



PEL Communications Meeting

Held on Friday 6th January 2017 at NWUPC offices, Manchester

Present:	Laura Compton	LUPC
	Marion Hutchins	SUPC (via telephone)
	Kate Mottram	TEC
	Andy Wojciechowski	NWUPC
	Judith Hoyle	TUCO
	Shamari Steele	TUCO
	Rikaya Knott	NWUPC (Minutes)

1. Welcome and Introductions

Hannah Schumann has now left NEUPC, her replacement will start next week.

2. Minutes of the last meeting

The group reviewed actions from the last meeting. Marion has not yet completed an article on STEMED for the PEL Comms Plan, she is considering writing an article on Life Sciences instead. Andy will check if the UCLAN case study is okay for wider circulation. Andy stated that the PR Firm Brief is ongoing. The group agreed that a shared resource for planning events would be useful, this could be an intern type role. The minutes of the last meeting were agreed.

3. Individual consortium updates

TUCO

TUCO have recently changed website providers, H2O seemed more interested in the events management side of the business rather than providing the website. The new website was launched late October. TUCO are exhibiting at the NEUPC Annual Conference on 8th February. Judith will send the PEL Board Minutes to the PEL Comms Group.

Action: Judith Hoyle

The next PEL Board Meeting will be held in February, the new chair Matthew Knight will be attending. In terms of marketing TUCO upload 3-4 articles to their website each week, as well as sending an e-newsletter to members fortnightly.

TEC

TEC have recently launched a new Water framework. The Data Services Manager – Laura Hanson is now on maternity leave, her replacement will be Abbas Meghjee. TEC will be taking on a new data analyst as well as an intern. TEC will also be exhibiting at the NEUPC Annual Conference on 8th February. Estates workshops will be held in May, 'save the date' invitations are due to be sent out. CRM System is ongoing, the system is being finalised and should be completed in the next few months.

NWUPC

Paul Tomany is due to retire on 10th February, the new Managing Director – Julie-Ann Garton will join NWUPC on 3rd February. NWUPC have recently renewed the White Goods framework as well as the NUWPEC framework. The Global Mobility framework has also been launched. The NWUPC Annual Conference will take place on 4th April at University of Keele. Andy has been working on a 40th Anniversary publication which has been sent out this week.

SUPC

SUPC have recently renewed the NSSA framework as well as the Software Licence Resellers framework. The new Asbestos framework is currently in evaluation. Marion has recently uploaded a webinar to YouTube on Off Payroll Workers Legislation. Marion suggested that webinars could be done for new agreement launches and this could be used as a trial. SUPC are holding an ICT day on 19th January in London. SUPC will be holding a joint Conference with LUPC on 24th May at County Hall in London. Paul Mander has left the consortium and SUPC are currently recruiting.

LUPC

LUPC will be holding a joint conference with SUPC on 24th May at County Hall in London. LUPC have recently launched the Insurance framework and the Contract Catering framework. Laura is currently obtaining quotes for a new website. H2O are one of the companies submitting a quote. Redford Healey has recently joined LUPC on an 18 month project on supply chains and risks within supply chains.

4. Apple Review Meetings

Laura and Marion attended the recent Apple Review Meetings in Cardiff, they feel that generally the PEL Comms Group have done as much as they can to support the suppliers and promote the agreement. The suppliers have had issues with Apple but we are now seeing some improvements. The suppliers seem keen to impress and get involved. We need to keep our eye on Insight Direct as the rep who attended the review meeting didn't seem to know much about the framework agreement. There is an issue with suppliers not getting a rebate on student sales, some suppliers are getting round this by delivering to campus addresses. It was suggested that the Apple agreement could be further publicised at COUP 2017, which HEPCW are organising.

5. PEL Annual Report

Marion thanked all for their contributions. There are some missing figures for the report, Andy has liaised with Frank and these should be sent to Andy today. We are still waiting on some spend analysis from NEUPC, this is an outstanding action from Hannah and is now with Andy Hughes. The content of the report should be finalised in the next few weeks ready to send to the Heads of Consortia for comments and approval. Once approved the report can be produced. It was agreed that the all individual Annual Reports would be sent out prior to the PEL Annual report – this will be reviewed in February.

Action: Group

6. PEL Newsletter

Marion suggested introducing a short 4 page national publication that would go out 2 – 4 times a year and asked the group whether they thought there would be an appetite for this type of publication. Andy stated that this has been tried before several times by ENPC but had been disbanded. Andy will send digital copies of these to the group.

Action: Andy Wojciechowski

The group agreed that there would be a struggle to find regular relevant content and that work schedules may not allow the time for this to be produced.

SUPC do not currently produce newsletters, Marion is looking into introducing these and asked the group for more information on the types of newsletters they currently produce.

TEC send a newsletter bulletin out each quarter, this is aimed at members but is also sent to suppliers for information.

NWUPC send out an e-newsletter, this is very brief and contains contracting updates. 3 hardcopy newsletters are produced each year, these contain human interest stories, category group information, contracting updates and events. The hardcopy newsletter is a KPI of NWUPC and is reported on to the board.

TUCO send out a hardcopy newsletter each month which is well read by members. The newsletter includes consortia updates and human interest stories. An e-newsletter is also sent out fortnightly which gives contracting updates.

7. HEC – Phase 2 Developments

The group reviewed the issues and felt that the following was relevant to them;

Issue 19 – “Rename ‘Support’ button to ‘Help and Support’, add FAQ and separate link for user guide and tutorial videos”. Tutorial videos are already available, no money from the budget will need to be spent creating these.

Issue 29 – “Add new report ‘Export Contacts’. User selects from drop down of responsibility type. Export to display; supplier name, address, town, postcode, telephone, first name, surname, job

title, telephone email". The group are keen for this to be included. The group would also like to see a marketing contact added.

The request for quote function is not currently accurate leaving us open to risk. There are mixed opinions on whether this function is needed.

The group are happy for the HEC User Group to review and flag up any priorities.

It was noted that support from H20 will continue.

8. Public Affairs Briefing - Update

Andy stated that this is ongoing. Andy will try and finalise this before the February Board Meeting so that it can be presented.

Action: Andy Wojciechowski

9. PEL Comms Group Training

The group feel that training is required to best support their objectives. Training would be useful in the following topics; Social Media, Stakeholder Management and Mapping, Public Affairs, Change Journeys and Networking.

Marion will arrange a training session on Stakeholder Management and Mapping, this will be at the end of the next meeting. Marion will forward details of the course to the group.

Action: Marion Hutchins

10. Any Other Business

Marion asked whether anyone else had received price increases on management fees from H20. NWUPC and TEC have not been notified of any increases. Andy and Kate will send Marion information on what they are currently paying.

Action: Andy Wojciechowski and Kate Mottram

Laura stated that the Efficiency Exchange no longer has funding as UUK are no longer investing. There is a possibility of a subscription to keep it going however LUPC won't be supporting this.

Andy and Laura will create a 1 page resume of this meeting to be given to the PEL Board at their meeting in February.

Action: Andy Wojciechowski and Laura Compton

Andy has agreed to be chair of the group whilst Laura is on maternity leave.

The next meeting will be rearranged. Laura will send a Doodle Poll out to the group.

Action: Laura Compton