



PEL BOARD MEETING

Friday 5th June 2015

UCL, Wilkins Building, Gower Street, London

Present:	Rex Knight	Chair	SUPC	RK
	Geoff Hope-Terry	Chair	NWUPC	GHT
	Judith Hoyle	Minutes	TUCO	Sec
	Richard Murphy	Managing Director	TEC	RM
	Hari Punchihewa	Chair	NEUPC	MR
	Andrew Young	Chair	LUPC	AY

1 Welcome and Apologies for Absence

Apologies from Julie Barker (TUCO) and David Sanders (TEC).

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

These were formally approved.

RK had contacted the Chair of AUDE Sue Holmes and as a result he and Andy Davies will be going along to talk to the AUDE Exec. He had also met with John Plumridge the Director of Estates from Lincoln. He would look at joint staff development for people in Estates and people in Procurement. There could be useful conversations to be brokered between Estates and Procurement. The CCS framework for Consultancy has recently collapsed due to a challenge by Turner Townsend which AUDE could pick up on. How do we manage Estates Procurement in a very tight market with so many projects going on? Amongst Estates Directors there is an increasing appetite for outsourcing for such things as FM Services, Catering etc. HP remarked that he had needed a couple of buildings doing very quickly and came across a framework called SCAPE set up by a number of local authorities. Something like this would be very useful to many people because of the time it takes to go through the whole process. A large number of universities already seem to be using them. They charge a small percentage but you save around 3 months of time. RM added that a large number of TEC's members are on flexible agreements which involves Risk Management. BUFDG discussion boards run a lot of discussions on energy. GHT found that on engaging with groups such as AUDE, they do have a good discussion but the message does not necessarily filter down and they should follow this up with meetings with their regional groups.

RK feels that this would be an excellent idea. GHT would ideally like to get an Estates person on the NWUPC Board. HP has now changed the NEUPC articles to ensure that there is one Estates Director and one IT Director on their Board. RM commented that TEC, in its earlier formation, was an offshoot of AUDE and the TEC Board has always been made up of predominantly Estates and FM people but they have recently taken on Energy experts.



RK will feed the comments from John Plumridge through to Andy Davies in advance of their meeting with AUDE in September to disseminate to other consortia. GHT had agreed to attend the Procurement UK meeting in RK's absence.

Action: RK / GHT

3 Update on PEL Implementation Plan

There had been major progress around Category Sourcing Plans as the new Professional Services Category Group had now been set up in April and NWUPC will lead on the new PS framework. There will be a PEL presence at the forthcoming TEC Conference and the PEL Annual Report will be a catalyst for pushing things forward. A template for the Buyers Guide has now been done. The PEL web page is at the BETA testing stage and GHT has asked if the PEL Board could have a look at this before it goes live. In terms of ICT it looks as though we may be being channelled down the UniBuy route. GHT requested that Paul's updates be circulated to the group. The Board had asked for an acceleration of the work surrounding the National Category Structure. The final version of Paul's updates would be circulated.

Action: RM

PEL KPIs

RK handed out the spreadsheet. HP mentioned that other consortia took their contracting update and supplier MI from a different source from the North West, who used institutional MI. If an institution has its own agreement with the supplier then this can distort the spend. He feels that we need to have a common way of measuring this. RM remarked that TEC spend is also gathered from suppliers. Agreement spend reports will have two different numbers as the North West figure is likely to be calculated on a different basis from the others. The Category Sourcing Plan is the contracted spend so we need to look at where we are actually achieving this. It could be worth replicating this discussion back to the Heads of Consortia. GHT would like to see the savings figure as a percentage. RM believes that there is still some work to be done on the protocol. In future years these KPIs will form a very significant part of our annual report. GHT remarked that we also need to take into account the practical savings within institutions.

4 Sub-Group Reports

This has mainly been covered by items on the plan. The Buyers Guide template is currently up for consultation with a view to implementation in June. GHT is still keen to work with the Comms Group and would like to attend their next meeting. AY had met with Nicola Dandridge and GHT would be willing to have a meeting with her.

5 Re-Branding Regional Consortia

Members felt that this may come to just having the PEL strapline. LUPC and SUPC Boards had not yet met to discuss this but NEUPC and NWUPC had signed up to the idea of a strapline.

6 Consortia Strategies

Some of these had already been circulated and some had indicated that they are about to. We need to look at these and analyse them to see what the common themes are. There could be things on our list as PEL which are not on the consortia lists. GHT questioned whether we should be looking at items (6) and (7) together.



7 Joint Meeting of PEL and Consortia Boards

This could take the form of a half day meeting, probably in London, with a high profile speaker such as Nicola Dandridge or Nick Petford. Regarding the attendance, SUPC Board has around 8, NEUPC has 10, TEC has 7, TUCO around 10, NWUPC has 8 plus there would be the Heads of Consortia. AY feels that the maximum we would get is 2 or 3 from each Board. GHT feels that it would be better to aim for around 3 people from each Board and it was felt that Birmingham would be the best neutral venue from a point of view of Regional Consortia. What would be the output for the day? Is it for decisions or is it just for information. RK is of the opinion that there does need to be some output rather than just a 'talking shop'. Perhaps a speaker or some other kind of external input at the beginning followed by how PEL would adapt and expand over the next couple of years. As BIS are the people whose agenda we are trying to meet – should we be inviting them to come along? HP offered to liaise with HEFCE on this.

Action: HP

The Board discussed whether to invite AUDE and BUFDG to be represented and it was agreed that they should. We could also invite the HEPA Chair, Richard Dale from Newcastle who is also the BUFDG representative. RK would be happy to pull all this together.

Members also discussed what timings are best – we would have to look at the best time for someone from BIS to attend. As a venue, RM suggested Millennium Point, part of Birmingham City University. The Board would then need to work out the budget for this meeting and share it out amongst the six PEL members.

8 Any Other Business

The Board discussed the forthcoming Procurement UK Meeting which Nick Petford chairs and which GHT had kindly offered to attend in RK's place. He had received the Agenda which included an update on CSR. AY announced that he had had a meeting with their local HEFCE advisor, who stated that prospects are gloomy and he is anticipating some quite bad news this year. GHT enquired as to whether there was any message from this group to take to the meeting. The good news was that turnover on contracts is just past the £1 billion mark. They would also like him to mention the meeting for PEL and consortia members, the strapline for PEL, their Annual Report and Implementation Plan. There is also an agenda item on the UUK "Open Data Plan". RK remarked that this is the first PUK Meeting of 2015.

9 Date and Location of Next Meeting

The next PEL Board Meeting should take place around September/October time. This would then look to structure the agenda for the joint meeting, which will hopefully take place in early 2016. We should also be looking at our collective strategies in time for the next meeting and RK would do an analysis ready for this (this would involve just the four regional purchasing consortia).

Action: RK

Secretary to circulate a Doodle poll to ascertain the most suitable date.

Action: Secretary