



## PEL BOARD MEETING

Tuesday 24<sup>th</sup> November 2015

UCL, Wilkins Building, Gower Street, London

Present:	Rex Knight	Chair	SUPC	RK
	Geoff Hope-Terry	Chair	NWUPC	GHT
	Judith Hoyle	Minutes	TUCO	Sec
	David Sanders	Chair	TEC	DS
	Susan Wright	Consortium Head	SUPC	SW
	Andrew Young	Chair	LUPC	AY

### 1 Welcome and Apologies for Absence

Apologies from Julie Barker (TUCO) and Hari Punchihewa (NEUPC).

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

These were formally approved.

#### AUDE

RK had a meeting with the AUDE Executive in September to which Andy Davies had accompanied him. The purpose of the meeting was to explore a closer partnership between estates and procurement. AUDE suggested establishing a small working group to establish a way of working together but AUDE had not yet followed this up. RK noted that the AUDE Executive Secretary was retiring and that this might have caused the delay but he agreed to follow this up with AUDE. The group would ideally comprise two people from AUDE and two people from PEL.

### 3 Update on PEL Implementation Plan

A report on progress was tabled and GHT asked if the original planned target completion date could be included in future reports.

The standardised Buyers Guide, following consultation with members, has now been agreed and is in use by all regional consortia SW noted that the main focus of the implementation plan was to adopt category management nationally. A great deal of work has been done on mapping category trees. For each of the four main category areas (Estates, ICT, Professional Services and STEMed) the total spend was categorised into the following categories: out of scope, under agreement, under investigation, under tender and potential for further investigation. Work in some categories was further advanced and the figures presented showed the current position. They would change as work progresses and new spend information became available. .

Professional Services is a category with large potential of £1.4billion but it was noted that this would be a difficult area for collaborative procurement.. Members agreed that for such things as Estates it would make more sense to have local frameworks. GHT commented that for future meetings it would be useful to see how these figures are moving ie such as the 5% quoted for Estates.



#### 4 2014 – 2015 PEL KPI Report

TUCO figures had not been made available but overall this is showing a positive picture and spend through agreements has increased by 3.9%. There are more frameworks than ever before this year. Total Savings have increased by 20.9% in 2014/15 and the figure should top £1 billion with the TUCO spend added.

#### 5 PEL ICT Strategy and UniBuy

##### *UniBuy*

RK explained that the recommendation is that the Board endorse the Strategy and that we invest in a system to replace UniBuy by September 2016. SW added that it is critical that we have a new system in place by next October. There is a working group set up from both consortia and institutional representation. Discussions have been underway with H<sub>2</sub>O and they have given costs to build this. The consortia would have the IPR and would be easily able to change and adapt this. GHT raised a couple of questions around the contingency situation. SW remarked that she had worked on the original CloudBuy contract with HEFCE. JISC then took over it but it has now novated back to CloudBuy. We need to get a download of the data and ensure that we get an archive of it. DS suggested that we make investigations as to the ownership of the data. SW would draft up a letter with all the details which RK will then take to the Chief Executive of JISC.

**Action: SW / RK**

The implications of not having a UniBuy system would be extremely unfortunate. RK and AY were both very wary of the timescales. RK questioned who would be the contracting party? PEL do not have the capacity to do the contracting negotiations and the invoicing. The answer would be to have one of the consortia do the contracting on behalf of PEL. There would then have to be a further contract with all the consortia. The group agreed that they were happy for Frank Rowell (NEUPC) to lead on this. It was therefore agreed:

- We endorse the proposal
- We note what the costs are
- We need agreements between the consortia for contractual arrangements
- SW to let RK have something in writing to send to JISC
- Some contingency plans needed regarding timescales if the new system is not ready and CloudBuy turns us off

AY asked why we are in this position now and why we were not looking at this some time ago. Andy Davies had in fact flagged this up at a previous meeting but at the time negotiations with CloudBuy were going well. With the new system we will own both the data and the IPR.

The group requested that thorough due diligence checks are carried out on H<sub>2</sub>O as this is a business critical system.

##### *ICT Strategy*

RK feels that if several different consortia are using H<sub>2</sub>O would it not be better to have one contract with them which allows for a degree of local variation? AY will recommend to LUPC that they do not negotiate their own contract for a website. As both TEC and LUPC are moving over to H<sub>2</sub>O this would seem to be the perfect opportunity. We should be looking to negotiate a common agreement which LUPC can join now and which the others can join when their agreements expire.



RK stated that if we endorse this, which we probably will, then we should be looking at *Recommendation Number One*.

## 6 PEL Advisory and Communications Groups

Members had studied these when they had been circulated. GHT had attended the meeting of the Communications Group and discussed our position with BIS. The Board were all happy with these reports.

## 7 Crown Commercial Supplies

SW explained that we have been trying to negotiate a Memorandum of Understanding with them but this has not yet been finalised; we are therefore still in discussion with them. When something has been agreed, she will circulate the details by e-mail. DS asked whether TEC has been circulated on this as it would be useful for them to be part of it. SW offered to talk to Richard Murphy (TEC) and Mike Haslin (TUCO) to see if they wished to join with this.

## 8 Sharing Consortia Strategies and Developing a Consolidated Plan

RK reported that there is actually a lot of commonality between the strategies. The question was asked – could we have more impact or present a more coherent view of procurement within English universities if we had one consolidated strategy? We would need to do a harmonisation of timescales as the North West Strategy, for example, is coming to an end. GHT added that every consortia remains firmly committed to their members. Interestingly, nobody had mentioned within their strategy either IT or the 30% target. We could have the common themes in PEL. AY asked whether we can relate the consortia objectives to the PEL objectives? This is a discussion which we can take forward to the Joint Meeting early in the New Year.

## 9 Joint Meeting of PEL and Consortia Boards

Millennium Point, Birmingham City University was suggested as a venue and that this should take the form of a workshop with keynote speaker – perhaps someone from BIS on the BIS Agenda? Alternatively, maybe a Minister or Senior Civil Servant within BIS. GHT suggested either Professor Sir Ian Diamond or Nolan Smith, Director of Finance at HEFCE. Other ideas were someone from an overseas country who has developed their procurement, Dr Olga Martin-Ortega who had spoken at the LUPC Conference on socially responsible procurement, Declan Curry the Financial Journalist or Paul Johnson from the Institute for Fiscal Studies at UCL, which was one of the most popular suggestions. The timing should be around February/March but definitely before Easter. One date put forward was Friday 18<sup>th</sup> March in Birmingham for approximately 25 to 30 delegates.

## 10 Future of Procurement UK

RK advised that he had attended the last meeting and at the end of this they had discussed the future of the group. It was felt that PUK ought to continue in some form or another, however UUK had been making noises about levels of resourcing and support. The Chair of the Group, Nick Petford, does not wish to continue in that role and RK feels that it should really have a Vice-Chancellor at the head. It was generally agreed that :

- PUK should continue
- UUK should continue to host it



GHT is of the opinion that they should sub-contract the running of these meetings to PEL as we would do this job much better. He strongly believes that we have a case for taking over this and finding a VC to chair it. SW added that it would help operationally if we had greater engagement with the other bodies. It was agreed that we should approach UUK to sub-contract this to us with their steer as it was generally felt that PUK should be doing more than it currently is. This would then need resources of two part-time assistants. It would remain much the same as it is now but with a different VC at the helm and PEL running the Agenda, which would bring the high level groups more closely aligned with us. RK would speak to Nicola Dandridge to see what their future plans are.

**Action: RK**

This could then be discussed further at the next PEL Meeting.

**11 Next HEPA Board Meeting – 27<sup>th</sup> January 2016**

GHT advised that this is something which he normally attends but unfortunately cannot make the next meeting on 27<sup>th</sup> January and asked if anyone else would be available to go. Their remit is really just Training and Development and nothing else. The venue for this will be Birmingham. RK offered to attend in GHT's place.

**Action: RK**

**12 Any Other Business**

AY referred to the 'Slavery and Human Traffic Statement'. We are all obliged to produce a statement on our websites, stating how we are reacting to the requirements of the Act within our supply chain. Andy Davies will be drafting something up for this for LUPC. He has circulated this to the other Heads of Consortia and suggested that they do something together. DS asked if this could be circulated to everyone electronically.

**13 Date and Location of Next Meeting**

The Board wished this to be held some time in February and the Secretary would circulate a Doodle poll for this. Hari had kindly offered to host at the last meeting so a date to suit Derby would be sought. Frank Rowell would be invited along as guest Consortia Head.