Linked

LONDON UNIVERSITIES PURCHASING CONSORTIUM

THE MAGAZINE FOR LUPC MEMBERS AND SUPPLIERS

'*Celebrating Excellence in Procurement*' an overview of the UKUPC Procurement Conference

LUPC'S JOURNEY TO NET ZERO

UKUPC PROCUREMENT AWARDS

Contents

Follow us on Linked In @LUPC

Follow us on Twitter @lupconsortium

Meet the team

Don Bowman
Director
Tel: 020 7307 2769
M: 07931 862275
Email: d.bowman@lupc.ac.uk
General consortium direction and management of Ensemble Purchasing.

Jasbinder Sandhu
Deputy Director
Tel: 0207 307 2767
M: 07849 089958
Email: j.sandhu@lupc.ac.uk
Bindi is responsible for the management of the contracting team and tendering activity at LUPC.

Antonio Ramirez
Senior Category Manager
Tel: 020 7307 2764
M: 07932 346741
Email: a.ramirez@lupc.ac.uk
e-Procurement lead, STEMed and laboratory, electronic components, furniture & soft furnishings, utilities, veterinary supplies.

Mike Kilner
Senior Category Manager
Tel: 020 7307 2768
M: 07932 347182
Email: m.kilner@lupc.ac.uk
ICT hardware and software, insurance, audio visual including photographic and broadcasting equipment, Electronics Watch.

Roy Dennis
Senior Category Manager
Tel: 020 7307 2772
M: 07419 583838
Email: r.dennis@lupc.ac.uk
Library, professional services (including legal, debt collection, intellectual property rights, financial services, occupational health, temporary & permanent recruitment, global mobility), office supplies, paper, print, post, CreditSafe.

Julie Gooch
Senior Category Manager
Tel: 020 7307 2778
M: 07546 050410
Email: j.gooch@lupc.ac.uk
Estates including; estates maintenance & minor works, waste management, cleaning: services, equipment & supplies, security services, doors, lifts, access control, fire alarms, washroom, water quality management.

Justin McLoughlin
Senior Category Manager
Tel: 07568 227 623
Email: j.mcloughlin@lupc.ac.uk
Estates including; catering consultancy, outsourced catering, project management and full design team, PPE, work & sports wear, floor coverings, white goods, electrical materials, taxi services and promotional merchandise.

Joyce Kadri
Category Manager
Tel: 020 7307 2763
M: 07884 551949
Email: j.kadri@lupc.ac.uk
Joyce supports LUPC's Senior Category Managers as well as the wider team with their administrative requirements.

Margaret Shapiro
Responsible Procurement Lead
Tel: 020 7307 2765
Email: m.bernal@lupc.ac.uk
Responsible procurement lead; Responsibleprocurement policy and strategy; supplier risk assessment and development; modern slavery statements; sustainability reporting.

Suzanne Picken
Head of Membership, Marketing & Comms
Tel: 020 7307 2776
M: 07930 595498
Email: s.picken@lupc.ac.uk
Membership; marketing agreements and services; training; conference and events; LUPC website; publications, communications.

Giorgia Varriale
Communications and Digital Marketing Coordinator
Tel: 020 7307 2771
Email: g.varriale@lupc.ac.uk
Stakeholder communications, ebulletin and Linked magazine, social media, website content.

Caroline Ford
Accounts and Office Manager
Tel: 020 7307 2762
M: 07908 460381
Email: c.ford@lupc.ac.uk
Accounts, general enquiries and admin.

Kai Osborne
Systems Manager & Data Analyst
Tel: 020 7307 2770
M: 07784 312365
Email: k.osborne@lupc.ac.uk
System management and development; collection, analysis and reporting of member and supplier data.

Reece Baines
Purchasing Manager
Email: r.baines@lupc.ac.uk
Professional procurement consultancy and support service to LUPC members, covering all levels of procurement, as required by the relevant member organisation.

Welcome to the Autumn edition of Linked Magazine

It was fantastic to see so many of you at the UKUPC Conference at the University of Exeter in September. There was a real buzz to the event, being the first national conference in four years it was great for members and suppliers to come together to network and have dedicated time for learning and development. We hope you enjoyed it and found it useful, thanks to Suzanne Picken for the exceptional work in organising this; we are now starting to plan the annual LUPC/SUPC conference for 2024, which will be held in Central London in June next year.

As you may have gathered from the title, this edition of Linked will focus on the conference, reviewing its environmental impact (page 22) and reflecting on the knowledge that was shared (page 16). We also look back at the Procurement Awards (page 25), which were recognized as a valuable opportunity to celebrate successes in procurement.

In other news, LUPC proudly renewed its CIPS Corporate Ethics certification, which publicly reinforces an organisation's assurance to ethical sourcing and supplier management and shows LUPC's continuing commitment to Responsible Procurement. We have also now agreed our company carbon offsetting projects for the year, for our scope 1, 2 and 3 emissions and more information will be coming out about these soon.

Our data analyst, Kai Osborne, is currently working hard on the Member Benefits report and full members will receive this by the end of October.

You may have already seen that we are currently recruiting two procurement apprentices, this was made possible by utilising the income derived from the conference. There will be the potential for them to spend some time working with our members, to enhance their experience in procurement in 2024 and we will keep you informed of their progress. The apprentices will be studying the Level 3 or Level 4 apprenticeship, depending on their education levels, and this will help to increase the new entrant procurement staff to the sector.

I hope you enjoy reading this edition, and as always, we would appreciate any feedback on the magazine, or any other areas where we could assist in your procurement activities.

Latest UKUPC Market Insight Document available

The latest quarterly **UKUPC Market Insight Document (September 2023)** is now available. This report is provided for UKUPC members by the professional category leads across the university purchasing consortia, providing insight on what is happening in national and international supply chains. A fulldetailed report as well as a summary with a high-level view of the key issues affecting each category is available. The summary may be read, and shared internally, alone or in conjunction with the full detailed market insight document. Full members can download these documents (you will be prompted to log in to the LUPC website): UKUPC Full Market Insight Document - September 2023 UKUPC Market Insight Summary Document - September 2023

Welcome to new member – Nominet!

Nominet is the latest organisation to become a full member of LUPC! Nominet is the proud guardian of the .UK domain – which connects and protects over 11m domain names. It wants to create a world which is more connected, inclusive, and secure. We extend a warm welcome to Nominet to LUPC.

Transforming Public Procurement Update

There will be an implementation period of at least 6 months with the new regime going live in October 2024. The Cabinet Office will be providing an L&D programme for contracting authorities. At the UKUPC Conference 2023 this past September, we had a session dedicated to the new Procurement Bill – you can access the slides here.

New frameworks

Print Solutions Framework Launch

Serials, Periodicals, and Associated Services (Print and Digital) framework retendered

Temporary and permanent (TAP) recruitment services framework

High Value Laboratory Equipment (HVLE) Framework Launched!

ICT Updates

Jisc – Two Jisc-led agreements were recently awarded. The replacement to the existing Network Equipment framework is expected to go live shortly, as is the new Telecommunications framework.

Electronics Watch – Electronics Watch has now published a working draft of its Principles of Worker-Driven Remedy, which is a guiding framework for public buyers and other stakeholders to address harm to workers in supply chains. Developed in consultation with trade unions, labour rights organisations, and public buyers, the Principles put affected workers at the heart of the remediation process. Electronics Watch will provide support for public buyer affiliates to implement the 10-point principles in their supply chains.

Updates to SUPC's PMA+: Is your organisation fit for the future?

Southern Universities Purchasing Consortium (SUPC), part of the wider UK Universities Purchasing Consortia (UKUPC), has recently updated its Procurement Maturity Assessment (PMA+). A Procurement Maturity Assessment is an independent detailed assessment of your procurement activity. It provides you with a bespoke action plan for improvement, a baseline to measure improvements, and benchmark scores against similar organisations. The PMA+ reviews where your organisation is now, and helps you to progress to where you want to be. Learn more about it here.

Events

Mercell E-Procurement Solution Demonstrations
26 October, and, 6 and 15 November.

Heads of Procurement Monthly Meeting
27 October 09.30 - 10.30 and 24 November 09.30 – 10.30

CIPS Study Coffee Morning -
31 October 11.00 - 12.00

Please check the events section of the LUPC website to stay up to date and to register attendance.

SUPC
Southern Universities Purchasing Consortium

Green Gowns Awards 2023

LUPC is delighted to have been invited to participate as a judge in the Benefitting Society category of the [Green Gowns Awards 2023](#). The awards recognise sustainability excellence in tertiary education in UK & Ireland.

As anchor institutions in their communities and cities, universities and colleges benefit society in many ways. The Benefitting

Society category captures the powerful and innovative ways education institutions are realising their purpose in today's society to benefit the lives of individuals, communities and wider society. Examples will range from economic, social and environmental impacts with organisations and sectors outside the institution where innovative new approaches to bringing positive benefit can be found.

UK Government Modern Slavery Statement

The UK government has published its Modern Slavery Statement for the 2021/22 financial year, access it [here](#).

Watch this space: LUPC's 2022/2023 Modern Slavery Statement will be out by the end of the year and featured in the Winter edition of Linked Magazine 2024.

Laboratories and STEMed

Highly ranked supplier in Life Sciences Equipment, Materials & Services LAB2010 NE (2nd) and Antibodies and Sera LAB4042 SU (3rd).

ISO 9001 : 2015 REGISTERED
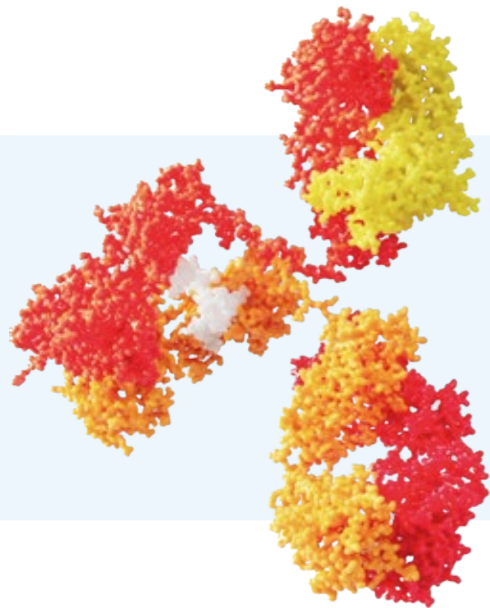
Let's work together...

We are partnering with LUPC members to help them achieve cost savings, streamlined operations, and sustainability objectives. Benefits include institutional discounts, free shipping, animal-free antibodies, biodegradable/recyclable packaging, and much more...

Contact us today to see how we can help!

Ross Wheatcroft
Business Development Manager
Tel.: 01223 298 875
Email: ross.wheatcroft@antibodies.com

antibodies
.com

Litmus is a LUPC Framework Supplier

Catering Outsourced Services Framework Agreement CAT5079 LU

litmus®

Dynamic foodservice and food retail management consultancy

- ▶ Tender Management
- ▶ Consumer Insight
- ▶ Contract Monitoring
- ▶ Benchmarking
- ▶ Strategic Reviews
- ▶ Catering Design & Planning

Great, healthy food should be a given, satisfied customers the norm.

Our goal is to help Universities provide the very best food services to their community - students, staff, visitors and conference attendees.
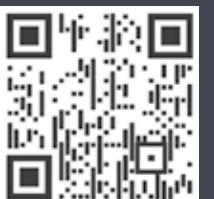
We have the experience, wherewithal and skill to help shape your specification and make it an affordable reality.

Litmus have been providing catering and FM consultancy in University settings for over 30 years and we are very proud of our track record.

We understand that each campus has its own identity. Its own culture. Its own community and its own challenges.

We're here to help your university create the best possible range of foodservice solutions, whether traditional, retail or concession - contracted or managed in-house.

Common challenges in University settings:

- ▶ What food and drink services do customers want?
- ▶ How do customers want to access those services?
- ▶ Take the services to the customer or serve from fixed outlets?
- ▶ Balancing the demand for plant-based options
- ▶ Flexing a service model that allows scaling up and down to align with consumers' needs?
- ▶ Meeting and exceeding regulations on Allergens?
- ▶ Embracing new technology & digitising service delivery via click and collect, scan & go and loyalty?
- ▶ Keeping pace with customer expectations as preferences and circumstances change?

Contact

Joe Parfitt is our Education Consultancy Director, his contact details are below, or scan the QR code.
M: 07837 759 198
E: joeparfitt@litmuspartnership.co.uk
W: www.litmuspartnership.co.uk
X: @litmussolutions

More details about Litmus? Scan or click on the QR Code

expertise | **passion** | **innovation**

LUPC proudly renews CIPS Corporate Ethics certification

The CIPS Corporate Ethics Mark publicly reinforces an organisation's assurance to ethical sourcing and supplier management. Organisations displaying the mark have signed a Statement of Commitment to ethical sourcing and supplier management and have taken proactive steps to safeguard against unethical conduct. The Mark is a way for an organisation that commits to ethical procurement to be recognised by CIPS through a publicly accessible register.

CIPS PROFESSIONAL ETHICS

Action Sustainability: LUPC ISO 20400 re-assessment Case Study

Action Sustainability have put together a case study based on LUPC ISO re-assessment. Read all about it [here].

GVAV
AUDIO VISUAL SOLUTIONS

National company, local service

GVAV are your local audio visual solutions provider.

✔ Covering the whole of the UK
✔ Trusted product advice and system design
✔ Experienced engineers and technical support
✔ Four decades of experience built on the Higher Education sector
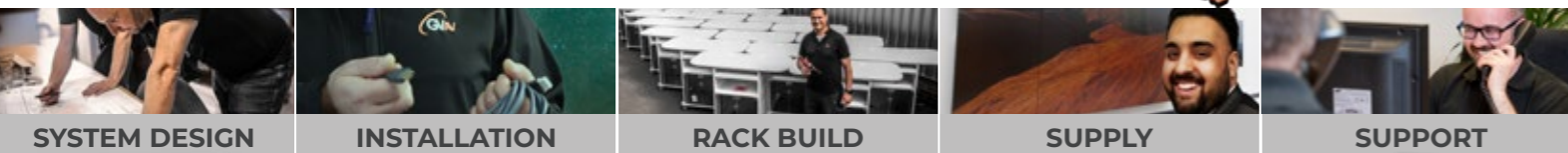
| SYSTEM DESIGN | INSTALLATION | RACK BUILD | SUPPLY | SUPPORT |

BrightIdeas - your go-to AV guide   gvav.com/bright-ideas

08000 27 40 06 | sales@gvav.com
gvav.com

LONDON UNIVERSITIES PURCHASING CONSORTIUM

London & South East:	0208 814 5950
South West & South Wales:	01392 499399
Midlands & Mid Wales:	01455 221587
North West & North Wales:	01942 884433
North East & Scotland:	0191 303 9648

LEGAL SERVICES FRAMEWORK SUPPLIER DUE DILIGENCE
2023 overview

Addleshaw Goddard LLP	Bevan Brittan LLP	Bodies LLP	Browne Jacobson LLP
Capital Law LLP	Clyde & Co LLP	DAC Beachcroft	Eversheds Sutherland (International) LLP
Michelmores LLP	Mills & Reeve LLP	Muckle LLP	Pinsent Masons LLP
Shakespeare Martineau LLP	VWV LLP	Weightmans LLP	Womble Bond Dickinson (UK) LLP

100% of suppliers on the Legal Services Framework Agreement completed the Supplier Due Diligence Tool (SDDT).

100% have modern Slavery Statements and Diversity, Equity and Inclusion policies.

88% of firms have UK offices only and recruit locally.

50% of Suppliers are accredited by the Living Wage Foundation and have human and labour rights policy.

25% of suppliers indicated having policies and procedures in place for protecting human rights and identified human rights risks within their supply chain

1 supplier has completed the UK government's Modern Slavery Assessment Tool (MSAT).

CO²

94% of suppliers

have carbon reduction policies or public commitments to reduce carbon

69% of suppliers have Net Zero Targets.

ESTABLISHING PRIORITIES FOR ENVIRONMENTAL RESPONSIBILITY IN THE FURNITURE INDUSTRY

The climate emergency is here, and most organisations recognise the need for greater environmental responsibility. How does this impact furniture buyers? Carbon measurement, product materiality, eco-design, reuse and recycling are all important factors. The significant challenge is establishing priorities. Joanna Knight, Sustainability Manager at Southernsbroadstock Ltd talks us through how to do this.

Any company or organisation should be implementing a proactive carbon measurement and reduction plan for their Scope 1, 2 and 3 emissions. Products also have a footprint - embodied carbon. Many people may not appreciate that furniture manufactured from virgin resources are reported to contribute around 30% of the carbon footprint of a commercial building over its lifespan.

Establishing the footprint of furniture remains challenging and, without a standardised approach, product comparisons are difficult. Furniture is frequently manufactured from range of complex materials and so not easily comparable between styles, configurations, finishes, fabrics, and sizes. Equally, some measurements include a lifecycle assessment whereas others are 'to the factory gate'. Transparency of the full supply chain, including the original source of the material, is difficult and 'end of life' assumptions vary enormously

There are, however, a range of additional considerations to support greater environmental responsibility.

Materials & Recycling

Some buyers are focussing on future recyclability as well as recycled content of a product. Similarly, the use of natural, renewable materials seems an obvious choice. The decision is, however, not straightforward.

Some materials are recyclable but

there must be clarity in terms of the ease of segregating the individual components and who is able to recycle the materials.

Do you specify something that is 80% recycled or 100% recyclable? What if a 100% recyclable material has social issues within its supply chain? What is the source of recycled material and is that traceable? What is the energy usage of the recycling process? Is there a release of harmful substances in its processing to a useful product? Is the 100% recycled material suitable for future recycling?

There has been much publicity about bamboo describing the fast growing, carbon removal benefits. However, bamboo is not indigenous to Northern Europe and it is a highly invasive plant. Has its planting replaced rain forest or food production land?

Another example is cotton. It generally requires chemical fertilisers and pesticides to grow, polluting local ecosystems and drinking water. It can degrade soil quality, prevent biodiversity, and labour conditions for the workers can be questionable.

The Future must be Circular

The approach to sustainability needs to start right at the beginning – not just whether the product meets current requirements but considerations to its full lifecycle and 'future life' options. Price cannot be the only metric. A focus on quality, durability, and timeless design aesthetics together with ongoing availability of replacement components and 'spares' will maximise its useful life. Design for disassembly including modularity will enable segregation of materials and greater opportunity for future reuse as part of a remanufacturing or recycling programme.

We cannot continue to extract vast quantities of virgin raw materials. This year, the UK's overshoot day – the date when our demand for ecological resources and services exceeds what Earth can regenerate in the year – was 19th May! This means that for the remainder of 2023 we are on 'borrowed time'.

The hierarchy of the circular economy is based on reduce, reuse, and recycle.

Value retention through recycling is always better than waste disposal. That said, the principles of the circular economy are based on "circulating products and materials at their highest value".

The future of the furniture industry

The future within the furniture industry will undoubtedly include digital product passporting allowing traceability of the original manufacturer and supplier, material
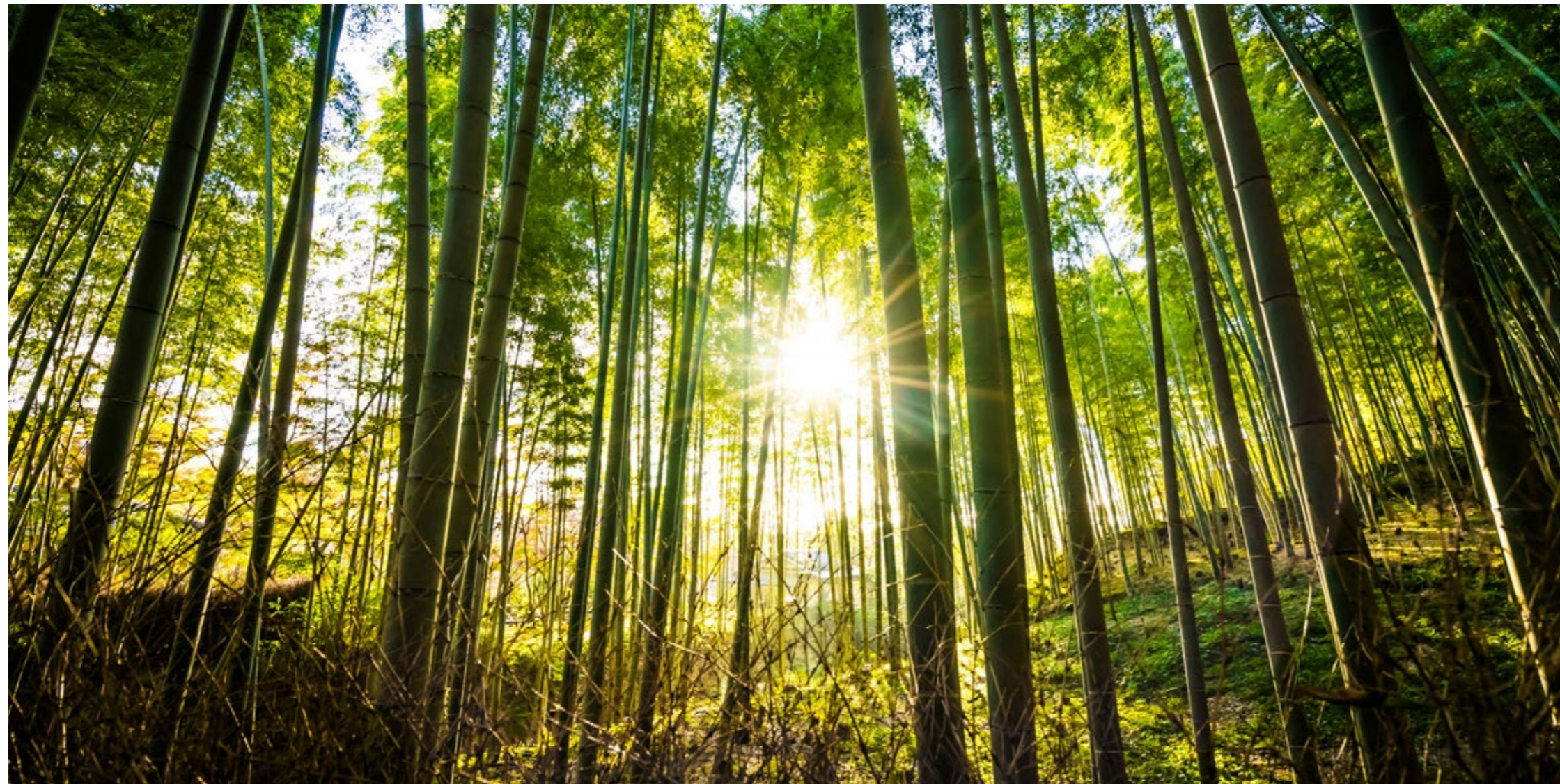
Responsible Procurement: Case Study

content and recyclability, availability of spare components, details of warranty and disassembly drawings. Whilst difficult, complicated, and potentially costly, some manufacturers are starting to reintroduce old products back into the manufacturing process. There are also specialist companies focussed on renovation and remanufacturing.

Why own the product? Many people will remember the times when we rented our TVs! Furniture as a Service offers a subscription model transferring the legacy risk back to the supplier. It's early days but a potential option.

Environmental responsibility is complicated but essential!

Southernsbroadstock Ltd is a supplier on the Sustainable Furniture Solutions framework FFE2008N. As a leading manufacturer and supplier, Southernsbroadstock is committed to its published sustainability strategy incorporating the Scope 1, 2 and 3 carbon reduction plan. The company also offers product consultancy and services to maximise the useful life of furniture.

Get in touch with Joanna Knight, Sustainability Manager, Southernsbroadstock Ltd joanna.knight@southernsbroadstock.co.uk

AN OVERVIEW OF THE UKUPC CONFERENCE 2023

The UKUPC Conference took place between 5th and 7th September, with the gorgeous location of the University of Exeter serving as the perfect backdrop for the occasion and the sun shining on just over 450 delegates and exhibitors. The hosting team has received fantastic feedback on the value of coming together in person with members and framework suppliers from across the sector, following a gap of four years due to the pandemic. Still on a high from the event, in this article we look back on the wealth of knowledge shared through inspiring talks and networking opportunities across the conference.

Picture courtesy of James Wills Photography

Tuesday 5th: Setting the Tone
On Tuesday 5th we welcomed members to the venue and kicked off the conference with our very own UKUPC Fest! including street food, welcome drinks, games and brilliant live music by local artist Richard James

Picture courtesy of James Wills Photography

It is safe to say we got lucky with the weather, and it was a perfect setting for catching up!

Wednesday 6th: Learning in Action, Building Relationships & Celebrating Success
Wednesday was packed full, with the opening of the exhibition of 80 suppliers from UKUPC framework agreements, an extensive range of

talks and the conference dinner which was host to the UKUPC Procurement Awards (more on this on page 25)!

The two plenary sessions covered The Psychology of Leadership and Harnessing the Power of Procurement across your University. The impressive 16 breakout sessions, ranged from Using CPD to develop your team to How to Influence Internal Stakeholders.

The Conference Dinner provided a great networking opportunity for delegates and exhibitors. It started with a drinks and canapé reception on the terrace of Holland Hall, with beautiful views of the nearby countryside in the evening sunlight. This was followed by a formal sit-down dinner by the University of Exeter's award winning catering team. The evening continued with the UKUPC

Procurement Awards and finished with attendees taking to the dancefloor.

"The highlights included some really productive chats with suppliers"
Anonymous

"The sessions were all excellent from a CPD perspective and helping us in our day-to-day roles. Aside from this, I found that the opportunity to meet colleagues face to face, some for the first time provided great networking opportunities."
Tina Yu, Head of Procurement, National Museums Liverpool

Thursday 7th: Final sessions, Call to UKUPC Conference 2025 and Conference Close!
Thursday's final plenary sessions covered Procurement's Big Three for 2023 - Resilience, Purpose and Digitisation (learn more about this

Picture courtesy of James Wills Photography

on page 32) and The Economy and Managing Inflation - Current and Future Economic Challenges.

The final five thought-provoking breakouts sessions varied from Negotiating Contract Terms and Conditions to Making Social Value Real - converting procurement with purpose concepts into practical action.

A wide range of procurement related topics were covered over 4 plenaries and 23 breakout sessions during the conference, making it difficult at times to choose what to attend! We're pleased to say that the majority of the sessions were recorded so delegates can catch up on anything that they missed. A link to the conference

playlist has been sent to delegates to view via the LUPC SUPC YouTube channel.

"An all round well organised event with great content."
Eama Khanom, Head of Procurement, Queen Mary University of London

As always, sustainability played an important role in the organisation of this event. UKUPC places sustainable practices at the heart of its values. For this reason, we implemented the use of a conference app making the programme guide and agenda completely paperless. We encouraged the use of public transport and arranged shuttle buses to and

from the station on arrival and departure days. We chose unbranded lanyards made of hemp, and collected these at the end of the conference so they can be reused for future events. We provided each delegate with an aluminium UKUPC Conference water bottle for easy, zero waste, rehydration at the conveniently placed water stations. Our responsibly sourced catering provided a 50:50 split of meat and vegan/vegetarian food choices throughout the days. And finally, we have measured the conference's environmental impact (and you can learn all about it on page 22) in order to understand what steps we need to take to reduce the environmental impact of holding such events.

Final reflections:
A big thank you to everyone who attended the conference and made it such an enjoyable event. We'd also like to thank delegates

and exhibitors for completing the conference survey. 98% of delegate survey responses stated the conference met or exceeded expectations.

Your feedback is incredibly important to us and will help us to continually improve our events. One of the key points raised by both delegates and exhibitors is that they would have liked more exhibition time within the programme. All feedback provided will be passed onto APUC, who will be delivering the next UKUPC Conference in 2025. We cannot wait to see you in Scotland!

Picture courtesy of James Wills Photography

switchshop
IT NETWORKING AND SECURITY

01438 831 870
sales@switchshop.co.uk

LUPC
Framework
Supplier

Enquire here

Network Equipment Framework ITS5085 LU

NETWORKING

WIRELESS

SECURITY

IP TELEPHONY

SERVER & STORAGE

PROFESSIONAL SERVICES

SERVICE DESK SUPPORT

aruba
a Hewlett Packard Enterprise company

Solution Provider

PLATINUM PARTNER

ENGAGE
FORTINET. EXPERT PARTNER

Integrator · MSSP · Marketplace

Glasdon®
Quality By Design

Framework Supplier on
the national Recycling Bins &
Street Furniture (JAN3044 NW)
framework agreement

www.glasdon.com

UKUPC CONFERENCE ENVIRONMENTAL IMPACT

From the afternoon of the 5 September 2023, 250 delegates and 200 exhibitors began to arrive at the UKUPC conference at the University of Exeter. The heat over the next few days, followed by flooding in the area over the following week was a stark reminder of the urgency of climate change upon us. In terms of environmental impact, limiting carbon emissions from delegate travel, catering and waste were top priority for the conference organisers, whose efforts were as tangible as the gold-coloured, aluminium water bottles adding a sparkle to the event. Who said sustainability is green?

travel extrapolated across full delegate compliment indicates carbon emissions of approximately 10.89 t/CO2e. Carbon emissions of reported delegate travel was calculated using information provided by delegates on modes of transport used and post code of point of departure and return. Carbon emissions of travel by car are more than three times higher than those associated with train travel, with air travel six times more intensive than travel by train. 34% of total emissions reported can be attributed to only 6% of respondents who indicated travel by plane.

The calculations are based on:

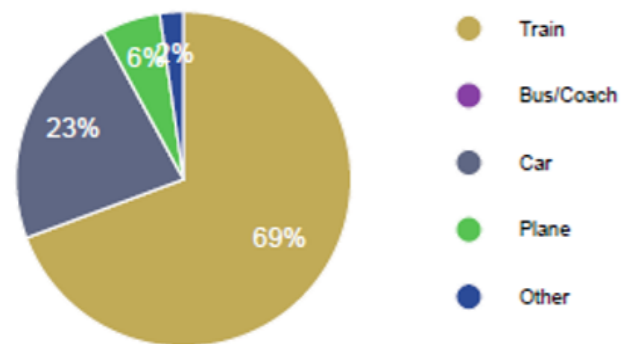Car = average petrol car 0.359 kgCO2e/mile / 1.5 (average loading for a car DfT statistic dataset vehicle mileage and occupancy) = 0.239 kgCO2e/pass mile, including full well-to-tank emissions

Train = National Rail 0.0715 kgCO2e/pass mile, including full well-to-tank emissions

Plane = Domestic flight with radiative forcing 0.43 kgCO2e/ pass mile, including full well-to-tank emissions

Conversion factors are all scopes taken from https://www.gov.uk/government/publications/greenhouse-gas-reporting-conversion-factors-2021
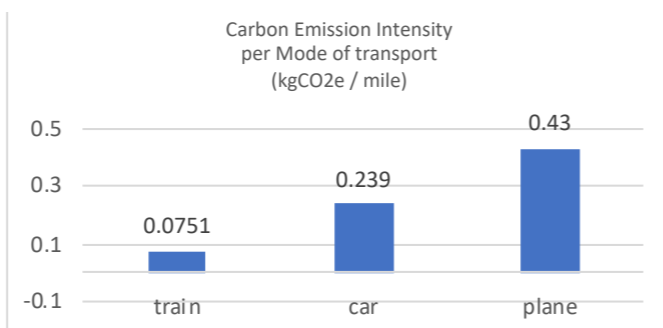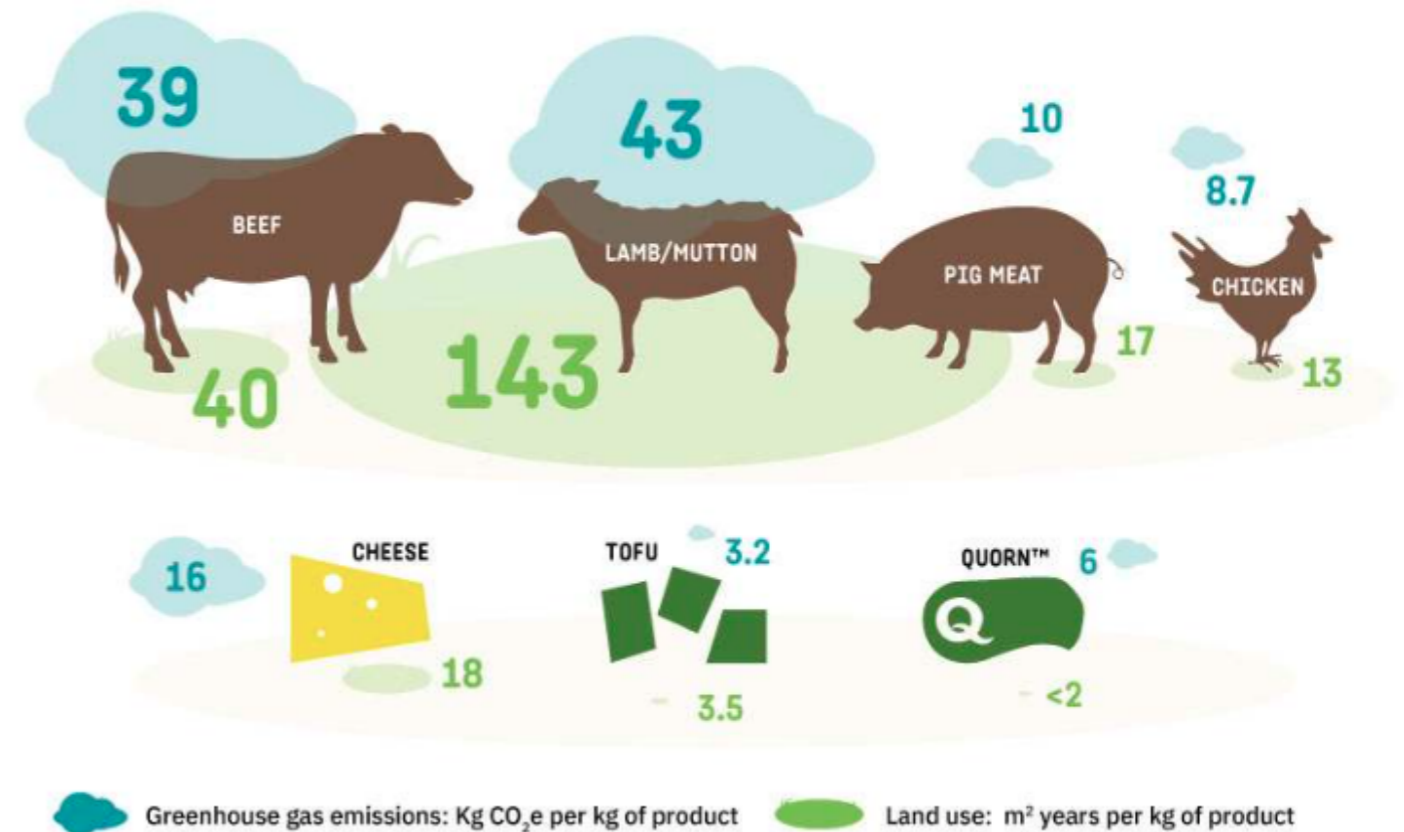
Carbon emissions

Delegates were encouraged to travel using public transport, with travel information requested upon registration and in the post-conference survey. Thirty-five per cent of delegates reported travel information, with 69% reporting travel by train. Total reported

Pie chart legend: Train, Bus/Coach, Car, Plane, Other
69%, 23%, 6%, 2%

Carbon Emission Intensity per Mode of transport (kgCO2e / mile)
train 0.0751, car 0.239, plane 0.43

Catering

With a red meat diet widely recognised as being the most land and carbon intensive, the organisers took a bold move to arrange the conference

A comparison of the emissions and land use associated with various animal products and substitutes

BEEF 39 / 40
LAMB/MUTTON 43 / 143
PIG MEAT 10 / 17
CHICKEN 8.7 / 13
CHEESE 16 / 18
TOFU 3.2 / 3.5
QUORN™ 6 / <2

Greenhouse gas emissions: Kg CO$_2$e per kg of product   Land use: m^2 years per kg of product

Source: Climate impact of meat, vegetarian and vegan diets |Ethical Consumer | Design by https://moonloft.com

menu with a broad spread across food categories. Even the most die-hard red meat fans would be hard-pressed to argue their taste buds were not tickled by the variety of locally sourced fare on offer.

Pie chart legend: vegan, vegetarian, red meat, chicken, fish
vegan 25.0%, vegetarian 25.0%, red meat 16.5%, chicken 16.5%, fish 16.5%
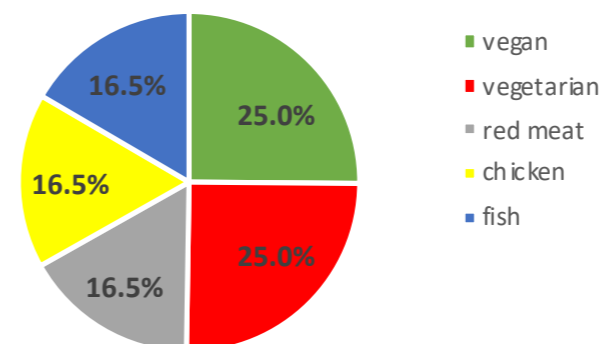
Waste

No additional merchandise was provided. Delegates were asked to bring their own paper, pens and shopper bags for collection of marketing collateral at the exhibition. Further waste reduction measures included no provision of bottled water. Upon arrival, delegates were each provided a UKUPC branded aluminium water bottle and encouraged to refill throughout the conference at various water stations located around the venue. No paper was printed. Instead, all communication was conducted via the Whova conferencing app, which encouraged a significant amount of online delegate interaction, including co-ordination of in-person informal networking.

Name tag lanyards were made of plant-based material and collected at the end of the conference for re-use, with colour-coded waste & recycling bins provided throughout the venue.

Accessibility

Accommodation, conference and exhibition space all had wheelchair/mobility access, with hearing loops provided in conferencing facilities.

Delegate feedback

The conference content received an overwhelming thumbs up with 97.8% of respondents indicating it met or exceeded expectations. We look forward to greeting you all in Scotland for the next UKUPC conference in 2025!
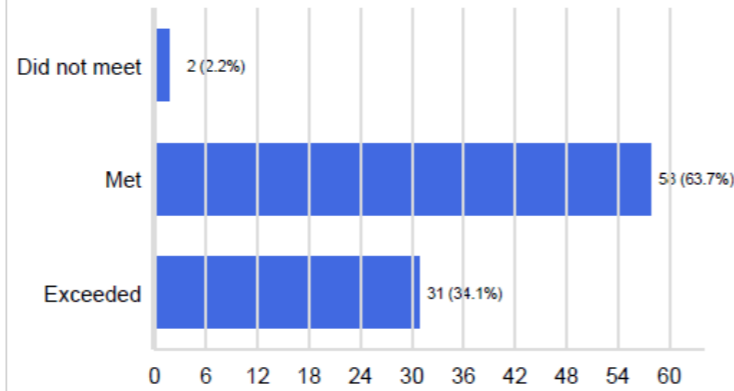
UKUPC PROCUREMENT AWARDS: YOUR WINNERS

In this section we highlight the winners and runner uppers for the following UKUPC procurement awards, presented at the UKUPC Conference 2023:

- Outstanding Procurement Initiative by a UKUPC member
- Outstanding Responsible Procurement Initiative by a UKUPC member
- Outstanding Collaborative project by a framework supplier

UKUPC Conference 2023 Delegates chose their winners via the Whova Conference App.

Rhonda McKay (left), Head of Procurement at Abertay University receiving the award for Outstanding Procurement Initiative from Julie-Ann Garton, NWUPC Managing Director and UKUPC Chair, at the UKUPC Procurement Awards.

OUTSTANDING PROCUREMENT INITIATIVE BY A UKUPC MEMBER

Winner: Abertay University

Project title: Revolutionising the Procurement Function from transactional to strategic partner

The project was aimed to revolutionise Abertay's Procurement Function, shifting it from a reactive, transactional, and operational discipline to a proactive Strategic Partner, while also fostering a culture of forward planning throughout the University.

Description: The primary objective was to shift Abertay University's Procurement function from a reactive stance to a pro-active approach. Fostering a culture of forward planning and recognising Procurement as a strategic partner. Upon joining Abertay University in 2021, it was evident that the procurement function predominantly operated reactively, with most local contracts being awarded annually with minimal tendering activity, and most purchases handled in silo. The approach taken to transform the function was as follows:

- Undertake a full spend analysis,
- Develop a strategic plan,
- Develop an Operational Plan.

During expenditure reviews, we took a holistic approach, analysing the context to identify any potential synergies amongst the products purchased. We identified influenceable versus non-influenceable. Categorising spend into standard groups, to help identify opportunities for term contracts or to alignment with existing frameworks. Furthermore, we assessed the specific procurement requirements of each school/directorate and cross-referenced them with the current contracts register.

This process enabled us to identified gaps and recognise opportunities which informed the development our Operational Plan. The development of the strategic plan, started by addressing the areas identified in a recent audit and other assessment. Combining both reports with a comprehensive review of the processes, procedures, and policies, we established 36 strategic actions. These included the Development of a new Procurement Strategy and Guidance Manual; Embedding Procurement Reports into each School/Directorate and Executive Board to elevate procurement's profile and establish it as a strategic partner. This showed the wider university Procurement's value; Enhancing the current procurement resources and skill levels; along with embedding robust processes and procedures to maximise the full use of tools and resources available.

Developing an operational plan was aided by the comprehensive spend analysis conducted, providing valuable insights. This analysis informed the creation of school/directorate reports advising each Dean/Director of their current contractual portfolio along with future projects. Initially, the quarterly discussions were predominantly one sided, but through time, the university's mindset has entirely shifted, and there is now a prevalent culture of forward planning throughout the institution.

Two years from the initial assessment, the Procurement Function has:
- Successfully transitioned from reactive to pro-active
- Delivered all 36 Strategic workstreams.
- Boasts a thriving procurement team that continually enhances their procurement expertise.
- Team structure prioritises succession planning, ensuring a sustainable and competent workforce for the future.
- Procurement Function is now a Strategic Partner to all Schools and Directorates.
- Hold seat on various strategy boards including Estates lead strategic group, ICT lead strategic group, Digital Transformation Board, Sustainability Steer Group, Project and Business Change Steering Group, Finance Infrastructure and Corporate Services Management Board, among others.
- Actively engage with external Procurement Groups, solidifying our position as a valued strategic partner. Holds quarterly meeting with all School/Directorate. Fostering a robust forward planning process for the University's future expenditures
- Presents Quarterly infographs and market insights at the University's Executive Board. Focusing on operational and strategic workstreams, highlighting the realised benefits and their impact on Abertay Univeristy.

A recent Procurement Assessment saw significantly improved of our score from 61% to an outstanding 94%. This achievement marks the highest score awarded to a university of our size. Savings benefits on new/renewed contracts have increased substantially, from 1.4% across 2021 to 13% across 2023. This achievement is testament to the team's dedication and success in transforming the function from reactive to proactive, in an environment that has seen an unprecedented rise in inflation and cost of living crisis. The process of embedding change takes time, and it requires the commitment and buy-in from everyone involved. Engaging early with incremental changes has proven to yield the most significant impact. The wider University now appreciates that tendering is only 20% of our efforts, with the remaining 80% being the critical differentiator. As we now stand at the outset of our next venture, we proudly take the helm of the local authority Regional Procurement Team, a collaborative procurement service between X University and a local College. With great enthusiasm, we embark on this journey of transformation and the exchange of best practices to enhance our procurement endeavours.

Runner Up: York St John University
Project title: Campus Security: Insource V Outsource project providing social value
This project was to determine whether to insource or outsource campus security, to deliver a comprehensive, safe and supportive service to staff and students The chosen contractor now has a strong visible presence on-site. Students have taken up the opportunity for part-time work through them at our local sports stadium and security staff are receiving significantly improved employee benefits.

Runner Up: Queen Mary University of London
Project title: Procurement Involvement in project to Transform a World-Leading Science Education Centre
Queen Mary University of London's procurement team was engaged at the outset to feed into specifications and identify solutions to deliver a project that transformed a World leading Science Education Centre. Used by students and the wider community to educate, raise the profile of science and aim to inspire the next generation of science and healthcare professionals. The project outcome was futuristic and innovative and achieved within a challenging budget through commercial negotiations, which was not thought possible, and delivered significant social value for students and communities.

Larissa Morrish (right), Head of Procurement at Lancaster University receiving the award for Outstanding Responsible Procurement Initiative from Julie-Ann Garton (left), NWUPC Managing Director and UKUPC Chair, at the UKUPC Procurement Awards.

OUTSTANDING RESPONSIBLE PROCUREMENT INITIATIVE BY A UKUPC MEMBER

Winner: Lancaster University

Project title: Procurement & Travel Carbon Dashboard empowering informed purchasing & business travel decisions.

The University's Procurement and Travel Carbon Dashboard is an effective reporting tool that utilises the HESCET data along with expenditure information to provide staff with a view of their account code or department's Scope 3 Emissions. This initiative provides staff with deeper insight into higher-emitting activities and empowers them to make more informed purchasing and business travel decisions.

Description: The sector faces the huge challenge of influencing the purchasing and business travel decisions of staff whilst simultaneously working with suppliers to progress their own carbon reduction journeys.

The Higher Education Supply Chain Emissions Tool (HESCET) has been used for several years in the sector and, at Lancaster University, this information was historically kept in spreadsheets within the Procurement and Sustainability teams.
This initiative has widened access to decision-makers across the University by the creation of an easy-to-use, real-time reporting dashboard.

The emissions estimates in HESCET are sometimes criticised for their accuracy. We are always transparent about the data and its limitations, and we work closely with suppliers to get improved emissions data.

Scope 3 emissions cannot be tackled by Procurement alone, we need buy-in from our colleagues. The Carbon Dashboard has given us a tangible way of demonstrating the impact of purchasing and travel decisions which, particularly at lower values, are far from the influence of central procurement. The tool is only one part of our approach and works in conjunction with many other activities.

Approach:
Scope 3 Emissions Visibility: By combining the emissions factors with spend data we have created a Tableau dashboard report linked to a user's Finance System access that provides a view of the estimated Scope 3 emissions for their relevant account codes or departments. The data can be sorted by supplier, category of spend and cost code to provide an in-depth breakdown of Scope 3 carbon emissions, enabling departments to identify and analyse their highest-emitting activities. The data is 'real time' and automated, compared to before when there was a lag while spreadsheets were updated manually.

Better Purchasing and Travel awareness: With this data, staff are more aware of their impact, and be helped to make more responsible choices regarding procurement and travel, aligning their activities with the university's commitment to net-zero.

Business Travel Decision Tree: Developed by academic colleagues, the Business Travel Decision Tree offers a structured approach for departments to assess and select more sustainable travel options.

Sustainability Impact Analyses: We have completed guides to our major spend areas to help staff sourcing goods and services below tender thresholds. For anything above tender thresholds there is a mandatory Sustainability Impact Assessment carried out by the Procurement lead and built into the tender process.

Promotion of 'more sustainable' suppliers: We have a parallel work stream engaging with major suppliers. This includes collating supplier sustainability activities in the Net Positives Futures Supplier Engagement Tool and via our own contract management plans. We are part of the pilot group for the new Net Positives Futures Net Zero Carbon tool.

The Carbon Dashboard has been live since spring 2022. It was launched via a series of webinars and face to face meetings throughout spring and summer 2022 attended by over 300 staff. It now forms part of our regular Procurement and Finance training sessions.

Outcomes
Since its implementation the dashboard has promoted awareness and discussion.

Buy-in from colleagues: Leveraging the dashboard, we are in the process of undertaking studies with several departments keen to understand more about their Scope 3 impact and how to reduce it. Colleagues from the 5 pilot departments have engaged positively and we plan to roll out this model of engagement across the University.

Supplier Engagement: The data is presented more easily for the procurement team to identify high-emitting suppliers and work with them to obtain more accurate data and to develop carbon reduction plans.

Purchasing Portal Improvements: We plan to go live later this year with new functionality in our central purchasing system that will identify and promote more sustainable suppliers.

National Best Practice Sharing: Lancaster University has taken an active role in sharing best practice, contributing to the advancement of sustainability sector-wide through the Heads of Procurement Group, the HEPA Turnover Group and at a conference. In addition, our Head of Corporate Information Systems, shared this initiative via UCISA.

Learnings
To meet our Scope 3 targets we need the buy-in of colleagues. The Carbon Dashboard has given us a simple and effective way to start the conversation which has generally been positively received.

The dashboard is only effective in conjunction with other activities including providing better guidance and working with suppliers.

This work is not a start/finish project, all our procurement activity is being pivoted towards sustainability.

There is a large effort and resource required and whilst this initiative is led by Procurement, the effort is shared by colleagues in Sustainability, ISS, Facilities, and academic departments, in particular the Environment Centre. We have also benefitted from working with Masters Students researching this topic.

"The Procurement and Travel Carbon Dashboard has been essential in moving focus to scope 3 emissions and offers a practical solution to these challenges. The dashboard has been particularly helpful in aiding staff to easily see how their personal choices can impact the University's emissions, and to help them make more sustainable options in both business travel and in their purchasing choices." – Head of Sustainability, Lancaster University.

Runner Up: University of Exeter
Project title: Collaboration with supply chain & peers to realise industry leading carbon net zero target. *A collaborative approach to realise carbon net zero, delivered with the University's supply chain and peers. Exeter University found real reward in bringing people together in pursuit of its industry leading target.*

Runner Up: University of Huddersfield
Project title: Embedding RP principles in the new multi-faith centre build to WELL Gold Standard accreditation. *The Jo Cox 'More In Common Multi-Faith Centre' is a place of reflection for staff & students which benefits people from all faiths and backgrounds. Through the sourcing of biodegradable hand soap, Stabilised Aqueous Ozone, recycled furniture, and having achieved a WELL Gold Standard accreditation, the building benefits the planet too.*

OUTSTANDING COLLABORATIVE PROJECT BY A FRAMEWORK SUPPLIER

Winner: Stone Group

Project title: Recycling 4,500+ devices with supplier's zero-landfill recycling saving 624 tonnes of carbon

The University has purchased hundreds of devices through the Desktops and Notebooks (NDNA) framework, and recycled more than 4,500 devices with Stone's zero-landfill recycling on the IT disposal framework. The university has saved 44.1 tonnes of IT from landfill, 624 tonnes of carbon from the atmosphere and the equivalent of 671,000 plastic bottles.

Description: Sustainability is critical to the University of York. The University generates 26,000kWh of solar energy annually across its Green Flag campus and no longer invests in the fossil fuel industry. The University has achieved ISO 14001 certification and is working towards achieving the UN's Sustainable Development Goals.

Those benchmarks are familiar to Stone, too - our Making a Digital Difference sustainability framework aligns with the same UN goals and governs environmental and social sustainability across the entire business, and we've been ISO 14001-certified since 2007.

When the University of York needed a circular IT partner, it made sense to choose an organisation that cares about sustainability just as much. An elite partnership for exceptional education.

The purpose of the project is two-fold: the University of York needed to buy top-quality laptops and desktops on the NDNA framework to help staff and students deliver world-class learning and research. The University also wanted an IT Asset Disposal (ITAD) partner to recycle unwanted IT responsibly to support its sustainability goals. Stone occupies a first-ranked position on the NDNA's Lot 1 and Lot 3 categories for provision of Desktop PCs and One-Stop Shop IT and sits on the framework as a reseller of HP devices. The University conducted a further competition against the NDNA framework to choose a supplier and took into account quality, price and equipment testing.

Stone was the successful bidder in partnership with HP after achieving the best value-for-money score. Combine that NDNA status with Stone's position as an HP Amplify Power Partner and it means the University was able to secure appropriate devices at superb prices. Since the partnership was established three years ago, Stone has supplied the University with hundreds of HP EliteBook and EliteDesk devices. Because Stone is a circular IT provider, we don't just supply devices. If required, our expert engineers install devices on-site without disrupting day-to-day operations and our

Autopilot pre-provisioning ensures devices are ready for use. To improve security, Stone also adds laser-etched University logos to each device.

Sustainability: It's in our DNA To fully embrace circular IT, the University of York relies on Stone for recycling, too. Stone is the only IT solutions provider in the UK with its own on-site recycling facility. We're WEEE-accredited, erase data to military standards and we're Valpak-certified as a zero-landfill recycler, so all the University's unwanted IT is either recycled responsibly or refurbished to professional standards. Stone is listed as a supplier on the UKUPC IT Equipment Reuse Recycling and Disposal framework, so the University can trust the fact that we're fully vetted and accredited. It's a national framework, so all UK universities can use Stone's ITAD services. It made sense for the University to directly award this side of the service to Stone given the benefits of working with one provider. As part of our project with the University, Stone collects the University's unwanted IT and takes it back to Stone HQ free of charge.

Because the University of York uses the award-winning Stone 360 app to book its recycling collections, they earn cash rebates that are then used to buy further IT - including more equipment on the NDNA.

Usage of the award-winning, industry-first Stone 360 app also helps the University contribute to Stone's tree-planting programme. The app also allows the University to book collections on convenient days based on when new IT is being delivered.

The results are impressive and tangible beyond the University reaping the benefits of HP EliteBook and EliteDesk devices at great prices. Stone's social value reporting enables the University to measure its environmental impact in concrete ways, which helps contribute to the University's sustainability strategies while proving meaningful progress. Over the course of the partnership, the University has generated £1,250,000 of social value, which includes saving 44.1 metric tonnes of IT from landfill by either recycling or refurbishing more

than 4,500 unwanted devices. Stone's social value reporting means the University can see that they've saved 624 tonnes of carbon from entering the atmosphere and the equivalent of 671,006 plastic bottles.

David Barrett, Head of DPS, IT Services at University, said that the University *"values its strong collaboration with Stone and benefits from an excellent working relationship,"* and explained that *"Stone's ITAD procedures are easily accessible and align with the University's sustainability objectives through their zero-landfill approach."*

Thanks to the frameworks under the UKUPC umbrella, the partnership can continue to flourish in a robust, reliable, and affordable manner. The University of York and Stone's partnership creates sustainable outcomes for an elite institution thanks to circular IT that delivers positive financial, social, and environmental impacts.

Runner Up: Fujitsu
Project: A Pioneering project deploying high-performance, green energy-powered computer cluster
Innovation Centre 7 at Keele University.Tity is a pioneering project that exemplifies the potential of data and digital technologies to drive sustainable innovation in education and society at large. By understanding the unique needs of the university, the project team successfully deployed a high-performance, green energy-powered computer cluster that supports research, fosters collaboration, and aligns with Keele University's commitment to sustainability.

Runner Up: EFG European Furniture Group Ltd
Project: Scope 3 emissions reduction project, in the loose furniture & commercial interior sectors
In partnership with Lancaster University's Eco-Innovation Hub, EFG European Furniture Group have been able to capture our Scope 3 emissions, look to a roadmap for reductions and have developed a tool capable of delivering reduced industry impacts within the loose furniture & commercial interior sectors.

RESILIENCE, PURPOSE AND DIGITISATION – THREE PRIORITIES FOR PROCUREMENT

Peter Smith, an industry leader in procurement and one of the plenary speakers at the recent UKUPC Conference, reflects on the focal points of his talk.

I recently spoke at the UK Universities Procurement Conference held at the University of Exeter. The weather was beautiful, the campus is very green, set on the side of quite a steep hill and much bigger than I expected. The buildings now look charming, surrounded by trees, sculptures and lawns, whereas it all probably looked somewhat brutalist when it was first built in the 1960s and 70s! My keynote was titled "Procurement's Big Three for 2023 - Resilience, Purpose and Digitisation", so let's revisit some of the key points I made in Exeter.

Firstly, we certainly need resilience in our organisations and in our procurement functions and teams. We need to remember that for many of us, 2022 was probably the most remarkable year of our lifetime in many ways. A war in Europe, coming out of Covid, political turmoil in the UK, the death of the Queen, inflation taking off, and the hottest ever temperature (by miles) for the UK.

Resilience

Whilst things appear to have calmed down somewhat in 2023, I suspect we are in an era where "Black Swans"

(unexpected events that have an apparently low probability of happening, but do occur) are more and more common. Whatever the cause of this change, we have to plan for the unexpected, as it were, which is where resilience comes into it. Now the definition of "resilience" has

two parts. The first is the "capacity to withstand or to recover quickly from difficulties; toughness". But the second is perhaps more interesting and less well known – "the ability of a substance or object to spring back into shape; elasticity".

These are often linked but are somewhat different qualities. We can be "tough" but if we don't have that capacity to recover and be flexible when we are "attacked", pure toughness won't be enough. You can't stop stuff happening, as it were, but you can take steps to make sure you have a

good chance of responding flexibly to challenges and bouncing back.

That means being able to act quickly, when necessary, and even change direction if you have to. In practical terms, that means making sure you can onboard new suppliers, or revise specifications or even contracts quickly if you need to. If you have dependencies in volatile parts of the world – including China – it may well be worth carrying out some serious "scenario planning". What would happen if China invaded Taiwan and governments imposed sanctions? What do you currently buy that is important – and only sourced from China? Many organisations are looking at nearshoring, multi-sourcing, or even insourcing. Certainly a single source situation for strategic or critical items is not a good idea (to be fair, it never was)!

Purpose

Moving on to purpose, despite the pushback that is beginning to build amongst commentators and some politicians who are extending the culture wars "into this area and complaining about "woke" businesses and approaches, sustainable / purposeful procurement has become a huge issue. That's because most organisations (particularly those that are services-based, larger or those in influential positions) can do more to change the world through how they influence their suppliers and supply chain than by

taking actions purely internally.

But it is important to remember that our purpose-led activities must be driven by our stakeholders, not just because as individuals we might like to take some of these actions. In the university sector, I would argue that sustainability is principally about being a more attractive destination for students and academics, and keeping the Board and the vice-chancellor away from reputational risks. You also need to be aware of what other interested groups – charities, the media and even local residents for instance – might perceive as positive steps you can take.

Digitisation

Moving onto our final topic, it is clear that technology and digitisation is a key enabler to pull together what we need in terms of both purpose and resilience. Indeed, those agendas have a lot in common, and digitisation can support the demands that we see arising from both. That means having timely and accurate information about our own spend, as well as good supplier information, including more sophisticated and preferably real-time updates on events and performance. We also need insight into multi-tier supply chains, at least for the most complex and critical spend categories. And finally, we need technology to support collaboration with suppliers and across our own networks (including the strong university network and the collaborative buying organisations.)

Challenging times are here to stay, as is the purpose agenda. Procurement has a key role to play in the university sector, and with the right people, with the right skills, knowledge and attitude, and appropriate support in terms of tools and technology, I'm sure the community can rise to that challenge.

Read more on this subject in Peter Smith's book, "Procurement with Purpose – How organisations can change the way they spend money now to help protect the planet and its people".

LUPC'S ROUTE TO NET ZERO

Senior Category manager Justin McLoughlin and Responsible Procurement Lead Mags Shapiro provide an update on LUPC's journey to net zero.

In early 2023, LUPC undertook a review of its carbon emissions for the period of 2021/22 utilising the HESCET tool. This is the second year of our measuring our emissions, following the baseline we set in 2022, which looked at our emissions for the 2020/21 academic year. The full report is available here.

The report breaks down emission scopes into the variety of sources with the total number of tonnes of CO2 emissions to offset being just under 231 tonnes.

The carbon emissions report aims to support LUPC's Environmental Policy which provides detail on the principles and practical steps to be taken by LUPC in its journey to net zero.

Calculating Emissions

There are a variety of limitations to be considered when calculating emissions. These include:

- Assumptions and estimates of emissions – these can often introduce uncertainties

- Understanding the lifecycle of products and services which have a carbon footprint – this could include changes in supply chains, variability in areas such as economic, regional,

climate and seasonal demands.

- The methodology of data collection – it should be remembered that different approaches to the collection of data can lead to different results and discrepancies.

It is important to recognise offsetting carbon is only one part of the journey to Net Zero for LUPC and every other organisation.

The steps to take, following COP26 and EAUC's guidance, are as follows:

- Institutions must have a clear target to be net-zero. With the recommendation of 2030 for scopes 1 & 2, and include scope 3 by 2050 at the latest.

- Institutions must have a clear plan on how to reduce carbon emissions in line with their net-zero targets.

- Institutions must publicly report progress against their carbon plans and targets, with a recommendation to use a recognised standard.

It should be accepted that offsetting is used for emissions which cannot be reduced or as part of a wider initiative to achieve more ambitious targets.

EAUC has a useful document on the principles of offsetting which can be found here.

Only through careful understanding of scope outputs can we ensure we are offsetting the required amount of carbon emissions.

LUPC's Approach to Carbon Offsetting

Utilising Lot 2 of the Carbon Offsetting framework, details of which can be found here, two suppliers were approached to provide potential projects for LUPC to invest the 231 tonnes of carbon offsets.

After reviewing the options from two providers, it was agreed to move forward with splitting the investment approach investing in four projects provided to us through MyCarbon.

These four projects were:

- Running Tide
- Blue Carbon
- Premier Forest Biochar
- Maharashtra Wind Project

These projects cover a wide range of investment initiatives from the groundbreaking to the more familiar renewable energy projects.

Highlighted points to bring out of the report include:

- The highest % of investment was with Blue Carbon at 109tonnes or 47% of investment
- The offsets amounted to the equivalent of 10,299 train journeys between London and Edinburgh
- LUPC wanted to ensure some investment went into the UK and after reviewing the Peatland and Woodland projects, which were closed to investors at the time, decided to invest in biochar production in Wales. We hope to visit this facility at some point in the coming months.
- LUPC's total investment portfolio was £13,000.00
- A full report from MyCarbon on LUPC's carbon offsetting and a suite

of supporting documents can be requested for member Institutions.

Achieving net-zero emissions is a long-term commitment that requires dedication, investment, and a holistic approach to sustainability.

At the time of writing, LUPC is reviewing its Environmental Policy to reflect the correct language surrounding net zero targets. Even though LUPC has offset its carbon emissions this, in reality, means LUPC is at the present time carbon neutral rather than net zero. Further work to reduce our emissions is ongoing.

LUPC will continue to track and communicate its progress regularly, as well as remain adaptable and willing to make the necessary changes along the journey towards net zero.

Sustainable procurement will continue to be a key driver for LUPC with the introduction of a variety of new initiatives for members to be involved in. Further details will be made available when appropriate.

Only through promoting sustainability and influencing broader systemic changes through procurement decisions and practices can we be future focused.

In the meantime, please get in touch with Mags Shapiro or Justin McLoughlin if you would like to discuss responsible procurement, supply chain emissions reduction or carbon offsetting.

Commodity Updates

This section will give you an update on any new agreements in place, or news on existing agreements. Please note this is not the full list of available agreements, just those where there is some news to report. For the full list of agreements and for further information on any of the agreements listed here, please visit HE Contracts (HEC).

AR
Antonio Ramirez
Senior Category Manager
Tel: 020 7307 2764
M: 07932 346741
Email: a.ramirez@lupc.ac.uk

JG
Julie Gooch
Senior Category Manager
Tel: 020 7307 2778
M: 07546 050410
Email: j.gooch@lupc.ac.uk

MK
Mike Kilner
Senior Category Manager
Tel: 020 7307 2768
M: 07932 347182
Email: m.kilner@lupc.ac.uk

RD
Roy Dennis
Senior Category Manager
Tel: 020 7307 2772
M: 07419 583838
Email: r.dennis@lupc.ac.uk

JM
Justin McLoughlin
Senior Category Manager
Tel: 07568 227 623
M: 07568 227 623
Email: j.mcloughlin@lupc.ac.uk

Other useful contacts:

JISC
http://www.jisc.ac.uk

TUCO
http://www.tuco.org/

TEC
http://www.tec.ac.uk/

Audio Visual

Audio Visual: Broadcasting Equipment and Integration Services - AVI3120 NW **MK** Supplier implementation meetings were completed in July with only 1 supplier, CJP Broadcast Solutions, being new to the framework.

Audio Visual: Photographic Equipment and Consumables - AVI3125 NW **MK** The tender was recently published with a submission deadline of 4 October, this being around a month behind schedule. The project timeline has been updated to reflect this with the key dates as follows:

- Tender Response Deadline: 4 October 2023
- Evaluation Period: 5 October - 9 November 2023
- Moderation and Collation: 13 November - 17 November 2023
- Intention to Award and Standstill: 20 November - 30 November 2023
- Award: 1 December 2023
- Implementation: w/c 4 December 2023

Audio Visual: Supplies, System Design, Installation and Maintenance – National – AVI2005 NE **MK** The final year extension has now been invoked. Institutions are welcome to come forward should they wish to join the TWP for the next iteration.

Estates & FM

EFM2043 NE Asbestos Consultancy Services – National **JG**

NEUPC issued a contract notice for an Asbestos Consultancy Services Frameworks agreement on 1 August 2023. The tender is now closed and is currently undergoing evaluation.

This agreement will cover asbestos related consultancy, testing and analysis work and is accessible to members from HEPCW (Higher Education Purchasing Consortium Wales), LUPC (London Universities Purchasing Consortium), NEUPC (North East Universities Purchasing Consortium), NWUPC (North West Universities Purchasing Consortium) and SUPC (Southern Universities Purchasing Consortium).

There are 7 Lots broken down regionally (North East (England), Yorkshire and the Humber, East Midlands (England), South East (England), South West (England), Wales, Northern and Western).

EFM2044 NE Asbestos Removal – National **JG**

NEUPC are renewing their Asbestos Removal Framework agreement. The new agreement will be accessible to members from HEPCW (Higher Education Purchasing Consortium Wales), LUPC (London Universities Purchasing Consortium), NEUPC (North East Universities Purchasing Consortium), NWUPC (North West Universities Purchasing Consortium) and SUPC (Southern Universities Purchasing Consortium).

NEUPC are aiming to publish the contract notice for this agreement between week commencing 9 October 2023 and week ending 20 October 2023.

- Date of Update: 5/10/2023
- ITT Publication Date: Between w/c 9/10/2023 and W/E 20/10/2023

Door Maintenance, Repair, Inspection, and Including Supply – EFM1045 AP **JG** The available extension is not being taken up for this agreement and APUC are currently in the process of re-tendering, with an amended agreement title "Automatic Doors and Roller Shutters (EFM1060 AP)". APUC have changed name to provide clarity of the scope of the agreement. This agreement does not cover fire doors.The contract notice was issued on 25/9/2023 with a submission deadline of 23/10/23 at 11:00 am

Signs and Signage – EFM2023 NE **JM** Andy Hughes has confirmed this is currently being tendered for and is live as of 03rd October 2023.

ICT and Telecoms

Computing - Alumni and Fundraising CRM Systems - ITS1054AP **MK** The Framework Agreement is close to completion with first-ranked supplier Blackbaud. Ernst & Young LLP are reviewing the Framework Agreement and their own bid with a new internal team. The remaining four suppliers are now live and available for call-off using the usual methodologies.

Computing - Data Centre Management Equipment and Infrastructure – National – ITS2005 NE **MK** The ITT for the successor agreement is expected to be issued by mid-October on a non-Lot basis with a January 2024 award date.

Computing- Desktop and Notebook Agreement - National ('NDNA') – ITS5071 LU **MK** Individual price lists and buyers' guides on behalf of the recently commenced agreement continue to be added to the HE Contracts database on a regular basis and are available together with both the evaluation and the bidder responses in their entirety alongside the main agreement buyers' guide and other materials relating to the agreement.

The NDNA benchmarking exercise was periodically updated during the summer as used to dynamically review and amend the originally assigned main tender price scores, which make up 30% of the award total. These were circulated and published in the NDNA Buyers Guide on completion of the exercise. There were positive meetings held with newly re-appointed Paul Armour at Dell with realignment of their pricing making them increasingly competitive across most of their Premier Page specifications. The regular 6-month price review with HP was undertaken with no resulting change for the next 6 months to early 2024.

Dell is presently trialling their own IT Asset Disposal (ITAD) and Recycling solution as advised at https://delldonatetoeducate.com/, which includes free collection (no minimum number of units but must be <10 years old and working), is OEM neutral and allows customers to compare and assess the energy use and cost of their legacy equipment versus replacement Dell kit via a calculator. The user must purchase at least 20 Dell qualifying Windows devices and the solution is only open to the public sector including HE.

The most recent NDNA reviews were held 3 and 4 October hosted by HP Glasgow and included a short tour of their facility. Due to an extended discussion across several areas, additional virtual meetings are in the process of being convened with HP and Dell with the aim of completing the agenda. Minutes will be produced and issued upon their completion; presentations from the sessions are being added as received.

Sales Management Information to Q4 inclusive has been shared with the NDNA working group and added to HEC. Desktop and Notebook annualised sales for the last 12 months were £72.5m and £79.6m, respectively. Lot 1 shares are Dell (45.8%), HP (26.0%), Stone (13.9%) and Lenovo (14.3%). Lot 2 shares are Dell (57.0%), HP (27.1%), Lenovo (14.4%) and Dynabook (1.5%).

The NDNA price support programme with Intel has been extended into 2024. Both Intel and AMD are doubling down on embedded AI technology within their current and next gen silicon which is forecasted to drive the next wave of PC replacement. Intel will correspondingly launch their "Ultra Core" AI-centric branding later this year. A further meeting with AMD will take place in November following the last meeting in September to discuss several matters aimed at improving their market share within HE.

Computing - Engagement CRM & Associated Service ITS1057 AP **MK** The aim of this new agreement is to foster relationships with university partners and external stakeholders, such as investment partnerships, research and innovation opportunities, community engagement and political partnerships. The tender has now been awarded and will commence shortly with contracts being progressed for signature. The three suppliers in ranking order are Tribal Europe Ltd, Creatio Britain Ltd and Infosys Ltd.

Computing - Finance, HR/Payroll Systems and Associated Services ITS1056 AP **MK** Work is currently underway for a refresh of the existing sector HR/Payroll and Finance Systems Framework Agreement. The procurement documents were agreed with the sector and the contract opportunity advertised. Tenders were returned at the beginning of October and the evaluation is in progress. The HR/Payroll lot will be awarded before Finance due to the scheduling of demos and customer demand.

Computing - ITRAP (IT Related Accessories and Parts) National - ITS4041 SU **MK** Documentation for the retender has been drafted with the ITT scheduled for mid to late October and an anticipated go-live date of 1 February 2024.

Computing - National Education Printer Agreement (Provision of Print Equipment and Managed Print Services) - National ('NEPA2') – ITS2006 NE **MK** Reviews were recently held with HP and some of their resellers with those for Epson due in October and the remainder next January.

- Business volumes had dropped however there are signs they are picking up again.

- Discussions with HP had taken place around the 'Apogee Action Group'
- Aurora and Vision have now been added as approved resellers for Canon.

Computing - PCs with Apple Operating Systems – National – ITS6004 HW `MK` New Apple lines were announced in September including the iPhone 15. This coincided with a drop in list prices across the existing iPhone range of up to £150 per model.

Updated price lists including the new products, have been received from Academia and Sync and uploaded to HE Contracts. Price lists from Albion and XMA are expected shortly.

Weekly updates are being sought from the suppliers regarding product availability and lead times and shared with members on a monthly basis, unless there is a significant change. The key message continues to be for customers to engage with suppliers at the earliest opportunity, particularly where the requirement is high volume.

The 2-year initial term of the agreement expires 31 October and the first 12-month extension will be invoked subject to agreement from the UACG with the recommendation to be presented shortly.

The annual price review exercise is underway for completion by 31 October and the next round of review meetings will be held in November.

The UACG is in discussion with Electronics Watch, along with several other EW affiliates, to try and establish closer links with Apple in the areas of worker monitoring and remediation for example. Progress has been frustratingly slow to date however a further update will be provided when available.

Computing - Server, Storage and Solutions National Agreement ("SSSNA") - ITS4043 SU `MK` The replacement framework has now commenced with a recorded launch webinar available for viewing at: https://www.youtube.com/watch?v=KCqzpahGls0

Dell's Tim Beeby has left the business in August and has re-emerged at one of their reseller partners, MTI.

His Framework Manager role at Dell has been taken on by Paul Armour.

The University of Bristol is in the process of a £180 million procurement through the framework. It is worth noting that the advertised spend limit was however, set at £600 million.

eProcurement System – ITS5058 LU `AR` A series of eProcurement training webinars have been arranged for UKUPC members during for late October and early November 2023, and have been advertises on the LUPC website's Events page.

This is to generate interest and awareness of the system now that the agreement entered its final year, on 16th September.

These are a continuation of the sessions provided in the summer 2023.

Computing - IT Equipment Reuse Recycling and Disposal – National – ITS3082 NW `MK` The Agreement's first extension period will be invoked in conjunction with the framework suppliers, during October with responses to be received by the end of November latest.

Jisc Network Equipment Framework – ITS5063 LU `MK` The existing Network Equipment framework has been extended for a further 1 month, expiring 31 October 2023. The re-tender remains ongoing with an announcement from Jisc expected imminently ahead of the new framework going live mid-to-end October 2023.

Jisc Telecommunications - ITS5086 LU `MK` The new Telecommunications framework is now live, which has been separated into two lots:

- Lot 1: Managed transmission services
- Lot 2: Dark fibre

The suppliers that were considered to provide the most economically advantageous tender for each lot are:

Lot 1 - Managed transmission service

- Neos Networks Limited (First ranked supplier; direct award and mini competition)
- ITS Technology Group Limited (Mini competition only)
- Telcom Networks Limited (Mini competition only)

Lot 2 - Dark fibre

- Neos Networks Limited (First ranked supplier; direct award and mini competition)
- ITS Technology Group Limited (Mini competition only)
- Telcom Networks Limited (Mini competition only)

LUPC is presently waiting for several documents from Jisc in connection with the framework (including supplier set-up) before adding the agreement to HEC.

Jisc Vulnerability Assessment Service and Tools Supply Framework – ITS5066 LU `MK` Vulnerability Assessment Services and Tools Supply frameworks supports customers in purchasing either a vulnerability assessment service or the tools to undertake the assessment themselves. The framework offers four Lots:

- Lot 1 – Vulnerability Assessment Service
- Lot 2 – Supply and Support
- Lot 5 – Supply and Support
- Lot 8 – Other Tools

Customers have the option to direct award or run a mini competition through this framework.

Software License Resellers (SLRA) – National – ITS4042 SU |

`MK` Preparation of the strategy documentation was delayed and is now expected to be sent out in the next few weeks. The re-tender will include the completion of updated Terms and Conditions (T&Cs) and a thorough review of pricing evaluation methods. The expected release date for the retender is slated for the end of November. The current SLRA framework is set to be extended for a maximum duration of six months from February 2024.

Computing – General Matters not covered elsewhere
The LUPC is currently prepping the replacement Ethical Mobile Phone agreement for commencement in February 2024, which included a meeting with current provider Phone Co-op in late September. A PIN is expected to be issued in the next few weeks. The new Fairphone 5 is now on pre-order with the Guardian's Tech team giving it a 5-star review.

The National ICT Group (NICT) continues to meet every 4-5 weeks to discuss matters arising across the 25-plus ICT framework agreements, potential future collaboration and present IT procurement-related issues within the sector. The next meeting has been set for 27 October.

The existing APUC framework agreement for Similarity Detection has been extended for an additional month while they resolve the potential addition of new products with Turnitin. The successor agreement should be in place by March 2024.

APUC is also working with a user intelligence group (UIG) to explore additional scope to include in the retender of similarity detection software. Currently under consideration are the following areas:
- Similarity detection, grading and feedback and AI Detection
- ePortfolio
- Online Exam Platforms
- Integrated video platforms

The next meeting of the UIG is in October and aims to develop the scope and specifications.

Insurance

Insurance – Regional `MK` The ITSG continues to meet monthly with representatives from both Gallagher and RMP with the last meeting held 14 September, which discussed amongst other matters, the state of the current insurance market following this summer's renewals across Higher Education and PS along with the recent headlines, concerns and potential impact within the insurance sector of the Reinforced Autoclaved Aerated Concrete (RAAC) issue. Gallagher has issued robust advice to all members.

The next joint Chairs and Vice-Chairs strategy meeting with Public Sector head at Gallagher Tim Devine and Operations lead Dawn Hobbs is being held 10 October and will discuss amongst other matters, concerns with the PA/Travel

---

Insurance performance of AIG.

The annual in-person LUPC Insurance Group Technical Seminar has been arranged for 16 October in London and along with a wide range of useful sessions including Protector (Motor Risk Management) and RSA (Crime), Stacie Kroll, from Gallagher's US Higher Education Practice will be sharing her experience of the US market and emerging risk issues for the group's consideration.

Member Business Interruption Workshops have now been arranged for 28 November 2023 and 23 January 2024 while the annual Insurance Service review meetings will take place on 8 December. A member survey is presently in preparation for issuing in October as part of these in-depth reviews.

Laboratories and STEMed

Laboratory Consumables and Chemicals - Inter-Regional (IRLA) – LAB4040 SU `AR` Work on the ITT documentation is underway, in preparation for the retender of this agreement.

Members of the Tender Working Party have been feeding into the Specification document to ensure it captures the correct requirements, for the next iteration of the agreement.

High Value Laboratory Equipment (HVLE) – LAB3162 NW `AR` This new agreement was announced to members via consortia comms and is live on HEC.
The framework has been divided into 5 lots. This is an update from the previous agreement and has broadened lot headings in order to allow for the maximum availability of in-scope equipment within each lot; additionally aiming to capture any new innovative equipment that may emerge during the course of the agreement.

All items that were covered under the previous iteration of the agreement remain in scope, with the exception of sequencers and PCR equipment, which moved to Lot 1 of the new Life Sciences Equipment, Materials & Services agreement, LAB2010 NE.

The HVLE requirement has been divided into 5 lots, the scope of which has been drafted and defined to capture any new innovative equipment that may emerge during the course of the agreement.

Lasers and Associated Equipment Framework Agreement – LAB1032 AP `AR` APUC delivered the agreement launch webinar for the new their new Lasers and Associated Equipment framework agreement, on Wednesday 23rd August.

The new agreement includes 6 suppliers and consists of 9 lots, including the standalone servicing, maintenance and the upgrading of laser instrumentation.

Life Science Equipment, Materials and Services – LAB2010 NE `AR` A virtual supplier event has been arranged, to

Commodity Updates

introduce members to the suppliers on this agreement.

The event is being carried out on the interactive Whova digital platform, for members to engage and discuss technical aspects of products and services that are available through the framework.

The 'event' will consist of a virtual supplier fair for interested members to 'visit' and engage with suppliers directly, supported by a wide array of digital content. The virtual booths will be open for a 3-month period, until the end of December 2023.

Library

Books, E-Books, Standing Orders and Related Material Inter-regional Agreement – LIB4044 SU RD It is SUPC's intention to extend the current framework beyond its initial term. Details of the extension will be available in Q1.

Full details are now available on HE Contracts.

Office Supplies & equipment

Paper – Print and Specialist - OFF3117 NW RD NWUPC are working on the replacement framework that will combine Office Supplies and Paper into one framework solution. A revised timeline will be issued shortly with the new framework should be available to members early 2024.

Further information on the agreement can be found here. If you have any feedback, please contact Roy

Print Solutions (DPS) – PRI3173 NW RD NWUPC have launched a new DPS framework providing members with access to services that includes but is not limited to services that aid with the management of fully comprehensive end to end printing services from initial design to delivery, covering both services and finished physical or digital goods.

The scope will include both small volume and bulk printing-including lithographic, digital, large format, wide format and accessible printing; binding, copying, laminating, embossing and finishing.

Products will include but not be limited to pre-printed stationery incl. envelopes, labels, postcards, booklets, calendars etc.; printing related to 'security' such as exam documents, name badges, plastic ID cards etc; printed and digital materials such as prospectuses, marketing fliers/ leaflets, banners, signage, posters, brochures wallets and folders. The scope covers the provision of all elements of design work, web2print functionality and the fulfilment, packaging, storage and distribution of the in-scope goods.

The scope also includes direct mail including database management, design and personalisation, printing, finishing, collation, and mailing of items to end users, on a non-mandatory basis.

Financial & Legal Services

Financial Services– National – PFB3114 NW RD NWUPC have extended the current agreement to 31/07/2024. Work on its replacement will commence in 2024.

Further information on the current agreement is available here.

Legal Services – PFB5069 LU RD The framework is approaching its first and only extension period. This will be reviewed before Christmas and HE Contracts will be updated accordingly.

Clyde & Co have confirmed novation details following the merger with BLM. This HE Contracts will be updated shortly (lots 1 and 3 only).

Further information on the agreement can be found here. If you have any feedback, please contact Roy

Occupational Health and Wellbeing for Students and Staff – PFB5052 LU RD The specification and tender documents are in progress and will include lots for OH (with geographical options), EAP, and student wellbeing apps. A revised timeline will be issued shortly.

Temporary and Permanent (TAP) Recruitment Services – PFB4037SU RD SUPC have started to assemble a tender working party for the next iteration of this framework. LUPC members have been invited to join the TWP to help develop the lot structure and specification to meet member requirements in London.

This tender is being led by Gavin Phillips at SUPC.

Other Activities

Upcoming Events
UKUPC Webinar: Advancing the Circular Economy
25 October

Mercell e-Procurement Solution Demonstrations
26 October, 6 and 15 November

Heads of Procurement Meetings
27 October, 24 November

CIPS Study Coffee Morning
31 October

For further information and to register, please see the events page ***on our website.***

Publications
E-bulletins are issued monthly around the 15th of each month.

Linked magazine is published quarterly at the end of every January, April, July and October.

Let's talk....

Karim Meghani, Head of Procurement at Birkbeck University of London, talks to us through his procurement career to date.

How long have you worked at your organisation?
6 years

How did you get into procurement?
In 2007 an agency got in touch with me about a Procurement Officer role at the Health Professions Council. Up until then, I was only familiar with a Buyer's role in the private sector. This was a semi-public procurement role on a 12-month contract and clearly it was destined for me!

What do you most enjoy about your job?
A Procurement role has many facets and features. What I enjoy most about being a member of staff at a learning institution is introducing my colleagues to procurement. I also appreciate participating in tender working parties and being involved in operational procurement. It is rewarding to lead a public tender process from start to finish, with all that entails: engaging with suppliers, attending networking events, analysing spend data, creating a procurement strategy and policy; all the way through to contract management!

What's the worst thing that happened in your career and how did you overcome it?
While I cannot recall anything that I could describe as 'worst', I have certainly had several challenging moments, such as having to reevaluate a tender bids due to lack of clarity in the commentary or scoring.

If you weren't in procurement, what would you be doing?
I have always had an interest in accountancy, but it never transpired or materialised after my initial pursuit.

What's the most interesting item or service you've had to buy?
Student recruitment marketing and media buying. With the HE sector facing many recruitment challenges, I have had to be really creative with the use of appropriate quality questions in the tender documents, keeping the evaluation in mind. I have also found high value tender processes within Estates and Facilities very interesting, especially with infrastructure and construction projects.

In your view, what value can working with the Procurement team bring to other areas in Estates, IT etc.
Engaging with Procurement ensures compliance with public procurement regulations maximising value for money. It also introduces customers to sector-recognised framework agreements and aids collaboration on spend analysis. IT goods and services are constantly evolving with flexible learning now a key feature in HE. LUPC have some very useful framework agreements that we utilise for goods and services.

What advice would you give to people new to the sector?
Seek gradual career progression, have patience, never stop learning and building your knowledge and network. Aim to attend events and webinars, whether they are about technical skills or legislation, because these will help upskill on subject matter that interests you. Get involved in tender working parties with LUPC. The key words are: motivation and resilience. Go all out to gain the MCIPS qualification – these letters after your name will enhance your career prospects.

What do you think have been the main benefits of joining LUPC?
Since my days in Further Education (FE), I have always kept and maintained membership of LUPC.
LUPC is an extra resource for me, always responsive and helpful. The framework agreements they offer are extremely useful and the annual spend and member benefit reports are also very valuable! Plus, the monthly Heads of Procurement meetings are a useful way to keep in touch with counterparts. The recent UKUPC Conference is another example of how beneficial it is to be part of LUPC.

What are the key challenges ahead for your organisation, particularly in the current climate?
Cost savings is always top of the list, how to achieve net zero targets and implementing sustainability in our supply chain.

What achievement are you most proud of (and why)?
In my first year in FE, I introduced the LUPC Insurance agreement to the College and they achieved a significant amount of savings with uncompromised levels of cover.

What would be your favourite book and luxury on a desert island?
Something on sustainability and a solar panel to at least boil a kettle for making tea.

PROCUREMENT 101 – P CARDS

LUPC Senior Category Manager Antonio Ramirez discusses risks and advantages of using Purchasing Cards (P Cards) in the HE sector.

Why P Cards?

Purchasing Cards (or P Cards) are credit cards used for business and are a convenient way for staff to make authorised purchases directly from vendors.

Traditionally, staff purchase goods and services via the Purchase Order (PO) route, or via staff expenses, or the fast disappearing 'petty cash kitty' for emergency use.

If the suppliers already exist on the institution's finance system, and if the financial approvers are all in place, a PO transaction typically takes a day or two before a supplier can release the goods. With traditional expenses, the employee would pay for the goods and later submit an expense form to get reimbursed at the end of the month with their salary.

Both routes allow the customer to assign the spend category to the transaction and both have controls in place to prevent unauthorised use and overspend. Petty cash is usually doled out to a limited number of internal teams by the Cash Office and accounted for by the relevant department's finance team. Sometimes paper receipts are used to monitor the process and account for how the cash has been used and by whom.

Over the years as student numbers continue to increase and create additional staff pressures, P Cards have emerged as a practical solution to make procurement straightforward, speedy, and transparent.

How do they work?

In essence, they work in the same way as a personal credit card and are issued to certain authorised individuals dependent on their role in the organisation. Most departments will have a departmental P Card sitting with a key office manager or senior admin to use for internal, operational purchases. In other cases, they are provided to certain senior executives or managers who, as part of their roles, travel beyond the campus and abroad to represent the institution.

Some P Cards are physical cards that can be used at point – of – sale with a merchant card reader. Others are simply 'virtual', where the customer or 'cardholder' is promoted by the merchant for a PIN or a unique access code or password to enable a phone or online transaction.

These solutions can also be useful for research institutes, museums, galleries and third sector organisations that need an auditable way of spending budgets, grant awards and donations to carry out their mission.

A Force for Good: advantages

When used correctly, P Cards can free up staff resources by streamlining transactions and offer good spend visibility.

By allowing immediate payments to suppliers, they can offer competitive advantage to the department in case of emergencies. For example, they allow users to snap up the last remaining conference places that are fast selling out, or book that coveted guest speaker or project consultant before anyone else does.

They are very useful when staff are working on location or abroad, carrying out fieldwork or at international student recruitment events.

They can help control tail spend by providing clear charts and tables for managers to review demand patterns, identify spend anomalies and grasp opportunities for spend reduction. For example, if a financial manager is reluctant about challenging spenders because they feel they lack the 'full picture', a quick printout of cardholder usage can quickly show times, dates, merchants, and amounts, to let the data do the talking.

A more strategic way of controlling spend through a P Card is by ringfencing product categories from certain departments to tackle contract leakage. For example, blocking Print, Reprographics and Catering can drive spend to the institution's in house commercial providers of these services. Sometimes, unauthorised purchases can wreak havoc for the organisation. A typical example is software: installing unauthorised software can increase the risk of cyberattacks, online fraud, and can compromise the complex and delicate digital ecosystem in an institution, interrupting services and causing system downtime. Imagine the entire Room Booking system going down on the first day of term because someone in Marketing installed an unauthorised CRM app!

Individual merchants can also be blocked, thus preventing funds from going to companies with poor ethical and environmental practices. Also, blocking Travel providers for most users will force staff to use the official and insured Travel Management Company.

Managing Risks:

Such a flexible, easy way of 'shopping' can obviously create some financial risk. Instant monetary transactions means

that unauthorised spend will often not be recoverable. Some pointers to manage this include:

- Set up a fair and robust policy: The role and remit of each of the cardholder must be clearly understood when drafting a clear and robust P Card policy. If the scheme is well designed and reviewed periodically, deviating from these parameters can cause problems down the line.
- Know your Limits: Every card issued will have a Monthly Spend Limit and an Individual Transaction Limit. These depend on the role of the cardholder and must be carefully set at an optimum level. Setting it too low will frustrate the end user and waste the scheme administrator's time through the constant tweaking of limits with the P Card provider. Setting it too high can increase the risk of overspend, as well as the financial impact of any loss or theft.
- Beware of Loss, Fraud and Theft: Card providers will help with up-to-date resources with security tips and best practice to prevent fraud and theft (of physical cards). This will usually be included in the Cardholder user pack together with an official document signed by the user to bind them to the cardholder T&Cs.
- Sharing P Cards, passwords, PINs is obviously malpractice and therefore prohibited. Sometimes this is promptly 'forgotten' by cardholders who don't take time to read or understand the guidance, or who prefer to ignore the guidance in their haste for getting what they need.
- Stand firm: The role managing or administering a P Card scheme is usually assigned to Finance or Procurement, and this person

must be confident in their understanding of the scheme and be strict. Users at all managerial levels often will demand, plead and or beg for the rules to be bent and for limits to be increased, and doing so can generate a significant amount of work, stress and risk for the scheme administrator. If in doubt... don't do it! Speak to your line manager before granting favours to colleagues and bosses, because the accountability of the scheme can rest with you.

In September 2023 HEPA surveyed members to help better understand approaches to purchasing card programmes across the HE sector. In our next edition, look out for our analysis of the HEPA P Card survey results that shows how our sector is using these solutions.

LONDON
UNIVERSITIES

PURCHASING
CONSORTIUM