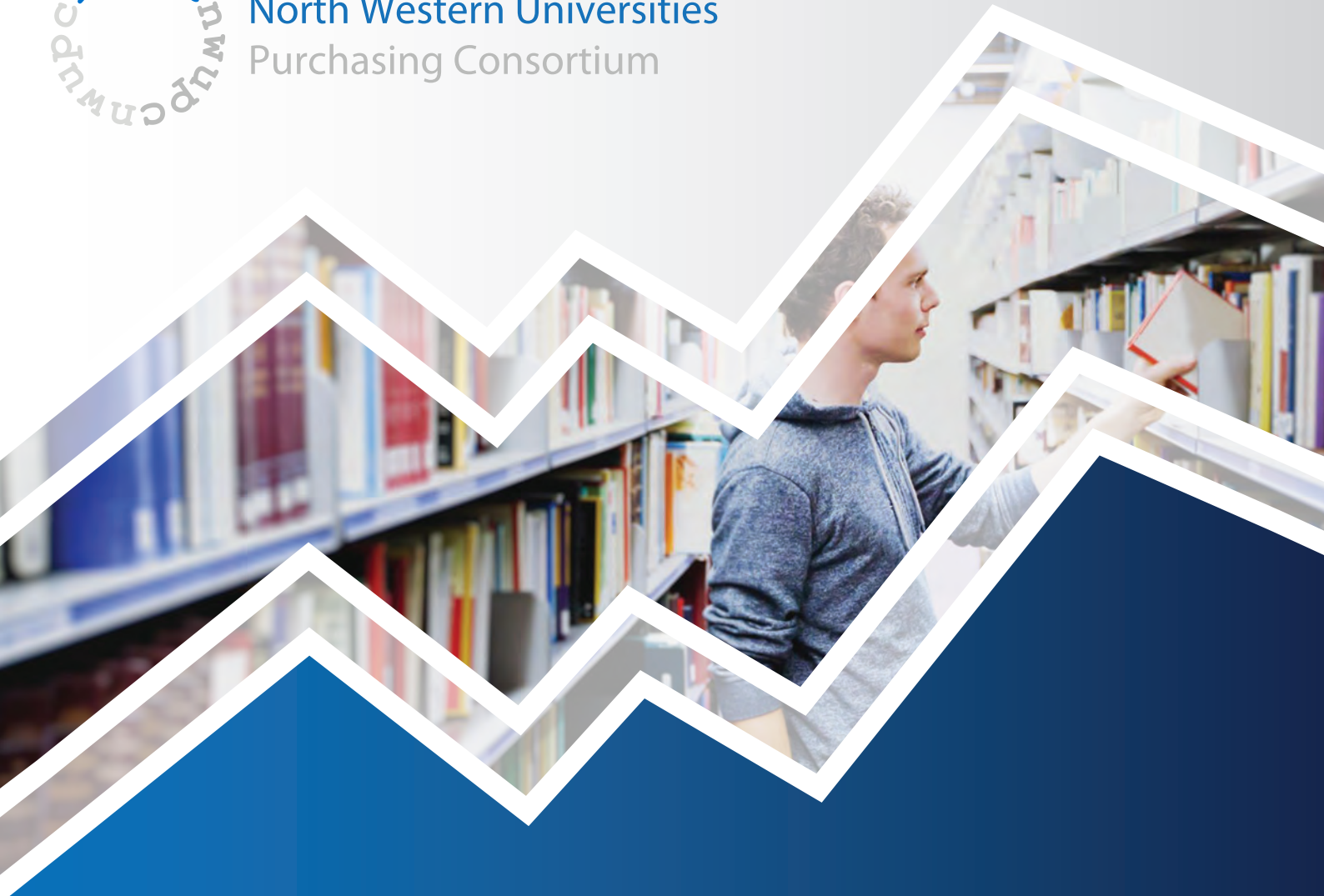


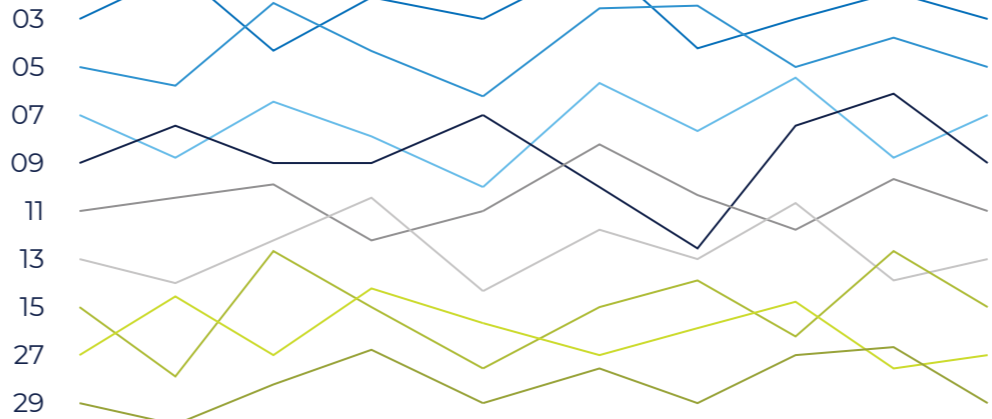


North Western Universities
Purchasing Consortium



ANNUAL REPORT | 2017 2018

CONTENTS



03	Chairman's Report
05	Highlights of the Year
07	Managing Director's Report
09	Contracting Report
11	Communications Report
13	Member Benefits
15	Category Group Reports
27	Accounts
29	NWUPC Members

CHAIRMAN'S REPORT

2017/18 was another successful year for the organisation. We revised and re-launched our strategy after significant consultation and involvement from stakeholders to ensure that we are able to deliver an excellent procurement service to all our members. We now have a suite of organisational KPI's which enable us to track progress against our objectives.

In terms of people, there have been several changes both in the NWUPC team and the Board. Steve Dauncey (Manchester), David Elcock (Glyndwr), Liz Furey (Harper Adams) and Tracey O'Keefe (Independent) all joined the Board. Colin Hubbard, Mike Davies, Peter Hope and Colin Davies all stepped down from the Board and I would like to thank them all for their contribution to NWUPC.

Financially, NWUPC generated a surplus of £22k on a turnover of £758k. Reserves are healthy at £851k. We had new auditors this year in Wylie & Bisset LLP and were given a clean year end audit report with no issues to report to members.



My thanks go to the whole team at NWUPC for their hard work and commitment during the year especially with the number of staff changes that occurred during the year.

Finally, it is pleasing to report that we retained our IIP Platinum accreditation and our Customer Service Excellence Standard.

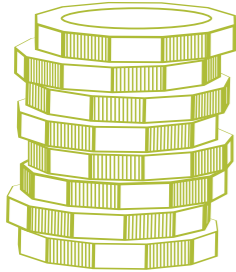
Steve Mole
Chair



HIGHLIGHTS OF THE YEAR

Savings & Spend

Total Spend through HE Frameworks



£149.2 Million

Cashable Savings



£6.3 Million

Non-Cashable Savings



£7.8 Million

Average Return on Investment



£1: £240

Member Engagement



31
Category Group Meetings Held



640
Attendees



16
Members Hosting Meetings



4
Supplier Visits



OVER 90%
Across All Groups Throughout the Year

Framework Agreements

Number of **HE Consortia Frameworks**



121

Number Led by **NWUPC**



29

Corporate Social Responsibility

NWUPC staff have been involved in a number of initiatives throughout the year including:



Funds for **Gymnastics Club Equipment**



School **Fund Raising** Events



Fund Raising through **Macmillan Coffee Morning & Bake-Off** Events



Manchester **Central Foodbank - Reverse Advent Calendar** donations

MANAGING DIRECTOR'S REPORT

I am delighted to share our annual report covering the year 2017/18 with you. We have had an incredible year with lots of exciting developments and news to share with you all.

Over the last 12 months the consortium team have welcomed new colleagues, we have been building on our successes and ensuring that we have robust systems, policies and procedures in place to support the delivery of our services. To underpin all of this, we had to be certain that we had a clear strategy in place to ensure that we focus our resources and prioritise our activities effectively to deliver a first class procurement service to our members. We worked with a number of our key stakeholders including our Central Team, our Members and our Board to reappraise our mission, define clear objectives, assessing the procurement and higher education landscapes, as well as the internal dynamics of the organisation. This process enables our directors, shareholders, senior managers, and other employees to commit themselves to the delivery of our strategy and contribute to the organisation's progress, in order to achieve long-term success.

We have developed new organisational KPIs to enable delivery of our strategy and our performance against those KPIs is reviewed regularly. The KPIs focus on framework engagement, customer satisfaction, responsible procurement and ensuring that we have a sustainable business model in place. We have agreed stretch performance targets against the KPIs and we make sure that every single day, we challenge

ourselves to deliver against them. We have also established a new strategy group who will work with us to ensure that our strategy continues to deliver what our members need from us, when they need it.

There have been some staffing changes over the last year, we said goodbye to Ian Ross who retired in September 2017 and we thank him sincerely for his contribution, both as a member and an employee of NWUPC. Laura Hough (Category Manager) left the Consortium in April to be the head of procurement at a pharmaceutical company. Our new Procurement Trainee Todd Jefferies joined us in May. Natasha Peacock joined in June as our new Category Manager and David McIntyre joined us in June as our new Contracting Support Officer.

Staff development is a priority for us and we are delighted that our two Procurement Trainees are progressing well towards the CIPS qualifications under the NEUPC Apprenticeship Scheme and one of our Category Managers is working towards their CIPS through the NEUPC CIPS Study Centre. Our Administration Officer achieved their NVQ in Business Administration following promotion from an apprenticeship role.

We are very proud to report that we have retained our IIP Platinum accreditation and our Customer Service Excellence Standard.

We have reviewed our Corporate Governance and work has been completed to review all of our governance documentation and procedures. We have also produced new Financial Regulations and added a number of related policies and procedures to cover risk and compliance.

Our Contracting Team have gone from strength to strength, you can read all about their progress in delivering frameworks, responsible procurement and standards and good practice on page 09.

We have been busy rolling out our new Communications Strategy and have made great leaps on how we engage with our members; this has included work-flows, style, content, tone and frequency. You find out more on page 11.

NWUPC has a strong record of accomplishment in providing procurement related training services to our members through the delivery of training sessions, procurement NVQs and related support over many years – we have however had a break from delivering this service. In response to numerous requests from our members we ran three training sessions during the Spring covering Project Management in Procurement, Developing an Excellent Procurement Strategy and Developing Category Strategies. Feedback from the sessions was excellent and more training is scheduled for delivery in the second half of 2018/19.

Collaboration is at the heart of all that we do and we have embraced many new opportunities over the last year. We have held joint NWUPC and NEUPC Board meetings to explore opportunities to work together which has been extremely productive and have only strengthened the collaboration between the regions on activities that have a local bias.

UK Universities Purchasing Consortia (UKUPC) is the umbrella for our Heads of Consortia Group that meets 4 times a year. The Group membership is the Heads of Consortia for England, Scotland and Wales and



includes specialist consortia too. The UKUPC Joint Contracting, Communications and newly formed Systems Groups feed into the main group and we ensure that wherever possible, all activity is collaborative. The Groups currently work in line with the UKUPC Collaborative Procurement Protocol and work is in progress to produce a UKUPC Strategy, which will cover the aforementioned subgroups. The work of the Groups has evolved over the last year and had a stronger focus on efficiencies and tailoring our services to deliver value for our members.

On behalf of the NWUPC Team, I would like to thank all of our stakeholders for your continued support over the last year, we have had a great 12 months and are looking forward to the coming year being even better!

Julie-Ann Garton
Managing Director

CONTRACTING REPORT

The academic year 17/18 was a transformational period for the NWUPC Responsible Procurement Team with changes to structure and staffing to allow the team to better position itself to develop the Contracting Programme, embed Contract Management and serve member requirements. Within that time, we renewed four existing and successful National Frameworks as well as launching the Print Solutions Agreement that was new for the HE Sector and has the potential to harness £33million of national spend.

One of our priorities this year has been to health check our compliance and probity, refreshing our standard documentation to ensure that the suite we utilise is exemplary. Behind that, we have laid a foundation of procedural documents to ensure that processes are aligned across the team reducing areas of risk. We have developed an approach to helping members to have transparency on Frameworks that may be used in ERDF funded projects by producing ERDF packs which contain all the documentation from the tender process that may be required to support an institutional audit.

To streamline the systems in use across the membership a project was established across the regional Consortia to achieve a single e-tendering platform that would be used and managed at Consortia level and host member's exercises as well. This would ensure commonality across the region which would make it simpler for suppliers to identify opportunities and complete tenders.

NWUPC are responsible for many Framework Agreements and to ensure that Contract Management was being effectively conducted we reviewed the approach we took to Supplier contact. We developed the Strategic Approach to Contract Management which enabled us to categorise suppliers based on the value of the spend they achieved annually but also the uptake from members. Because customer service to our members is critical to us, suppliers who achieve low spend but are utilised by a high number of our members are still of strategic importance. Therefore, the approach applies three routes to contract management depending on the categorisation of the supplier and ensures that the Strategic suppliers are given more focussed contract management and that strong relationships are built. Whereas it has streamlined the approach that we take with the routine suppliers who can cause strain on our resources.

We wanted to demonstrate to members that we had a robust mechanism for the calculation of savings on Frameworks that would be transparent and could be easily shared with members. Therefore we reviewed all our data to ensure it was aligned to the Benefits Methodology issued by UKUPC. We now have a document which can be provided to members for each Framework, showing them how the calculation has been made.

As part of the work to demonstrate transparency we conducted an exercise to review our spend reconciliation to ensure that members were recorded correctly for their collaborative efforts. This took place over quarters 1 and 2, and the rest of the year was reviewed as part of the Benefits Statements.

Sustainability is always a key priority for NWUPC and the use of the NETPositive Supplier Engagement Tool that was launched in 2016 has had a great effect on the visibility we have of suppliers activities to minimise negative impacts and drive positive initiatives. During the year 2017/2018 we have increased the number of registered suppliers engaging with the tool from 70% to 85%. The tool creates action plans for suppliers which are reviewed in Contract Management.

We have achieved a great deal in the academic year and changing dynamics in the team has given us a fresh, revitalised approach to procurement at NWUPC enabling us to offer members a better customer experience, more effective framework agreements and more robust reporting. Building these foundations puts us in a strong position to be able to deliver even more in the forthcoming year.

In the year ahead, we have an ambitious contracting programme with nine frameworks that will be let supporting the requirements of our category groups, three of which are new agreements to the sector. We are on track to increase the number of suppliers registered with the NETpositive Supplier Engagement Tool to 90% which will give us a great oversight of our suppliers. We will be issuing our third modern slavery statement and conducting supply chain mapping of high risk suppliers. We will also be launching new materials that will help members access the



Framework and make them more user friendly. All of our activities will ensure that we deliver value to our members.

Helen Dodd-Williams
Head of Contracting

COMMUNICATIONS REPORT

The focus for the year 2017/18 has been the implementation of the Action Plan contained within the Communications Strategy, which was approved in June 2017. This gave us an opportunity to evaluate our activities to ensure we are communicating with members in a way that is appropriate to their needs. The Action Plan focuses on key areas; publications, events and digital. Areas for improvement were considered and to assist in the implementation of these, a Communications Officer role was created at NWUPC.

As part of our evaluation of the service we provide to members, we asked how they would like to receive publications that we distribute. The majority of respondents indicated they would prefer digital, so we took the decision to produce and distribute publications, such as Consortium News and our Annual Report, electronically. We first published our hard-copy newsletter, Consortium News in June 2002, and since then it has grown and developed. Going digital is taking the publication forward as people's preferences change. We've since had comments from members that they find it easier to distribute digital

copies within their institution, which helps us reach a wider readership.

We have also taken the opportunity to review the style of the publications we produce. We felt that it was time for a makeover and decided to employ an external designer to help give our publications a fresh new look. We also considered when we distribute publications to members and have developed a schedule so that information is received at key times throughout the year.

The NWUPC site is a major source of information for our members, and we felt there was an opportunity to further develop the information published on the website for the benefit of our members and suppliers. The current site has been in place for a number of years, and it was decided to redevelop the site so that visitors would have easier access to information that they required. The North Eastern Universities Purchasing Consortium are in a similar position, so it made sense to work collaboratively on this project and redevelop both of our sites at the same time. We will keep members updated as the project develops.

We returned to The University of Manchester for our Annual Conference in 2018 and to their flagship Conference venue, University Place. We have held the Conference at the University on a number of occasions, but this was the first time we have held the event at this venue. We were very impressed by the facilities, and the large exhibition area, allowing a diverse range of our suppliers to exhibit at the Conference. Our programme for the day covered various topics of interest to our members; we try to include something of relevance for all our members.

We have always worked collaboratively with our colleagues in other regions, and the marketing and communications staff in the Consortia meet regularly, focussing on communications activities, ensuring members are updated on activities in other regions that will be of interest. Initially, this was under Purchasing England, more recently, the group membership was widened to include Scotland and Wales and is now under the UKUPC umbrella. The newly formed Systems Group, which has been tasked with examining the systems used by consortia to manage information, and explore opportunities for further collaboration and development, was also established under UKUPC. We will keep you updated on developments from these groups.

The past year has been a busy time as we focus on developing our communications activities. A number of initiatives have been implemented and we look forward to bringing you news of further developments throughout the coming year.

Andy Wojciechowski
Head of Communications & IT



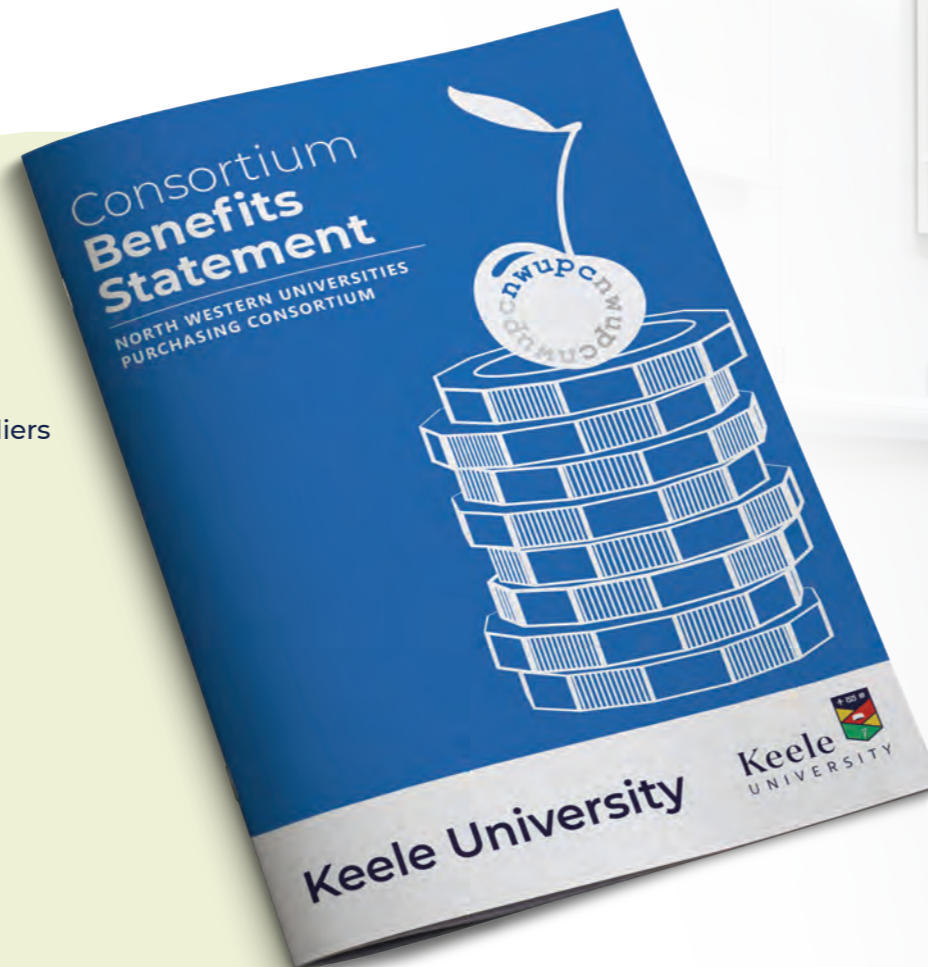
MEMBER BENEFITS

Membership of NWUPC has continued to help institutions in their procurement activity. To ensure that membership engagement and customer service remains aligned to our members needs a Membership Services Manager role has been created.

2017/18 saw the Liverpool Institute for Performing Arts join as a new full member and The Faraday Institute join as an associate member. Member inductions days were introduced this year and have received positive feedback; these are now available to all new members.

In addition to quantifiable savings, membership benefits include;

- ▶ Access to high quality, compliant, collaborative agreements
- ▶ Strategic approach to contract management
- ▶ Access to professional advice, guidance and support
- ▶ Annual free member conference bringing together members and suppliers
- ▶ Access to expert supply market knowledge
- ▶ Higher Education contracts database
- ▶ Spend Analysis
- ▶ Supplier Credit Checks
- ▶ Provision of Scope 3 report
- ▶ Reduced subscription to NET positive sustainability tool
- ▶ Annual Benefit Statement



CATEGORY GROUP REPORT

This year has seen the Category Group process continue to be an effective and efficient aspect of the overall membership engagement.

Representation on Category Groups remains high with over 90% of the groups having full representation throughout the year. Likewise attendance has been extremely high with over 640 members attending 31 meetings hosted by 16 members and 4 meetings hosted by suppliers. This commitment to the meetings, by members, has also been acknowledged in the following Chairs reports.

Attending the Category Group meeting however is only one aspect of being a Category Group member and a fact that almost all the Chairs have also noted in their respective reports. Not only do our Category Group members attend and actively engage in our meetings they also undertake other duties such as the work required as host, or in collecting and providing feedback on the performance and use of our agreements, or in checking the spend information has been accurately reported, or participating in tender working parties. It is this overall participation that makes the Category Group structure the success it is and I would like to thank all Category Group members for their contribution and commitment.

Thank you also to the Chairs and the Deputy Chairs for their contribution both during the meetings but also, the preparatory work that is undertaken to ensure the meetings are worthy of the time our members



commit to attending and taking time away from the office and their busy schedules.

We continue to ensure our services are aligned to member needs and following requests from members, two new groups, Professional Services and Travel, have been added to the Category Group structure this year. The groups have been a great success and have fitted into the overall process very well.

A final point that almost all the Chairs have made in their reports is how supportive the groups are and how they provide a very beneficial networking opportunity and I hope that continues during the coming year.

Jane Billows

Head of Membership & Corporate Services

Heads of Procurement

Financial Year 2017/18 has seen significant change for the Heads of Procurement group as it continues to evolve to meet the needs of members. As reported, the new Professional Services Group has taken over responsibility for much of the residual contracting activities that remained with the HoP Group. The group appointed a new chair: Larissa Morrish, Head of Procurement at Lancaster University and agreed a new Terms of Reference for the group.

As the NWUPC has evolved, it became necessary to revisit the Terms to create an effective forum for communication, governance and decision-making. The group's aims were set out as follows:

- ▶ **Provide leadership in the development, implementation and sustainability of procurement amongst members;**
- ▶ **Monitor progress of category group and supplier management activity against milestones, identify risks and advise on their prevention, mitigation and management;**
- ▶ **Provide advice, support and assistance to NWUPC in the implementation of the strategy/programme of activities.**

As in previous years, attendance at the meetings remains high and knowledge sharing between meetings using the group email is encouraged. Major topics of discussion this year have included Sustainable Procurement- particularly the use of local SMEs and topics related to Modern Slavery; sharing best practice on achieving Value for Money; GDPR and Amazon for Business.

Thank you to the members, NWUPC staff and external guests for contributions and participation this year.

Larissa Morrish

Audio Visual

The AV group has, for another year, had full representation from all member institutions throughout the year and this commitment to the group has been shown in the attendance and participation at the meetings. The group has continued to be a strong, supportive and informative group.

The group members remain actively involved in the overall contract management of all the agreements within this category area and have representatives that have taken part in the annual contract review meetings for the AV Equipment & Installation Framework Agreement and the Photographic Equipment & Consumables reviews. Thanks goes to Don Moffatt (Edge Hill), Andre Davies (University of Salford), Ed Matthews (Staffordshire University), David Neal (Lancaster University) and Adrian Greenhalgh (University of Bolton) for their input and expertise.

This year's meetings were held at Liverpool John Moore's University, Edge Hill University and University of Central Lancashire, thank you to those members for hosting.



The group received supplier presentations from CDEC and Tetenal suppliers on the AV supply, delivery and installation and photographic equipment and consumables agreement respectively. They also had the opportunity to receive presentations from Panasonic, manufacturer of AV equipment and Lorensburg, developer of a specialist online equipment booking systems. In addition when the group visited Edge Hill University they received a tour of the impressive broadcast facilities, thanks to Don Moffatt for organising this.

New members were welcomed to the group this year from Staffordshire University, Alistair MacDonald; Royal Northern College of Music, Will Minty; Queens University Belfast, Gerard Fagan and University of Worcester, Kate Hunt.

This year also saw Darren Beck, University of Cumbria and Duncan Gunn-Russell, Harper Adams University both leave the group, both had been active participants of the group.

I have continued to be fully supported in my role as Chair by the Deputy Chair, Don Moffatt and the group would not have made the progress it has without his continued backing and assistance, thank you Don.

Finally thanks to all the team in Bloom Street for their continued support.

Max Fossard

Computing

The computing group has again shown itself to be an enthusiastic group with well attended meetings and engaging discussion and shared experiences, it is a joy to be a part of such an enthusiastic and supportive group. We have worked together to help each other through ever more challenging times specifically the global changes leading to increased financial burdens in the IT space.

Meetings

We have been kindly hosted by University of Central Lancashire, Bangor University and University of Bolton. At these meetings we have received presentations from the Southern Universities Purchasing Consortium focused on their key IT contracts and how to best use them, specifically Software License Reseller Agreement (SLRA) and Server Storage Solutions National Agreement (SSSNA). These agreements see large throughput for hardware seen in machine rooms and the software we regularly leverage such as Adobe, VMware and Microsoft agreements. In February we had a presentation from Adobe outlining their vision and how universities can use, license and procure their software. In May CDW and Primo came to present new managed cloud offerings as well as hardware to help in compliance with security restrictions.

People

We have seen some people step down from the group as their circumstances have changed and we thank them for their contribution and look forward to their replacements developing into active members of the group. We have said goodbye to Martyn Reid, Darren Beck, Tanya Isdale and Noleen Bohill. We have in their place welcomed Leanne Tulk, Clare Bourke, Pamela Rodgers, Catherine Hunt and Ged Atwood. Involvement in our main contracts Apple, NDNA, SSSNA, UCISA and NEPA are much appreciated enabling the North West to help shape agreements helping to make them fit for the sector and especially the North West.

Contracting

We are constantly looking to support the needs of members and the diverse spread of contracts in the IT sector demonstrates the importance of IT from cradle to grave. We continue to review the disposal of IT equipment agreement with CDL. We provide input into the agreements for Apple, Data Center Management, Desktop and Notebooks (NDNA), IT related Accessories and Parts (ITRAP), Printing, Network, Servers and Storage (SSSNA), Software (SLRA), vulnerability services. The group regularly review and pass feedback to the representatives in those groups and the NWUPC to help clarify and improve for the future.

Sub Groups

We have several members who attend review meetings for key contracts and help shape those agreements for all, Gary Lloyd for the Apple agreement, Mark Allinson on UCISA events and the chairman on NDNA and SSSNA agreements. The effort and knowledge these people share is invaluable and helps all members to get the most from the contracts. We appreciate all their efforts and their parent institutions for supporting them in these endeavours.

Matt Storey



Estates

It does not seem that long ago since I was writing my very first Chairs report. A year later it is time to reflect on what has been an exciting and challenging 12 months.

Estate Group Meetings

November

In November the group met at the University of Manchester. At this meeting we welcomed Glyn Cameron Branthwaite, Edge Hill University, Adam Worthington from Keele, Claire Wells, Staffordshire University, Nigel Beedon University of Cumbria. Jeremy from Liverpool School of Tropical Medicine was replaced by Steve Revill and Barry Newport retired from the University of Liverpool. I would like to thank Jeremy and Barry for their contribution to the Group, and take this opportunity to pass on my best wishes to Barry for a long, healthy and happy retirement.

The presentation at this group meeting was provided by Europcar.

February

In February it was the turn of Lancaster University to host the group. Winter had one last renaissance with heavy snow and blizzards and I must thank everyone who attended, as well as those who were thwarted on route, due to the deteriorating weather conditions. Alwyn from Bangor left the group, with Andy Easter joining the group as Bangor's representative. Carol Yates, Lancaster University and Natalie Love from Manchester Metropolitan University also joined the group. I would like to thank Alwyn for his contribution during his time on the Group. At this meeting the group participated in a strategy workshop which looked at the strengths, weaknesses, opportunities and threats from a Capital and Facilities view. This was to identify issues which may have an impact on

the category in the future. On completion of the workshop it was evident that there were a lot of similarities between the two areas with issues such as Brexit, sharing of knowledge/expertise, modern slavery, being common to both sides of the estates category. All of the information from this workshop was collated and used as part of the analysis in helping to develop the forthcoming Category Strategy.

At the time the group did not realise that the February meeting would be the last one attended by our Estates Category Manager, Laura Hough. I have had the pleasure of working with Laura since she took over the category in May 2015. Laura contributed so much to the group and I would like to offer my personal thanks for all her dedication and contribution to the group and wish her every success with her future career.

May

In May the group visited Manchester Metropolitan University. With Laura off to pastures new, it was a warm welcome to Jane Edwards from the Consortium. Jane the Interim Head of Contracting was looking after our Category until the appointment of the new Estates Category Manager. We also welcomed John Humphreys from Harper Adams University to the group. Peter from the University of Salford left and I would like to thank him for his contribution to the group.

During this group meeting presentations were received from the Electrical Material Suppliers, City Electrical Factors, Edmundson Electrical Ltd, Rexel UK Ltd, Smith Bros. (Caer Conan) Wholesale Ltd and Yesss Electrical Ltd.

Video conferencing was successfully used at this meeting allowing Queens University Belfast and University of Worcester to participate.

Estates Category Manager

In June, it was confirmed that Natasha Peacock would be the new Estates Category Manager. Natasha will be a welcome addition to the Estates group and we wish her every success in this role. The group are looking forward to working with her in the future.

Contracting Activities

During the year new Contracts were awarded for Cash and Valuables in Transit and Electrical Materials & Associated Products. The frameworks will continue to be a core activity of the group and they will form a key part of the new Category Strategy.

The group continues to manage the balance between strategic and operational, which in the future will hopefully provide a structured approach to the groups contracting activities in the future. To all of the Universities which hosted an Estates group meeting this year, thank you for your warm welcome and kind hospitality.

A special thank you to Jane Billows and Emma Tweedie. Their hard work and excellent support throughout the year helps to make the group run smoothly and to give the impression the Chair looks organised and knows what he is doing at the group meetings, no easy task!

It has been a privilege to be the Chair of the Estates group over these past 12 months. As a group there have been some significant challenges we have had to face this year. The incredible commitment, support and dedication, from everyone connected with the group, has meant that together, we have successfully overcome these challenges.

I look forward to working with you all over the next 12 months and hope that the group continues to go from strength to strength. Thank you all once again for your support, it really is greatly appreciated.

David Morris



Domestics

This year's round of category meetings started in November with a visit to Liverpool John Moores University with another large turnout of members. We welcomed our new category manager Sarah Dye who has taken over the helm from Helen Dodd-Williams who has moved to pastures new within the consortium. We also welcomed Richard Yoxall from MMU, Lowri Willis from LJMU, Mike Hamer from Glyndwr and also welcomed back to the group Gemma Lord who rejoins us following her maternity leave. We were also joined again by Kirsty Telford via video link from Queens Belfast. After the meeting we had a presentation from Chespack who are one of the suppliers on the Cleaning and Janitorial supplies contract. The presentation consisted mainly of a demonstration of the iMop which is basically an electric mop which cuts down cleaning times considerably. There was lots of interest in the product from members and consequently orders placed for it.

February saw us move to the fabulous setting of the Churchill building at Chester where we were pleased to welcome Phil Marshall from the Liverpool Institute for Performing Arts who have joined the consortium as new members. Sadly we said goodbye to Jessica Mottershaw from Lancaster who left the group to take up a new category area within Lancaster University. The hunt was also launched for a new deputy chair following Dewi Owen having to step down due to work commitments. I would like to say thank you to Dewi for all the work, effort and support he has given to me whilst he's been deputy chair, fortunately he will be remaining as a member of the group.

New framework agreements for the 3 lots in the Soft Furnishings and Associated Products contract were due to start on 1st March. A big thank you was given to Jacquie Gaffney and Emily Taylor for all their hard work on the tender working party and also to Sarah Dye who oversaw the contract.

After the meeting concluded we were treated to a presentation from Glasdon's and were shown how they are tackling the problem of recycling coffee cups. In May we were guests of University of Liverpool. The hunt for the Deputy Chair was concluded and Jacquie Gaffney, University of Chester volunteered to undertake the position.

This meeting received information about the newly awarded Deep and Specialist Cleaning contract. This contract was managed by NEUPC but again thanks to Emily Taylor who was also on the tender working group.

The group received two presentations the first was from Alex Clark the environmental officer from residential services at the University of Manchester who concentrated on the "Give it Don't Bin It" campaign which is run in conjunction with the British Heart Foundation (BHF) and is aimed at students in the halls of residence who are encouraged to donate all their unwanted items of clothing, kitchen items and small working electronic items at the end of term prior to moving out of halls. BHF then sell the items on through their network of high street shops nationwide. So far over the last 5 years the campaign has raised just over £1M for BHF research into heart diseases. University of Chester has also joined the scheme and it's hoped more institutions will follow soon.

The second presentation was from the group's Emily Taylor who provided a very interesting and informative case study outlining the journey taken at University of Manchester to award a new supplier through a mini competition on the Cleaning and Janitorial agreement.

This will be my last annual report as chair of the Domestic group as I plan to retire from my role at the University of Manchester in the New Year. I would like to take the opportunity to say that I have enjoyed my time both as a member of the category group and of

late as its chair. I would like to say a massive thank you to all the group members and the members of staff from NWUPC who over the years have contributed to our meetings and particularly for the support you have given me as chair.

I'm a firm believer in the NWUPC and all the work it and the group members do and hope you go from strength to strength, I wish you all the very best for the future and thank you.

Alan Ashcroft

Furniture

During the last 12 months we saw Laura Hough depart NWUPC, and was replaced by Natasha Peacock.

One of Natasha's first actions was to meet with myself as Chair, and Angela Reppion –Deputy Chair, to understand the Furniture Category Group, and what our objectives are.

During the autumn the tender working party was established, and work is underway on the preparation of the tender documents. The tender will be advertised in January 2019, with a contract commencement date of 1st May 2019. Therefore we will have a busy Summer ahead, as we will be implementing the new contract, and promoting this to all members. It is possible there will be extra ordinary meetings, as we will wish to visit supplier's premises, especially if any new companies are appointed to the framework

A very special thanks to the tender working party, whose input has been invaluable in helping Natasha draft the tender documents.

Kathy Houghton

Laboratory

Yet another year has passed and here I am submitting my annual report as Chair of the Laboratory Supplies Category Group for the NWUPC. It's been a busy year, not least for those involved with sub-groups and tenders, and I can't believe it's been twelve months since the last one.

Our three meetings in 2017/2018 were: at the University of Bolton in November; at the University of Central Lancashire in March and then at one of our suppliers, Cool Repair Services in July. This year's meetings saw some excellent and very informative presentations which gave us all much food for thought. In November we had presentations from NEB and Life Science Group, whilst in March we heard a presentation from Scientific Laboratory Supplies. The supplier's visit to Cool Repair in July was really eye-opening. Apart from the fact that I never have I been so lost trying to get somewhere, I have never seen quite so many ultra-low temperature freezers in one place before! Cool Repair were excellent hosts, hospitable and friendly and keen to show us around their facility. They are an excellent example of how an SME can play a hugely important role in Higher Education sector.

Meetings are always friendly and provide good opportunities for net-working. There is full representation across the group and while overall attendance is good, there were 5 institutions (Glyndwr, Liverpool Hope, Ulster, Worcester and Cumbria) who have not attended at all during the year. My feeling is that this is partly due to staff changes within institutions and a reflection of the increasing pressures on the sector's workforce, with more and more people finding it increasingly difficult to prioritise meetings of this kind. There have been a few changes within the group: Our stalwart, John Taylor retired from Manchester Metropolitan left the group and has been replaced by Bernard Ridings; Jane Dodd retired from Chester and has been replaced by

Hannah Rigby and Rebecca Turner; Donall Paton of Queens University, Belfast left and has been replaced by Chloe Williamson. We have also been joined by Stephen Hamer from the University of Manchester and also Mischele Barrigas and Alison Davidson from Staffordshire who replace Audra Jones who, if you recall, took voluntary severance at the end of 2016. We do hope that all our new members gain much from the opportunities that membership affords.

Existing contracts and negotiated agreements

covering the following products continue to be of benefit to members: Antibodies and Sera (and other related matrices) IRLA; Electronic Components - Lot 1 Electronic Components, Lot 2 Tools & Fixings, Lot 3 Test & Measurement Equipment and Lot 4 Batteries; IUPC Lab Gases; General Purpose Chemicals IRLA; Laboratory Consumables inc Pipettes and their Service IRLA; Laboratory Equipment Supply, Installation, Delivery and Post Installation Services; Liquid Handling Robotics; Mass Spectrometry and Chromatography.

New agreements awarded this year are: Microscopes and Imaging; Liquid Handling Robotics.

Potential contracting areas being considered include: Molecular Biology Research Services (Formally Life Sciences Services) (NEUPC); Life Sciences Equipment (LUPC); Pharmaceuticals for human and animal use (NEUPC).

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 and will continue to be so. Various category group members play key roles on sub-groups and other procurement groups. Thanks go to all those involved as it is due to their

effective participation in these groups that these first-rate contracts are made possible. These include: Jayne Bromley for her work with STEMed, the group previously known as the National Working Party on Laboratory Supplies (NWPLS); Barry Grail (Bangor) is involved with the Laboratory Equipment framework; Chris Silker (Liverpool) on the Lab Chemicals and Consumables framework. Jane Edwards has also been involved in the Molecular Biology Research Services tender process.

Continuing representation at review meetings for agreements such as the Gases framework and lab equipment agreements ensure that feedback between end-users and suppliers continues and is effective. HVLE review meetings were held over the course of several months – a mammoth exercise! Paul Carter from Manchester has been heavily involved with many of these.

Thanks must go to all of our willing volunteers from within our category group – it's quite a commitment to ensure that the system works effectively. I also mustn't leave out the NWUPC office staff for all their hard work behind the scenes, and of course last, but not least, you the end-users and purchasers for supporting all the contracts and agreements. Thank you all so much for all that you've done and continue to do. In these times of economic stringency and cutbacks in funding, good, effective procurement practice becomes ever more important.

Best wishes

Victoria Talbot

Office Solutions

In this reporting year a major new national framework was successfully awarded to supply Print Solutions to members, this is a new framework for the NWUPC and was structured with 10 regional lots plus a national lot covering Print Management Services - Neutral Vendor.. Presentations from the suppliers are planned for a future meeting.



The Office, Computer & Library Supplies sub group continued to meet on a quarterly basis with Banner to ensure that members are receiving the correct level of service and to develop and continuously improve the framework. Banner attended the October Category Group meeting to discuss a number of issues directly with members which resulted in a number of solutions being tabled.

In March the group experienced a first for the NWUPC, as we had to cancel the first meeting of the year due to bad weather conditions, making travel dangerous, this was unprecedented. The meeting was rearranged with short notice which reflected in the low turnout at the Harper Adams meeting.

As always, I would like to thank the members of the sub group for attending and contributing to contract review meetings and to the Category Group members for their continued support and contribution to the Category meetings and I look forward to working with you and developing current contracting arrangements.

Linda Sutton

Professional Services

All members have agreed it is of huge benefit that NWUPC now have a group which discusses the performance of many high profile contracts, such as Audit and Legal.

This enables Member representation on the National Professional Services Meeting, allowing us to ensure NWUPC needs are considered.

As a new group our initial focus was on cleansing the list of contracts to ensure only those applicable to our category were discussed. I'd like to pass on my thanks to colleagues on other groups for taking the identified additional contracts.

The consortium now has good feedback from members on contracts which will lead to different approaches at renewal stage in some instances. This feedback had not happened prior to the group being created. In time this will increase usage of contracts.

The rather popular code of RZ has been interrogated. Lots of spend in this category is incorrectly coded, however this group and the National group are currently reviewing spend to ascertain any future contracting areas. Additionally the category tree is considered, again with future contracting areas in mind.

The group is also a useful networking opportunity which enables other topics to be discussed e.g. IR35. We have enjoyed useful presentations from Hill Dickinson, and Amazon with Barclays.

I have instigated recent discussions with the Consortium regarding improving the group's impact moving forwards now that the preliminary work has been largely completed. Ideas for discussion at our next meeting will consider this further. Options to be considered include; inviting relevant disciplines as members e.g. HR, Finance & legal colleagues along with relevant suppliers, and potentially re-organising meetings to suit this format.

With regards to new contracts we have commenced work on Financial Services, which will be a big undertaking and a challenge which we are keen to progress with.

I look forward to taking the group forward in the coming year and would like to thank those on the group for their valuable input.

Leanne Horton

Telecommunications

During the 2017-18 year the Telecommunications Group held termly meetings at the University of Chester, Liverpool Hope University and at the University of Cumbria. On behalf of the Group, I wish to extend our thanks to Allen, Phil and Abdul for hosting and facilitating these events. The Group continue to actively engage with a range of suppliers across the relevant Framework Agreements, and members have benefited from informative presentations from Vodafone and Crown Commercial Services, as well as regular updates on NWUPC's Sustainable Procurement activities from Rikaya Knott.

Group members welcomed the new NEUPC HE Networking – Supply and Services (HENSS) Framework Agreement, and eagerly await the CCS Network Services 2 (RM3808) and JISC Network Equipment Framework Agreement - both scheduled to commence in 2019. The NWUPC-led Telecoms Equipment framework has been extended for the second available 12-month period. Given the low levels of regional and national spend, the Group recommended that the agreement not be re-tendered when the current agreement ends on 30th November 2019.

Throughout the year the Group have continued to receive excellent support from NWUPC colleagues including (but not limited to) Jane Billows, David Lamb, Jane Edwards, Helen Dodd-Williams and Todd Jeffries (who joined us in May as the new Category Manager for Telecommunications). At the November (2017) meeting we noted our thanks to David for his significant contributions to the Group during his tenure, and members wished him well in his retirement. In March the long-term vacancy of Deputy Chair was filled when Nathan Millward (Lancaster University) kindly volunteered to undertake the role.

As detailed above, attendance levels at Group meetings have remained good with regular

representation from many institutions. I would like to note my thanks to all Group members, and their host institutions, for their continued support and contributions to the Telecommunications Group throughout the year.

Mark Allinson

Travel

The Travel Category Group was established in 2017 and this is the first annual report for the group. During the year 2017/18 the group met twice with meetings being hosted by Liverpool School of Tropical Medicine and Keele University.

I have supported the travel category for the sector by acting as a category manager in support of the SUPC framework agreement. Knowledge sharing from the supplier contract meetings can be disseminated to the group which underpins the drive for operational efficiencies and value for money.

The group share best practice at a strategic and operational level which impacts on the overall Programme spend.

Taking into consideration changes in the market suppliers have been invited in to present to the group new and innovative solutions and the group received presentations from Trainline, Booking.com, the Travel Visa company and KLM.

Members have also been contributors to the next re-iteration of the framework agreement which will launch in May 2019. This has given institutions the opportunity to ensure that the framework will cover their future needs.

Linda Wardle



ACCOUNTS

2017 - 2018

Principal activities

The principal activity of the company continued to be that of the support for the procurement activities of its members' institutions.

Directors

The directors who held office during the year and up to the date of signature of the financial statements were as follows:

M Davies	RESIGNED	02 FEB 2018
C Hubbard	RESIGNED	02 FEB 2018
P Hope	RESIGNED	02 FEB 2018
C Gibson		
S Randall-Paley		
C Davies	RESIGNED	15 MAY 2018
J Garton		
S Mole		
S Dauncey	APPOINTED	02 FEB 2018
D Elcock	APPOINTED	02 FEB 2018
T O'Keefe	APPOINTED	02 FEB 2018
S Furey	APPOINTED	02 FEB 2018



These financial statements have been prepared in accordance with the provisions applicable to companies subject to the small companies' regime.

The financial statements were approved by the board of directors and authorised for issue on 5 November 2018

Auditor Wylie & Bisset LLP were appointed as auditor to the company and in accordance with section 485 of the Companies Act 2006, a resolution proposing that they be re-appointed will be put at a General Meeting.

Income and Expenditure Account for year ended 31 July 2018

	2018 £	2017 £
Turnover	757,920	976,043
Cost of Sales	37,077	138,330
Administrative Expenses	706,408	717,401
Operating Surplus	14,435	120,312
Interest receivable	3,682	2,667
Interest payable	1,368	2,321
Surplus on ordinary activities before taxation	16,749	120,658
Tax on surplus in ordinary activities	5,006	-23,224
Surplus for the financial year	21,755	97,434

Balance Sheet as at 31 July 2018

	2018 £	2017 £
Fixed Assets		
Tangible Assets	4,900	8,157
Current Assets		
Trade and other receivables	276,239	412,801
Cash and cash equivalents	774,476	880,788
Less Current liabilities		
Creditors falling due within 1 year	133,320	309,261
Total Assets Less Current Liabilities	922,295	911,485
Less Provision for liabilities	71,252	82,196
Retained Earnings	851,043	829,289

Full Members

Bangor University	Royal Northern College of Music
Edge Hill University	Staffordshire University
Glyndŵr University	The University of Manchester
Harper Adams University	Ulster University
Keele University	University of Bolton
Lancaster University	University of Central Lancashire
Liverpool Hope University	University of Chester
Liverpool Institute for Performing Arts (LIPA)	University of Cumbria
Liverpool John Moores University	University of Liverpool
Liverpool School of Tropical Medicine	University of Salford
Manchester Metropolitan University	University of Worcester
Queen's University Belfast	

Associate Members

Newcastle-under-Lyme College
Sensor City Liverpool
SKA Organisation - Jodrell Bank Observatory
St Mary's University College Belfast
Stoke-on-Trent College
Stranmillis University College
The Faraday Institution



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