

North Western Universities  
Purchasing Consortium Ltd



# Annual Report 2010 - 2011

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# Highlights of the Year 2010 - 2011

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**Expenditure on Agreements** rises again to £102.8 million our highest ever

NWUPC Achieves the **Investors in People Gold Standard Award**

**English National Procurement** established as a body of expertise to promote collaborative procurement across the sector with Peter Hinton as Chair - acknowledged by UUK Report

Linda Sutton Purchasing Manager at Keele, Chair of the NWUPC Heads of Procurement and Stationery Groups awarded '**Outstanding Contribution to Collaborative Procurement Award**'

NWUPC working with HEFCE produces **Scope 3 Carbon Emissions Tool** for sector – being trialled across NWUPC Members

Work on behalf of **UUK Strategic Procurement Group and Association of Colleges** in final phases - acknowledgement of NWUPC expertise

LGM 199 Project achieves success with **National Working Parties** adopting new terms of reference ensuring better collaboration across the sector

**Annual Conference** at The University of Manchester outstanding success introduced by Professor Rod Coombs Deputy Vice-Chancellor

# Chairman's Statement

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## Peter Hinton, NWUPC Chairman

In my final term as Chair of the Company I am pleased to report that NWUPC Ltd has had another good year with income from its activities, particularly marketing premiums, increasing due to the number and take up of its contracts. Income from training activities has declined, however, as the team concentrates on the core business of reducing members' process costs and delivering cash savings. The surplus of over £84k has been added to reserves to ensure the financial security of the Consortium in these uncertain times. Subscriptions have been effectively reduced with the Board agreeing this year that the increase in VAT will be met by the Company so producing a real terms decrease.

A new development is the creation of the High Value Laboratory Equipment group led by NWUPC and funded, at least initially, by HEFCE. This will deliver six new framework agreements for much of the research equipment bought by universities, potentially a multi-million pound set of contracts. The Leadership Governance and Management project (LGM 199), again funded by HEFCE, has yielded the expected results with purchasing national working parties adopting standard terms of reference and co-ordinating their work with the regional purchasing consortia. Other national developments include the creation of the English National Procurement group, which I Chair, which will be a major influence in the delivery of advanced procurement across England and the UK. This body has representatives from BUFDG, AHUA, AUDE, AUPO, HEFCE as well as all those bodies delivering procurement services to the sector.

The new Consortium offices in Manchester have proved to be both popular with the NWUPC team and a convenient and cost effective venue for meetings. Other developments include upgrades to the Annual Returns Database (ARD) and work with HEFCE on scope three carbon emissions that has produced a tool which will enable members to benchmark this element of spending via the ARD. ENP will seek to co-ordinate



this and the other procurement tools in the sector in the coming year: the Best Practice Indicators (BPI), Efficiency Measurement Model (EMM) and the collection of management information.

A survey of representatives' views concerning the operation of Consortium Commodity Groups has resulted in a currently ongoing review of how these operate. As usual with NWUPC, any changes will be based on the collective view of Members and implemented with the aim of reducing both cash and resource costs for institutions.

Geoff Hope-Terry's UUK Strategic Procurement Group's work is now being finalised via NWUPC as is the best practice guidance for Further Education on behalf of the Association of Colleges. These projects acknowledge the depth of skills and resource that NWUPC has and deploys for the benefit of the wider sector.

Finally, I must say how much I have enjoyed being Chair of NWUPC Ltd and working with all of those involved in its activities. I have welcomed the opportunity over the last eight years to play a part in the life and successful progress of the Consortium. I wish it well for the future and continuing exemplary service to its members as I step down from being a Director of the company.

# Managing Director's Report

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Paul Tomany, Managing Director

## Strategic Developments

The Consortium has been focusing on the delivery of benefits for members by expanding contracting work. Closer relationships have been formed across the sector with ENPC having changed to become English National Procurement that includes TEC, TUCO, and representative from AUPO, BUFDG, AHUA and AUDE. More developments will flow from the UUK Report on Efficiency and Effectiveness and the new UUK SPG. NWUPC Ltd will represent its Members' interests in the evolving HE procurement landscape.

## Operational Matters

In line with the strategic developments above, the Joint Contracting Group chaired by Mike Haslin has expanded to include all the HE consortia and we expect this closer collaboration to deliver benefits for Members. NWUPC is also leading the High Value Laboratory Equipment group that has continued the aims of the old REAG. Work on six new frameworks for high value equipment will be completed in 2011. Work bringing the National Working Parties into a closer relationship with the consortia has also been successful under the HEFCE funded LGM 199 project which will finish in 2012. This year, the higher education Full Members of the Consortium remain the same with one Associate Member, a small FE college, leaving at the end of 2010/11 and another joining from August 2011. A new form of membership, Affiliate will be created in 2011 to enable institutions that wish to use a limited number of contracts on agreed terms; this will not, however, affect the governance arrangements of the Consortium.



## Marketing and Electronic Developments

The Annual Conference at The University of Manchester was well attended by both suppliers and delegates. The monthly newsletters have been well received as have the two hard copies a year. The various sector electronic tools EMM, BPI, ARD will be coordinated by the consortia from 2011 and we will look to improve these in the future.

## Looking Ahead

We are in period of structural change across the sector with the introduction of student loans, the effect this may have on the EU public procurement rules and the drive for improved procurement across the sector. The longer term target set by UUK is for 30% of HE procurement to be delivered collaboratively; NWUPC is ready to play its part. As ever, we cannot deliver the successes we do without the support and help of all those people from our members who are involved with our activities – my thanks to all of you. Finally Peter Hinton, our Chair for nearly 5 years, steps down this year. My heartfelt thanks to him for all the support and work he has provided to me and NWUPC over the years.

# Savings Achieved 2010 - 2011

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The Contracting Programme has continued to grow although we have noticed decreased levels of expenditure in some commodity areas, however for the first time spend via collaborative contracts has exceeded one hundred million pounds. The VAT increase that would have raised subscriptions was absorbed by the Consortium – so subscriptions are the same as last year, a real terms decrease for the tenth year running.

The return on investment for members calculated by dividing total subscriptions into total savings is 126 to 1 a 24% increase.

## VAT increase absorbed by NWUPC

A real terms lowering of subscriptions

### Paper

Up to 4% saving on £1,251,000 equating to £52,042

### Stationery

Up to 29% saving on £1,241,000 equating to £464,258

### Office Furniture

Up to 7% saving on £2,573,000 equating to £192,718

### Computer Consumables

Up to 4% saving on £2,864,000 equating to £119,142

### Supply & Installation of AV Equipment

Up to 7% saving on £2,272,000 equating to £170,173

# Deputy Director's Report

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## Mike Haslin, Deputy Director

NWUPC has had to be more adaptive than ever during 2010/2011 in order to meet the growing demands of our members. The mounting pressures on institutions means that NWUPC must continue to improve and increase its service offering; with budgets and resources stretched to levels previously unknown or forgotten, more focus has been placed upon the range of activities in which we are engaged.

Fortunately NWUPC are positioned well to take advantage of this opportunity as members seek more compliant framework agreements. The work of the NWUPC team as a whole and also that of the Joint Contracting Group (JCG) is fundamental to achieving this shared goal. I am proud to Chair the JCG for the fourth year which now boasts membership of nine purchasing consortia in the Higher and Further Education sector in the United Kingdom. The role and remit of the group is clearly defined in accepted terms of reference and mirrors the main objective of NWUPC; to achieve value for money in areas of procurement.

This collaboration has seen the award of 32 compliant framework agreements during 2010/2011, an unprecedented number. The continued growth of the contracting programme is, as ever, largely driven by member requirements with a firm analysis of commitment and potential spend. Market research and contract strategy are more significant than ever when determining the most appropriate route to market.

Consideration of the key market determinants allows NWUPC to put in place agreements which not only closely mirror end user requirements but also provide opportunity to achieve tangible monetary savings and increased efficiencies through smarter procurement. It is through this analysis that NWUPC is able to leverage its purchasing power, and that of our strategic partners to obtain the highest level of value for money possible.

It follows from here that contract management has an increased role; an opportunity that occupies more



and more resources within NWUPC; the setting and monitoring of meaningful key performance indicators helps to ensure that suppliers are closely monitored.

As ever, an overarching objective for NWUPC is to establish compliant framework agreements. To this end a full review of processes and contract documentation has taken place to ensure that the very latest legislation and case law is adhered to. Additionally the contracting team are keen to build on their professional development through attendance at relevant training events.

I am pleased to report that the addition to the contracting team of Helen Dodd-Williams has assisted in providing a platform to take on this additional work; Helen has now completed her probationary period and we welcome her as a permanent member of the team.

2011/2012 is already proving to be a busy year with the commodity groups already suggesting new opportunities for contracting activities and it is pleasing to see the level of commitment from members which NWUPC enjoys. The professional input from members is essential for the success of each and every agreement that NWUPC award, furthermore it is critical to the success of NWUPC as a whole.

<b>Commodity</b>	<b>Lead Consortium</b>	<b>Type</b>	<b>Commodity Group</b>
Library General Supplies	SUPC	New	Heads of Procurement
Specialist Arts & Associated Services	APUC	New	Heads of Procurement
Courier & Postal Services - Same Day Delivery & Collection Courier Service	NEUPC	Renewal	Heads of Procurement
Courier & Postal Services - International and Inbound Delivery & Collection Courier Service	NEUPC	Renewal	Heads of Procurement
Courier & Postal Services - Next Day Delivery & Collection Courier Service	NEUPC	Renewal	Heads of Procurement
Sports Equipment	CPC	New	Heads of Procurement
Gym & Fitness Equipment	CPC	New	Heads of Procurement
Catering Disposable Products	TPL	Renewal	Catering
Frozen Food and Chips	TPL	Renewal	Catering
Kitchen & Dishwasher Chemicals	TPL	New	Catering
EPOS Systems	TPL	New	Catering
Sandwiches	TPL	New	Catering
Outsourced Catering	CPC	New	Catering
Vending Machines & Full Services	TPL	New	Catering
Vending Machines - Self Fill Only	TPL	New	Catering
Refuse Sacks	NWUPC	Renewal	Domestic Supplies and Services
Toilet Tissue and Related Products	NWUPC	Renewal	Domestic Supplies and Services
Removals & Crate Hire	NEUPC	New	Estates
Tool Hire	NWUPC	New	Estates
Paint	CPC	New	Estates
Bricks	CPC	New	Estates
Plaster	CPC	New	Estates
Timber	CPC	New	Estates
Fixed Wire Testing	NWUPC	New	Estates
Lift Maintenance	NEUPC	New	Estates
Building Cleaning Services	CPC	New	Domestic Supplies and Services
Beds	NEUPC	New	Furniture and Soft Furnishings
Furniture	NWUPC	Renewal	Furniture and Soft Furnishings
Mattresses	NEUPC	New	Furniture and Soft Furnishings
General Laboratory Consumables & Chemicals	SUPC	Renewal	Laboratory
Oligo Bases and Custom-Made Oligo	SUPC	New	Laboratory

# Training Report

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## David Lamb, Contracts & Training Officer

Both the NWUPC NVQ and CPD programmes have enjoyed another successful year. Since the programmes started, NVQs in 1999 and the CPD programme in 2000, we have successfully trained to-date - 806 NVQ and 1753 CPD candidates. Both training programmes are an integral part of our continuing commitment to our members.

### NVQs

During the year, the NVQ awarding body, Edexcel changed their auditing process, and we now complete a separate audit for our quality procedures, previously it was part of their standard audit process. The external auditor mentioned in her report that the centre had an excellent quality manual, containing an excellent NVQ induction programme, and also had very good support mechanisms for our candidates.

Our member's individual learning styles are accommodated by our training team, and NVQs continue to be a popular approach to procurement training amongst our members.

Feedback from our NVQ candidates included:

*"I appreciate and understand more the legislation associated with procurement. I find I am applying Value for Money more to the orders I place"*

*"Being able to access my NVQ portfolio via the internet has allowed me to work at a pace and time that suits me and has been a great help"*

*"Ideas learnt from the work books have helped with the informing and producing of much needed procurement good practices"*

*"I am more aware of dealing with suppliers and the problems that may arise and how to deal with them"*



### CPD Programme

The CPD programme for 2010/2011 was tailored to help meet the procurement requirements of our members. The delegates benefitted from a varied programme presented by purchasing professionals in a relaxed and friendly manner at our member's institutions. The programme presented fourteen sessions over the academic year, including our first ever two-day session dealing with EU Directives.

The plans for the 2011/2012 have been finalised and there are eleven sessions scheduled in the programme.

We measure candidate feedback after each CPD session, and the delegate's comments have included:

*"Excellent use of breakout sessions to embed the learning"*

*"Able to take real information and apply it to my work"*

*"Much to take away, think about and try to implement at work"*

*"Good group exercises and plenty of opportunity to contribute"*

# Marketing Manager's Report

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## Andy Wojciechowski, Marketing Manager

Keeping our members up to date with the activities of the Consortium is vital to its success. The development of the contracting programme has seen an increase in the number of contracts available to our members and the Consortium continues to provide training opportunities to members to help develop their procurement skills. NWUPC continually looks to increase awareness of these activities to member institutions.

### Website

Details of all contracts available to member institutions can easily be viewed via the NWUPC website, and the number of registered users on the site continues to increase. This year has also seen the introduction of GeM, which includes a new contracts database to replace CuPID. The Contracting Team at NWUPC have been busy ensuring contract details can be accessed using GeM. We have also begun to investigate how we can improve the online services we offer to our members.

### Events

Following the success of the Annual Conference last year, it was decided to again hold the event at The University of Manchester. The reputation the event has built up over the years means it is very popular with our suppliers and demand for exhibition space is high. We were delighted to have Professor Rod Coombs, Deputy President and Deputy Vice-Chancellor of The University of Manchester open the Conference this year. A number of Consortium staff attended COUP which was organised by APUC and held at St Andrews University. The next COUP in 2013



falls to NWUPC to organise and a considerable amount of work was carried out investigating potential venues for the event. As a result, we are pleased to announce that the event will take place at the ACC Liverpool in 2013.

### Publications

Distribution of the hardcopy Newsletter continues to increase and the Newsletter now contains even more articles that are of interest to the readership. The monthly electronic news-sheet keeps our members up to date with the contracting programme activities and full details of training opportunities available via the CPD Programme are promoted to our members. These publications are a key promotional tool for the Consortium.

### Expenditure Analysis

It is important to us to provide our members with information about their involvement with the Consortium. The expenditure analysis taken from the Annual Returns Database is included in individual institutional reports, highlighting savings achieved and areas where potential savings can be made. NWUPC continues to collaborate with the other Consortia within the sector and the regional administrators monitor the Annual Returns Database software and consider ways in which the analysis of expenditure may be further improved.

# Heads of Procurement

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Linda Sutton, Keele University

## Meetings:

Meeting venues this year seemed to have a slightly historical theme with Chester last November, Bangor in March and rounding off with Lancaster in June. As always the HoP enjoys good attendance with a record turnout for Chester, at their prestigious new acquisition, County Hall by the riverside. Thanks to Jennifer Wolstenholme for standing in as Chair when she hosted the meeting at Bangor in March.

## People:

It would appear to be the 'Year of the Achiever' with awards and accolades all round for certain members of our group. It was a first for the Consortium when Jo Kavanagh presented Linda Sutton and Ian Ross with their certificates for NVQ Level 5 in Supply Chain Management – a new venture for the NWUPC Training Team. At our Annual Conference in Manchester in April we were delighted to present the award for 'Outstanding Contribution to Collaborative Procurement' to Chairwoman Sutton for all her work and support over the past few years. A richly deserved award!

## Contracting:

In the true spirit of collaborative purchasing, most of the contracts owned by this group tend to be either national agreements, or those belonging to other consortia who have granted open access to them. Existing contracts include Cash and



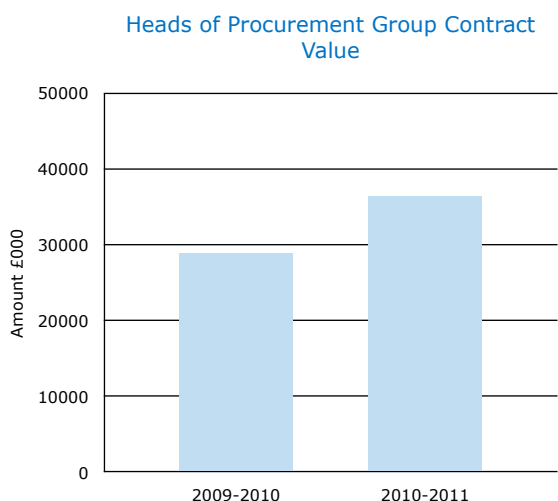
Valuables in Transit Service, Childcare Vouchers, Debt Collection, Delivery and Collection Courier Services, Financial Checks, Franking Machines, Library Books, Publications, Periodicals, Serials, Library Radio Frequency Identification, Photocopiers, Postal Services International Air Letters and Packets, Postal Services UK and Overseas Parcel Service, Travel Services (Business and Student) and Vehicle Hire. We are very grateful to various bodies including the other consortia, APUC, HEPCW, TUCO, CPC, GPS (formerly Business Solutions) and the various national working parties for their co-operation in allowing us to use these. Several members of this and other Commodity Groups have represented the North West on the national working parties including Linda Sutton on the National Postal Group, Ian Ross on Advertising, Leanne Horton on Temporary Staffing and Shaun McDonald for all his work with the Library committees.

New frameworks awarded over the past 12 months include Advertising, Courier and Postal Services - Dangerous Goods Delivery and Collection, Courier and Postal Services - International and Inbound Delivery and Collection, Courier and Postal Services - Next Day Delivery and Collection, Courier and Postal Services - Same Day Delivery and Collection, Library General Supplies, National Temporary Staffing and Specialist Arts and Associated Services. One area identified for

potential future contracting is Professional Services, which members would find extremely useful.

**Supplier Presentations:**

In June at Lancaster Danny Cannon of MKH Recruitment came in to give us details of the services offered by his company under the Advertising Framework. These presentations have proved both useful and informative and we have a 'waiting list' of companies to attend meetings over the coming year.



**Future Plans:**

The Heads of Procurement is an extremely successful group and undoubtedly one of its great strengths is its networking abilities where the sharing of information has proved an invaluable tool for members. Yet another success story of the year has been the holding of Extraordinary Strategy Meetings in order to discuss 'one-off' important topics which are vital to the future smooth running of the Consortium. The group continues to go from strength to strength, testament to the hard work and support of both committee members and Consortium staff.

**Members**

- Chair:** Linda Sutton, Keele University
- Deputy Chair:** Jennifer Wolstenholme, Bangor University
- Secretary:** Judith Hoyle, North Western Universities Purchasing Consortium
- Edge Hill University, Louise Fairclough
- Flintshire County Council, Andy Argyle
- Glyndŵr University, Jeanette Friar
- Harper Adams University College, Marek Hammond
- Lancaster University, Hilary Holt
- Liverpool Hope University, Shelia Smith
- Liverpool John Moores University, Shaun McDonald
- Manchester Metropolitan University, Arwyn Evans
- Newcastle-under-Lyme College, Lisa Saville
- North Western Universities Purchasing Consortium, Mike Haslin, Jane Hargreaves
- Queen's University Belfast, Jackie Glackin, Tricia Massey
- Staffordshire University, David Glover
- Stoke-on-Trent College, Paul Bryan
- The University of Manchester, Kevin Casey, Ian Jarvey
- University of Bolton, Paul Johnstone
- University of Central Lancashire, Leanne Horton
- University of Chester, Ian Ross
- University of Cumbria, Claire Gray, Karen Irving
- University of Liverpool, Mark Walton
- University of Salford, Dave Horton
- University of Ulster, Clare Egan
- University of Worcester, Kathy Preece

# Audio Visual

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## John Pick, Harper Adams University College

The year started with the usual enthusiasm from AV group members with a meeting being held at MMU, once again hosted by Brian Williams. This was our first meeting following the departure of our loyal and long standing members David Johnson from Liverpool and Dave Verdon from Warrington. David Johnson, a man so familiar to so many across Consortia groups nationwide has worked tirelessly in so many roles. The attendance at David's farewell gathering was testimony to the man, as many friends and colleagues had journeyed far and wide to wish him well. We wish him a long and happy retirement. Dave Verdon was also a valued member of the AV group, always actively involved at meetings and the Annual Conference, our thanks and best wishes go to Dave too.

The highlight of the MMU meeting was a presentation from Mike Haslin on Procurement and EU Tenders. Mike explained the complexities of the tendering process in an entertaining and understandable way, our thanks to Mike for an excellent presentation.

2011 would see a considerable amount of work required with current contracts, many of which were due to be re-tendered over the forthcoming year. First would be the Photographic Equipment and Consumables contract. Adrian Greenhalgh assisted by Nigel Miller from Bolton University put together a representative basket of goods, whilst Helen Dodd-Williams and Jane Hargreaves guided the administration process. The outcome is a new improved and national contract with an increased number of suppliers and an anticipated spend of £2 million.

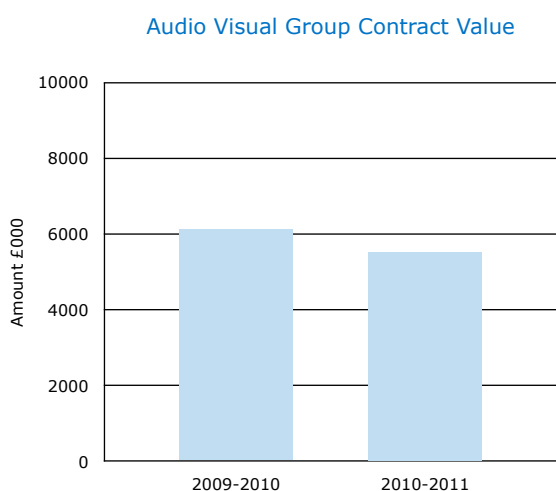


The January meeting at UCLAN was hosted by Keith Parkinson and saw an excellent attendance and very full agenda. Work began on the new AV Equipment and AV Installation contracts due to be in place by January 2012. The tender sub groups were established with Keith Parkinson leading the AV Equipment sub group and Trevor Byrne leading the AV Installations sub group of Paul Bossons, Andre Davies and David Evans. Paul Wood announced he would stand down as Chair to the installs group and we must thank him for all his hard work over the years, Paul however continues as AV Group Deputy Chair. As part of the installations contract Trevor kindly agreed to host a "real room" exercise as part of the tendering process, such an exercise had proved very successful in a previous tendering exercise.

Jane Hargreaves confirmed continued support for the AV Consumables contract and also Jane and others are working to renew the considerable Electronic Components Contract in the near future. Jane has taken over responsibility for this contract from David Johnson so we wish her well in providing a new improved version in 2012. Max Fossard was able to brief the group on the latest news involving the loss of channel 69, commonly used for radio microphones and monitoring equipment. Max has guided group members through the complexities of a government sponsored compensation scheme, and members have followed up

by submitting appropriate applications to offset the cost of this change. Our thanks go to Max for his valued and excellent advice throughout.

I was pleased to welcome members to the summer meeting in the rural surroundings of Harper Adams, where we were joined by Angus Rae from Salford University. Jane reported that the tendering processes were progressing well and wished to thank Adrian Greenhalgh, Keith Parkinson, Trevor Byrne and David Evans for their work to date. The meeting was highlighted by a visit to the Harper Adams Anaerobic Digestion Unit (AD), a £4 million project run in conjunction with Biogen Greenfinch and E-on Energy to re-cycle waste reducing the carbon footprint and creating a bio fertiliser for use on the land.



The year has again seen considerable effort on the part of members to provide and renew valuable contracts to all. My thanks to all those actively involved on sub groups and to members who continue to support contracts and regularly attend meetings, enjoying your good company, experience and advice. The AV group continues to flourish and with the support of our friends and colleagues at the NWUPC Manchester office we look forward to another productive and successful year.

## Members

**Chair:** John Pick, Harper Adams University College  
**Deputy Chair:** Paul Wood, Bangor University  
**Secretary:** Judith Hoyle, North Western Universities Purchasing Consortium  
 Bangor University, Emlyn Parry  
 Edge Hill University, Donald Moffatt  
 Flintshire County Council, Andy Argyle  
 Glyndŵr University, Andy Cheatham  
 Keele University, Mark Warren  
 Lancaster University, Brian Skidmore  
 Liverpool Hope University, David Aldridge  
 Liverpool John Moores University, Max Fossard  
 Manchester Metropolitan University, Brian Williams  
 Newcastle-under-Lyme College, Kelvin Leese  
 North Western Universities Purchasing Consortium, Mike Haslin, Jane Hargreaves  
 Queen’s University Belfast, Jackie Glackin, Jenny McMillen  
 Royal Northern College of Music, Stephen Guy  
 Staffordshire University, Paul Bossons, Selwyn Gordon  
 Stoke-on-Trent College, Gary Marshall  
 The University of Manchester, Trevor Byrne  
 University of Bolton, Adrian Greenhalgh  
 University of Central Lancashire, Keith Parkinson  
 University of Chester, Alan Bamford, David Evans  
 University of Cumbria, Keith Coulter  
 University of Salford, Andre Davies, Dave Horton  
 University of Ulster, Andy Todd  
 University of Worcester, Chris Garratt

# Catering

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## Jonathan Whittle, Royal Northern College of Music

It's been a very busy year for the Catering Group across our institutions, and I'd like to formally thank NWUPC for facilitating our meetings, in particular, Judith Hoyle for her excellent work as Group Secretary.

We have been to Lancaster University in October, Edge Hill in January and Newcastle-under-Lyme College in May; a big thanks to all our hosts.

Attendance at meetings has been very good indeed, with numbers reaching a record attendance (96%) at our January meeting, again excellent at our meeting at the state of the art facilities of Newcastle-under-Lyme.

We welcomed new representatives from Bangor -Angela Church; Keele – Susan Warrender; Staffordshire – Charles Manners and UCLAN – Paul Fowler. Gillian Edwards from MMU has been on maternity leave and was to be temporarily replaced by Gill Bruton.

Understandably the merger between TUCO and SNUPI has been high on our agenda. This has now successfully occurred and TPL under the stewardship of Jenny Stevens is doing an excellent job with her team. I was on the Tender Evaluation Group for the recent



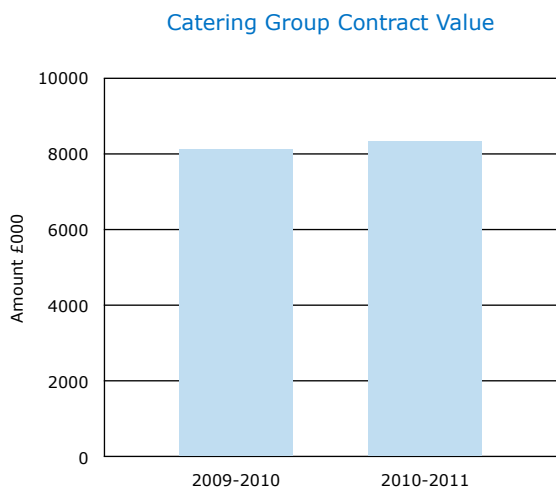
Disposables Contract, and I must say I hadn't fully realised the amount of work and dedication that is put in to get the best for us all.

Contracting highlights include the award of new framework agreements for Disposables, Fresh Fruit and Vegetables, Frozen Foods and Chips and Kitchen and Dishwasher Chemicals. Potential new contracting areas include Fresh Fish and Catering Consultants.

Dawn Vincent has stepped down from the main TUCO board and is succeeded by Alison Aucott, we wish Alison well in her new duties. Dawn remains our TUCO Regional Chair and valuable Deputy Chair of our Catering Group. Peter Sykes is our rep on TUCO Learning and Development while Nicola Gill and David Nuttall are our NW Regional Champions.

We had a number of supplier presentations over the year including in October Steve Farmer from Welco Foods; in January the fantastic Bertelin Farmhouse Cheese and in May Ray Huzzey and Anthony Tobin from Coca-Cola Enterprises, and look forward to visits from other suppliers during the year.

I look forward to meeting you all at our next series of meetings and again thanks to Judith and Dawn for all their support over the year.



## Members

**Chair:** Jonathan Whittle, Royal Northern College of Music

**Deputy Chair:** Dawn Vincent, Stoke-on-Trent College

**Secretary:** Judith Hoyle, North Western Universities Purchasing Consortium

**Professional Advisor:** Nichola Gill, The University of Manchester

Bangor University, Angela Church, Avril Howel

Edge Hill University, Beverley Seed

Flintshire County Council, Andy Argyle

Glyndŵr University, Paul Barton

Harper Adams University College, David Nuttall

Keele University, Susan Warrender

Lancaster University, Tim Holmes, Linda Wardle

Liverpool Hope University, Gary Pace

Liverpool John Moores University, Sandra Pickering

Manchester Metropolitan University, Gillian Edwards,

Jacqui McPeake

Newcastle-under-Lyme College, Jane Searle

North Western Universities Purchasing Consortium,

Mike Haslin, Jane Hargreaves

Queen's University Belfast, Brian Horgan, Pamela

Rodgers

Staffordshire University, Charles Manners

The University of Manchester, Damian Barker

TUCO Purchasing Ltd, Jenny Stevens

University of Central Lancashire, Jackie Cunningham,

Paul Fowler

University of Chester, Ian White

University of Cumbria, Ann Burgess

University of Liverpool, Ann Bickerstaffe, Gail Cowin

University of Ulster, Judith Hamilton

# Computer

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## Duncan Allison, University of Bolton

The Computer Group met at the University of Chester 22nd October 2010 where members were treated to a sumptuous repast of the highest quality. The group also experienced the excellent hospitality at University of Salford on 4th February 2011 and University of Liverpool on 3rd June 2011. Once again a consistently high attendance of 17+ was achieved.

Gary Lynch and John McGuinness of Prolinx, a HP reseller on the National Server and Storage Agreement (NSSA), the CPC agreement and a UCISA member presented at Chester. They illustrated that Prolinx was much more than a box shifter and could offer a variety of other services to support sales dealing almost exclusively in HE. Prolinx are partner with HP, VM Ware and Microsoft.

Tony Ryan of Insight Direct a supplier on the IT Related Accessories and Parts (ITRAP) agreement gave a presentation at Salford. He would leave that post subsequently to take a similar role with XMA and the same contract.

At Liverpool, John Peden of RM Donaldson representing Riello UPS, a supplier on the UPS Agreement, introduced Graham Kempster to demonstrate Riello's UPS efficiency and Martin Fischer their Air Conditioning efficiency. By its nature it was a technical presentation and of great interest to those in the group with a technical background.



The highly successful regional Computer Consumables Contract continues to flourish with annual sales reaching £3m. This contract is very well supported by members and continues to grow despite the increased number of Universities deploying managed print services.

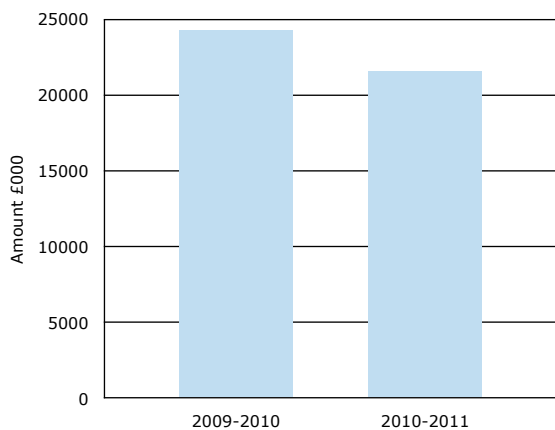
The report last year made mention of a meeting that was held over a number of matters of concern that members had with the Dell Corporation. The Director of Sales Education for Dell had promised to respond to those concerns, but sadly more than a year later there has been no formal response.

The national agreements continue to be well supported particularly the National Desktop & Notebook Agreement (NDNA), the National Apple HE Agreement, National Printer agreement (NEPA), ITRAP and the National Server and Storage Agreement (NSSA) thus emphasising the strength and value of these agreements. Members of the group are now actively engaged in the management of regional and national agreements or in the activities of national HE procurement groups such as the UCISA Procurement Group and Software Procurement Sub-Group.

This year Gordon Duerden announced his resignation from the Computer Group and the post of Deputy Chair

prior to his retirement from UCLAN. His contributions to the group over many years, including his work on the NDNA group and his dry humour will be sadly missed. Ian Cook earlier this year retired from MMU and his many regional and national activities. He will be sorely missed for his contributions and especially for his tenacious negotiating skills. Along with Phil Smith who retired in 2010 they were three people who actively applied their formidable talents to the benefit of the Computer Group and its members since inception.

Computer Group Contract Value



## Members

**Chair:** Duncan Allison, University of Bolton

**Deputy Chair:** Dr Matthew Storey, Lancaster University

**Secretary:** Judith Hoyle, North Western Universities Purchasing Consortium

**Professional Advisor:** Leanne Horton, University of Central Lancashire

Bangor University, Gaynor Kennedy

Edge Hill University, Mark Allinson

Flintshire County Council, Andy Argyle

Glyndŵr University, Kim Birkhead, Rob Stockton

Harper Adams University College, Howard Robinson

Keele University, John Atherton

Liverpool Hope University, David Aldridge

Liverpool John Moores University, Richard Grimshaw, Phil Jennings

Liverpool School of Tropical Medicine, Dave Thomas

Manchester Metropolitan University, Tanya Isdale

Newcastle-under-Lyme College, Chris Stevenson

North Western Universities Purchasing Consortium, Mike Haslin, Jane Hargreaves

Queen's University Belfast, Gerard Fegan, Declan Fitzsimons

Royal Northern College of Music, David Long

Staffordshire University, Paul Bossons

Stoke-on-Trent College, Steve Amesbury

The University of Manchester, Steve Grundy

Universities Superannuation Scheme, Ian Byers

University of Central Lancashire, James Blinkhorn

University of Chester, Gary Lloyd

University of Cumbria, Sue Alderson

University of Liverpool, Steve Aldridge

University of Salford, Angus Rae

University of Ulster, Andy Todd

University of Worcester, Zeb Amin

# Domestic Supplies and Services

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Phil Lord, The University of Manchester

## Meetings:

Our 3 venues this year have been at Lancaster (November), Manchester STARS (February) and finally in June at Liverpool John Moores at their new out of town campus at Liverpool Innovation Park. The DSS Group enjoys the highest number of representatives and attendance was good, peaking at Lancaster in November. At our Manchester meeting we enjoyed not one but two supplier presentations from Peter Thomas of Gailarde and Laurie Devenish from Arrow County.

## Personnel:

Phil Matthews (UCLAN) took early retirement to be replaced by Lynn Broadbent. Julie Cook (Chester) has now taken over from Jane Gill. Linda Degg joined us from Staffordshire and Mike Egner from Ulster left with Philip Gallagher taking over.

## Contracting:

Existing contracts progressing well include Bedding, Bathroom Textiles and Accommodation Packs, Cleaning Chemicals, Janitorial Supplies, National PPE, Recycle Bins, Refuse Sacks, Window Coverings and White Goods.

It has been a very busy year with a substantial number of key contracts being awarded – amongst them - Sanitary Disposal and Related Products and Services; Toilet Tissue and Related Products and Cleaning



Services and a similar number will be worked on over the next twelve months. In these times of austerity it is even more important that contracts such as these are made available to all the member institutions.

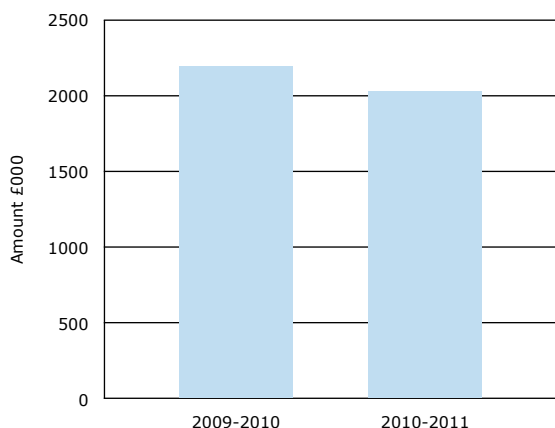
A large proportion of these institutions are taking advantage of these contracts and there is a real enthusiasm by members to be involved in the working groups and pull all the specifications together. The continued high attendance reflects how important this group is to member institutions.

Just as importantly there is much discussion on contract reviews and many suggestions on how these contracts can be continually improved.

In the next twelve months I personally aim to try and find ways to ensure that the institutions further afield such as Northern Ireland are able to attend at least one of the meetings each year and I will continue to persuade as many people as possible in the group to adopt the contracts.

My personal thanks go to all members of the group who have provided excellent support and professional advice, particularly Jane Hargreaves and Judith Hoyle, to our Professional Advisor Ann Bickerstaffe and my Deputy Chair Christine Shepherd.

Domestic Supplies Group Contract Value



## Members

**Chair:** Phil Lord, The University of Manchester

**Deputy Chair:** Christine Shepherd, Manchester Metropolitan University

**Secretary:** Judith Hoyle, North Western Universities Purchasing Consortium

**Professional Advisor:** Ann Bickerstaffe, University of Liverpool

Bangor University, Gwladys Margaret Thomas, Yvonne Williams

Edge Hill University, Christine Ryan

Flintshire County Council, Andy Argyle

Glyndŵr University, Mark Newman, Paul Rush

Harper Adams University College, Michelle Pryce

Keele University, Christine Roberts

Lancaster University, Angela Wearden

Liverpool Hope University, Shirley Kane, Angela Rea

Liverpool John Moores University, Carla Taylor

Manchester Metropolitan University, Jane Rowlands,

Newcastle-under-Lyme College, Martin Bostock

North Western Universities Purchasing Consortium,

Mike Haslin, Jane Hargreaves

Queen's University Belfast, Jeremy Currie, Betty Robinson

Staffordshire University, Yvonne Boyko, Linda Degg

Stoke-on-Trent College, Sally Fitchard

The University of Manchester, Alan Ashcroft, Nichola Gill, Emily Taylor

University of Bolton, Derek Rout

University of Central Lancashire, Lynn Broadbent

University of Chester, Julie Cook

University of Cumbria, Glenys Lord

University of Salford, Adrian Davies

University of Ulster, Philip Gallagher

University of Worcester, Tony Hayes

# Estates

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## Mark Suffield, University of Liverpool

I am reliably informed that the traditional wedding anniversary gift for the completion of six years "service" is "sugar" so my primary objective in the coming year will be to get to the sweet trolley before the NWUPC staff at all the group meetings! Some group members may say that I already do a pretty good job of this but there is always room for improvement.

On a more serious note, the past year has been an interesting one for the Estates Group, with more emphasis towards non-traditional contracting activities such as the successful tender and award of the Lift Consultancy framework and the development of the specification for the proposed Air Conditioning and Refrigeration Maintenance framework, due to be tendered later this year.

These have presented the group with new challenges quite different from the traditional supply contracts and have involved significantly more input to develop so I'm most grateful to the group members and NWUPC staff who have contributed their knowledge and experience to enable the excellent progress in these areas.

During the past year the group has met at Liverpool John Moores University, The University of Bolton & Liverpool Hope University with the meetings sustaining good levels of institutional attendance particularly at LJMU. As always, my sincere thanks go to the respective hosts for the excellent hospitality provided.



On institutional representation, we have said farewell to Mike Egner from the University of Ulster, Mike has been replaced by Phillip Gallagher and we also welcomed Alan Wilson from Edge Hill University. We also nearly lost one of our longstanding and proactive members in Ian Holland from the University of Central Lancashire but we're pleased to note that, following a short absence, he will be rejoining the group and bringing Ruth Taylor, UCLAN's Energy and Carbon Management Officer, with him!

The range of contracts available to members during the year has significantly increased, mainly due to the addition of several Estates-related contracts as part of the increasing portfolio of joint-contracted services. These include a significant contract for lift maintenance services which is traditionally a difficult contracting area due to site-specific restrictions. It is thought that several member institutions will be utilising this contract during the coming year and we look forward to evaluating their experiences.

Once again, my thanks go to those members who have undertaken to give their valuable time to participate in the various sub-groups established to move contracts forward – their involvement ensures that the final contracts meet the requirements of all of the member institutions.

I am pleased to report that healthy (occasionally lively!) debate and discussion on future contracting activity continue to be a feature of the meetings, together with a range of estates-related presentations. We have had topical presentations from Neil Earnshaw from Contracting Solutions on the use of the NEC3 Forms of Contract for maintenance-related services at LJMU in September and from Alan Brookes from The Energy Consortium on the Benefits of Flexible Energy Contracts at Liverpool Hope in May with both topics prompting group discussions on the various issues raised.

In summary, an interesting year in the development of the group and I'm looking forward to an equally challenging year ahead by extending the scope of our contracts.



## Members

**Chair:** Mark Suffield, University of Liverpool

**Deputy Chair:** Dean Griffiths, Royal Northern College of Music

**Secretary:** Judith Hoyle, North Western Universities Purchasing Consortium

**Professional Advisor:** David Morris, University of Liverpool

Bangor University, Alwyn Jones

Edge Hill University, Alan Wilson

Flintshire County Council, Andy Argyle

Glyndŵr University, Peter Rhodes, Paul Wright

Harper Adams University College, Paul Moran

Keele University, Andrew Mansbridge

Liverpool Hope University, James Ellison

Liverpool John Moores University, Shaun McDonald

Manchester Metropolitan University, Eddie Lea

Newcastle-under-Lyme College, Martin Bostock

North Western Universities Purchasing Consortium,

Mike Haslin, Jane Hargreaves

Queen's University Belfast, Jeremy Currie, Betty Robinson

Staffordshire University, Ron Corbett

The University of Manchester, John Howarth, Diane Whitfield

University of Bolton, Derek Rout

University of Central Lancashire, Ruth Taylor

University of Chester, Chris Jackman

University of Cumbria, Mark Atkinson

University of Salford, Graeme Holland, Karen Kelly

University of Ulster, Philip Gallagher

University of Worcester, Andy Lewis, Neil Morris







# Contracting Programme

Group	Product/Service	Supplier	2011												2012												2013												2014												Contract Manager	Val per Annum £000	% Savings	See Key
			Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec				
Laboratory	Fine Chemicals	Alfa Aesar, Fisher Scientific, Sigma-Aldrich	Contract in place												Contract in place												Contract in place												Contract in place												Jane Hargreaves	229	5	P9
	Gases (Covering 11 lots)	Air Liquide UK, Air Products, Cryoservice Ltd, BOC, CK Gases	Contract in place												Contract in place												Contract in place												Contract in place												Jayne Bromley	2052	5	P9
	General Laboratory Consumables & Chemicals	Appleton Woods, Brosch Direct, Fisher Scientific, Greiner Bio One, Sarstedt, Scientific Lab Supplies, Sigma-Aldrich, Smith Scientific Ltd, VWR International	Contract in place												Contract in place												Contract in place												Option to extend												Gary Porteous	4050	11	P1&P2
	Oligo Bases and Custom-made Oligo	Bioegio bv, Eurofins, Integrated DNA Technologies, Sigma-Aldrich	Contract in place												Contract in place												Contract in place												Option to extend												Jane Hargreaves	109	19	P9
	Personal Protective Equipment	Alexandra PLC, BOC, Brosch Direct, E&E Workwear, Longworth	Contract in place												Contract in place												Contract in place												Option to extend												Jane Hargreaves	140	47	P1
	Personal Protective Equipment (Covering 10 lots)	Aero Healthcare, Alexandra, Arco, Arden Winch, BOC, Bunzl Safety and Workwear, David R Swann, E&E, Hardedge, John Astley & Sons, Lewis Medical, Rexel, Speed One Sports, Thomas Owen & Sons, Trinity Workwear, Uniformity Clothing	Contract in place												Contract in place												Contract in place												Option to extend												Jane Hargreaves	New	New	-
	Pipettes, Services & Tips	Anachem Ltd, Biohit Ltd, Elkay Laboratory Products, Kinesis Ltd, Starlab (UK)	Contract in place												Contract in place												Contract in place												Contract in place												Gary Porteous	102	0	-
	Radio Chemicals	GE Healthcare, MP Biomedicals & Q-Biogene, Perkin Elmer UK Ltd	Contract in place												Contract in place												Contract in place												Contract in place												Jane Hargreaves	218	0	-
Stationery	Examination Answer Books	CDP Print Management, Linney Print, Lonsdale Print Solutions, Page Bros Ltd	Contract in place												Contract in place												Contract in place												Option to extend												David Lamb	128	22	P2
	Office Stationery & Business Machines	Lyreco UK Limited	Contract in place												Contract in place												Contract in place												Option to extend												Linda Sutton	1355	29	P9
	Paper	Lyreco UK Limited, North West Paper, Premier Paper Group Ltd, The Aims Group, Xerox (Paper) UK Ltd	Contract in place												Option to extend												Contract in place												Contract in place												Claire Gray	1391	4	P7
	Print & Design	B & B Press (Parkgate) Ltd, Blackburns of Bolton, Browns CTP Ltd, Colyer Thorpe Ltd t/a Entwistles, Hudson & Pearson Ltd, Inkon Printers Ltd, Printfine Ltd, Taws Printer	Contract in place												Contract in place												Contract in place												Contract in place												Mike Haslin	271	6	P2
	PPI Envelopes	Tower Supplies	Contract in place												Contract in place												Contract in place												Contract in place												Mike Haslin	75	5	P9
Telecoms	Data Cabling	ACI Ltd, Capita IT Services (Carillion), FES Ltd, Global Com Ltd, INS Sudlows, ISG Technology Ltd, SEC Datacom, TIS Ltd, W T Parker Ltd	Contract in place												Contract in place												Contract in place												Contract in place												David Lamb	292	3	P7
	Telecommunications Equipment	Rocom (Division of Nycomm), Pennine Telecom Ltd	Contract in place												Contract in place												Contract in place												Option to extend												David Lamb	55	10	P2
	Telecoms Network - Land & Mobile Tariffs	BT, Everything Everywhere, O2, T-Mobile, Vodafone Plc	Contract in place												Contract in place												Contract in place												Contract in place												Mike Haslin	993	25	P7
	Telecoms Network - Voice Calls and Lines	Affiniti (a KCOM Group Business), Azzurri Communications Ltd, BT, Cable & Wireless, Freedom Communications (UK) Ltd, Global Crossing (UK) Telecommunications Ltd, Opal Telecom, Redstone Plc, Siemens Plc, Telewest Ltd t/a Telewest Business, Thus Plc, Verizon Business	Contract in place												Contract in place												Contract in place												Contract in place												David Lamb	7850	25	P2
			Total																																																£102.8	£11.8		

Key:

	Contract in place
	Option to extend

Savings Methods

- P1 - Compared to previous prices
- P2 - Compared to next highest acceptable bid
- P3 - VAT or import duty reduction
- P4 - Post tender negotiation where it is permitted
- P5 - Specification revision resulting in lower costs / prices
- P6 - Volume discounts
- P7 - Price management trend awareness/elimination of increased costs
- P8 - Early payment discounts
- P9 - Compared to another comparable agreement
- P10 - Unspecified

Added Value

- A1 - Provision of special design drawings within proposal
- A2 - Inclusion of additional services not specified
- A3 - Use of standard documents / systems ie time saving
- A4 - Modification / respecification prior to tendering
- A5 - Lease / hire / financing alternatives sourced
- A6 - Alternative solution made and no purchase required
- A7 - Other
- A8 - Not specified

# Furniture and Soft Furnishings

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Kathy Houghton, Liverpool John Moores University

## Meeting Dates and Venues

26th November - Liverpool John Moores University  
11th March - Lancaster  
8th July - Bangor  
Thanks to all the host venues for their warm hospitality.

## Attendance

Attendance for all the meetings was above average, with the best attended meeting being at Lancaster, in March. I would like to thank members for their continued support and look forward to the next twelve months.

## Commodity Group Update

During the past year we have seen much change in representation on the Furniture Group. We bade a fond but sad farewell to Chris Silker (former Chair) and Angela Wearden (Deputy Chair). On behalf of the group I thank them both for the fantastic work they have produced over the years. I am pleased to have been selected to replace Chris as Chair, and Jeanette Friar of Glyndŵr has been selected to replace Angela as Deputy Chair.

We warmly welcome Anne Beenham and Mark Miller who have joined the Furniture Commodity Group from Edge Hill, and Vicky Goldbourn became the permanent



representative for Staffordshire. I look forward to the contribution these new members will make to our discussions.

## Existing Contracts

Beds and Mattresses - Blindcraft have ceased trading  
Floor Coverings  
Residential Furniture  
Bedding, Bathroom Textiles and Accommodation Packs

## New Contracts Awarded

The new Furniture Contract commenced in November 2010 with nine suppliers, however we now have eight. ROC have now ceased trading.

The new White Goods Contract commenced 1st September 2011, and has been awarded to six suppliers. They are Comet, Hardman and Isherwood, Inman Electrical, L Whittaker & Sons, Peel Mount and Stearn Electric. This contract has been eagerly anticipated, and as there are more suppliers to choose from, the purchasing of white goods will be much easier for our members.

## Potential Contracting Areas

None at present

## Subgroup Activities

A new subgroup has been established, consisting of Jeanette Friar, Angela Rea of Hope University, Julie-Ann Garton, Mike Haslin and myself.

The subgroup conducted reviews with the eight suppliers on the Furniture Contract during October 2011. A future aim is to have a furniture catalogue for each supplier uploaded onto Parabilis, as many of our members have been using the e-marketplace since April 2011.



## Supplier Presentations

There weren't any supplier presentations during the past year, this is due in part to the fact we established a new Furniture Contract in November 2010. There are supplier visits / presentations planned for the forthcoming year.

## Members

**Chair:** Kathy Houghton, Liverpool John Moores University

**Deputy Chair:** Jeanette Friar, Glyndŵr University

**Secretary:** Judith Hoyle, North Western Universities Purchasing Consortium

**Professional Advisor:** Ian Ross, University of Chester Bangor University, Clive Jones

Edge Hill University, Anne Beenham

Flintshire County Council, Andy Argyle

Harper Adams University College, Paul Moran

Keele University, Lorraine Bunting

Lancaster University, Lynne Wilson

Liverpool Hope University, Dave Kerry

Liverpool School of Tropical Medicine, Steve Revill

Manchester Metropolitan University, Ahmed Ashraf

Newcastle-under-Lyme College, Helen Shirley

North Western Universities Purchasing Consortium,

Mike Haslin, Jane Hargreaves

Queen's University Belfast, Jeremy Currie, Betty Robinson

Staffordshire University, Yvonne Boyko, Vicky Goldbourn

University of Bolton, Matt Dillon

University of Central Lancashire, Mark Ellery

University of Cumbria, Teresa Skelly

University of Liverpool, Vicky Heaviside

University of Salford, Dave Horton

University of Ulster, Philip Gallagher

University of Worcester, Nicola Brecknell

# Laboratory

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## Victoria Talbot, Harper Adams University College

It is with great pleasure that I submit my fourth annual report as Chair of the Laboratory Supplies Group for the NWUPC. As some of you are aware, I've been away for most of it on maternity leave (I had a little boy by the way) so, in some ways it feels a rather odd to be reporting on a year which I wasn't involved with very much. However, I'm now firmly back in the saddle and feel like I've never left. Certainly it seems like only a short time ago that I last wrote the annual report – although it was actually two years ago!

So, for the 2010-2011 year, our three meetings were in November at Cumbria (Newton Rigg), at The University of Manchester (February) and Keele University (June). Group meetings are as friendly as ever and attendance has been consistently good with an excellent turnout for the Manchester meeting in February - no doubt a reflection of the commanding presence of Audra Jones who presided over the group in my absence! Presentations continue to help members keep abreast of current initiatives and these took place at two of this year's meetings: Allan Openshaw gave a presentation to the group in Manchester regarding his work on the High Value Lab Equipment Project whilst Professor James of Bradford University came in to talk to us about 'S-Labs' during our June meeting.

During the year the makeup of the group saw rather a large number of changes. I was absent for the most part on maternity leave (did I mention this?!) but our excellent deputy chair Audra Jones from Staffordshire University held the reins and steered things along in commendable fashion. Gary Porteous was sadly absent for three months following surgery; Barry Grail replaced Jane Smith at Bangor; Adrian Davies (Salford) also left and was replaced by Gary Sadler. Paul Carter, who has extensive experience in laboratory equipment procurement has joined us as an extra member from Lancaster to assist John Dwyer who is now their main representative following Sue Hodson's change to part-time employment. However, it has to be said, that the largest and most significant change of the year has to have been the retirement of our beloved 'Mr Consortium' - David Johnson - from the University of



Liverpool. Work colleagues from Liverpool, as well as many of his colleagues across all the commodity groups in the NWUPC and also the NWPLS, attended a farewell lunch at an esteemed public house near to Manchester Piccadilly station. David's retirement came as a bit of a shock, both for us and for him, it all having come about so suddenly. However, trusted sources close to the Chair say that he is now very much enjoying his retirement and is keeping busy with various projects, which is excellent news I have to say. And, to ease him into retirement, David gladly came back to visit the group at Newton Rigg as a special 'guest chair'. David is naturally a difficult act to follow and in fact it's taken several people to replace his role within the NWUPC – Chris Silker is the new rep for The University of Liverpool and will be attending this group's meetings; Jayne Bromley (Keele) on the IUPC Gases; Barry Grail (Bangor) is involved with the Intra-Regional Lab Equipment Agreement and Gary Porteous (University of Manchester) is now the new rep for the NWUPC on the NWPLS.

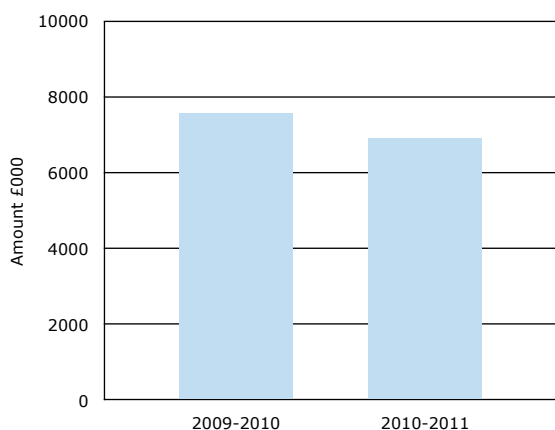
With all these changes in the membership, the grand total of Janes in the Lab Consumables Group has now been reduced to 4 from 5.

Existing contracts and negotiated agreements cover the following products: Acros Fine Chemicals;

Competent Cells; Enzymes; Fine Chemicals; Freezer Maintenance; Gases and Associated Equipment; Microscope Servicing and Repairs; Pipettes, Service and Tips; Qiagen Kits; Radio Chemicals; Real-time PCR Reagents; Water Purification Equipment. There are also two new contracts which have been put into place this year: General Laboratory Consumables and Chemicals (a framework agreement) and Oligo Bases and Custom-made Oligos. Contracts are well-supported and consideration is given at each meeting to both successes as well as problems. Feedback given to contract managers can then be reported back to suppliers.

All told, it's been a very busy year. A lot of changes have taken place and we have achieved a great deal. My heartfelt thanks go to David Johnson for all that he's done for the NWUPC and the NWPLS. David, you will be sorely missed. Thanks must also go to Gary Porteous, Jayne Bromley, Barry Grail for all their hard work in the

Laboratory Group Contract Value



various sub-groups and national groups; Audra Jones for doing such a great job in the Chair whilst I was away and last, but not least, the NWUPC office staff. Thank you all so much for all that you've done and continue to do. HE would be so much poorer without you.

## Members

**Chair:** Dr Victoria Talbot, Harper Adams University College

**Deputy Chair:** Audra Jones, Staffordshire University

**Secretary:** Judith Hoyle, North Western Universities Purchasing Consortium

Bangor University, Barry Grail

Edge Hill University, Kathryn Coffey

Flintshire County Council, Andy Argyle

Glyndŵr University, Janet Hayes

Keele University, Jayne Bromley

Lancaster University, Paul Carter, John Dwyer, Susan Hodson

Liverpool John Moores University, Jane Shaw

Liverpool School of Tropical Medicine, June McGuire

Manchester Metropolitan University, Sue Smith, John Taylor

North Western Universities Purchasing Consortium, Mike Haslin, Jane Hargreaves

Queen's University Belfast, Gerard Fegan, Declan Fitzsimons

The University of Manchester, Gary Porteous

University of Bolton, Alan Crawshaw

University of Central Lancashire, Bernie May

University of Chester, Jane Dodd

University of Cumbria, Wanda Armstrong, Teresa Bell

University of Liverpool, Chris Silker

University of Salford, Gary Sadler

University of Ulster, Andy Todd

# Stationery and Office Equipment

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Linda Sutton, Keele University

## Meetings:

This year the meeting venues were somewhat varied in that we had a city centre location (RNCM), a supplier's premises and the Chair playing host in the beautiful setting of Keele campus. In the absence of a permanent representative at RNCM following Martin Angell's retirement, thanks must go to Dean Griffiths from their Facilities Management Team (and also Deputy Chairman of our Estates Group) for standing in as host. Attendance was slightly down on 2010 figures at full meetings but our Sub-Groups have enjoyed excellent support and have been very pro-active.

## People:

We are always happy to welcome new faces to the Group and this year we were joined by Anne Beenham and Mark Miller from Facilities at Edge Hill. At the Keele meeting Kristoffer Wu attended in his new role at Liverpool School of Tropical Medicine in the Procurement Department. Kristoffer will attend a number of Commodity Groups to see which are most relevant to him in his new position. We were very sorry to learn that Sue Halliday had been off for some time on sick leave but at the time of writing Sue is back at Liverpool part-time and is recovering nicely. Hopefully it won't be too long before she is back to 100% fitness!



## Contracting:

Little movement on new contracts this academic year as the ones in place are midway through their term. Our sole supplier agreement with Lyreco goes from strength to strength thanks to regular Sub Group meetings with James McBeath; as a result we as a Consortium have moved up their scale and now rank as one of their top 3 public sector UK customers. Other agreements progressing well are Examination Answer Books, PPI Envelopes, Print and Design and Paper.

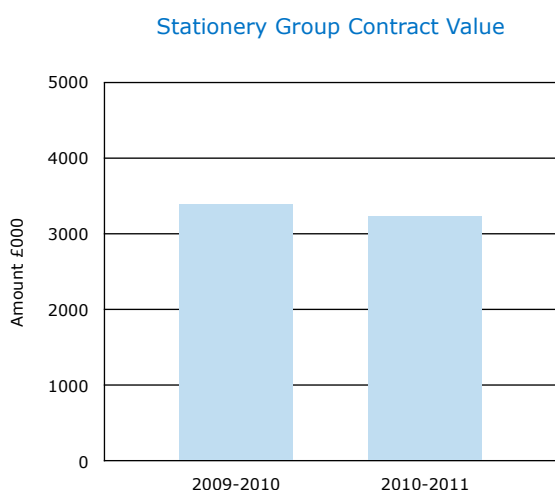
## Supplier Presentations:

We had no presentations to the group until our summer meeting held at Premier Paper's Birmingham site when Andrew Farren introduced their new environmentally friendly range of products. We also enjoyed a tour of their vast warehousing facilities which showed off a slick and extremely efficient distribution operation.

## Future Plans:

At the moment no potential new contracting areas have been highlighted, with the emphasis being on excellent contract management of our existing deals. We are exceptionally grateful for all the help we receive from our Contract Managers, namely Alison Thomas

(PPI Envelopes), Claire Gray (Paper) and Sue Halliday (Examination Answer Books). Not forgetting a big thank you to the Stationery Sub Group – Chair Linda Sutton, Mike Haslin, Chris Benson, Adrian Davies and Marek Hammond. It is envisaged that in the absence of any large tenders in the forthcoming year, the accent will be on Review Meetings to keep things ticking over nicely. Thanks also must go to all members of the Stationery Group for their continued support, not just at meetings but for the Consortium as a whole.



## Members

**Chair:** Linda Sutton, Keele University

**Deputy Chair:** Claire Gray, University of Cumbria

**Secretary:** Judith Hoyle, North Western Universities Purchasing Consortium

**Professional Advisor:** David Glover, Staffordshire University

Bangor University, Christopher Benson

Edge Hill University, Anne Beenham

Flintshire County Council, Andy Argyle

Glyndŵr University, Jeanette Friar

Harper Adams University College, Marek Hammond

Lancaster University, Sue Harpin

Liverpool John Moores University, Kathy Houghton

Liverpool School of Tropical Medicine, Lynn Abernethy

Manchester Metropolitan University, Paul Squires

Newcastle-under-Lyme College, Lisa Saville

North Western Universities Purchasing Consortium,

Mike Haslin, Jane Hargreaves

Queen's University Belfast, Marion Ritchie, Pamela

Rodgers

Stoke-on-Trent College, Nick Dickens

Universities Superannuation Scheme, Tony Dowling

University of Bolton, Paul Johnstone, Susan Waddington

University of Central Lancashire, Alison Thomas

University of Chester, Delwyn Edwards

University of Cumbria, Teresa Skelly

University of Liverpool, Sue Halliday

University of Salford, Adrian Davies

University of Ulster, Lynn McNeill

University of Worcester, Nicola Brecknell

# Telecommunications

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Dave Long, Royal Northern College of Music

## Meetings:

It seems to be the rule for all Commodity Groups that the best attended meetings are in the cities, obviously because of the easy access and this year was no exception with our December meeting at University of Manchester, where we enjoyed one of the highest ever attendances. A large number of members also turned out for our Liverpool meeting. Thanks to all our members who make the effort to come to meetings.

## People:

Sadly, we had to say goodbye to Karen Bradshaw from MMU who took early retirement. Karen has been an integral part of the group for several years and we shall miss her valuable input at meetings. We are delighted to welcome Ian Anderson from Lancaster who is without doubt already becoming a major asset to the group. We were first introduced to Ian in 2006 when, at the Lancaster meeting, he gave an excellent presentation on VOIP. He has already volunteered to be on the National Telecoms Group and his enthusiasm is much appreciated!

## Contracting:

The main contracting areas for the group are land lines and mobile phones, both of which see significant turnover, each of these contracts have been awarded by Buying Solutions and the group are keen to increase the communication with the contracting authority. As a



result the group approved work on re-establishing the National Telecoms Group which, in recent years, has been virtual.

The intention is to improve the lines of communication with both the contracting authority and suppliers for the HE sector to have a real say in the management of the agreements.

Buying Solutions has now been renamed Government Procurement Services and are working hard re-tendering their telecoms offering.

## Supplier Presentations:

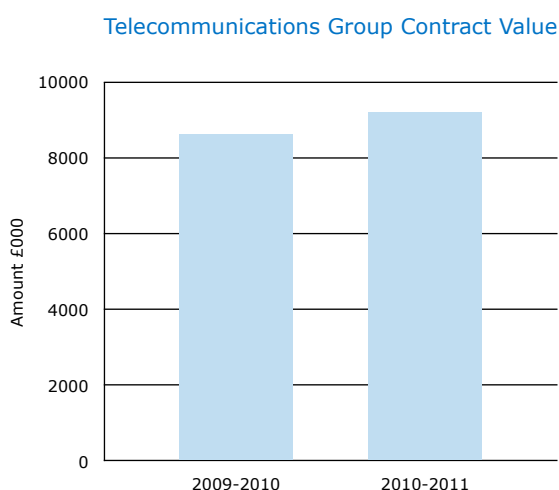
This year presentations have formed a major part of our meetings and we are in the fortunate position of having a "waiting list" of companies to come in and talk to us. In December Andy Symonds from THUS came in to give us details of tariffs available via the NTG framework. At Edge Hill in March Gary Tinker and John Robinson from Meercat were in attendance and gave us an insight into their new 'Pinpoint' software.

We also had a conference call through to two representatives from Buying Solutions – one an expert on landlines the other on mobiles. There was some slight concern as to their frameworks because of the

uncertain future of BS. Mike Haslin will be working closely with them to ensure continuity of service to our members. In Liverpool in July our host Graeme Roberts gave an extremely informative presentation on the university's gateway.

### Future Plans:

As mentioned earlier, there is real hope that the National Telecoms Group will be resurrected to continue with their framework activities. Mike Haslin will be



progressing this and our thanks go to Ian Anderson and our Chairman, Dave Long, for volunteering to represent the North West on this group. We are extremely fortunate to have such technical expertise and enthusiasm on our group and sincere thanks to all members for their input at meetings and throughout the year. Networking is possibly the most important aspect of these meetings and proves invaluable for representatives from NWUPC institutions. Special thanks must go to our Deputy Chairman, Mark Allinson for stepping into the breach when our regular Chairman has been unavailable. At the time of writing Dave Long is on extended leave recovering from heart surgery. Our warm wishes for his speedy recovery go out to him from all the Team at NWUPC.

## Members

**Chair:** Dave Long, Royal Northern College of Music

**Deputy Chair:** Mark Allinson, Edge Hill University

**Secretary:** Judith Hoyle, North Western Universities Purchasing Consortium

Bangor University, Avril Roberts, David Stedham

Flintshire County Council, Andy Argyle

Glyndŵr University, Mark Newman, Rob Stockton

Harper Adams University College, Marek Hammond

Keele University, Lorraine Bunting

Lancaster University, Ian Anderson, Simon Corless

Liverpool Hope University, Phil Bickerton

Liverpool John Moores University, Kevin Thorpe

Manchester Metropolitan University, Tanya Isdale

Newcastle-under-Lyme College, Kelvin Leese

North Western Universities Purchasing Consortium,

Mike Haslin, Jane Hargreaves

Queen's University Belfast, Gerard Fegan, Declan

Fitzsimons

Stoke-on-Trent College, David Holmes

The University of Manchester, Peter Jones

University of Bolton, Duncan Allison

University of Central Lancashire, Howard Barker,

Leanne Horton

University of Chester, Tony Duckers, Allen Holt

University of Cumbria, Peter Hurst, Abdul Waheed Molvi

University of Liverpool, Graeme Roberts

University of Salford, Polly Roberts

University of Ulster, Andy Todd

University of Worcester, Zeb Amin

# Officers of NWUPC Ltd

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**Chairman:** Peter Hinton

**Directors:** Karen Clarke  
David Stevens  
Paul Tomany  
Pat Finch  
Mike Davies  
Geoff Hope-Terry

**Company Secretary:** Paul Tomany

**Registered Office:** Albert House  
17 Bloom Street  
Manchester  
M1 3HZ

**Accountants:** Watson Buckle LLP  
Chartered Accountants  
York House  
Cottingley Business Park  
Bradford  
West Yorkshire  
BD16 1PE

# Report of the Board of Directors

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## **Directors' Report for the Year Ended 31 July 2011**

The directors present their report and the unaudited financial statements for the year ended 31 July 2011.

### **Directors of the company**

The directors who held office during the year were as follows:

Karen Clarke  
Peter Hinton - Chairman  
David Stevens  
Paul Tomany  
Pat Finch  
Andrew Neal (Resigned 20 October 2010)  
Mike Davies  
Geoff Hope-Terry

### **Principal activity**

The principal activity of the company is support for the procurement activities of its member institutions.

### **Small company provisions**

This report has been prepared in accordance with the small companies regime under the Companies Act 2006.

Approved by the Board on 19 October 2011 and signed on its behalf by:

Paul Tomany  
Director

### **Statement of Directors' Responsibilities**

The directors are responsible for preparing the Directors' Report and the financial statements in accordance with applicable law and regulations.

Company law requires the directors to prepare financial statements for each financial year. Under that law the directors have elected to prepare the financial statements in accordance with United Kingdom Generally Accepted Accounting Practice (United Kingdom Accounting Standards and applicable law). Under company law the directors must not approve the financial statements unless they are satisfied that they give a true and fair view of the state of affairs of the company and of the profit or loss of the company for that period. In preparing these financial statements, the directors are required to:

- select suitable accounting policies and apply them consistently;
- make judgements and estimates that are reasonable and prudent; and
- prepare the financial statements on the going concern basis unless it is inappropriate to presume that the company will continue in business.

The directors are responsible for keeping adequate accounting records that are sufficient to show and explain the company's transactions and disclose with reasonable accuracy at any time the financial position of the company and enable them to ensure the financial statements comply with the Companies Act 2006. They are also responsible for safeguarding the assets of the company and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

We confirm that as directors we have met our duty in accordance with the Companies Act 2006 to:

- ensure that the company has kept adequate accounting records;
- prepare financial statements which give a true and fair view of the state of affairs of the company as at 31 July 2011 and of profit or loss for that period in accordance with Financial Reporting Standard for Smaller Entities and;
- follow the applicable accounting policies, subject to any material departures disclosed and explained in the notes to the financial statements.

Signed

North Western Universities Purchasing Consortium Limited  
19 October 2011

# Accountant's Report

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**Chartered Accountants' Independent Assurance Report to the Board of Directors on the  
Unaudited Financial Statements of  
North Western Universities Purchasing Consortium Ltd  
for the Year Ended 31 July 2011**

We have performed certain procedures in respect of the Company's unaudited financial statements for the year ended 31 July 2011, made enquiries of the Company's directors and assessed accounting policies adopted by the directors, in order to gather sufficient evidence for our conclusion in this report.

This report is made solely to the Company's directors, as a body, in accordance with the terms of our engagement letter. It has been released to the directors on the basis that this report shall not be copied, referred to or disclosed, in whole (save for the directors' own internal purposes or as may be required by law or by a competent regulator) or in part, without our prior written consent. Our work has been undertaken so that we might state to the directors those matters that we have agreed to state to them in this report and for no other purpose. To the fullest extent permitted by law, we do not accept or assume responsibility to anyone other than the Company and the Company's directors as a body for our work, for this report or the conclusions we have formed.

## **Respective responsibilities**

You have confirmed that you have met your duty as set out in the Directors' Statement on page 40. You consider that the Company is exempt from the statutory requirement for an audit for the year. Our responsibility is to form and express an independent conclusion, based on the work carried out, to you on the financial statements.

## **Scope**

We conducted our engagement in accordance with the Institute of Chartered Accountants in England and Wales Interim Technical Release AAF 03/06. Our work was based primarily upon enquiry, analytical procedures and assessing accounting policies in accordance with the Financial Reporting Standard for Smaller Entities. If we considered it to be necessary, we also performed limited examination of evidence relevant to certain balances and disclosures in the financial statements where we became aware of matters that might indicate a risk of material misstatement in the financial statements.

The terms of our engagement exclude any requirement to carry out a comprehensive assessment of the risks of material misstatement, a consideration of fraud, laws, regulations and internal controls, and we have not done so. We are not required to, and we do not, express an audit opinion on these financial statements.

## **Conclusion**

Based on our work, nothing has come to our attention to refute the Directors' confirmation that:

- in accordance with the Companies Act 2006 the financial statements give a true and fair view of the state of the Company's affairs as at 31 July 2011 and of its profit for the year then ended; and
- the financial statements have been properly prepared in accordance with the Financial Reporting Standard for Smaller Entities.

Watson Buckle LLP, Chartered Accountants  
Bradford  
19 October 2011

# Profit and Loss Account

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## Profit and Loss Account for the Year Ended 31 July 2011

	Note	2011 £	2010 £
Turnover		768,235	692,288
Cost of sales		<u>(76,889)</u>	<u>(57,314)</u>
Gross profit		691,346	634,974
Administrative expenses		<u>(591,630)</u>	<u>(561,653)</u>
Operating profit	2	99,716	73,321
Other interest receivable and similar income		<u>9,399</u>	<u>9,338</u>
Profit on ordinary activities before taxation		109,115	82,659
Tax on profit on ordinary activities	4	<u>(24,825)</u>	<u>(18,380)</u>
Profit for the financial year	12	<u><u>84,290</u></u>	<u><u>64,279</u></u>

The notes on pages 45 to 49 form an integral part of these financial statements.

# Balance Sheet

## Balance Sheet at 31 July 2011

	Note	2011	2010
		£	£
<b>Fixed assets</b>			
Tangible fixed assets	5	18,214	19,783
<b>Current assets</b>			
Debtors	6	175,874	358,618
Cash at bank and in hand		<u>725,507</u>	<u>574,196</u>
		901,381	932,814
Creditors: Amounts falling due within one year	7	<u>(394,025)</u>	<u>(453,911)</u>
Net current assets		<u>507,356</u>	<u>478,903</u>
Total assets less current liabilities		525,570	498,686
Creditors: Amounts falling due after more than one year	8	(26,396)	(83,292)
Provisions for liabilities	9	<u>(3,645)</u>	<u>(4,155)</u>
Net assets		<u><u>495,529</u></u>	<u><u>411,239</u></u>
<b>Capital and reserves</b>			
Profit and loss account	12	<u><u>495,529</u></u>	<u><u>411,239</u></u>

These accounts have been prepared in accordance with the provisions applicable to companies subject to the small companies regime and in accordance with the Financial Reporting Standard for Smaller Entities (effective 2008).

For the year ending 31 July 2011 the company was entitled to exemption under section 477 of the Companies Act 2006 relating to small companies.

The members have not required the company to obtain an audit in accordance with section 476 of the Companies Act 2006.

The directors acknowledge their responsibilities for complying with the requirements of the Act with respect to accounting records and the preparation of accounts.

Approved by the Board on 19 October 2011 and signed on its behalf by:

Peter Hinton  
Chairman

# Cashflow Statement

## Cashflow Statement for the Year Ended 31 July 2011

### Reconciliation of operating profit to net cash flow from operating activities

	<b>2011</b>	<b>2010</b>
	<b>£</b>	<b>£</b>
Operating profit	99,716	73,321
Depreciation, amortisation and impairment charges	6,363	6,313
Loss on disposal of fixed assets	-	752
Decrease/(increase) in debtors	182,744	(219,198)
(Decrease)/increase in creditors	(16,074)	94,137
Receipt/release of government grants	(111,808)	85,037
Net cash inflow from operating activities	<u>160,941</u>	<u>40,362</u>

### Cash flow statement

	<b>2011</b>	<b>2010</b>
	<b>£</b>	<b>£</b>
Net cash inflow from operating activities	<u>160,941</u>	<u>40,362</u>

### Returns on investment and servicing of finance

Interest received	9,399	9,338
Taxation paid	<u>(14,235)</u>	<u>(15,036)</u>

### Capital expenditure and financial investment

Purchase of tangible fixed assets	<u>(4,794)</u>	<u>(25,035)</u>
Sale of tangible fixed assets	-	(1)
	<u>(4,794)</u>	<u>(25,036)</u>
Net cash inflow before management of liquid resources and financing	<u>151,311</u>	<u>9,628</u>
Increase in cash	<u>151,311</u>	<u>9,628</u>

### Reconciliation of net cash flow to movement in net debt

	<b>Note</b>	<b>2011</b>	<b>2010</b>
		<b>£</b>	<b>£</b>
Increase in cash		<u>151,311</u>	<u>9,628</u>
Movement in net debt	14	151,311	9,628
Net funds at 1 August	14	574,196	564,568
Net funds at 31 July	14	<u>725,507</u>	<u>574,196</u>

# Notes to the Accounts

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## Notes to the Financial Statements for the Year Ended 31 July 2011

### 1. Accounting policies

#### Basis of preparation

The financial statements have been prepared under the historical cost convention and in accordance with the Financial Reporting Standard for Smaller Entities (effective April 2008).

#### Turnover

Turnover represents amounts chargeable, net of value added tax, in respect of the sale of goods and services to customers.

#### Government grants

Grants and similar income from Government related to training is treated as prepaid revenue with effect from the award date, irrespective of the timing of the drawdown arrangements, where all of the terms and conditions of a grant are expected to be met. Revenue is released to the profit and loss account in accordance with the company's revenue recognition policy as described above.

In the event of any subsequent doubt that the terms and conditions will not be met in full, an appropriate level of provision is made for cancellation or clawback.

#### Depreciation

Depreciation is provided on tangible fixed assets so as to write off the cost or valuation, less any estimated residual value, over their expected useful economic life as follows:

Asset class	Depreciation method and rate
Computer equipment	2 years
Other office equipment	2 to 5 years
Office furniture and fittings	5 years

#### Deferred taxation

Deferred tax is recognised, without discounting, in respect of all timing differences between the treatment of certain items for taxation and accounting purposes, which have arisen but not reversed by the balance sheet date, except as required by FRSSE. Deferred tax is measured at the rates that are expected to apply in the periods when the timing differences are expected to reverse, based on the tax rates and law enacted at the balance sheet date.

#### Hire purchase and leasing

Rentals payable under operating leases are charged in the profit and loss account on a straight line basis over the lease term.

### 2. Operating profit

Operating profit is stated after charging:

	2011	2010
	£	£
Loss on sale of tangible fixed assets	-	752
Depreciation of tangible fixed assets	6,363	6,313

### 3. Directors' remuneration

The directors' remuneration for the year was as follows:

	<b>2011</b>	<b>2010</b>
	<b>£</b>	<b>£</b>
Remuneration	<u>90,701</u>	<u>87,008</u>

### 4. Taxation

#### Tax on profit on ordinary activities

	<b>2011</b>	<b>2010</b>
	<b>£</b>	<b>£</b>
<b>Current tax</b>		
Corporation tax charge	25,325	14,226
Adjustments in respect of previous years	<u>10</u>	<u>(1)</u>
UK Corporation tax	<u>25,335</u>	<u>14,225</u>
<b>Deferred tax</b>		
Origination and reversal of timing differences	(312)	4,155
Deferred tax adjustment relating to previous years	<u>(198)</u>	<u>-</u>
Total deferred tax	<u>(510)</u>	<u>4,155</u>
Total tax on profits on ordinary activities	<u>24,825</u>	<u>18,380</u>

### 5. Tangible fixed assets

	<b>Office equipment</b>	<b>Office furniture</b>	<b>Computer equipment</b>	<b>Total</b>
	<b>£</b>	<b>£</b>	<b>£</b>	<b>£</b>
<b>Cost or valuation</b>				
At 1 August 2010	5,149	15,000	4,886	25,035
Additions	<u>-</u>	<u>-</u>	<u>4,794</u>	<u>4,794</u>
At 31 July 2011	<u>5,149</u>	<u>15,000</u>	<u>9,680</u>	<u>29,829</u>
<b>Depreciation</b>				
At 1 August 2010	1,030	3,000	1,222	5,252
Charge for the year	<u>1,030</u>	<u>3,000</u>	<u>2,333</u>	<u>6,363</u>
At 31 July 2011	<u>2,060</u>	<u>6,000</u>	<u>3,555</u>	<u>11,615</u>
<b>Net book value</b>				
At 31 July 2011	<u>3,089</u>	<u>9,000</u>	<u>6,125</u>	<u>18,214</u>
At 31 July 2010	<u>4,119</u>	<u>12,000</u>	<u>3,664</u>	<u>19,783</u>

**6. Debtors**

	<b>2011</b>	<b>2010</b>
	<b>£</b>	<b>£</b>
Trade debtors	106,052	291,773
Other debtors	50,000	50,000
Prepayments and accrued income	19,822	16,845
	<u>175,874</u>	<u>358,618</u>

**7. Creditors: Amounts falling due within one year**

	<b>2011</b>	<b>2010</b>
	<b>£</b>	<b>£</b>
Trade creditors	14,269	21,586
Corporation tax	25,325	14,225
Other taxes and social security	15,343	17,294
Other creditors	70,240	-
Accruals and deferred income	268,848	400,806
	<u>394,025</u>	<u>453,911</u>

**8. Creditors: Amounts falling due after more than one year**

	<b>2011</b>	<b>2010</b>
	<b>£</b>	<b>£</b>
Other creditors	<u>26,396</u>	<u>83,292</u>

**9. Provisions for liabilities**

	<b>Deferred tax</b>	<b>Total</b>
	<b>£</b>	<b>£</b>
At 1 August 2010	4,155	4,155
Utilised during the year	(510)	(510)
At 31 July 2011	<u>3,645</u>	<u>3,645</u>

**Analysis of deferred tax**

	<b>2011</b>	<b>2010</b>
	<b>£</b>	<b>£</b>
Difference between accumulated depreciation and amortisation and capital allowance	<u>3,645</u>	<u>4,155</u>
	<u>3,645</u>	<u>4,155</u>

## 10. Company status

The company is a private company limited by guarantee and consequently does not have share capital. Each of the members is liable to contribute an amount not exceeding £1 towards the assets of the company in the event of liquidation.

## 11. Pension commitments

During the year all company staff, including the executive director, were members of either the Universities Superannuation Scheme (USS), or the University of Liverpool Pension Fund ("ULPF"). Both of these schemes are operated by members of the company who are universities.

Both schemes provide benefits based on final pensionable pay. They are contracted out of the State Earnings Related Pension Scheme, externally funded and subject to periodic actuarial valuations. The assets of the schemes are held in separate trustee-administered funds.

The staff are treated, for pension purposes, as employees of the University of Liverpool, and company service is regarded as qualifying service for the purposes of the schemes. The rate of employer contributions was 16% (2010 14%) of the gross pay of the staff in respect of USS and 13.4% (2010 13.4%) in respect of ULPF. The total cost of company contributions for the year to both schemes was £48,094 (2010 £45,894).

Full details on the funding position of both schemes is given in the annual accounts of the University of Liverpool, which are available on their website, or alternatively by writing to the Director of Finance, University of Liverpool, Senate House, Abercromby Square, Liverpool L69 3BX.

## 12. Reserves

	<b>Profit and loss account</b>	<b>Total</b>
	<b>£</b>	<b>£</b>
At 1 August 2010	411,239	411,239
Profit for the year	84,290	84,290
At 31 July 2011	<u>495,529</u>	<u>495,529</u>

## 13. Commitments

### Operating lease commitments

As at 31 July 2011 the company had annual commitments under non-cancellable operating leases as follows:

Operating leases which expire:

	<b>2011</b>	<b>2010</b>
	<b>£</b>	<b>£</b>
<b>Land and buildings</b>		
Over five years	<u>19,000</u>	<u>19,000</u>

#### 14. Analysis of net debt

	<b>At 1 August 2010</b>	<b>Cash flow</b>	<b>At 31 July 2011</b>
	<b>£</b>	<b>£</b>	<b>£</b>
Cash at bank and in hand	574,196	151,311	725,507
Net funds	<u>574,196</u>	<u>151,311</u>	<u>725,507</u>

#### 15. Related parties

##### **Related party transactions**

The company provides a range of services to members in the ordinary course of business, for which annual subscriptions are charged. The total value of subscriptions receivable for the financial year, included in turnover, was £93,549 (2010 £115,447).

One member, The University of Liverpool, provides transaction processing bureau services to the company. Another member, The University of Manchester, provides IT services to the company.

The company is a member of TUCO Purchasing Limited another purchasing consortium operating in the Education sector and many members of NWUPC are also members of TUCO Purchasing Limited. An employee of NWUPC provides services to TUCO, the holding company of TUCO Purchasing Limited, at no cost to TUCO Limited. TUCO Purchasing Limited undertake tenders for contracts in the catering area in place of NWUPC as they fall due for renewal.

Geoff Hope-Terry, a non-executive director, received fees of £673 (2010 £899) for consultancy services provided to the company.

There were no other transactions during the year between the company and the directors or their close families, or with any entities controlled by them.

#### 16. Control

The company is controlled by its members.

# NWUPC Members

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## Bangor University

Bangor LL57 2DG  
01248 351151  
[www.bangor.ac.uk](http://www.bangor.ac.uk)

## Edge Hill University

St. Helens Rd, Ormskirk L39 4QP  
01695 575171  
[www.edgehill.ac.uk](http://www.edgehill.ac.uk)

## Flintshire County Council

Flintshire CH7 6NB  
01352 752121  
[www.flintshire.gov.uk](http://www.flintshire.gov.uk)

## Glyndŵr University

Mold Rd, Wrexham LL11 2AW  
01978 290666  
[www.glyndwr.ac.uk](http://www.glyndwr.ac.uk)

## Harper Adams University College

Edgmond, Newport TF10 8NB  
01952 820280  
[www.harper-adams.ac.uk](http://www.harper-adams.ac.uk)

## Keele University

Keele ST5 5BG  
01782 621111  
[www.keele.ac.uk](http://www.keele.ac.uk)

## Lancaster University

Bailrigg, Lancaster LA1 4YW  
01524 65201  
[www.lancaster.ac.uk](http://www.lancaster.ac.uk)

## Liverpool Hope University

Hope Park, Liverpool L16 9JD  
0151 291 3000  
[www.hope.ac.uk](http://www.hope.ac.uk)

## Liverpool John Moores University

Rodney Street, Liverpool L1 2TZ  
0151 231 2121  
[www.ljmu.ac.uk](http://www.ljmu.ac.uk)

## Liverpool School of Tropical Medicine

Pembroke Place, Liverpool L3 5QA  
0151 705 3100  
[www.lstmliverpool.ac.uk](http://www.lstmliverpool.ac.uk)

## Manchester Metropolitan University

All Saints, Manchester M15 6BH  
0161 247 2000  
[www.mmu.ac.uk](http://www.mmu.ac.uk)

## Newcastle-under-Lyme College

Liverpool Rd, Newcastle-under-Lyme ST5 2DF  
01782 715111  
[www.nulc.ac.uk](http://www.nulc.ac.uk)

## Queen's University Belfast

University Road, Belfast, Northern Ireland BT7 1NN  
028 9024 5133  
[www.qub.ac.uk](http://www.qub.ac.uk)

## Royal Northern College of Music

124 Oxford Rd, Manchester M13 9RD  
0161 907 5200  
[www.rncm.ac.uk](http://www.rncm.ac.uk)

## St Mary's University College Belfast

191 Falls Road, Belfast BT12 6FE  
028 9032 7678  
[www.smucb.ac.uk](http://www.smucb.ac.uk)

## Staffordshire University

Staffordshire ST4 2DE  
01782 294000  
[www.staffs.ac.uk](http://www.staffs.ac.uk)

## Stoke-on-Trent College

Shelton, Stoke-on-Trent ST4 2DG  
01782 208208  
[www.stokecoll.ac.uk](http://www.stokecoll.ac.uk)

## Universities Superannuation Scheme Ltd

Royal Liver Building, Liverpool L3 1PY  
0151 227 4711  
[www.usshq.co.uk](http://www.usshq.co.uk)

## The University of Manchester

Oxford Rd, Manchester M13 9PL  
0161 306 6000  
[www.manchester.ac.uk](http://www.manchester.ac.uk)

## University of Bolton

Deane Rd, Bolton BL3 5AB  
01204 900600  
[www.bolton.ac.uk](http://www.bolton.ac.uk)

## University of Central Lancashire

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01772 201201  
[www.uclan.ac.uk](http://www.uclan.ac.uk)

## University of Chester

Parkgate Rd, Chester CH1 4BJ  
01244 511000  
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## University of Cumbria

Fusehill Street, Carlisle CA1 2HH  
01228 616234  
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## University of Liverpool

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0151 794 2000  
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## University of Salford

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0161 295 5000  
[www.salford.ac.uk](http://www.salford.ac.uk)

## University of Ulster

Cromore Road, Co. Londonderry BT52 1SA  
028 7012 3456  
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## University of Worcester

Henwick Grove, Worcester WR2 6AJ  
01905 855000  
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# Central Team Contact Details

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## **Manchester Office**

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Managing Director

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### **Angela Wilson**

Senior Administrator

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### **Mike Haslin**

Deputy Director

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### **Jane Hargreaves**

Contracts Manager

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### **David Lamb**

Contracts & Training Officer

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### **Helen Dodd-Williams**

Contracts Officer

**Tel:** 0161 234 8012

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