

**NORTH WESTERN UNIVERSITIES PURCHASING CONSORTIUM
SUSTAINABLE PROCURMENT GROUP**



**Meeting: Tuesday 16th June 2015
Held at Keele University**

Present:	Linda Sutton Huw Evans Emma Tweedie Suzanne Hartley David Glover Helen Dodd-Williams (Chair) Jane Billows	Keele University Keele University Lancaster University Liverpool Hope University Staffordshire University NWUPC NWUPC
Apologies:	Linda Wardle Sheila Smith Frank Green John Dwyer Ian Ross Ian Jarvey Al Clark Helen Cutts	Lancaster University Liverpool Hope University University of Manchester Lancaster University NWUPC University of Manchester University of Manchester University of Manchester
Not in attendance:	Simon Ross Arwyn Evans Ronan Rafferty Sabine Larsen	University of Manchester Manchester Metropolitan University University of Ulster Manchester Metropolitan University

		Action
1	Apologies for absence and membership See above Linda provided housekeeping arrangements.	
2	Minutes from the last meeting – 11th March 2015 Agreed and received.	
3	Matters Arising Helen will follow up the outstanding newsletter articles.	Helen Dodd-Williams
4	Newsletter The next newsletter is due in a few weeks. It was agreed that today's tour would be included as an article and Huw agreed to provide Helen with a write up of the day. Other articles due to be included are the Eco Day at Lyreco and the Rexel Renewables competition. John Dwyer is also providing an article.	Huw Evans
5	Lyreco Eco Day & Competition Linda reported that the Office Solutions Commodity Group and the Sustainable Procurement Group had attended an ECO day hosted by Lyreco at the beginning of the month. Unfortunately there were low numbers of attendance. The day however was informative and well received. Suzanne reported that she had found the day really interesting. Huw advised it had opened his eyes to what they do throughout the supply	

	<p>chain. Overall the feedback has been positive some aspects of the day were felt to be rushed and some of the presentations focused too much on sales, this information has been feedback to Lyreco. Lyreco is considering holding this as an annual event but it may be held at another time of the year.</p> <p>The Lyreco Eco competition was launched at the Eco Day this is it's third year and the target is to increase spend on sustainable products. The eco catalogue was also launched during the day.</p> <p>All the information regarding the competition will be available on the NWUPC website.</p>	
6	<p>Supplier Engagement & Development</p> <p>Helen advised that thought has been given to the future of this group. It had been meeting now for three years and has had some varied membership over that time. Helen advised that it is thought that the group has now achieved its original aims and that sustainable procurement should not be a stand alone area but included and embedded throughout the procurement process. There is currently a review being undertaken regarding the process of Commodity Groups and sustainable procurement is proposed to be included in the overall responsibility of the Commodity Groups and each group asked to name a Commodity Group sustainability champion. If this is agreed there would not necessarily be a need for the sustainable procurement group to continue to meet on a regular basis. A discussion was held regarding the proposal. It was agreed that the group does not need to continue to meet however it was felt that it would be useful if all the champions and institutional sustainable personal were able to meet possible only once a year to discuss progress and provided updates.</p>	
7	<p>Category Representation at Meetings</p> <p>Not discussed see item 6.</p>	
8	<p>Keele University – Tour of Home Farm</p> <p>The group received a very interesting tour of Home Farm and the wider University campus. Thanks were given to Linda and Huw for arranging this.</p>	
9	<p>Any Other Business</p> <p>Flexible Framework – Linda advised that Keele University have signed up to work towards level four of the Flexible Framework. They will be working with Net Positive Futures and are due to visit The University of Manchester. David advised that Staffordshire University are looking to progressing with this next year.</p>	
10	<p>Details of Next Meeting</p> <p>As discussed earlier no further meetings will be arranged. The meeting scheduled for 13th October 2015 will be cancelled.</p>	

Minutes taken by
Jane Billows
NUWPC
31st July 2015