

Draft Minutes of the Procurement Strategy Group – Colleges (PSGC)

1st March 2010, Scotland's Colleges, Stirling

Present:

Jim Godfrey – Dumfries and Galloway College
Douglas Niven – Edinburgh Telford
Douglas Robertson – West Lothian College
Marlene Anderson – Angus College
Angus Warren – APUC
Frank Rowell - APUC

Members of the group who apologised / were not present:

Brian McDonagh – Forth Valley College
Colin Brodie – Aberdeen College

Minutes of Previous Meeting

- 1 Minutes of PSG (Universities and Colleges) meeting held on the 2nd December 2010 were approved.

Matters arising from the minutes (not later covered by items on the agenda and excluding universities only items)

- 2 Item 12 had been investigated. No examples of delays on Spikes turnaround of 12 weeks could be identified. It was acknowledged that the current process and timetable was not working however and a more robust timetable with deadlines for both Spikes and institutions would need to be discussed and agreed for the data being provided to be of collective value. **Action:** APUC (AW/SR) to open dialogue with the SPD / Spikes and then involve PSG.
- 3 Item 44 had been actioned, the group as proposed (excluding Lisa but also including George Sked of Uo Edinburgh) had met and finalised the priorities. The outcomes had previously been advised to PSG.

Procurement Strategy Group Terms of Reference (ToR)

- 4 The updated ToR were approved but including the following changes:
 - a. The 4th bullet point in item 1 would have “Universities” added in brackets
 - b. A further bullet point would be added after the 4th stating “To assist APUC in putting a process in place to seek College sector members for UIG’s (Colleges)”
 - c. What was the 5th bullet to be amended to read “To promote and support the...” instead of “To manage the ...”
 - d. The second bullet point in item 2, the words “Finance Community of Practice” to be replaced with “(normally via the Finance Community of Practice)”

Action: AW to update and distribute this approved version.

CUPPS Brand Guidance

- 5 The updated CUPPS brand guidance was approved.

CE Report

- 6 AW talked through the key aspects of the report. PSGC commended FR on the work his team had done in making 69 collaborative agreements available to institutions in such a short time and for rolling out the account management model where almost all institutions had received an account management meeting already.
- 7 PSGC discussed whether it was of value to have Stephen Richardson, the new Head of e-Procurement and Data Management present at each PSGC meeting. It was agreed it was best to utilise SR's resources only where the items on the agenda justified it.
- 8 The process on how to maximise shared learnings and best practice identified in the PCA process was discussed. AW confirmed that when the process had been completed, a final report would be produced that would highlight models of best practice in each area so that institutions could benefit from sharing of this expertise. JG suggested that this could include brief case studies of each. The group felt this would be useful. **Action:** Douglas Bell and Stephen Connor to note.
- 9 JG suggested that the PCA scoring for every institution should be shared across the sector. AW advised that some institutions may have concerns over this and indeed APUC had given a commitment that this data would not be published in this way for all institutions. However as many institutions were happy for their scores to be shared, it was agreed that a message would go out to the sector on ezine advising that if institutions wished to share their scoring, then that would be shared with all other institutions that also were willing to share their scores (but not those who didn't). **Action:** Louise Burke to publish notice to this effect in the next available ezine with volunteering institutions to advise Stephen Connor.

Confirmation of attendees for PSG meetings and circulation list for comms

- 10 The attendees confirmed that the list of members provided with the meeting papers was correct for the PSGC. **Action:** Louise Burke to arrange for a PSGC email list to be created by JISC.

COUP 2011

- 11 AW advised that APUC would be taking its turn to host the COUP conference which is open to those involved in procurement across the HE & FE sectors (usually 80+% HE) throughout the UK (and overseas). It would likely be held in St Andrews at the University conference facilities. The event always occurs in the first week of September to avoid as many attendees holidays as possible but before accommodation is utilised by students for the new academic year. The event would run from Tue 6th to Fri 9th September, 2011. JG pointed out that the timing could present problems for college sector attendees due to the earlier start to terms in that sector although he understood how it (it involves 500 people) could not be scheduled for earlier, or later.

Contracting Priorities Review Date

- 12 AW proposed that the annual review date be set at approximately 12 months after the finalisation of the first prioritised plan (January) rather than September as originally proposed. This was agreed by the group with the review now to be scheduled for Dec 2010 or Jan 2011. **Action:** AW to confirm dates and location via ezine.

Benefits Tracking

- 13 FR talked through the paper presented. There were two key aspects to be considered by PSGC.

The first was the proposed reduction in cost avoidance levels to be claimed for use of a collaborative agreement. This was agreed by the group. **Action:** FR to update the main sector Benefits tracking guidance / publication and republish to the sector.

The second was with regards to the process for identifying realised savings. APUC had formulated jointly with the sectors a process for gathering the actual savings achieved, this had been in response to the sectors' desire not to use pre-estimated savings (which is the norm in other CoEs and other sectoral purchasing consortia). PSGC however felt that the pressure for this degree of data validation was not so strong in the College sector and felt that the amount of work required to validate this data needed to be proportionate. PSGC proposed that a lighter version to that which was proposed in the paper be put in place for colleges, ideally this would make use of the account managers to work with their client institutions to identify the levels of savings achieved. **Action:** FR to draft a single page proposal on how this simplified approach could work and share with PSGC.

UIG Nominations

- 14 PSGC did not feel that they could realistically appoint UIG members for their sector. After some discussion, it was agreed that APUC would share its contracting plan for the remainder of 2010 with the Procurement Network and ask for nominations for those where the sector felt it relevant to provide specific input as opposed to more generic commodities where they were happy to have university sector members provide the UIG input. A lack of proposed members would be deemed to be an acceptance of the UIG being guided by the university members. **Action:** FR to publish forward plan via ezine with nomination proposals to be then sent by colleges to Allan Doyle or via the college services team account managers through to Allan.

Scottish Government Procurement Strategy (work in progress)

- 15 This work in progress document that had been reviewed by PPRB had been shared with PSGC with the meeting papers. **Action:** PSGC members to feedback any inputs to AW.

Any other Business

- 16 There was no other business

Dates, Chair and locations of next meetings

- 17 PSGC proposed that AW continues to Chair these meetings. The next meeting would take place after the May Scotland's Colleges Finance Community of Practice meeting and so would commence at 1.30pm on Friday the 7th May. **Action:** JG to secure suitable room for the meeting to take place (7-8 people).

End