion do not have the capacity to run this stand therefore Andy has volunteered to do this if available.

Actions: AW

LUPC Website – The new LUPC website has a resources page, Laura would like this to include some case studies and templates such as a mini competitions template. Rikaya will send Laura a mini competition template. Maria will send Laura an article she wrote on Category Management.

Actions: RK, ML

NEUPC New Staff Members – NEUPC are hiring a new Quantity Surveyor and a Data Analyst.

Date of next meeting – Marion will send out a Doodle Poll to the group with some dates in May to set up the next meeting.

Actions: MH