



PROCUREMENT ENGLAND LIMITED

Minutes of Board Meeting No.1



Monday 23rd September 2013 at 18.00 hours
Senate House, University of London



Present:	Marcus McDonald	Chair	LUPC	MM
	Andy Davies	Head	LUPC	AD
	Geoff Hope-Terry	Chair	NWUPC	GHT
	Judith Hoyle	Minutes	NWUPC	JH
	Rex Knight	Chair	SUPC	RK
	Andrew McConnell	Chair	NEUPC	AM
	Richard Murphy	Head	TEC	RM
	David Sanders	Chair	TEC	DS
	Paul Tomany	Head	NWUPC	PT
	Susan Wright	Head	SUPC	SW



Apologies: Frank Rowell Head NEUPC FR

1 Welcome and Apologies

Apologies had been received from Frank Rowell.

2 Election of Chair

MM pointed out that both he and AM only had 12 months left to run as Chairs of their respective consortia. Members agreed to look at the role in more detail. Members agreed to discuss the role in more depth by e-mail.

All

As LUPC were hosts, MM agreed to Chair the meeting. He welcomed RK to the Board in his new role as Chairman of SUPC.

3 Draft Vision, Goals and Strategy for PEL

The Board discussed a draft Strategy Document circulated by FR in advance of the meeting. Some felt it was ambitious and detailed for this stage of PEL's development and that the first step should focus on the vision and goals before seeking the input and support of Members.

GHT offered to sit down with the five Heads of Consortia to draw up a list of key points that PEL should concentrate on.

GHT to liaise with Heads

4 PEL Members' Agreement and Working Together

MM stated that we need to agree our own goals and vision before we ratify the Members' Agreement. The meeting agreed that the item be deferred until after a vision and goals for PEL were agreed upon.

5 Memorandum of Understanding between PEL and TEC

MM enquired as to what was happening about this MoU. RM would circulate a (slightly revised) MoU and invite comments from the other consortia.

RM

6 Terms of Reference for PEL Board and Advisory Committee

The Board considered Terms of Reference documents for the PEL Board and Advisory Committee.

PEL Board Terms of Reference

It was agreed that "To Agree and Deliver the Strategy" should be added. Subject to this change the document was agreed.

Advisory Committee Terms of Reference

It was agreed that one purchasing professional from a Member of each regional consortium should be nominated for the Advisory Committee. Consortium Heads may elect to nominate their regional PPG Rep if they wished. Subject to this change the document was agreed.

Heads

7 What Actions Will PEL Take to Increase Collaborative Spend?

It was agreed that this item should be put to the Advisory Committee, which needs to discuss actions to increase collaborative spend.

8 Communications Strategy

It was agreed that assistance on this should be sought from marketing managers from each consortium. A meeting would be convened to progress this.

Heads

9 Budget for PEL

AD reported that LUPC had incurred around £10K in legal fees in establishing PEL, but that it was clear that no budget could be set for PEL until a vision and goals had been agreed.

10 PEL Sustainability Policy

A draft sustainability policy had been prepared by SPCE for PEL. It was agreed that the policy should be considered for adoption by each of the consortia, rather than by PEL.

All

11 Spend Analysis and Other IT Tools

SW reported that a tender process had been completed and that Capita/Spend 360 had been appointed as providers of spend analysis to SUPC, LUPC and NWUPC.

It was hoped that the new Spend Analysis system will be in place before the end of the year. NEUPC had already awarded a contract to Spikes Cavell.

12 Sector-wide Data Collection for Diamond UUK Benchmark

MM reminded the meeting that at the ENP Meeting on 14th June it was agreed with Professor Petford how we would calculate the benchmark using data from HEIDI.

It was agreed that the four consortia Heads would work to progress calculations for 2011-12 and 2012-13 as soon as possible.

Heads

13 Support for HEPA and Update

MM reported that the face to face training is now in place and proposals have been sought for the eLearning programmes. Tools have been enabled for Competency and Job Descriptions in Excel format.

14 Any Other Business

It was agreed that SW would speak to Steve Butcher at HEFCE and AD would speak with Ron Duncan at @UKplc regarding options for GeM after HEFCE funding had ended. MM asked that SW/AD prepare a submission for the next meeting.

SW/AD

15 Date and Location of Next Meeting

Early January 2014 (Doodle poll to be circulated). RK offered to host a day-time meeting at UCL.

RK