



## PEL Communications Meeting

Held on Tuesday 4<sup>th</sup> October 2016 at SUPC offices, Reading

Present:	Laura Compton	LUPC
	Marion Hutchins	SUPC
	Kate Mottram	TEC
	Amrit Saggu	SUPC (secretary)
	Andy Wojciechowski	NWUPC

### 1. Welcome and Introductions

Apologies were received from Hannah Schumann (NEUPC) and Andrew Young. It was reported that Laura Compton and Andy Wojciechowski are now serving as co-chairs of the Group.

### 2. Minutes of the last meeting

The Group reviewed actions from the last meeting. Laura Compton noted that LUPC had not contracted with H2O to produce their website and so she would not be best placed to write the collaborative case study. Andy Wojciechowski noted that Paul Tomany has not yet approved NWUPC putting the PEL tagline on their website yet. It was reported that PEL may cease to be a public limited company. The minutes of the last meeting were agreed.

### 3. Individual consortium updates

#### TEC

TEC has a new framework agreement due to start in October. Kate Mottram had recently attended a HEFCE event and TEC would be exhibiting at the Higher and Further Education Show on 11<sup>th</sup> October. She reported that she would be sending out 'Save the date' invites for an upcoming TEC workshop on Estates.

**Action: Kate Mottram**

TEC are looking to hire a data support administrator. The new TEC website, produced by H2O, launched in August; discussions are still ongoing for a CRM. KM reported that H2O are being considered for the CRM; Laura Compton noted that LUPC use Civi, which is open-source, cloud-based software.

## NWUPC

Andy Wojciechowski reported on a number of recent staffing changes. NWUPC have taken on a graduate trainee and apprentice, and are looking to extend their apprenticeship programme. Paul Tomany will be retiring in February 2017. Frameworks recently tendered by the NWUPC include Global Mobility and White Goods. NWUPC will be releasing a 40<sup>th</sup> anniversary publication charting their history. Andy Wojciechowski also reported that NWUPC will holding their annual conference at Keele University and that recruitment is underway for a new Managing Director. The chair of NWUPC may also be stepping down in February, but there is no replacement as yet.

## SUPC

Marion Hutchins reported that tenders for the SSNA and SLRA frameworks are currently out and due to be awarded by late autumn-early December. The retender for the Joint Consortia Books agreement has just started and research is underway for the potential Life Sciences tender. TEC and Laser will be presenting at the next SUPC Estates meeting on 7<sup>th</sup> October. SUPC is planning an ICT Day for early January (and potentially a Professional Services Day, with a HR focus). In terms of staffing updates, Marion Hutchins reported that Eli Kaneva has left and that Tammie Purdue will be responsible for ITRAP while Paul Mander is taking charge of Travel. Another joint SUPC/LUPC conference is planned, most likely for early May.

## LUPC

Laura Compton reported that LUPC have various events planned. There will be a joint launch event for the Cleaning and Security agreements on 31<sup>st</sup> October, which will also be open to London-based SUPC members. There will also be a launch event for the Laboratory Equipment agreement on 7<sup>th</sup> November, at the Institute of Education. A workshop on Estates Maintenance is planned for the New Year. Joyce Kadri is starting a Graduation Services tender, which will include gown hire and photography. Suzanne Stokes will be working on a contract catering agreement. Jill Christiaens is currently working on Legal Services; the aim is to eventually merge LUPC and APUC's agreements.

It was reported that LUPC's CRM is working well and has made emailing easier; it may have increased member engagement due to making it easier to tailor content. LUPC's current focus is on ethical procurement; Andy Davies will be attending a symposium in Greenwich on this topic and LUPC will be mapping risks in the supply chain. The aim is to create a tool to catalogue risk areas for consideration by members prior to tendering. The main database will be free and serve as an independent public-sector-focussed resource; any additional training and consultancy for members will be chargeable.

## **4. PEL Board update**

The Group reviewed 'Strategic Aims 2016-19', a draft document circulated by Andy Wojciechowski. It was noted that the Group should be prepared to sell the collaborative work that PEL does, perhaps by having a publication ready for if the government wants to review collaborative procurement in the HE sector. The PEL Board has requested another annual report.

## **5. HEC Launch Review**

It was noted that although the implementation of HEC had been difficult for consortia, members had not seemed to experience any major problems. The Group agreed that the paid-for materials (training videos etc.) were good but that greater clarity was needed as to when phase 2 would be and what changes would occur. Andy Wojciechowski noted that NWUPC had experienced issues with HEC commodity groups not mapping on to NWUPC commodity groups. Laura Compton suggested a regular conference call to share feedback on HEC as preparation for Phase 2 and agreed to speak to Hannah Schumann to find out more about Phase 2 and NEUPC's website.

**Action: Laura Compton**

## **6. Feedback on H2O and websites**

The Group agreed to discuss the consortia websites (the majority of which are provided by H2O) and HEC at PEL Communications Meetings on an ongoing basis. It was agreed by the Group that there was nothing new to feed back to H2O at this time. Laura Compton noted that LUPC are aiming to redevelop their website this financial year and asked Group members to share any example briefs.

**Action: Group**

## **7. Apple Resellers Agreement marketing**

There was some discussion and it was agreed that Marion Hutchins will contact Howard Allaway to ask him to request that suppliers provide their logo and a link to their student portal by 21<sup>st</sup> October. The group will use the supplier logos and staff/student portals in a digital ad. package which will be sent out to consortia members at the end of October. Laura has drafted a message for the comms. managers to send out with the digital pack outlining how it can be used and who it can be send to. Laura Compton noted that she will be attending the Apple review meetings in Cardiff in December.

**Action: Marion Hutchins and Group**

## **8. PEL Comms plan**

The Group reviewed duties. Marion Hutchins had not yet completed pieces on category analysis and STEMED. Kate Mottram agreed to resend her Estates article. Laura Compton agreed to recirculate a case study form UEL, and Andy Wojciechowski agreed to share a case study from the University of Central Lancashire.

**Action: Marion Hutchins, Kate Mottram, Laura Compton and Andy Wojciechowski**

## **9. PR Firm Brief – Difficult to Reach Stakeholders**

Marion Hutchins reported that Rex Knight had supported the group in continuing with this project, and Andy presented an outline for a brief that could be presented to a PR firm. There was some discussion around exactly what was required of the PR firm, but the group agreed and a PR plan along with some key pieces of collateral would be valuable. Marion suggested merging Andy Wojciechowski's draft brief with the wider proposal and sending it to the PEL Board for review; the group agreed.

**Action: Andy Wojciechowski**

## **10. PEL Annual Report**

The Group agreed to follow a theme of collaboration, with case studies on collaborative procurement that aim to reflect the PEL agenda. Laura Compton agreed to be the project lead and focus on sustainability. Suggested areas of focus included PMAs, HEC and spend analysis. The Group reviewed the draft contents list and made some suggestions which included case studies highlighting consortia collaboration (HEC, etc) as well as one case study from each consortium demonstrating value delivered to members. In terms of case studies, SUPC will likely either focus on travel or e-auctions; NWUPC on Global Mobility or Staffordshire University. The Group agreed to reconsider what should be included and Laura Compton agreed to create a template case study.

**Action: Laura Compton**

It was furthermore decided that the Group should aim to produce the report by Christmas and potentially link it with the PEL Christmas card to include an info. graphic.

## **11. Any Other Business**

Laura Compton asked whether there might be scope for shared resource (shared among the HE consortia) when planning events. Marion Hutchins suggested adding training or speakers to meetings to support the group's skills development (perhaps on public affairs or balancing internal and external requirements). She requested ideas for speakers from the Group.

**Action: Group**

It was agreed that the next meeting will be held in Manchester, potentially on 2<sup>nd</sup> December, or late January. The subsequent meeting was suggested for mid or late April. Laura Compton agreed to send round a Doodle poll.

**Action: Laura Compton**