

LUPC Annual Review

2023-2024



*Savings reported are based on either cashable or non-cashable savings rather than a combination of both types of savings.



I always receive excellent customer service from LUPC. Whenever I have specific queries relating to frameworks, they respond promptly and effectively.

Ann Jones
Procurement Officer, Kings College London

MEMBERS SAVINGS £19.2M 2023/24

MEMBERS SPENT £279M 2023/24

ROI 81:1 2023/24

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Ann Jones
Procurement Officer, Kings College London

SUMMARY OF RESULTS 2

Collaboration and Responsible Procurement continued to be very much at the forefront of activity in 2023-24.

As LUPC Chair, in September 2023 I took the train to Exeter to attend the unseasonably hot UKUPC Conference, organised by LUPC and SUPC. I attended some thought-provoking presentations and the UKUPC Procurement Awards dinner. The attendees and award winners present at the conference showed how much the sector needs the procurement profession to ensure it gets value for money in its expenditure. You can read more about the UKUPC Conference and our wider collaborative activity, working in partnership with the other universities purchasing consortia on page 12.

Two new members joined us during the year: Nominet and Royal Museums Greenwich. This brings the membership total to 88.

Simon Francis, Director of Estates and Facilities at the Institute of Cancer Research, and Chris Hinge, Director Estates Planning and Services at the University of Westminster, joined the LUPC Board in September 2023. This now ensures that we have strong Estates representation, a key area of spend for our members, and complements the Finance, Procurement, Legal, Information, and HR Directors already in place. Ken Morrison, Director of Legal Services at St George's University of London left the Board in 2023-24 and a replacement Legal Director to the Board has been identified and will be joining in late 2024. We thank Ken for his time and valuable contribution to LUPC.

This is the final review I shall oversee as Chair so I would like to thank all the staff at LUPC, the members of the Board and the Executive Committee, as well as the individuals across the membership that I have had the pleasure of working with. I wish them all the best in LUPC's ongoing mission.

The audited 2023-24 accounts reported turnover at £2,044k (2022-23: £1,439k). The growth in turnover between years

was in the main due to running two conferences, our traditional annual conference with SUPC and, in addition, the national UKUPC event. The consortium made a profit of £447k, though once it was adjusted for the exceptional item, the release of the USS pension provision, the surplus was reduced to a still healthy £65k. This profit was after we returned £120k to our members as a credit against their membership fees. The balance sheet shows a net asset position of £1,200,925 (2022/23: £752,985).

To assist our members in their procurement activities, the Deputy Director has been working with an appointed supplier from our legal services framework to develop and deliver tools to support members' procurement activities beyond framework spend. We created a range of contract terms and conditions and other templates to deliver resources for use by all our full members and extended this nationally to other consortia who wished to be party to these.

Another major focus in 2023-24 for the LUPC team and our members has been preparing for the implementation of the new Procurement Act 2023. As well as ensuring our own team is ready, we have provided a range of guidance, updates and webinars on this topic for our members. Further details on this can be found on page 21.

LUPC is held in high regard for its activity in responsible procurement. This is evidenced by the number of requests to participate in research projects in this field, with one such project looking at the relationship between climate change and modern slavery. Our supplier due diligence activity has gone from strength to strength this year with the development of our very own online tool, Responsible Procurement Hub (RP Hub), scheduled to go live in early 2024-25. Created by us for our members and framework suppliers, it will facilitate the completion and uploading of supplier due diligence questionnaires, engagement with LUPC on agreed corrective action plans, and the ability to upload improvements on a continuous basis demonstrating supplier responsible

CHAIR'S REPORT 4

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In January 2024, we welcomed our first ever procurement apprentices. Two Apprentices took on Procurement Administrator roles within LUPC, working with our category managers in their tendering activity and in the wider delivery of providing support services to our members. The two-year apprenticeships mix on the job training, through working with experienced LUPC staff, with one day of the week allocated for mandatory training including studying for CIPS Level 3 - Procurement and Supply.

Finally, moving with the times, we were delighted to launch our new **Leaders Podcast** in April 2024, covering conversations across the sector on the issues shaping the procurement landscape. My thanks go to the LUPC team for their dedication to providing a quality service to our members in support of their procurement activity.

We look forward to working with our members and suppliers over the coming year.

Don Bowman
Director, LUPC

DIRECTORS REPORT 5

is divided into four distinct Lots:

- Lot 1: Fire Equipment Supply and Maintenance, covering various fire safety goods such as fire extinguishers, blankets, hose reels, and more. The maintenance aspect includes testing, commissioning, and ensuring compliance with British Standards for fire equipment.
- Lot 2: Fire Safety Inspections, Fire Risk Assessments, and Training. This lot includes essential services like fire risk assessments, fire door inspections, and safety management consultation.
- Lot 3: Fire Detection, Alarms, and Suppression Systems. The scope of this lot covers advanced alarm systems, detector devices, fire suppression systems, and emergency lighting.
- Lot 4: A complete solution combining the products and services from Lots 1 and 3, excluding inspections and training covered under Lot 2.

Significant changes have been made to the Mail Services framework. Royal Mail is no longer part of the framework, and as a result, Lot 1 (UK Business Mail) has been dissolved. Lot 2 (International Mail) remains active with two suppliers continuing to operate.

Plans are in motion for a new, and highly awaited, **Estates Professional Services framework** that will consist of seven lots covering a range of estates-specific services and is expected to go live in 2024-25.

Work will commence in 2024-25 on the re-tender of the LUPC Estates and Facilities Management Services (maintenance and minor works; security, guarding & reception; cleaning) framework for delivery in early 2025-26.

Julie Gooch & Justin McLoughlin
Senior Category Managers

Information and Communications Technology (ICT)
Several ICT agreements successfully came to market during the year with LUPC members kept informed through both the quarterly report covering all sector-specific ICT & AV agreements, and interim category bulletins on immediate matters arising. In November, LUPC delivered a well-regarded webinar presentation on ICT Negotiation Skills on behalf of the Government Commercial Function, breaking their attendance record in the process. Electronics Watch

CATEGORY ACTIVITY 7

LUPC works across the sector nationally as part of a collaborative procurement partnership with the other universities consortia known as UK Universities Purchasing Consortia (UKUPC)

UKUPC is a collaboration of the six regional universities purchasing consortia; APUC, HERC, LUPC, NEUPC, NWUPC and SUPC, and the energy and catering commodity focused consortia, TEC and TUCCO. Together, they have created a formal entity to support collaborative procurement within Higher and Further Education, combining their knowledge and expertise by working with each other and the wider procurement community.

UKUPC is comprised of five focus groups, UKUPC Board; Joint Contracting Group (JCG); Responsible Procurement Network (RPN); Communications Group; and the Systems Group. Each group has representation from key individuals with the relevant expertise from each of the UKUPC partners.

The focus groups ensure there is alignment across the sector; promote effective and efficient working; and enable the sharing of best practice across consortia and their members.

Key activity through 2023-24:

UKUPC Conference 2023
The UKUPC Conference took place between 5 and 7 September 2023, with the University of Exeter serving as the perfect backdrop for the occasion and the sun shining on just over 450 delegates and exhibitors. The combined hosting team of LUPC and SUPC 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. A wealth of knowledge was shared over the two days through inspiring talks covering a wide range of procurement related topics over four plenaries and 23 breakout sessions. Networking opportunities, a key draw for attendees, were plentiful with an exhibition of 80 suppliers from UKUPC framework agreements and a conference dinner which was host to the UKUPC Procurement Awards.

UKUPC Procurement Awards
Recognising the procurement achievements of members across the sector was a highlight of the

LUPC UPDATE 12

Responsible Procurement is a key consideration in how we operate as an organisation. We use our expertise in this area to influence suppliers and members and assist with meeting their sustainability objectives.

Responsible procurement is considered across all our tendering activities, from tender strategy stage through to regularly reviewing and assessing the risks of human rights issues, environmental impacts and other sustainability issues across our framework supply chains.

Responsible Procurement Strategic Plan and Policies
LUPC's Responsible Procurement Strategic Plan, Environmental Policy and Human and Labour Rights Policy are designed to guide our practice, support members in achieving their Responsible Procurement (RP) aims, and to enhance LUPC's position as a leader in RP. LUPC's new RP Strategic Plan will launch in 2024-25.

CIPS Corporate Ethics Mark
Each year, LUPC renews its Chartered Institute of Procurement & Supply (CIPS) Corporate Ethics Mark, which we have now held for five years running.

The CIPS Corporate Ethics Mark publicly reinforces assurance to ethical sourcing and supplier management. To join other organisations displaying the mark, we sign a Statement of Commitment to ethical sourcing and supplier management and prove that we 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.

ISO 20400:2017 Re-Accreditation
In 2023, we attained a score of 4.20 in our re-assessment against ISO 20400:2017, the international standard for sustainable procurement. The standard sets out a framework and approach to the procurement of goods and services that contribute to sustainable development considering relevant impacts to the environment, society, ethics, and economics. Our score is considered to be "Leading by Action Sustainability, who carried out our assessment and also stated "LUPC is the only organisation in the last two financial years that we have evaluated to have maintained Leading status". We have committed to re-assess every two years.

Modern Slavery
Annually, LUPC publishes a modern slavery statement for the financial year, [access our latest Modern Slavery Statement here](#).

LUPC contributed to a research project on the climate impact on modern slavery risk in public sector

RESPONSIBLE PROCUREMENT 15

Showcasing a year of activity by Electronics Watch during which it more than doubled the number of factories it monitors

LUPC is a founding member of Electronics Watch which helps protect the labour rights and safety of workers in global electronics supply chains. Since 2017, LUPC has paid for all its full members to be Electronics Watch affiliates; providing guidance, resources and contract clauses that support responsible procurement. Electronics Watch continues to connect public sector buyers with workers' rights experts who monitor Information and Communication Technology (ICT) supply chains, driving compliance and improving working conditions. This involves engaging with resellers, manufacturers, the industry, and other stakeholders to follow up on contract conditions.

From its humble origins less than ten years ago, Electronics Watch has grown to representing 1514 public sector affiliates in 12 countries, of which 35 are directly affiliated and over 1470 are affiliated through a purchasing consortium, network or framework authority.

Twice as many brands disclosed their suppliers to affiliates in 2023 than in 2022, doubling the number of new factories added to their supply chain database year-over-year. A year ago, Electronics Watch had 20 brands disclosing their suppliers, by the end of 2023 this was 43. Over the same

period, their supply chain database coverage rose from 17 countries and less than 100 factories to 250 factories in 27 countries around the world.

The organisation successfully developed a **Low Emission Vehicle (LEV) Programme** with 10 participants, who included some of the major public transport companies in Europe. A collaborative funding structure helped pay for the direct monitoring of tin mines in Bolivia and cobalt mines in the DR Congo.

Other highlights of Electronics Watch activity across the year included publishing in September **Principles of Worker-Driven Remedy** as 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, this put affected workers at the heart of the remediation process. This was followed by the **Introduction to Worker-Driven Remedy in Global Supply Chains** in October, a hybrid summit that provided a practical approach to effective non-judicial remedy for business-related rights violations in global supply chains. Participants heard directly from workers and monitors in the electronics industry about the need for remedy

ELECTRONICS WATCH 19

Membership of LUPC is so much more than access to a range of 100+ Public Contracts Regulations compliant goods and services frameworks

We offer added value through the provision of a range of resources, guidance, reports, and learning & development and networking opportunities, that fully complement members' procurement activities.

Procurement Act 2023 Resources
The new Procurement Act 2023 (PA23) has been a dominant focus throughout 2024 for the majority of our members who, as contracting authorities, need to comply with the procurement regulations. To support those members with getting ready for implementing the new act, we have provided a range of guidance, updates and webinars. We have significantly updated our **Public Procurement Page** on the LUPC website to provide one place where members can find all the key information relating to procuring under the regulations, covering both the **Public Contract Regulations 2015** and the **Procurement Regulations 2024**. Our aim is that members will see this as the first location where they can go to find a reliable source for everything needed in support of working under the procurement regulations. This comprehensive webpage includes signposting to the relevant Cabinet Office guidance and documents they can go to find a reliable source that LUPC and UKUPC have provided for members. A series of presentation slides offering detailed guidance and support are available to use as a point of reference for members' learning journey and towards practical implementation of PA23.

Tender Document Templates
Following a competition using the LUPC legal services framework, we have worked with law firm, Brodies LLP, to produce templates for our members' procurement teams which support their tendering activity and provide a level of risk mitigation for their organisations. This activity has also benefited the wider HE sector by providing access to the templates and resources to members of both SUPC and NEUPC, who opted to be included in the project. The templates are available to download from [the resources section of the LUPC website](#), behind the member login. They have been designed to allow for all stages of a full procurement process and include Terms & Conditions, PCR 2015 Templates; Templates for non-regulated procurement; Invitation to Tender (ITT); Supplier Questionnaire; Successful and Unsuccessful (standstill) Letters; and Award Letter templates. Members of all three consortia attended a webinar providing detailed guidance on the templates and how they can be used. The recorded webinar has been uploaded on to the website of each participating consortium for members to view

MEMBER VALUE & ENGAGEMENT 23

Income statement

	2024	2023
	£	£
Turnover	2,043,755	1,438,689
Staff costs	1,169,289	1,057,677
Other operating expenses	813,516	347,758
	(1,982,805)	(1,405,435)
Operating profit	60,950	33,254
Release USS pension deficit	382,393	-
	(443,343)	(33,254)
Interest receivable and similar income	35,064	9,349
	(478,407)	(42,603)
Other finance costs	-	10,260
Profit before taxation	(478,407)	(32,343)
Tax on profit/(loss)	30,467	9,206
Profit for the financial year	447,940	23,137

Balance sheet

	2024	2023
	£	£
Fixed assets		
Tangible assets	57,888	-
Current assets	460,321	553,423
Debtors	1,658,089	1,209,009
Cash at bank	1,518,410	1,762,432
Creditors	375,573	627,054
Amounts falling due within one year	1,143,037	1,135,378
Net current assets	1,200,925	1,135,378
Total assets less current liabilities	1,200,925	1,135,378
Provisions for liabilities	-	382,393
Net assets	1,200,925	752,985
Reserves		
Retained earnings	1,200,925	752,985
1,200,925	752,985	

DIRECTORS' STATEMENT

The Income and Expenditure Account and Balance Sheet set out on page 28 are extracts from the full accounts documents which were approved by the Directors on 30 September 2024 and are intended to provide a fair and balanced view of the company's financial performance and position. The accounts have been prepared on a going concern basis and are subject to audit by an independent auditor. The financial statements are subject to a full understanding of the financial affairs of the company, which will be submitted in compliance with the Companies Act 2006.

AUDITORS' STATEMENT

We have examined the Income and Expenditure Account and Balance Sheet set out on page 28 and confirm that these statements have been accurately extracted from the full accounts documents for the year ended 31 September 2024. The statements are in accordance with the Companies Act 2006 and the Companies (Accounts) Regulations 2008, as amended, and we have no responsibility for any changes that may occur to the financial information contained in the annual review made publicly available on the website. WeG (PwC) Limited, 168 Bath Street, Glasgow G2 4EP.

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As well as assisting our members' bottom line, LUPC adds so much more value. Our work on responsible procurement including modern slavery is commendable. Our annual modern slavery statement shows how a small organisation, such as LUPC, can work to change the economic conditions for some of the world's most vulnerable workers. We also continue to be carbon neutral, having reduced our carbon emissions wherever possible and investing in offsetting projects.

This year concluded the final year of our three-year strategy, [Working together to achieve shared goals in a changing world](#). On page 24, we detail how we have performed against our strategy goals and objectives.

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This is the final review I shall oversee as Chair so I would like to thank all the staff at LUPC, the members of the Board and the Executive Committee, as well as the individuals across the membership that I have had the pleasure of working with. I wish them all the best in LUPC's ongoing mission.



Mark Blaney
Finance and
Resources Director
Royal College of
Anaesthetists

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procurement (RP) status and progress. You can read more about our comprehensive RP activity on page 15.

We very much enjoyed being co-hosts with SUPC of the UKUPC Conference held at the University of Exeter in September 2023. The value of coming together nationally in person with members and framework suppliers from across the sector, following a gap of four years due to the pandemic, cannot be underestimated. In addition to hosting and delivering the UKUPC Conference, a second free conference was provided to our members through our annual LUPC & SUPC Conference in June 2024.

We continued to enhance our members continuous professional development by providing a range of free procurement focussed training courses for procurement professionals and wider stakeholders within our member organisations. We have also supported 16 individuals at 15 of our member organisations by providing 89 study guides, an increase from 50 in 2023-23, for those studying for CIPS through our partnership with Central Business School.

In January 2024, we welcomed our first ever procurement apprentices. Two Apprentices took on Procurement Administrator roles within LUPC, working with our category managers in their tendering activity and in the wider delivery of providing support services to our members. The two-year apprenticeships mix on the job training, through working with experienced LUPC staff, with one day of the week allocated for mandatory training including studying for **CIPS Level 3 – Procurement and Supply**.

Finally, moving with the times, we were delighted to launch our new [Linked Podcast](#) in April 2024, covering conversations across the sector on the issues shaping the procurement landscape.

My thanks go to the LUPC team for their dedication to providing a quality service to our members in support of their procurement activity.

We look forward to working with our members and suppliers over the coming year.



Don Bowman
Director, LUPC

LUPC's Category Management Team reports on framework activity in 2024-25 by LUPC and its partners across UK Universities Purchasing Consortia (UKUPC)

Overall, it has been a busy time with multiple frameworks either being developed or actively in use, all aimed at improving service delivery and compliance for our members, whilst building in innovation.

Estates, Facilities and Buildings

NEUPC (North Eastern Universities Purchasing Consortium) launched its national framework agreement for **Asbestos Consultancy Services** in March 2024, with no price increases from the previous iteration in 2019. Additionally, there are opportunities for aggregated rebate savings, which could prove beneficial to members.

The agreement encompasses a broad scope of asbestos-related consultancy, including surveys, bulk and air sampling analysis, audits, and the issuance of certificates of re-occupation as part of a four-stage clearance process. Both planned and reactive services are covered. The call-off process under this agreement offers considerable flexibility, allowing members to procure services through various methods. Participants can choose to call-off via direct award, run a further competition, or use a combination of both approaches.

Complementing this is the **Asbestos Removal Services Framework**, which went live in July 2024. This agreement covers asbestos encapsulation, removal, repairs, and safe disposal. Call-off options under this framework include

direct awards, further competition, and a desktop calculator approach. Both frameworks are structured into seven regional Lots, which cover various areas across England and Wales.

In addition, the **Automatic Doors & Roller Shutters Framework Agreement**, effective mid-January 2024, supersedes the previous "Door Maintenance, Repair, Inspection and Supply" agreement. This new framework includes the maintenance, servicing, repair, and inspection of various automatic and manual door systems, as well as the supply and installation of new doors and automation. Like the asbestos agreements, this framework also employs a regional lot structure, with call-offs conducted through ranking, desktop evaluation, or mini-competition.

Compass Group acquired CH&Co, both suppliers on the **Catering Outsourced Services framework**, in April 2024. For the time being, both companies continue to operate as separate entities on the LUPC Framework and should be treated as such.

New Estates, Facilities and Building frameworks in 2023-24

Asbestos Consultancy Services

Asbestos Removal Services

Cleaning Solutions

Courier Services

Firefighting Equipment and Associated Services

Signs and Wayfinding Solution

Planned for 2024-25

Estates Professional Services

Floor Coverings

Lift Installation, Maintenance and Consultancy

NWUPC (North Western Universities Purchasing Consortium) launched a new **Cleaning Solutions Framework Agreement** on 1 May 2024. This agreement, spanning seven lots, includes national coverage for Lot 6 (Cleaning Equipment Supply and Maintenance) and Lot 7 (Recycling Bins and Street Furniture).

These lots replace two prior agreements JAN3075 NW Cleaning Equipment and JAN3044 NW Recycling Bins and Street Furniture). The agreement is set for an initial two-year period, with the option to extend for up to two additional years.

Each of these framework agreements is designed to provide comprehensive, flexible solutions for participating members, enabling effective procurement for these services.

The new framework for **Fire Safety Equipment and Associated Services** is now live and available to members. The framework

is divided into four distinct Lots:

- **Lot 1:** Fire Equipment Supply and Maintenance, covering various fire safety goods such as fire extinguishers, blankets, hose reels, and more. The maintenance aspect includes testing, commissioning, and ensuring compliance with British Standards for fire equipment.
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Work will commence in 2024-25 on the re-tender of the **LUPC Estates and Facilities Management Services (maintenance and minor works; security, guarding & reception; cleaning)** framework for delivery in early 2025-26.

Julie Gooch & Justin McLoughlin
Senior Category Managers

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New ICT frameworks in 2023-24

Data Centre Equipment & Infrastructure 2024

Digital Preservation DPS

Engagement (Business to Business) CRM Systems

Finance, HR/Payroll Systems and Associated Services

Mobile Phones - Ethically Sourced

Photographic Equipment and Consumables

Research Management System DPS

Telecommunications Framework, Jisc

Engagement (Business to Business) CRM Systems

Planned for 2024-25

Academic Integrity and Assessment Management Systems

eProcurement System

High Performance Computing

IT Related Accessories and Parts (ITRAP) 2024

Library Management Systems and Associated Services

National Education Printer Agreement 3 (Nepa3)

Network Equipment and Security Framework, Jisc

Online Streaming and Online Training Services 2

Software Licence Resellers Agreement (SLRA)

Monitoring Reports continued to be followed up with IT manufacturing brands and the disclosure of factory location information has been significantly progressed.

The first of two **NDNA (Notebook and Desktop National Agreement)** Sustainability Summits were delivered by key vendors Dell and HP during the year, showcasing and highlighting some of the good work being undertaken by both vendors from digital equality and social procurement through to supporting members in their work facing the many strategic challenges in today's landscape. Assistance was also provided to the Climate change & modern slavery in public procurement project, with this praised within the final presentation of the project at an event held in central London in February.

The follow-up to **Engagement (Business to Business) CRM Systems** framework commenced in August with two vendor options providing and implementing integrated CRM solutions for institutions.

The renewed Jisc-led **Telecommunications** framework commenced in September with three suppliers across two lots offering members transmission service solutions including leased circuits, dark fibre, wide area Ethernet and xDSL.

The latest **Finance, HR/Payroll Systems and Associated Services** agreement began in

January with four reseller vendors offering solutions including iTrent from MHR and Oracle Fusion.

Three replacement frameworks commenced in February. The NEUPC-led **Data Centre Equipment & Infrastructure** was awarded with seven suppliers providing for example, cooling equipment, UPS, generators, gas & fire suppression systems, PDUs, server & network racks and cabinets. **Mobile Phones - Ethically Sourced** returned with the latest Fairphone smartphone devices available to purchase by members at discounted rates while the **Photographic Equipment and Consumables** follow-up commenced with five suppliers offering beneficial pricing and services.

The new **Digital Preservation** framework commenced in March, this DPS enabling institutions to purchase a digital preservation solution from pre-qualified vendors who conform to sector standards around the long-term access and preservation of digital assets.

April saw the launch of the latest **Research Management System** framework, again a DPS and providing members with a route to purchase a repository or current research information system (CRIS) from one of several pre-qualified suppliers.

Mike Kilner

Senior Category Manager

The re-tender of the **eProcurement framework** got underway towards the end of this financial year, with the new agreement expected to become available in Autumn 2024. Whilst the previous iteration was a single supplier agreement with Merzell previously trading as EU Supply, customer and stakeholder feedback has led LUPC to re-tender this requirement as a multi-supplier framework. This will provide members with more choice and the opportunity to run mini competitions against their individual requirements and seek improved pricing via call-off from the framework.

Antonio Ramirez

Senior Category Manager

Library

A new framework for the supply of electronic and printed **Serials, Periodicals and associated subscription services** via subscription agents (intermediaries), including domestic and overseas materials launched in August 2023. Associated services support the supply and management of electronic and/or printed subscription resources and may include services relating to usage data and improving value for money.

Roy Dennis

Senior Category Manager

Professional Services

The new **Occupational Health Services (OHS)** framework went live in April 2024 and provides members with access to OHS and Employee/Student Assistance Programmes (EAP/SAP), new geographical lots, and digital support and wellbeing apps to focus on student mental health and wellbeing. This expands the number of key companies in the health and wellbeing market and provides options for tailoring requirements to member organisations' existing services and goals.

The new **Print Solutions DPS** framework launched in October 2023. It provides members with access 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.

Products include 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.

In March, the revised **Travel Management Services** framework commenced.

New Library frameworks in 2023-24

Library Equipment, Software & Maintenance

Serials, periodicals, and associated services (print and digital)

Planned for 2024-25

Books, e-books and associated services



Retaining the Travel Management Companies (TMCs) from the previous framework, it expands the options for members to split or combine business and group travel requirements.

Roy Dennis

Senior Category Manager

Carbon Offsetting

LUPC is exploring options to retender the carbon offsetting framework in 2025. The new framework will likely offer a broader range of solutions for members, including supplementary guidance and advisory services.

Justin McLoughlin

Senior Category Manager

Insurance

The academic year witnessed a gradual return to improved market conditions in certain areas of insurance cover as capacity returned. The general area of Professional Indemnity, D&O (Directors & Officers) and Crime remains challenging within Higher Education.

The main underwriting agreement entered its second year, this being across 16 lots including property, engineering, financial lines and casualty. The collaborative account management meetings attended by institutions, the lead broker and key underwriting partners were recognised as being too valuable to reduce in number and maintained their monthly frequency. Active discussions and

resulting actions included the repercussions arising from the RAAC (Reinforced Autoclaved Aerated Concrete) crisis within the building industry and the progression of actions arising from a series of Business Interruption Workshops held on behalf of members over the academic year.

Members of the Insurance Group (IG) continued to benefit from free professional membership to AIRMIC, the risk management and insurance body aimed at the wider professional community working within that space. Several

IG members also received free on-site Health and Safety audits with a view to providing anonymised benchmarking information following the completion of the H&S audit programme. Property provider RMP/AIG also successfully added value through enhanced

New Professional Services (Travel, Legal, Consultancy Recruitment, Insurance, Printing) frameworks in 2023-24

- Courier Services
- Gift Cards & Vouchers
- Occupational Health Services
- Travel Management Services

Planned for 2024-25

- Carbon Offsetting Validation Services
- Global Workforce Mobility Services
- Graduation Services - Gown Hire and Photography
- Legal Services
- Office, Paper, EOS & Library Suppliers (OPELS)
- Temporary and Permanent Recruitment Services

536.85



training made available through their Risk Portal.

Mike Kilner

Senior Category Manager

STEMed and Laboratories

At a macro level, the past year has seen ever increasing interest and awareness from customers relating to sustainability, circular thinking and carbon reduction themes in laboratory procurement. Framework suppliers understand these sector concerns and welcome opportunities to work with customers to help them achieve their sustainability goals. Suppliers are starting to engage with university sustainability staff more than ever before and are also working with LUPC to improve the collection of responsible procurement data for members.

At a macro level, the last year has seen some welcome price stability in our goods portfolio compared to the two years prior, where supply chain interruption led to increases which still lingered in the aftermath of Covid and the Ukraine war.

The current iteration of the **Veterinary Supplies** framework commenced in February 2024. The previous framework consisted of three broad lots which offered a number of manufacturers and distributors for customers to access. Pre-tender member engagement led to a new lot configuration, with the framework expanding to nine lots

New STEMed (Medical, Laboratory, Veterinary) frameworks in 2023-24

Electronic Components

High Value Laboratory Equipment (HVLE)

Veterinary Supplies

Planned for 2024-25

Engineering Machinery, Associated Accessories & Maintenance

Laboratory Equipment and Associated Post Installation Services

Veterinary Supplies

to cover a wider range of products, including specialised equipment for equines and large animals, specialist equipment consumables, and veterinary specific software.

The latest version of the **Electronic Components** framework went live in July 2024. This framework includes a vast array of products ranging from everyday components such as jacks, plugs and cables, to specialised items such as printed circuit boards and even robotics hardware,

all tailored to meet the expanding requirements of higher education institutions. New for this agreement is the inclusion of refurbished components, equipment calibration services and rental services for certain equipment.

Also launched this year was the latest iteration of the **High Value Lab Equipment** framework which went live in August 2023. This offers members access to a broad range of best-in-class and specialist equipment such as sophisticated Magnetic Resonance, electronic microscopy and spectroscopy systems to members. Of equal importance is the level of account management and support offered by

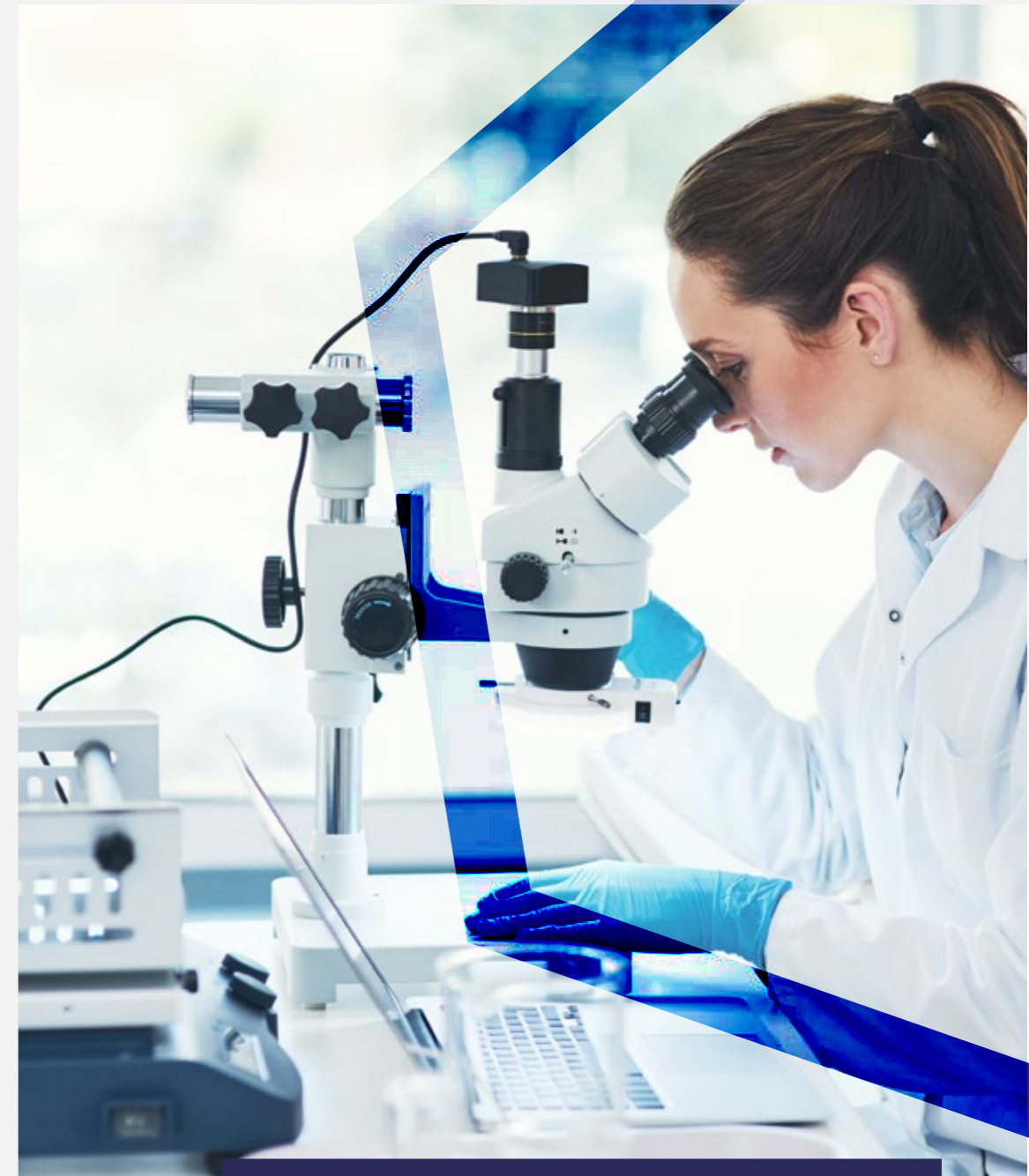
framework suppliers to assist clients when sourcing these complex, high value assets.

Looking towards next year and beyond, work has started on what will be the first **Engineering Equipment** framework. This should focus the type of machinery and equipment involved in workshops such as drilling, cutting

and grinding machines. It is possible that these might benefit Estates and Facilities management customers, not just Engineering faculties and workshop managers. Also planned for next year is the launch of the next iteration of the **Lab Equipment (General)** framework.

Antonio Ramirez

Senior Category Manager



LUPC works across the sector nationally as part of a collaborative procurement partnership with the other universities consortia known as UK Universities Purchasing Consortia (UKUPC)

About UKUPC

UKUPC is a collaboration of the six regional universities purchasing consortia; APUC, HEPCW, LUPC, NEUPC, NWUPC and SUPC, and the energy and catering commodity focussed consortia, TEC and TUCO. Together, they have created a formal entity to support collaborative procurement within Higher and Further Education, combining their knowledge and expertise by working with each other and the wider procurement community.

UKUPC is comprised of five focus groups, UKUPC Board; Joint Contracting Group (JCG); Responsible Procurement Network (RPN); Communications Group; and the Systems Group. Each group has representation from key individuals with the relevant expertise from each of the UKUPC partners.

The focus groups ensure there is alignment across the sector; promote effective and efficient working; and enable the sharing of best practice across consortia and their members.

Key activity through 2023-24:

UKUPC Conference 2023

The UKUPC Conference took place between 5 and 7 September 2023, with the University of Exeter serving as the perfect backdrop for the occasion and the sun shining on just over 450 delegates and exhibitors. The combined hosting team of LUPC and SUPC 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. A wealth of knowledge was shared over the two days through inspiring talks covering a wide range of procurement related topics over four plenaries and 23 breakout sessions. Networking opportunities, a key draw for attendance, were plentiful with an exhibition of 80 suppliers from UKUPC framework agreements and a conference dinner which was host to the UKUPC Procurement Awards.

UKUPC Procurement Awards

Recognising the procurement achievements of members across the sector was a highlight of the



UKUPC Conference 2023. The UKUPC Procurement Awards took place at the conference dinner with three awards presented by UKUPC Chair, Julie-Ann Garton, NWUPC Managing Director:

- Outstanding Procurement Initiative by a UKUPC member – **Winner: Abertay University** for Revolutionising the Procurement Function from transactional to strategic partner
- Outstanding Responsible Procurement Initiative by a UKUPC member – **Winner: Lancaster University** for Procurement & Travel Carbon Dashboard empowering informed purchasing & business travel decisions.
- Outstanding Collaborative project by a framework supplier – **Winner: Stone Computing** for Recycling 4,500+ devices with supplier’s zero-landfill recycling saving 624 tonnes of carbon at the University of York

UKUPC Strategy Review

The UKUPC Board started developing the new UKUPC Strategy that will launch in 2025. Following member consultation and a UKUPC workshop in March 2023, key themes identified include consistency in

approach across consortia; full collaboration; listen and respond to member requirements; think ahead and adapt to the changing landscape; and support members to achieve their responsible procurement goals.

Preparing for the new Procurement Act 2023

The implementation of the new Procurement Act 2023 dominated the activity of our procurement communities across the public sector. Throughout the year UKUPC provided guidance and support across four identified work streams, Process; People; Systems; and Suppliers, to assist members with the transition.

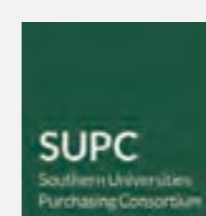
Key activity included the Procurement Act 2023 Impact Review, produced by SUPC for UKUPC members, which included the key changes and their impacts; the objectives and highlights of the new bill; risks; next steps; and cabinet office training. UKUPC also delivered the UKUPC Procurement Act Webinar Series created by LUPC exclusively for UKUPC members, and largely tapping into the expertise of the suppliers on the Legal Services Framework Agreement. The webinars took place monthly and covered the pertinent issues of the Act.

UKUPC Reports for Members

A range of reports provided annually to UKUPC members include Benefit Statements which outline spend and savings for each individual member organisation through UKUPC, JISC and CCS framework agreements. In addition, Spend Analysis is carried out for members who provide their non-pay spend data from their accounts systems, enabling the creation of Scope 3 supply chain emission reports based on the Higher Education Supply Chain Emissions Tool (HESCET). This aids members with identifying where and how they can reduce their carbon emissions.

Quarterly Market Insight Document

The quarterly market insight document, produced by the professional category leads across the university purchasing consortia, continues to be an incredibly valued resource for UKUPC members. It shares market



knowledge and insight on what is happening in the supply chains of the core category and framework agreement areas with much of the information sourced directly from suppliers in contract management meetings.

Responsible Procurement (RP)

The UKUPC Responsible Procurement Network (RPN) changed its approach to strategy delivery this year by focusing on the main themes, and having each regional consortium lead or support a specific theme. The champions for each theme have joined the relevant HEPA & EAUC NRPNG subgroup to coordinate activity and to ensure that we can deliver more, faster

for our member. The themes and their leads are as follows:

- Social Value/ Community Benefits- NEUPC and SUPC
- MSMEs and 3rd Sector- NWUPC
- Carbon Reduction- LUPC
- Circular Economy- APUC

The network has reviewed the different responsible procurement tools used across the consortia, mapping tool content against the

[Supply Chain Code of Conduct](#). This has enabled the RPN to ensure that all consortia are assessing suppliers to a common standard in alignment with the Supply Chain Code of Conduct and will allow for common reporting on supplier adherence. The RPN is collaborating with the HEPA National Responsible Procurement Group to review the Responsible Procurement Risk Analysis Matrix to better align this with the Supply Chain Code of Conduct. This will be launched in early 2025.

To find out more about UKUPC and access a range of useful procurement resources, please see the [UKUPC website](#).



Responsible Procurement is a key consideration in how we operate as an organisation. We use our expertise in this area to influence suppliers and members and assist with meeting their sustainability objectives.

Responsible procurement is considered across all our tendering activities, from tender strategy stage through to regularly reviewing and assessing the risks of human rights abuses, environmental impacts and other sustainability issues across our framework supply chains.

Responsible Procurement Strategic Plan and Policies

LUPC's [Responsible Procurement Strategic Plan](#), [Environmental Policy](#) and [Human and Labour Rights Policy](#) are designed to guide our practice, support members in achieving their Responsible Procurement (RP) aims, and to enhance LUPC's position as a leader in RP. LUPC's new RP Strategic Plan will launch in 2024-25.

CIPS Corporate Ethics Mark

Each year, LUPC renews its Chartered Institute of Procurement & Supply (CIPS) Corporate Ethics Mark, which we have now held for five years running.

The CIPS Corporate Ethics Mark publicly reinforces assurance to ethical sourcing and supplier management. To join other organisations displaying the mark, we sign a Statement of Commitment to ethical sourcing and supplier management and prove that we 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.

ISO20400:2017 Re-Accreditation

In 2023, we attained a score of 4.20 in our re-assessment against ISO20400:2017, the international standard for sustainable procurement. The standard sets out a framework and approach to the procurement of goods and services that contribute to sustainable development considering relevant impacts to the environment, society, ethics, and economics. Our score is considered to be "Leading" by Action Sustainability, who carried out our assessment and also stated "LUPC is the only organisation in the last two financial years that we have evaluated to have maintained Leading status". We have committed to re-assessment every two years.

Modern Slavery

Annually, LUPC publishes a modern slavery statement for the financial year, [access our latest Modern Slavery Statement here](#).

LUPC contributed to a research project on the climate impact on modern slavery risk in public sector





procurement, working with the University of Surrey, University of Bath, and the University of the West of England, and in partnership with Unseen. The project aim was to develop evidence-based recommendations for policymakers, public sector purchasing managers and supply chain managers on the links between climate change and modern slavery. It also looked to generate a set of Environmental, Social and Governance (ESG) standards across key factors in climate change and modern slavery to

pilot a framework to track ESG policies and strategies which better connect these risks.

The project was funded by the Modern Slavery and Human Rights Policy and Evidence Centre (Modern Slavery PEC). The [full report on the research project](#) and the [summary of the research project](#) was published in January 2024. It found there was a lack of legal mandate and a lack of executive attention by public sector organisations, resulting

in a shortage of resources to address the increasing risks consistently. The research recommends that the UK provides public organisations with resources and legal grounding to minimise the risks of modern slavery in public procurement. It also recommends that public buyers take advantage of existing worker rights monitoring mechanisms and purchasing consortia, which can increase the level of assurance against modern slavery risks as well reducing costs. The development of LUPC's RP Hub, detailed further below, demonstrates our commitment in this area.

In April 2024, we published our [Human and Labour Rights Policy](#), which includes actions LUPC has taken and those it is planning to take to identify and manage risks of modern slavery, as well as to respond to potential and actual instances of abuse. We are an affiliate of [Unseen](#), a not-for-profit organisation, who runs the UK modern slavery and exploitation helpline. Reporting of modern slavery can be done via a [form on our website](#) where we have also published the helpline number. Members have been provided with posters raising awareness of the helpline for use online, or in print format.

Electronics Watch affiliation

LUPC funding ensures all full members of LUPC continue to hold automatic affiliation to Electronics Watch (EW), the independent monitoring organisation helping public sector entities meet their responsibility to protect the labour rights and safety of workers in global electronics supply chains.

Every LUPC full member has a named contact person for EW and access to the EW affiliates' site. This provides

guidance and resources including the Public Buyer Toolkit; easy-to-use tools and templates promoting contract performance compliance within affiliates' supply chains. Affiliates can also view the Company Performance Tracker; contractors' and brands' supply chain transparency; and efforts to remediate labour rights violations in specific factories are scored based on their interaction with affiliates and Electronics Watch.

Read more about the activity of Electronics Watch on page 18.

Collaboration

In addition to active participation on the UKUPC Responsible Procurement Network, LUPC is also a member of the London Responsible Procurement Network (LRPN), which includes public sector bodies across London, the Social Responsibility and Carbon sub-groups of the HEPA Responsible Procurement Network (HRPN) and the International Working Group on Ethical Public Procurement (IWGEPP).

Supplier Due Diligence

Throughout 2023-24 we have been working on the ethos and the strategy behind our engagement with suppliers and our approach to responsible procurement due diligence.

Responsible Procurement questions are embedded into our tender process at the outset, and once suppliers commit to compliance with the SUSTAIN Supply Chain Code of Conduct, they are expected to participate in ongoing due diligence exercises including:

- Our Due Diligence questionnaire;
- The development of Carbon Reduction Plans;

- Responding to UK government's Modern Slavery Assessment Tool (MSAT);
- Corrective Action Plans agreed with suppliers and forming part of on-going contract management.

A key part of this strategy is LUPC's online tool, Responsible Procurement Hub (RP Hub), which will benefit both our

suppliers and members. We have been developing the RP Hub throughout the year with phase one scheduled to go live by the end of 2024. For LUPC framework suppliers, it will facilitate the completion and uploading of supplier due diligence questionnaires, engagement with LUPC on agreed corrective action plans, and the ability to upload improvements on a continuous basis demonstrating



supplier RP status and progress. LUPC members will have visibility of the latest supplier RP status, access to any corrective actions that have been recommended by and agreed with the LUPC RP Lead and the ability to download reports on their portfolio of suppliers from LUPC frameworks.

We will continue to develop the RP Hub in 2024-25. Phase 2, Community Exchange, will allow members and suppliers to share opportunities for collaboration around common RP areas of interest. Phase 3, Links, will allow members to access other portals and tools to further support member sustainability in a variety of areas.

The supplier due diligence programme, which informs the content for Phase 1 of the RP Hub, has up until now been rolled out to LUPC framework suppliers, one framework at a time. The RP Hub is part-automated, which will significantly speed up the process, enabling all LUPC framework suppliers to submit simultaneously.

In-house RP expertise to support members

Throughout 2023-24 we have participated in a variety of activities where our RP expertise has been valuable.

Our RP Lead, Mags Shapiro, participated 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.

In July 2024, we were honoured to be invited by Baroness Lola Young of Hornsey to attend a roundtable discussion on public procurement, human rights and

environmental sustainability at the House of Lords along with other public sector procurement colleagues, academics and civil society representatives.

Procurement consultancy to an LUPC member, included RP input and recommendations around alignment between their Sustainability Strategy and their organisational strategy document, as well as guidance on working with suppliers towards Net Zero, in line with their Net Zero target. We have also provided advice to members on their Modern Slavery Statements upon request.

De-carbonisation

LUPC's carbon footprint is being externally verified for the first time this year. Our carbon offsets for 2022-23, included four offset projects:

1. Rising Tides- (Kelp Balls)
2. Premier Forest (Biochar)
3. Blue Carbon (Mangroves)
4. Renewable Energy (various projects).

A [guideline](#) for Approaching Net Zero with Suppliers, using Policy Procurement Note (PPN 06/21) as a starting point, has been developed by LUPC. It describes the process that will be rolled out across framework agreement suppliers and includes templates for [Carbon Reduction Plans](#) for suppliers and an [evaluation tool](#). Members are encouraged to align this practice with non-framework agreement suppliers, as we drive towards achieving Net Zero.

Mags Shapiro

Responsible Procurement Lead



Showcasing a year of activity by Electronics Watch during which it more than doubled the number of factories it monitors

LUPC is a founding member of Electronics Watch which helps protect the labour rights and safety of workers in global electronics supply chains. Since 2017, LUPC has paid for all its full members to be Electronics Watch affiliates; providing guidance, resources and contract clauses that support responsible procurement. Electronics Watch continues to connect public sector buyers with workers' rights experts who monitor Information and Communication Technology (ICT) supply chains, driving compliance and improving working conditions. This involves engaging with resellers, manufacturers, the industry, and other stakeholders to follow up on contract conditions.

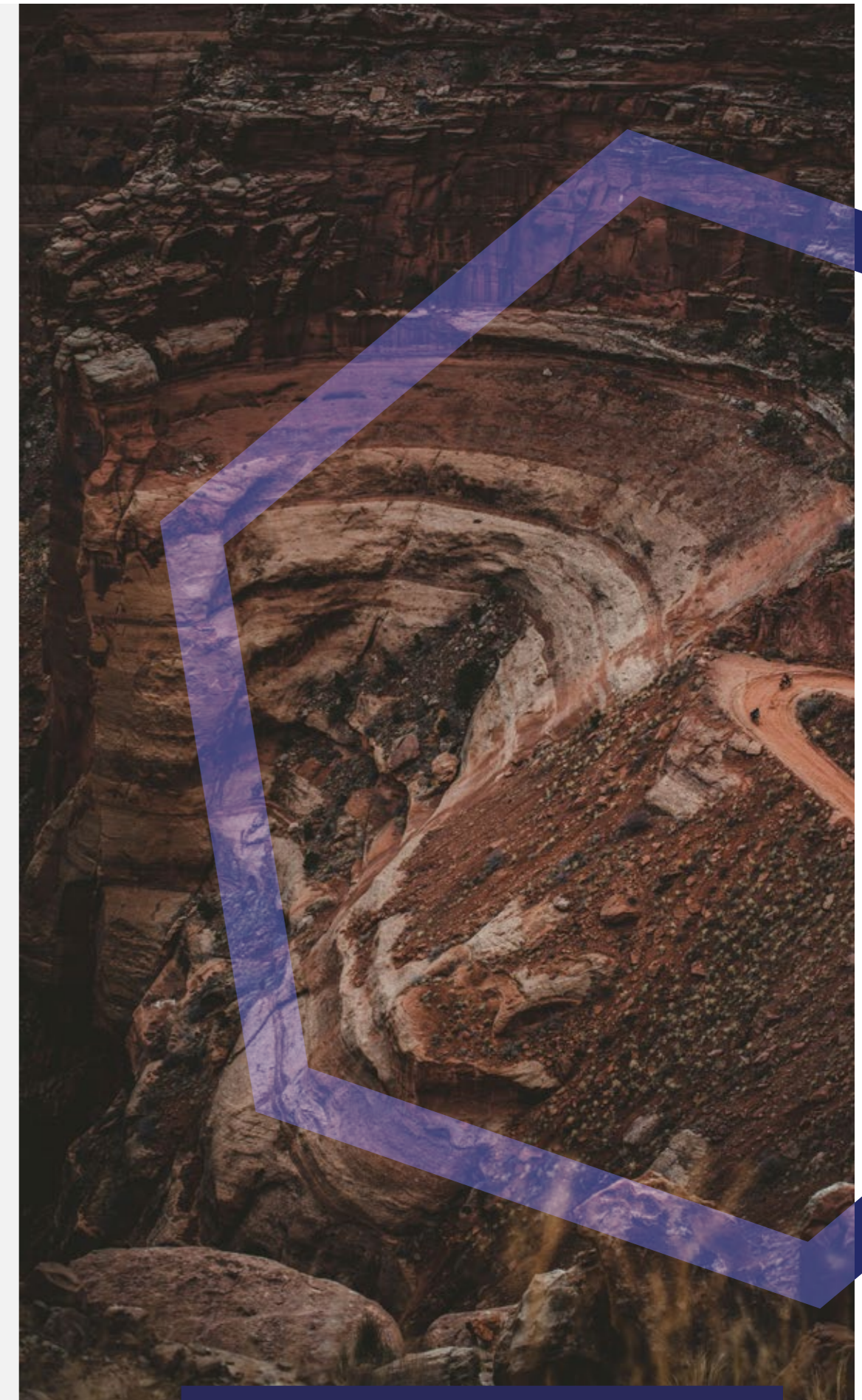
From its humble origins less than ten years ago, Electronics Watch has grown to representing 1514 public sector affiliates in 12 countries, of which 35 are directly affiliated and over 1470 are affiliated through a purchasing consortium, network or framework authority.

Twice as many brands disclosed their suppliers to affiliates in 2023 than in 2022, doubling the number of new factories added to their supply chain database year-over-year. A year ago, Electronics Watch had 20 brands disclosing their suppliers, by the end of 2023 this was 43. Over the same

period, their supply chain database coverage rose from 17 countries and less than 100 factories to 250 factories in 27 countries around the world.

The organisation successfully developed a **Low Emission Vehicle (LEV) Programme** with 10 participants, who included some of the major public transport companies in Europe. A collaborative funding structure helped pay for the direct monitoring of tin mines in Bolivia and cobalt mines in the DR Congo.

Other highlights of Electronics Watch activity across the year included publishing in September its **Principles of Worker-Driven Remedy** as 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, this put affected workers at the heart of the remediation process. This was followed by the **Introduction to Worker-Driven Remedy in Global Supply Chains** in October, a hybrid summit that provided a practical approach to effective non-judicial remedy for business-related rights violations in global supply chains. Participants heard directly from workers and monitors in the electronics industry about the need for remedy





related to occupational health and safety, migrant worker recruitment, and other issues. The same month provided an interesting examination of **Cobalt mining in the DRC**, the webinar addressing supply chain tensions arising from the exploitation of local artisanal and small-scale mining and the interactions between private foreign and domestic actors. The material analysed the preconditions to empower workers to fight human rights abuses including forced labour, child labour and workplace health hazards, through sustainable and equitable development. A further webinar, **Tin mining in Bolivia: working conditions and supply chain transparency** explored these themes further towards the end of 2023.

A three-day **Virtual Summit** was held in November 2023. The first day provided a preview of Electronics Watch's new strategy followed by a discussion on the potential of the global regulatory environment to advance human rights due diligence (HRDD). The theme of the second day was an exploration of human and labour rights violations in mining and battery manufacturing. On the final day, monitoring partners and affiliates exchanged ideas about how to overcome specific challenges in the supply chain.

In January, Electronic Watch's monitoring team visited Malaysia and met with representatives from various monitoring partners and local and global trade unions,

as well as workers from facilities being monitored. Their visit also explored the possibility of Electronics Watch developing a worker-driven monitoring resource centre in Malaysia.

February saw members of the Electronics Watch team at Samsung's first stakeholder dialogue event, held in Brussels. In a panel on human rights across the value chain, they highlighted the need to address precarious labour, toxic chemicals, and multiple forms of forced labour in dialogue with trade unions and other labour rights organisations. Several webinars and attended events have taken place since then including a **How to Map your Supply Chain** training webinar and a new **Innovation Pilot**. The latter invited engagement across workstreams built around improving worker-centred human rights due diligence across all high-risk purchasing categories including capacity-building and monitoring in the **MedTech Sector** and an **International Leadership Group** with the aim of sharing best practice, aligning standards, and promoting socially responsible public procurement internationally.

LUPC continues to play an active role and in conjunction with Electronics Watch, assists with linking PC device sales made through the **National Desktop and Notebook Agreement (NDNA)** to member-specific monitoring and remediation activities undertaken through the quarterly Monitoring Status Reports issued to each affiliate. This work includes the ongoing updating of the supplier-completed Factory Disclosure Forms and regular questioning as part of the responsible procurement standing item on the NDNA review meeting agenda.

Membership of LUPC is so much more than access to a range of 100+ Public Contracts Regulations compliant goods and services frameworks

We offer added value through the provision of a range of resources, guidance, reports, and learning & development and networking opportunities, that fully complement members' procurement activities.

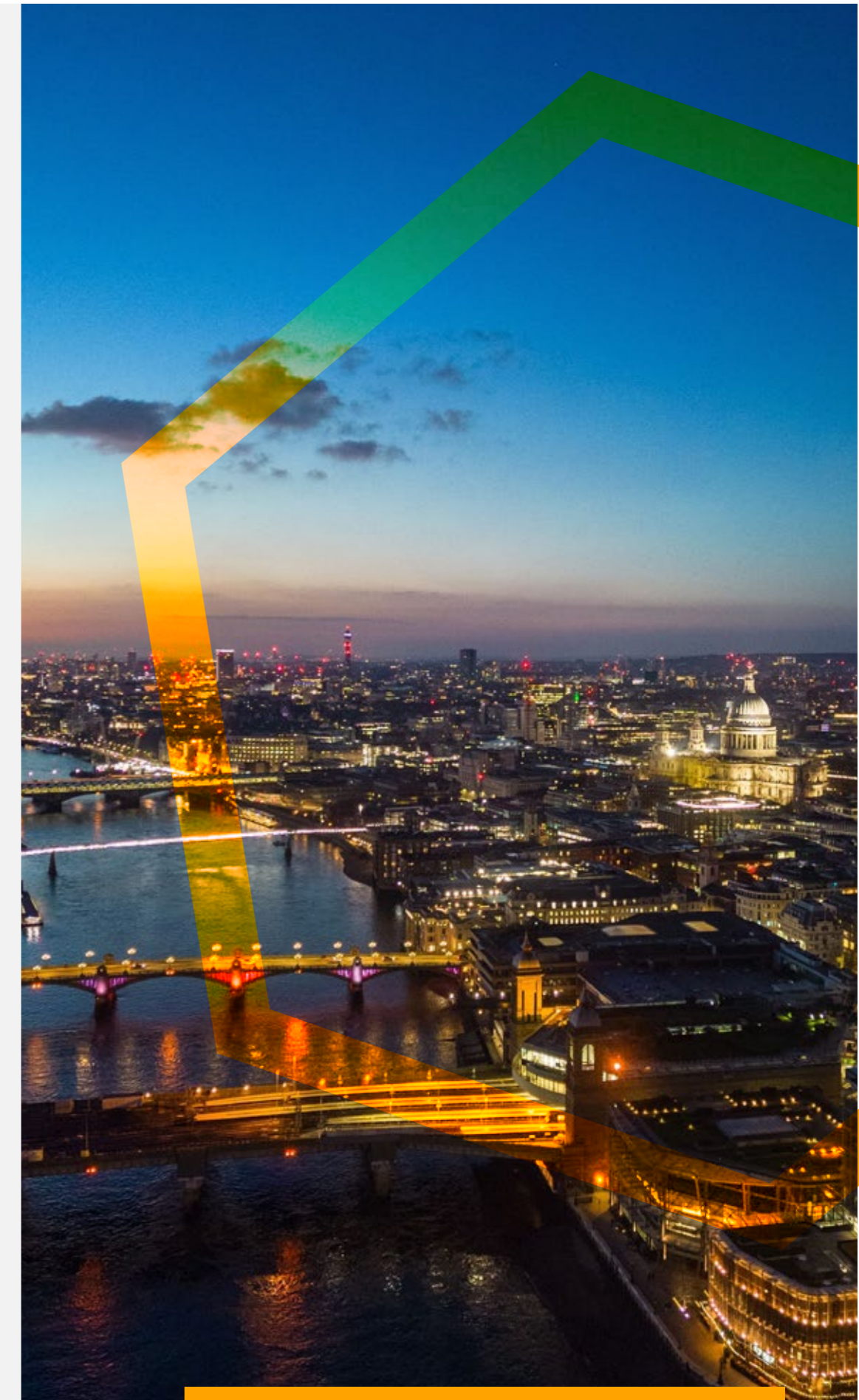
Procurement Act 2023 Resources

The new Procurement Act 2023 (PA23) has been a dominant focus throughout 2024 for the majority of our members who, as contracting authorities, need to comply with the procurement regulations. To support those members with getting ready for implementing the new act, we have provided a range of guidance, updates and webinars. We have significantly updated our [Public Procurement Page](#) on the LUPC website to provide one place where members can find all the key information relating to procuring under the regulations, covering both the *Public Contract Regulations 2015* and the *Procurement Regulations 2024*. Our aim is that members will see this as the first location where they can go to find a reliable source for everything needed in support of working under the procurement regulations. This comprehensive webpage includes signposting to the relevant Cabinet Office guidance and documentation on PA23, as well as resources that LUPC and UKUPC have provided for members. A series of presentation slides offering detailed guidance

and support are available to use as a point of reference for members' learning journey and towards practical implementation of PA23.

Tender Document Templates

Following a competition using the LUPC legal services framework, we have worked with law firm, Brodies LLP, to produce templates for our members' procurement teams which support their tendering activity and provide a level of risk mitigation for their organisations. This activity has also benefitted the wider HE sector by providing access to the templates and resources to members of both SUPC and NEUPC, who opted to be included in the project. The templates are available to download from [the resources section of the LUPC website](#), behind the member login. They have been designed to allow for all stages of a full procurement process and include Terms & Conditions; PCR 2015 Templates; Templates for non-regulated procurement; Invitation to Tender (ITT); Supplier Questionnaire; Successful and Unsuccessful (standstill) Letters; and Award Letter templates. Members of all three consortia attended a webinar providing detailed guidance on the templates and how they can be used. The recorded webinar has been uploaded on to the website of each participating consortium for members to view





when required. A further set of tender document templates, reflecting the new Procurement Act 2023 regulations, will be made available in 2024-25.

Events, Training and Networking

This year we delivered a comprehensive range of **events and webinars**, including two in-person procurement conferences, free for LUPC members to attend. The beginning of the financial year saw the return of the residential **UKUPC Conference** (previously known as COUP), after a two-year postponement due to the Covid pandemic. Read more about the UKUPC Conference 2023 on page 12. Our annual LUPC & SUPC Conference took place on 5 June 2024 and brought together procurement professionals across the LUPC and SUPC membership for a day of learning, networking, and strategic discussions. The conference focused on adapting to change and enhancing practices, providing attendees with invaluable insights and practical tools to thrive in the rapidly evolving procurement landscape. Our regular conferences are key opportunities for members to learn, share and develop with colleagues across the sector, as well as building up their professional network with other members and suppliers.

In 2023-24, we delivered 39 member events, either directly or with our partners. Our predominantly procurement-focused webinars included framework launches; category meetings; responsible procurement meetings; and member inductions.

We provided a series of **free procurement training courses** following feedback from our annual membership survey and discussions with our members. The courses

covered *Introduction to Procurement; Commercial Aspects; Terms and Conditions; Contract Implementation and Management for Stakeholders; Negotiation; Best Practice Contract Management; and Specification Writing*. Delivered with our training partners Achilles, CIPFA and Brodies LLP, the aim of these courses was to provide support and assistance to not only procurement staff, but to those who are responsible for specifying or managing contracts that have little or no procurement experience. At the request of a member, we also delivered a bespoke contract management course for them on their premises. This enabled attendance by a wide stakeholder group within the institution. The outcome for the member is an improved understanding of contract management across the organisation.

One session that was very well received was an in-depth full day **Leadership Development Workshop for Heads of Procurement**. This looked at different leadership styles; communication; leveraging different team members' strengths; and engaging colleagues through change.

"Really enjoyed it, one of the best courses I have been on in recent times." Head of Procurement, LUPC Member

Our monthly **Heads of Procurement meetings**, held on the last Friday of the month, continue to provide a valuable space to discuss the latest procurement issues and challenges facing our members in procurement leadership roles.

Senior Category Manager, Justin McLoughlin, chaired quarterly **CIPS Study Mornings**, informal one-hour online meetings for members studying for CIPS to discuss their

CIPS journey, provide peer support, share experiences and network with others going through the CIPS qualification process.

Towards the end of the year, we commenced a series of **Q&A Procurement Act '23 drop-in sessions** for LUPC members, to discuss all things PA23 related. These popular sessions, led by Mohamed Hans, an expert in public procurement law, provide an opportunity to address members' questions around PA23 and its implementation in a supportive environment. They will continue into 2024-25 to the go live date of the new PA23 on 24 February 2025, and beyond should there be member demand.

Annual Member Benefits Reports and Spend Analysis

Each year, we produce a bespoke Member Benefit Report for our full member organisations, outlining their spend and savings through UKUPC, JISC and CCS framework agreements. This report highlights where members have made further savings through accessing LUPC member benefits such as Creditsafe, Electronics Watch and CIPS Study support. We also identify which LUPC events were attended by staff at their organisation, enhancing employees' continued professional development (CPD).

Members who send us their annual non-pay spend data also receive access to reports through the Hunter Contract Uptake website including a Scope 3 Carbon Emissions Report and a Spend Analysis Report.

CIPS Study Courses and Free Study Guides

This year, 16 CIPS students from 15 of our member organisations have benefitted from discounted CIPS study



through an agreement we have with our partner the Central Business School. LUPC almost doubled the total number of study guides it paid for, helping members' staff with their costs, paying for 89 books in 2023-24 compared to 50 in 2022-23.

Linked Podcast

In our pursuit of innovation and accessibility, we were thrilled to launch our first ever [Linked Podcast: Procurement conversations across the not-for-profit sector](#) in April 2024. This delivers an immersive audio experience that complements the written content of our [quarterly digital magazine](#). Through this

dynamic medium, our members and suppliers can benefit from an in-depth exploration of the issues shaping the current procurement landscape.

The full range of benefits available to members can be found in more detail on the [Your member benefits](#) page of the LUPC website.

Bindi Sandhu & Suzanne Picken

Deputy Director and Assistant Director Membership, Marketing & Communications

Performance against LUPC's Corporate Strategy 2021-24 - Working together to achieve shared goals in a changing world

Each quarter the LUPC Director reports on our progress against the strategic KPIs at the quarterly LUPC Board meeting. The report below covers the achievements in the final year of LUPC's corporate strategy 2021-24.

Goal 1: Deliver compliant framework agreements that are commercially advantageous for our members.

Objectives

Working with UK Universities Purchasing Consortia (UKUPC) we will:

- > Deliver frameworks that meet the requirements of the new public procurement regulations.
- > Consider the commercial requirements of our members widely at every stage.
- > Reflect member needs consistently in our framework offerings in terms of value, scope, and sustainability.
- > Ensure innovation is contemplated at all appropriate times throughout the procurement process.
- > Apply continuous improvement protocols to each framework iteration.

KPIs

1. (a) Use the annual survey to seek wider feedback on current and future use of framework agreements. Target >90% satisfaction rate. *In the membership survey 2024, 97% of survey respondents agreed that the frameworks meet their requirements. Member suggestions for improvements included having a greater consistency across the Framework Agreement Buyers Guides which would make them easier to use. A handful of additional frameworks were raised for consideration. A key area in demand by members is Construction/Estates Professional Services; the tender for this will be carried out by LUPC in 2024-25.*
1. (b) After allowing for inflation, a year-on-year increase on spend through framework agreements. *After allowing for inflation*, spend data showed a 4.1% increase compared to 2022-23.*

Goal 2: Enhance LUPC's position as a leader in Responsible Procurement.

Objectives

- > Implement effective supplier due diligence.
- > Communicate our activity regularly through

media, events, and training opportunities.

- > Investigate opportunities for collaboration with appropriate bodies where learning can be shared across the three pillars (Environmental, Social, Economic).
- > Provide 1:1 and group support to our members via our dedicated responsible procurement lead.
- > Work with suppliers and our members to help them achieve their net zero emissions targets.
- > Improve the Equality, and Inclusion (EDI) understanding of our staff and our members procurement teams.


KPIs

2. (a) Achieve the KPI's in the LUPC Responsible Procurement Strategic Plan. *Progress will be reported in next year's annual review.*

RPSP KPI 1: In year one, commence evaluation of a minimum of 17 suppliers through the risk-based supply chain evaluation tool. *The Supplier Due Diligence Tool (SDDT) has been used to assess suppliers on the framework agreements for Estates and Facilities Management (18 suppliers) and Legal Services (16 suppliers). The tool has been updated to include Health & Safety external risk assessment, social value, and Responsible Procurement KPIs. During 2023-24, 11 suppliers on the General Laboratory Equipment Framework were evaluated.*

RPSP KPI 2: Ensure there are responsible procurement elements included in each and every tender. *In 2023-24, the RP Lead participated in the*

*3.6% RPI inflation rate for July 2024 used



evaluation of the RP section of the Occupational Health Services framework and provided input to the strategy of the eProcurement Systems framework. In addition, our RP Lead worked collaboratively on the evaluation of SUPC's IT Related Accessories and Parts (ITRAP) 2024 tender. etting and Debt Recovery framework agreement.

RPSP KPI 3: Provide a minimum of 4 news articles per year on the work of Electronics Watch, their guidance and resources as well as promoting their events directly to members.

- *Electronics Watch publishes working draft of Principles of Worker-Driven Remedy [Promoted in the LUPC September 2023 ebulletin]*
- *Electronics Watch gets mentioned in - Computing - PCs with Apple Operating Systems National ITS6004 HW [Commodity Update Page 41 of Linked Magazine Autumn 2023]*
- *Electronics Watch Virtual Summit 2023 [Page 21 of Linked Winter 2024]*
- *Electronics Watch gets mentioned in - Computing-Desktop and Notebook Agreement National ('NDNA') -ITS5071 LU [Commodity Update Page 33 of Linked Magazine Winter 2024]*
- *Electronics Watch: Piloting worker-driven human rights due diligence in high-risk public procurement global supply chains [Page 13 Linked Magazine Spring 2024]*
- *Climate change and modern slavery in public*

procurement [Page 24 – Linked Magazine Spring 2024]

- *Electronics Watch gets mentioned in - Agreement spotlight on the NDNA (national desktop and notebook agreement) [Page 44 – Linked Magazine Spring 2024]*

RPSP KPI 4: Use Linked (LUPC's quarterly magazine), the monthly Ebulletin, the LUPC website and appropriate social media to provide monthly (as a minimum) news articles, thought pieces, tweets and posts to highlight topical information to members.

- [Action Sustainability: LUPC ISO 20400 re-assessment Case Study](#) [Sept 2023 news and LUPC ebulletin]
- [Carbon Support Survey](#) [Sept 2023 news and ebulletin]
- *CIPS Corporate Ethics certification [Sept 2023 news and ebulletin]*
- *Electronics Watch publishes working draft of Principles of Worker-Driven Remedy [Promoted in Sept 2023 ebulletin]*
- [Advancing the Circular Economy: A University Perspective](#) Event [October ebulletin 2023]
- *The Autumn 2023 edition of Linked Magazine*
 - *LUPC's Route to Net Zero p.35*
 - *Establishing Priorities For Environmental Responsibility In The Furniture Industry p.11.*

- [How to become a leading organisation within sustainable procurement](#) [December 2023 - events and ebulletin]
- [LUPC Publishes ninth Modern Slavery Statement \(MSS\)](#) [January 2024 - news and LUPC ebulletin]
- [Modern Slavery & Human Trafficking Prevention Month](#) [January 2024 – news and LUPC ebulletin]
- [Research finds public organisations are not sufficiently equipped to address modern slavery and climate change risks in their supply chains](#) [January 2024 news and LUPC ebulletin]
- The Winter 2024 edition of Linked Magazine
 - Insights into the LUPC's Carbon Offsetting Investment Portfolio p.17.
 - Responsible Procurement Case Study: Our ISO 20400 Re-accreditation p.11.
 - A look at the Electronics Watch Virtual Summit 2023 p.21.
- How can we combat modern slavery in public procurement [February 2024 events and LUPC ebulletin]
- [Applications for UK & Ireland Green Gown Awards now open](#) [April 2024 news and LUPC ebulletin]
- [Guideline for working towards Net Zero with Suppliers](#) [May 2024 news and LUPC ebulletin]
- [Social value evaluation in tenders - using the TOMs](#) [discussion boards in May 2024]
- The Spring 2024 edition of Linked Magazine

- *Climate Change and Modern Slavery in Public Procurement* p.24.
- *Electronics Watch: Piloting worker-driven human rights due diligence in high-risk public procurement global supply chains* p.13.
- *Carbon neutrality at Kew discussed in member interview in first Linked podcast.*
- [Unseen UK business awards!](#) [July 2024 - news and LUPC ebulletin]
- *Responsible Procurement - Commodity Risk Analysis* [July 2024 ebulletin]
- *UKUPC Procurement Act Webinar Series: Social Value in the Procurement Act event* [July 2024 LUPC ebulletin]
- The Summer 2024 edition of Linked Magazine
 - *RP at the LUPC & SUPC Conference* p.07
 - *Introducing our evolving approach to RP to Suppliers* p.08
 - *LUPC & SUPC conference environmental impact* p13.
 - *UK Modern Slavery helpline run by Unseen* p15.

RPSP KPI 5: Work with SUPC to provide a quarterly Responsible Procurement meeting and an annual event for members.

- *A joint LUPC & SUPC Responsible Procurement Session, Navigating Responsible Procurement: Strategies, Tools, Best Practice and Strategic Supplier Engagement, and a Round Table Group*

Discussion, Responsible Procurement Initiatives and Challenges, took place at the LUPC & SUPC Conference in June 2024.

RPSP KPI 6: The Responsible Procurement Lead will undertake a placement in member institutions for two days a week for a maximum of a 12 week period supporting individuals with their development and will provide a report at the end of each placement. *When the new RP Lead started in May 2023, LUPC took a strategic decision to concentrate on its internal RP practice with a stronger focus on the supply chain and supporting and partnering with suppliers to foster real change. This replaced the member placements.*

RPSP KPI 7: LUPC aims to be net zero, through a combination of emissions reductions, plus limited offsetting where this is not possible, by the end of the 2022/23 financial year. *In 2023, LUPC achieved a position of carbon neutrality through the implementation of its Carbon Reduction Plan and using the Carbon Offsetting Framework Agreement to select projects which offset its total emissions. In 2023-24, LUPC invested in its second set of offset projects, Dutch Methane Recovery Project and Carbon Cure.*

RPSP KPI 8: LUPC will also be independently audited under the Sustainable Procurement international standard ISO 20400:2017 every two years, the next audit being due in Summer 2022.

LUPC was independently re-assessed against ISO 20400:2017 in 2023, achieving a Leadership Level



Ranking. Stemming from this, LUPC was invited to participate in an Action Sustainability webinar as a case study for leading responsible procurement. To reflect LUPC's approach of working in partnership and collaboration, LUPC invited colleagues from the London RP Network (City of London & Westminster City Council), Electronics Watch and academics with whom LUPC has worked with in research, to co-present. The webinar, demonstrating the benefits of working together, was attended by approximately 200 attendees.

2. (b) Using the annual survey, seek members' views of LUPC's position as a leader in responsible procurement: Target >85%.

In the membership survey 2024, 79% of survey respondents saw LUPC as a leader in responsible procurement. Although a slight drop from last year's result of 85%, this is still a strong performance. With significant RP activity planned for 2024-25, we are confident we will see an increase in this view.

2. (c) Ensure all those in contracting roles, as well as the director and deputy director, maintain Chartered MCIPS status.

All MCIPS contracting staff, the Director and Deputy Director have maintained MCIPS Chartered Status.

2. (d) Deliver procurement related EDI training for staff and members.
 - *All LUPC staff undertook Equality, Diversity and Inclusion Awareness eLearning in 2022/23.*
 - *A session titled Embedding EDI in Procurement - Are you sure that you are reaching ALL suppliers*

who could be providing a fantastic service for your University? was held for delegates at the UKUPC Conference in September 2023.

Goal 3: Foster a culture for members and employees to network, share best practice, learn, develop, and grow.

Objectives

- > Provide regular and ample opportunities for networking and collaboration in person and online.
- > Identify gaps in knowledge or participation where LUPC can support its members in development.
- > Support members in the development of their commercial thinking specifically with regards to the effective and efficient use of framework agreements.
- > Create an environment where all LUPC staff feel valued and continuous learning is the norm.

KPIs

3. (a) *As a minimum, deliver 24 group events for members per year. A total of 39 member events were delivered in 2023-24, once again far exceeding the target.*
3. (b) *Develop a new online networking platform for our members. LUPC's website launched in January 2022 has discussion boards for networking.*
3. (c) *Target a >50% response rate to our annual survey. 29 out of 88 members (33%) responded to*

the 2024 annual membership survey, compared to 38% in 2023. This is in-line with the average survey response rate of 33%.

3. (d) Undertake an annual staff survey, managed externally, to measure staff satisfaction. An anonymous annual staff survey is carried out each year and presented to the LUPC Board in December.

Goal 4: Collaborate widely to share, learn, and streamline activity to ensure maximum benefit for our members and to raise the profile of procurement.

Objectives

- > Continue working closely with UKUPC and its working groups.
- > Work proactively with a wide range of external stakeholders to establish and learn best practice protocols to share with members.

KPIs

4. (a) For every framework we deliver we will invite appropriate representation from other sector associations/groups to the tender working party. We invited representatives from relevant parties to all framework tender working parties from 2021-2024.

Goal 5: Develop a range of member benefits that add value.

Objectives

- > Provide detailed annual member benefits reports.

- > Distribute accurate and informative spend data to members.
- > Adopt a continuous improvement approach to the range of benefits we offer.

KPIs

5. (a) Proactively work to increase the number of members we provide individual spend data reports for using 2020 as the base year. In 2020 the base figure was 30. In 2024 31 members submitted their data for analysis.

Goal 6: Ensure customer service excellence in all we do.

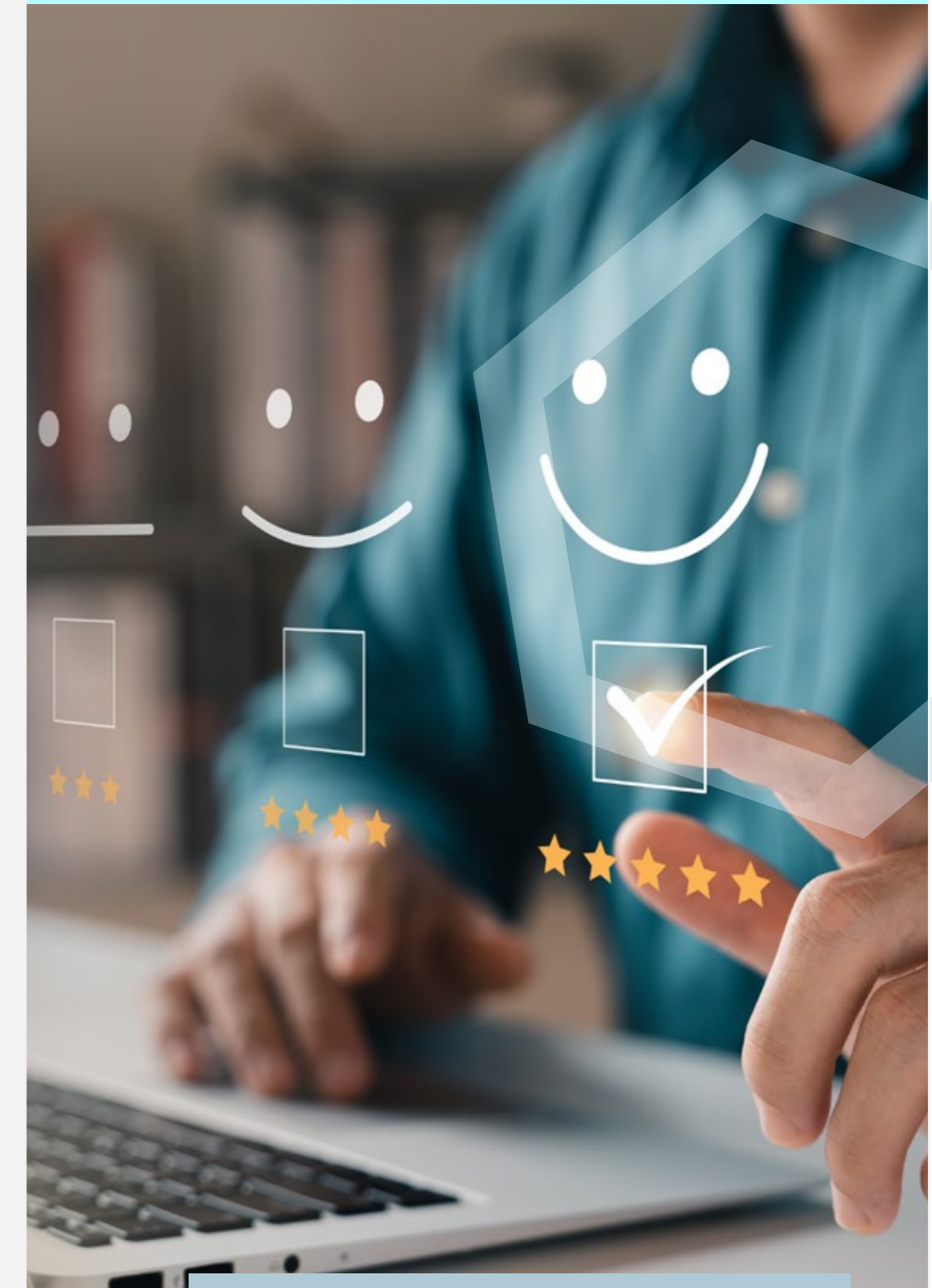
Objectives

- > Understand and respond appropriately to our members' needs.
- > Establish clear and effective internal processes in customer service.

KPIs

6. (a) Gain and maintain an annual formal Customer Service Excellence accreditation. *We decided not to pursue formal Customer Service Excellence accreditation due to the level of resource this would require and the fact that we were achieving 100% customer service satisfaction. We chose to use our resources instead to enhance our webinar and training programme for members.*
6. (b) Through the annual member survey, measure member satisfaction. Target >95% agree or strongly agree that we provide excellent

customer service. In the membership survey 2024, 100% of survey respondents agree LUPC provides excellent customer service.



Income statement

	2024		2023	
	£	£	£	£
Turnover		2,043,755		1,438,689
Staff costs	1,169,289		1,057,677	
Other operating expenses	813,516		347,758	
		(1,982,805)		(1,405,435)
Operating profit		60,950		33,254
Release USS pension deficit		382,393		-
		(443,343)		(33,254)
Interest receivable and similar income		35,064		9,349
		(478,407)		(42,603)
Other finance costs		-		10,260
Profit before taxation		(478,407)		(32,343)
Tax on profit/(loss)		30,467		9,206
Profit for the financial year		447,940		23,137

DIRECTORS' STATEMENT

The Income and Expenditure Account and Balance Sheet set out on page 28 are extracts from the full statutory accounts which were approved by the Directors on 6 December 2024 and on which the auditors have given an unqualified opinion. The statutory accounts, which should be consulted for a full understanding of the financial affairs of the company, will be submitted to Companies House.

Balance sheet

	2024		2023	
	£	£	£	£
Fixed assets				
Tangible assets		57,888		-
Current assets				
Debtors	460,321		553,423	
Cash at bank	1,058,089		1,209,009	
	1,518,410		1,762,432	
Creditors				
Amounts falling due within one year	375,373		627,054	
Net current assets		1,143,037		1,135,378
Total assets less current liabilities		1,200,925		1,135,378
Provisions for liabilities		-		382,393
Net assets		1,200,925		752,985
Reserves				
Retained earnings		1,200,925		752,985
		1,200,925		752,985

AUDITORS' STATEMENT

We have examined the Income and Expenditure Account and Balance Sheet set out on page 28 and confirm that these statements have been accurately extracted from the full set of statutory accounts for the year ended 31 July 2024. The maintenance and the integrity of the London Universities Purchasing Consortium website is the responsibility of the directors; the work carried out by the auditors does not involve consideration of these matters and, accordingly, the auditors accept no responsibility for any changes that may occur to the financial information contained in the annual review made publicly available on the website. Wbg (Audit) Limited, 168 Bath Street, Glasgow G2 4TP.

Governance

Board

Mark Blaney (Chair)

Finance and Resources Director
Royal College of Anaesthetists

Don Bowman

Director
London Universities Purchasing Consortium

Andrew Dyer (Deputy Chair)

Finance Director
London School of Hygiene and Tropical Medicine

Simon Francis *(appointed 15 September 2023)*

Director of Estates and Facilities
Institute of Cancer Research

Chris Hinge *(appointed 15 September 2023)*

Director Estates Planning and Services
University of Westminster

Cristian Martin

Director of Procurement
London School of Economics and Political Science

Dr Olga Martin-Ortega

Reader in Public International Law
University of Greenwich

Ken Morrison *(resigned 15 March 2024)*

Director of Legal Services
St George's University of London

Naina Patel

HR Director
University of the Arts

Daniel Roberts

Chief Information Officer
SOAS

Amanda White

Director of Finance
Royal College of Art

Executive Committee

Daniel Barry

Head of Procurement
Royal Holloway,
University of London

Candace Bloomfield

Associate Director of Procurement
University of Greenwich

Don Bowman

Director
LUPC

Alan Hill

Head of Procurement
Institute of Cancer Research

Martin Kelly

Head of Procurement
South West London
and St George's
Mental Health NHS Trust

Declan McAlister

Head of Procurement
Tate Galleries

Joanna McKelvey

Head of Procurement and
Contract Management
Royal Botanic Gardens, Kew

Jon Ryder-Oliver *(resigned June 2024)*

Procurement Senior Business Partner
National Archives

Bahar Shahin

Director of Procurement
Queen Mary, University of London

Sue Weston

Director of Procurement
Jisc

Darran Whatley

General Commodity Manager
London School of Economics
and Political Science

Members

Full Members

APHA (DEFRA Group)
Architectural Association
School of Architecture
AWE plc
Bank of England
Birkbeck, University of London
British Council
Camberwell College of Arts (UAL)
CEFAS (Centre for Environment, Fisheries and Aquaculture Science)
Cell and Gene Therapy Catapult
Central Saint Martins College of Arts & Design (UAL)
Chelsea College of Art & Design (UAL)
CITB - Construction Industry Training Board
Clinical Practice Research Datalink (NIBSC)
Competition and Markets Authority (CMA)
Courtauld Institute of Art
Defence Science and Technology Laboratory (DSTL)
DEFRA Group Commercial
Department for Work and Pensions (DWP)
Diamond Light Source
Earlham Institute (NBI)
Goldsmiths, University of London
Harris Federation
Historic Royal Palaces
Horniman Museum and Gardens
Imperial War Museum
Institute of Cancer Research
International Students House
Jisc
John Innes Centre (NBI)
King's College London

Kingston University
London Academy of Music and Dramatic Art (LAMDA)
London Ambulance Service NHS Trust
London Business School
London College of Communication (UAL)
London College of Fashion (UAL)
London Metropolitan University
London Museum
London School of Economics & Political Science
London School of Hygiene & Tropical Medicine (LSHTM)
London South Bank University
Medical Research Council (UK SBS)
Medicines & Healthcare products Regulatory Agency (MHRA)
Met Office
National Institute for Biological Standards & Control (NIBSC)
National Museum of Science & Industry (SMG)
National Nuclear Laboratory
National Oceanography Centre
National Physical Laboratory
National Portrait Gallery
National Railway Museum (SMG)
National Science and Media Museum (SMG)
Natural History Museum
NBI Partnership
NHS Blood & Transplant (NHSBT)
Nominet UK
Porton Biopharma
Quadrum Institute Bioscience (NBI)
Queen Mary University of London
Ravensbourne University London

Regent's University London
Richmond American International University London
Royal Academy of Dramatic Art
Royal Academy of Music
Royal Albert Hall
Royal Botanic Gardens, Kew
Royal Central School of Speech & Drama
Royal College of Radiologists
Royal College of Anaesthetists
Royal College of Art
Royal College of General Practitioners
Royal College of Music
Royal College of Paediatrics and Child Health
Royal College of Physicians
Royal College of Psychiatrists
Royal College of Surgeons of England
Royal Holloway, University of London
Royal Museums Greenwich
Royal Veterinary College
Science Museum London (SMG)
Science Museum Swindon (SMG)
SOAS University of London
South West London & St George's Mental Health NHS Trust
St George's, University of London
Tate incl Modern, Britain, Liverpool and St Ives
The Alan Turing Institute
The British Library
The British Museum
The Francis Crick Institute
The National Archives
The National Gallery
The Sainsbury Laboratory (NBI)

The University of Buckingham
Trinity College, London
Trinity Laban Conservatoire of Music & Dance
UK Atomic Energy Authority
UK Health Security Agency (UKHSA)
UK Research and Innovation (UKRI/UK SBS)
UK Shared Business Services Ltd (UK SBS)
Universities UK
University of East London
University of Greenwich
University of London
University of Roehampton
University of the Arts London (UAL)
University of Westminster
Victoria & Albert Museum
Wimbledon College of Art (UAL)
Zoological Society of London (incorp Institute of Zoology)

Associate Members Inc. Further Education Colleges

Academy of Social Sciences
Barking & Dagenham College
Barnet & Southgate College
Big Creative Academy
British Academy of Management
Brooklands College
Carshalton College
City & Islington College (Capital City College Group)
City Lit
City of Westminster College
College of Haringey, Enfield and North East London (Capital City College Group)
Creative Process

Croydon College
Advance HE
Fashion Retail Academy
Guildford College
Havering College of Further & Higher Education
Havering Sixth Form Campus (NCG)
HRUC (Harrow, Richmond & Uxbridge Colleges)
Kingston College
Lambeth College
Lewisham College (NCG)
London South East Colleges
Morley College London
New City College
Newham College London
North East Surrey College of Technology (NESCOLT)
North Kent College
Orchard Hill College and Academy Trust
Richmond and Hillcroft Adult Community College
Richmond Upon Thames College
South Thames College
Southwark College (NCG)
St Mungo's
St Paul's School
South Bank University Academy
West London College
West Thames College
Westminster Adult Education Service
Westminster Kingsway College (Capital City College Group)
William Torbitt Primary School
WM College
Woodhouse College



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