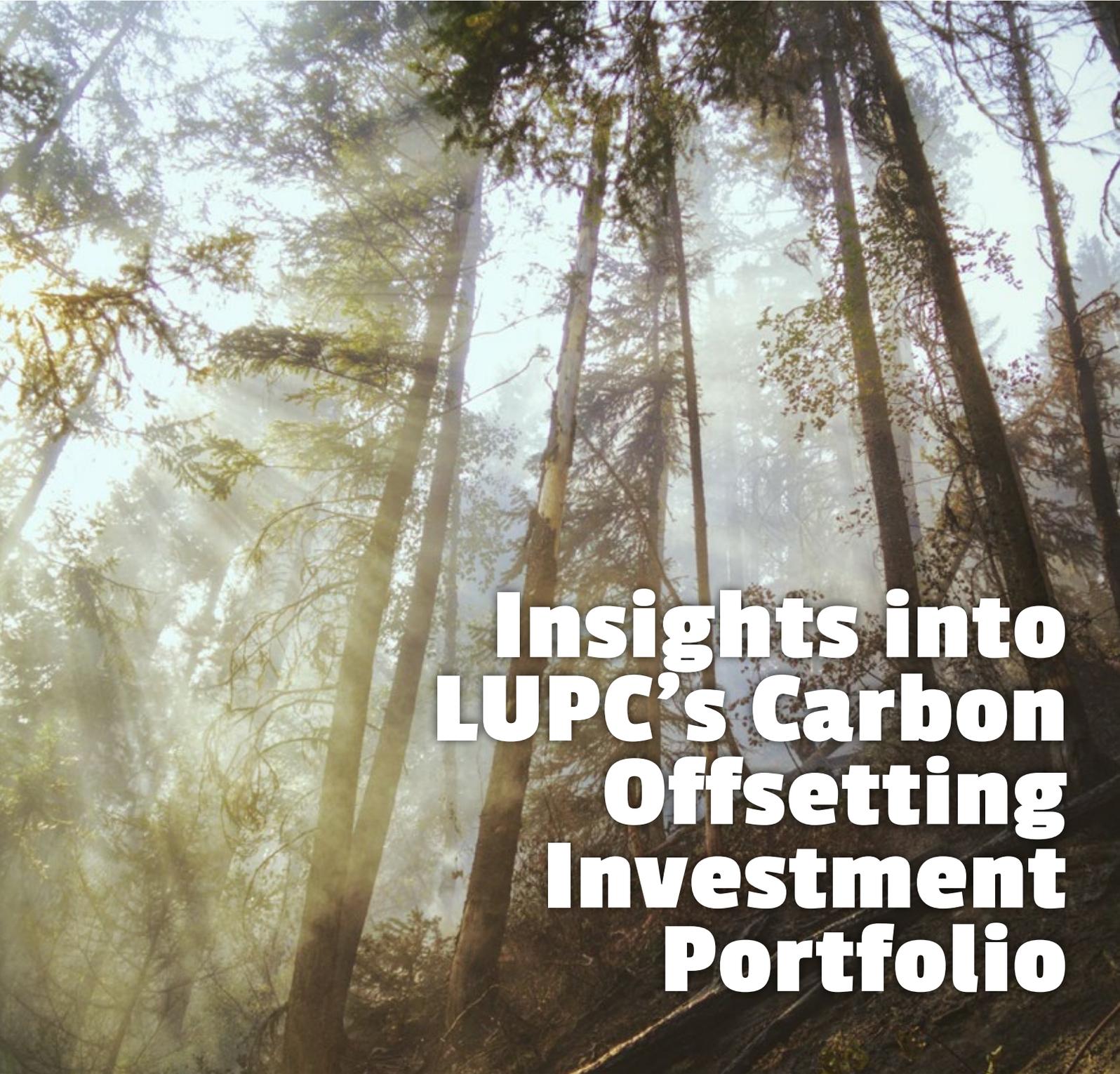


# Linked

WINTER 2024



THE MAGAZINE FOR LUPC MEMBERS AND SUPPLIERS



## Insights into LUPC's Carbon Offsetting Investment Portfolio



**ISO  
RE-ACCREDITATION**



**PREPARING  
YOUR TEAM  
FOR THE NEW  
PROCUREMENT  
REGULATIONS**

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# Welcome



## Welcome to the Winter edition of Linked Magazine

Welcome to the Winter edition of Linked Magazine

I hope the Christmas and New Year period provided you with a chance to relax and feel refreshed.

Here at LUPC we are very much looking forward to a busy year ahead, which includes working with our Board and Executive Committee, who represent the membership, on a new LUPC strategy to be launched in Autumn 2024.

We are also working hard to bring you a 2024 packed full of opportunities to network, receive training, support, and of course a fantastic line up of events. More on this, in the procurement training article where Suzanne Picken, head of Membership, Marketing and Communications, dives deep into the events calendar for the year ahead including the LUPC & SUPC Conference on 5th June 2024 in Central London.

I'm pleased to let you know that our Annual Review 2022-2023 has now been published. Our members spent £259m throughout the year on over 100 framework agreements, delivering £18.5m in savings. Our return on investment is now at 77:1.

The lead article for this edition covers our Carbon Offsetting Investment Portfolio. LUPC is mindful that offsetting is very much a last resort for those carbon emissions that are impossible to eliminate and that choosing the right offsetting projects to invest into is of paramount importance to ensure maximum efficacy.

In the article on page 21, Marisol Bernal, Affiliate Engagement Manager at Electronics Watch, talks us through their latest Virtual Summit which saw affiliates, monitoring partners and experts from 32 countries, exploring the ways in which public buyers are advancing human rights.

Deputy Director Jasbinder Sandhu covers two articles for this edition, the first one reporting on our ISO 20400 reaccreditation, which saw us getting a score of 4.20, considered to be "Leading" by Action Sustainability. With many of our members thinking about how to best prepare for the upcoming changes in the new regulations, in this edition's Procurement 101, Jasbinder provides a snapshot of the steps LUPC is taking to ensure our team is ready for the new Procurement Act.

This month we welcomed our first ever Procurement Trainee Apprentices, Amariah Nair and Zahran Ahmed. They will be taking on Procurement Administrator roles within LUPC, supporting our category managers in their tendering activity and in the wider delivery of supporting services to our members. Both are looking forward to the next two years, learning all about the world of procurement. I am sure you will join me in welcoming them to the sector and a to a wonderful career in procurement.

I am very much looking forward to working with you all this year!

## LUPC Annual Review for 2022-2023 now available

We are pleased to announce that we have published our Annual Review for 2022-2023!

Our members spent £259m throughout the year on over 100 framework agreements, delivering £18.5m in savings. Our return on investment is now at 77:1.

In the review you can read about LUPC's activity in 2022-23 which includes:

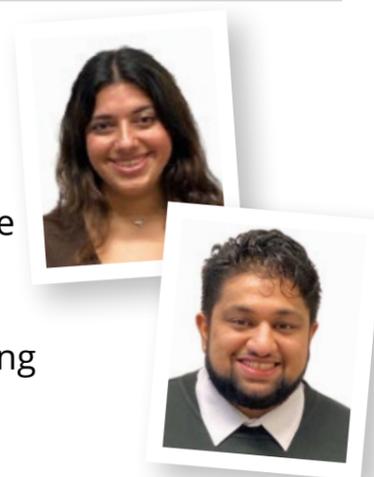
- the highlights of the key category areas and responsible procurement initiatives,
- an overview of our 2022-23 financial position,
- a review of work across UKUPC,
- an update on our achievements against the KPIs of our corporate strategy for 2021-24; Working together to achieve shared goals in a changing world. This also includes progress against the KPIs of our Responsible Procurement Strategic Plan, and
- how we have engaged with our members through the delivery of events and networking opportunities, and the resources we have provided to assist with procurement activities.

As always, we would like to say a big thank you to the many members who have supported our work by serving on our commodity groups, tender working parties, the Board, or the Executive Committee; we could not achieve what we do without them.



## LUPC welcomes first ever Procurement Trainee Apprentices

In January, we welcomed our first ever Procurement Trainee Apprentices, Amariah Nair and Zahran Ahmed. The Apprentices will be taking on Procurement Administrator roles within LUPC, assisting our category managers with their tendering activity and in the wider delivery of providing support to our members. Both are looking forward to a packed full two-year learning all about procurement!



## Framework updates

**Fairphone** The LUPC-led *Mobile Phones - Ethically Sourced* Agreement via Your Co-op Mobile, has now been updated on [HE Contracts](#) to include the new Fairphone 5 alongside the current series 4.

### New NWUPC Facilities Supplies Framework now available

The new Facilities Supplies Framework (EFM3190 NW) is now available to members. This agreement is a renewal of Air Filters, Electrical Products and Plumbing and Heating Supplies.

### Gift Cards & Vouchers Framework (OFF3019 NW) now launched!

The Gift Cards & Vouchers Framework (OFF3019 NW) is a new agreement and was previously part of the Promotional Merchandise Framework.

## Annual Member Benefit Reports now out

We circulated our bespoke annual member benefit reports to our full members in November, outlining their spend and savings through UKUPC, JISC and CCS framework agreements. The reports also highlight where members have made further savings through accessing LUPC member benefits such as Creditsafe and Electronics Watch. In addition, we identified for each member which LUPC events were attended by staff at their organisation, enhancing employees' continued professional development (CPD), specifically in the area of procurement.

## Latest UKUPC Market Insight Document out now (December 2023)

The latest quarterly [UKUPC Market Insight Document](#) was published on 1 December. This report is provided for UKUPC members by the professional category leads across the university purchasing consortia, providing insight on what is happening in national and international supply chains. A full detailed report as well as a summary with a high-level view of the key issues affecting each category is available. The summary may be read, and shared internally, alone or in conjunction with the full detailed market insight document.



## Events

### Leadership Development Workshop for Heads of Procurement

25 January 2024  
09.00 - 16.30

### Heads of Procurement Monthly Meeting

26 January, 23 February, 22 March 2024  
09:30 - 10:30

### How to become a leading organisation within sustainable procurement

06 February 2024  
11:00 - 12:30

### Introduction to Procurement for Internal Stakeholders

29 February 2024  
10.00 - 11.30

### Commercial Aspects

12 March 2024  
10.00 - 11.30

### Contract Implementation and Contract Management for Stakeholders

6 April 2024  
09.30 - 12.45

### Negotiation

23 April 2024  
10.00 - 11.30

### A master class in managing contracts: What Does Best Practice Contract Management Look Like?

14 May 2024  
09.30 - 15.30

### Specification Writing

02 July 2024  
10.00 - 11.30

Please check the [events section](#) of the LUPC website to stay up to date and to register attendance.

## News

### Procurement Act 2023 receives Royal Assent and GCF launches 'Knowledge Drops'



The Procurement Act 2023 received Royal Assent on 26 October 2023. It is now in its final form and is available on the [www.legislation.gov.uk](http://www.legislation.gov.uk) site. In early 2024, secondary legislation (regulations) will be laid to bring some elements of the Bill and the wider regime into effect. The Government Commercial Function (GCF) will give a minimum of 6 months' notice before 'go-live', which is anticipated to be October 2024.

The GCF has announced the launch of the first official training products to support the introduction of the new Procurement Act: the [Transforming Public Procurement Knowledge Drops](#). All materials will be accessible from their Transforming Public Procurement webpages on [Gov.uk](http://Gov.uk).

### Bespoke reports now available on My LUPC!

The [Your Member Benefits page of our website](#) is now even more tailored to individuals at our member organisations. At the top of this page, members will find buttons that will take them through to their [profile](#); their [discussions](#); their [Events](#); and now their [Documents](#).

In the Documents tab, we will upload any reports that are specific to individuals and, for those that are the Procurement Lead/Main Purchasing Contact for the member organisation, they will also find bespoke organisation reports that we create, such as the annual Member Benefit Report.



### New Financial Thresholds from 1 January 2024

The new financial thresholds for the application of the Public Contracts Regulations 2015 effective 1 January 2024:

	EFFECTIVE 1 Jan 2024 (inc VAT)
<b>PUBLIC CONTRACT REGULATIONS 2015</b>	
Works	£5,372,609
Services and Supplies (central government authorities)	£139,688
Services and Supplies (other public sector authorities)	£214,904
<b>CONCESSION CONTRACTS REGULATIONS 2016</b>	
Concession Contracts	£5,372,609
<b>UTILITIES CONTRACTS REGULATIONS 2016</b>	
Works	£5,372,609
Services and Supplies	£429,809
<b>LIGHT TOUCH REGIME</b>	
Public Contracts	£663,540
Utilities	£884,720



## Litmus is a LUPC Framework Supplier Catering Outsourced Services Framework Agreement CAT5079 LU

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### Contact

Joe Parfitt is our Education Consultancy Director, his contact details are below, or scan the QR code.  
M: 07837 759 198  
E: [joeparfitt@litmuspartnership.co.uk](mailto:joeparfitt@litmuspartnership.co.uk)  
W: [www.litmuspartnership.co.uk](http://www.litmuspartnership.co.uk)  
X: @litmusolutions



More details about Litmus? Scan or click on the QR Code



Litmus have been providing catering and FM consultancy in University settings for over 30 years and we are very proud of our track record.

We understand that each campus has its own identity. Its own culture. Its own community and its own challenges.

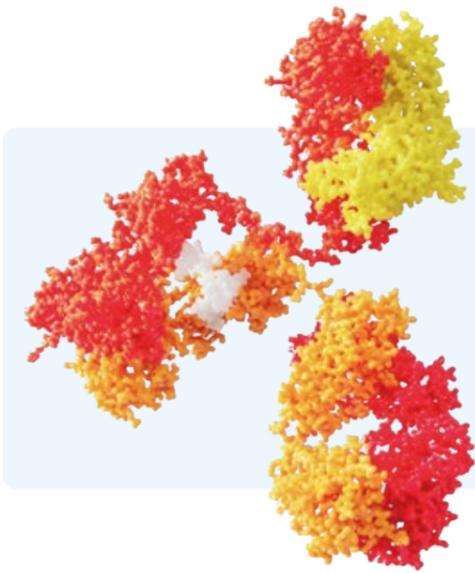
We're here to help your university create the best possible range of foodservice solutions, whether traditional, retail or concession - contracted or managed in-house.

### Common challenges in University settings:

- ▶ What food and drink services do customers want?
- ▶ How do customers want to access those services?
- ▶ Take the services to the customer or serve from fixed outlets?
- ▶ Balancing the demand for plant-based options
- ▶ Flexing a service model that allows scaling up and down to align with consumers' needs?
- ▶ Meeting and exceeding regulations on Allergens?
- ▶ Embracing new technology & digitising service delivery via click and collect, scan & go and loyalty?
- ▶ Keeping pace with customer expectations as preferences and circumstances change?

# Laboratories and STEMed

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Ross Wheatcroft

Business Development Manager

Tel.: 01223 298 875

Email: [ross.wheatcroft@antibodies.com](mailto:ross.wheatcroft@antibodies.com)

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## Responsible Procurement updates Autumn 2023

09

### LUPC Publishes ninth Modern Slavery Statement (MSS)

LUPC is pleased to publish its ninth [Modern Slavery Statement \(MSS\)](#) covering 2022-23. Along with all previous statements, it is available on our website and is in the process of being added to government's Modern Slavery Statement Registry.

Our latest statement includes the continued rollout of the government's Modern Slavery Assessment Tool (MSAT) to framework agreement suppliers and details the ongoing progress on our Supplier Due Diligence Tool (SDDT).

Our approach aims to support suppliers to meet our Responsible Procurement expectations, establishes baseline measures for key sustainability KPIs and has expanded to include engagement and support on proposed corrective actions.

Further highlights in this year's Statement include detail on how we have been working with members to support the development of their Modern Slavery Statements, as well as our affiliation with Electronics Watch. This affiliation allows for greater transparency within our ICT supply chains.

### Supplier Due Diligence

We have been working on enhancing our approach to supplier due diligence and engagement.

In addition to the Responsible Procurement questions that already make up a portion of the weighting for awarding a position on framework agreements, we are building feedback on Responsible Procurement into contract management. We do this via the Supplier Due Diligence Tool (SDDT), which is a questionnaire reviewing suppliers' approach across key environmental, social and governance topics – particularly those that have a direct impact on our members.

The questionnaire includes the provision of evidence to support claims. After evaluation

of responses from suppliers, we develop a comprehensive written report, which includes recommended corrective actions, where necessary, as well as links to useful resources to support suppliers with these actions. Going forward, follow up on corrective actions will be included in contract management, with our Responsible Procurement Lead joining Senior Category Managers in supplier engagement.

We are excited about the supplier development planned for inclusion in LUPC's Responsible Procurement Strategy, aligned with the organisation's strategy and the UKUPC Responsible Procurement Strategy.

### Unseen

Our annual LUPC Membership Survey for 2023 closed on 30 Nov 2023. We pledged to donate £5 to **Unseen** for every member organisation from whom we received a completed survey. We managed to raise £200.

**Unseen** is a not-for-profit organisation, who run the UK [Modern Slavery & Exploitation Helpline](#). The Helpline operates 24/7, 365 days a year. It is free to use, available in more than 200 languages and confidential. Expert Helpline Advisers are there for support and advice, not only for victims of modern slavery, but for the public, businesses and statutory agencies like the police, NHS and local government.

If you need help, have concerns, or need advice, call the hotline on 08000 121 700. Other routes to communicate with Unseen, include the web portal [www.modernslaveryhelpline.org](http://www.modernslaveryhelpline.org) and an app that is available to download via the QR code below.

Here at LUPC, we are engaging with Unseen as we increase our efforts to help eradicate modern slavery in the UK. In addition to our affiliation with Electronics Watch, we will be widening our reach across more sectors in the UK by collaborating with Unseen.





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## OUR ISO 20400 RE-ACCREDITATION

In this article, Deputy Director Jasbinder Sandhu, discusses LUPC'S involvement with [Action Sustainability](#) for our ISO re-accreditation. [BS ISO 20400:2017](#) is the international standard for sustainable procurement. It sets out a framework and approach to the procurement of goods and services that contribute to sustainable development considering relevant impacts to the environment, society, ethics, and economics.

During the course of 2023, we worked with [Action Sustainability](#) for the LUPC [ISO re-accreditation](#). Action Sustainability are globally recognised leaders in procurement and supply chain management so their assessment of LUPC'S responsible procurement policies and practices was very important to us.

### Why it matters

At LUPC, responsible procurement is built into our core, it is in everything that we do, in the way that we think and in the way that we act. We understand that we are in a strong

position to make a stand and a difference by forging good practice and strategic decision making, this impact follows through to all of those using our frameworks. We strongly believe in the movement of change that we are creating for our members by working together with our suppliers and partners.

### The ISO standard states:

*“Every organisation has environmental, social, and economic impacts. Procurement is a powerful instrument for organisations wishing to behave in a responsible way and contribute*

*to sustainable development and to the achievement of the United Nations Sustainable Development Goals. By integrating sustainability in procurement policies and practices, including supply chains, organisations can manage risks for sustainable environmental, social, and economic development."*

**Our Result:**

We are very proud to report our score of 4.20 which is considered to be "Leading" by Action Sustainability.

*"LUPC is the only organisation in the last two financial years that we have*

*evaluated to have achieved Leading status"*.

Our initial result in 2018 was that of a leading organisation, and since then, we have implemented further improvements and developments. We have shown industry and sector leading initiatives which have resulted in us retaining our Leading status. This is despite the difficulties in the supply chain and external environmental factors (COVID-19, Brexit implications and the Russia-Ukraine crisis). Where other organisations have struggled to maintain their

scoring and status, LUPC has continued to invest in Responsible Procurement and is thriving within its procurement practices, looking for continuous improvement.

**The Determining Factors:**

Action Sustainability undertook a series of measurements for their assessment, from interviewing key members of the LUPC team, a thorough review of our documentation, policies, and tendering documents, through to our contract management practices. They looked at how we engage with outside organisations, for example our work with the Ellen McArthur foundation, and how we translated our learnings into our Catering and Outsourced Services Frameworks. We demonstrated a proactive approach on understanding sustainability issues to provide preventative measures and suitable solutions which result in impactful benefits to our member organisations.

They were particularly impressed with our in-depth assessment of sustainability risks and opportunities, and how this is structured, considered and addressed within our documentation and in our contract management.

Another element that supported our Leading approach was our work with the Supplier Due Diligence Tool as well as our close working

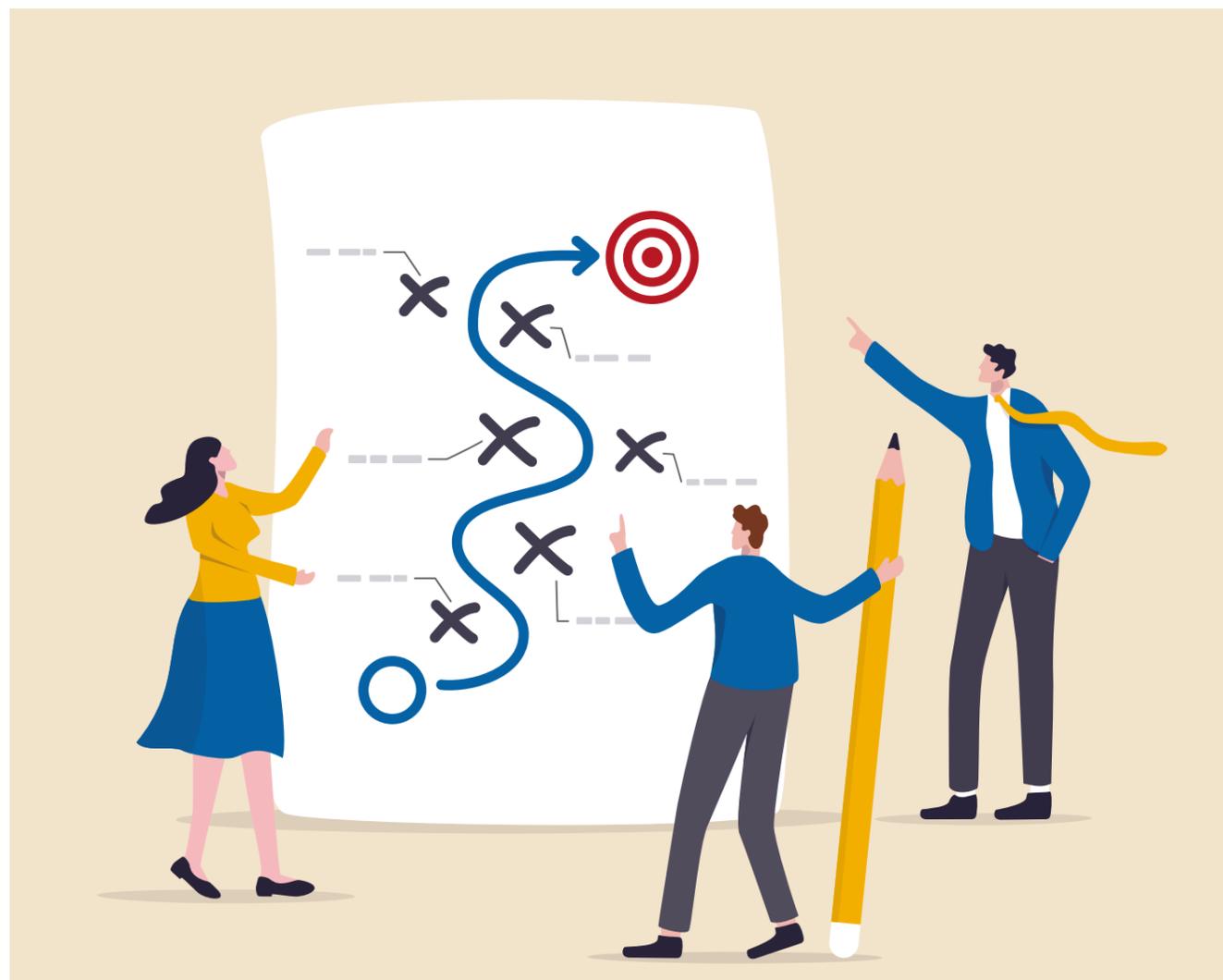
relationships with our stakeholders and suppliers.

**Structure of the ISO 20400 Standard**

- **Fundamentals:** the scope and principles of sustainable procurement and why organisations should undertake sustainable procurement.
- **Policy & Strategy:** how sustainability should be integrated at a strategic level within procurement to ensure intention, direction and priorities are documented and understood by all relevant stakeholders.
- **Organising the Procurement Function (Enablers):** the organisational conditions and management techniques needed to successfully implement sustainable procurement.
- **Procurement Process:** how sustainability considerations should be integrated into existing procurement practices.

**The Future**

Our future is bright, we have strong views on the achievements and advances that we would like to make within our procurement practices in 2024 and as an organisation. We will be working with our Board on our new organisational strategy and will be writing our new Responsible Procurement Strategy. Watch this space!



## Responsible Procurement: Case Study

### Want to learn more?

LUPC and other UKUPC members can join Mellita D'Silva, Senior Sustainable Procurement Consultant at Action Sustainability, who will showcase three live client case studies with guest speakers from us at LUPC, Westminster City Council, and the City of London.

You'll discover the benefits of collaboration within sustainable procurement, and how you can promote cross-industry learning and best practice to become a leading organisation within sustainable procurement.

### Outcomes for participants:

By the end of this webinar you will:

- Gather good practice examples of Sustainable Procurement from the HE and Public Sectors;
- Understand ways of supporting Due Diligence in Modern Slavery;
- Gain knowledge of how you can streamline your efforts to improve your scope 3 emissions data gathering;
- Adopt cross industry learning via the examples and case studies being presented.

[Register here.](#)



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framework agreement



www.glasdon.com

## LUPC'S CARBON OFFSETTING INVESTMENT PORTFOLIO

*In 2022, LUPC commissioned a report into its carbon footprint to identify areas for carbon reduction, and to highlight the number of tonnes of carbon that needed to be offset. LUPC is mindful that offsetting is very much a last resort for those carbon emissions that are impossible to eliminate. In this article, Senior Category Manager Justin McLoughlin, talks us through the four projects LUPC invested into on the road to Net Zero.*

LUPC identified the need to offset several tonnes of carbon, largely emissions that are either outside of our control, such as premises gas and electricity services, or unavoidable travel and commuting costs. As a result, in 2023 we approached the Lot 2 Carbon Offsetting Services providers to see which offsetting projects were available for us to invest in. With this in mind, and a budget allocation, LUPC chose [MyCarbon](#)'s proposals as the most interesting and varied selection of projects to invest in.

For context, it is worth going over what offsetting is and the inherent risks involved.

### What is Carbon Offsetting?

Carbon offsetting is the process of reducing or removing the emissions of greenhouse gases in the atmosphere countered with the output of greenhouse gases from your organisation.

The [Federation of Small Business](#)' has a good analogy on this:

"If you think of your carbon footprint

as a form of accounting, then your emissions are your expenditure and any carbon offsets you buy is your revenue. You want to breakeven each year to achieve net carbon zero."

### Inherent Risks of Carbon Offsetting

Due to the nature of the emergent carbon offsetting market, there are inherent risk factors in any engagement with organisations offering carbon offsetting assistance. These range from greenwashing techniques through to misleading accreditations. Offsetting often relies on projects which take time to mature and deliver their impacts. This can lead to a misalignment in accounting for offsets.

There are numerous standards and the implementation of these can be confusing, misleading and potentially enable exploitation by companies to falsely claim they are making positive steps in their route to net zero. As a sector, and referring back to the key messages from COP26, a standard industry wide approach to robust standards and how we implement



these against our own road to net zero is key in mitigating against these risks. There are many other considerations to take into account with the [World Economic Forum](#) site offering an informative breakdown of these.

**The Projects**

Four projects were chosen to invest in. These four represent a variety of local and international, well established, and innovative projects all distinct in their approach to carbon capture.

It should be noted the descriptions in italics below come from the portfolio submitted by MyCarbon.

**Running Tide**

*Running Tide carbon removal system*

*scales multiple natural pathways, including terrestrial and marine biomass sinking and ocean alkalinity enhancement.*

*This integrated solution safely and efficiently moves carbon from the fast carbon cycle to the slow carbon cycle at the bottom of the ocean, where it can no longer contribute to further atmospheric warming of ocean acidification.*

At LUPC we were very keen to invest in this remarkable project of capturing carbon through the use of kelp and wooden balls. It shows how innovative carbon capture can be!

**Premier Forest**

*Premier Forest produces bricks of biochar that are sold to compost*

*producers who mix it with other organic materials.*

*A lifecycle analysis of the biochar produced found that 2.96 tonnes of CO<sup>2</sup> are removed and sequestered for every ton of biochar sold.*

LUPC wanted to invest in a more local project. In this regard we chose a project based in Wales after looking at peatland and woodland projects.

**Delta Blue Carbon**

*The Delta Blue Carbon project is designed to promote climate change mitigation and adaptation, conserve and maintain biodiversity, improve livelihoods of local communities, ensure coastal areas protection, and create alternative livelihoods in 350,000 hectares of Tidal Wetlands on the south-east coast of Sindh in Pakistan.*

It is important to recognise that the climate crisis is global, and our approaches should contain a global response. LUPC wanted to take its investment further afield and the restoration of mangrove swamps spoke to us in many ways. This pioneering project will protect the swamps for future generations.

**Renewable Energy**

*Renewable Energy Financing carbon credits support the establishment of new*

*renewable energy projects that aim to reduce greenhouse gas emissions and promote sustainable practices.*

*Through the utilization of cutting-edge technologies and sustainable methodologies, this initiative aims to reduce greenhouse gas emissions by facilitating the transition from high-emission activities to low-carbon alternatives.*

Vitaly important for the future, investment in renewable energy was a simple decision to make for LUPC.

**Our Portfolio**

The table below shows the % of portfolio assigned to each project and the volume of tonnes against each project.

LUPC recognises that offsetting is used for emissions which cannot be reduced and only one part of the road to net zero ([see page 35 of the Autumn 2023 edition of Linked Magazine](#)). We will continue to monitor our carbon footprint and invest in projects which provide a holistic approach to offsetting.

Should you require any more information on the projects LUPC have invested in or advice on how best to invest please contact [Justin McLoughlin](#) or [Mags Shapiro](#).

Project	Portfolio %	Volume (tonnes)
Running Tide	9	21
Premier Forest	8	18
Blue Carbon	47	109
Renewable Energy	36	83
<b>Total</b>	<b>100%</b>	<b>231 tonnes</b>

# LUPC Framework Supplier

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## ELECTRONICS WATCH VIRTUAL SUMMIT 2023: PUBLIC BUYERS AND WORKERS ADVANCING HUMAN RIGHTS TOGETHER

Marisol Bernal, Affiliate Engagement Manager talks us through the latest Electronics Watch Virtual Summit.

The summit saw affiliates, monitoring partners and experts from 32 different countries, exploring the ways in which public buyers and workers are advancing human rights together.

Taking place from 14-16 November, the three-day Summit began with organisational highlights from the Electronics Watch Director and staff members, who shared key developments and achievements from the past year. We heard about affiliate engagement, the Low Emissions Vehicle Programme, supply chain transparency, grievance mechanisms, evidence, and a new approach to remedy that puts the needs of harmed workers at the centre – where they belong.

### The potential of the regulatory environment: national and international legislation

The second part of the session focused on the potential of the regulatory environment—human rights and environmental due diligence, trade measures,

and reporting/transparency requirements—and how this environment can help advance workers’ rights in public procurement supply chains.

LUPC’s board member, Dr Olga Martin-Ortega, moderated the session. Dr Martin-Ortega is widely recognised as an expert on business and human rights, public procurement and human rights, human rights in global supply chains and due diligence. Speakers from Australia, Belgium, Germany, Norway and the UN Working Group on Business and Human Rights discussed how public buyers can set expectations and demonstrate higher standards for human rights due diligence. The conversation covered policy, practice and national and international regulations, including the European Corporate Sustainability Due Diligence Directive (CSDDD), the Australian Modern



Slavery Act, how public buyers and industry are reacting to Norway's transparency law, and the impact of German supply chain legislation.

**Battery supply chains: human rights violations and due diligence**

The second day focused on mining and battery manufacturing. During a round table discussion speakers provided an overview of Electronics Watch Low Emissions Vehicle Programme and monitoring in mines. They also explored conditions in mines across the Democratic Republic of Congo (DRC) and sub-Saharan Africa, and battery manufacturing facilities in Hungary. Public buyers, who included TfL, discussed what they are doing to establish human rights due diligence in their battery supply chains.

**Monitoring partners and public buyers in conversation**

The third session 'Stories of challenge

and change' brought affiliates and monitoring partners together to discuss systematic issues workers face in global electronics supply chains. Monitors from Nepal, India and Malaysia shared on-the-ground insights related to freedom of association and the right to collective bargaining, forced labour, and challenges to achieving a living wage across the supply chain. They were joined by affiliates from the London School of Economics and Political Science (UK), Griffith University (Australia) and the City of Copenhagen (Denmark), who shared their efforts to address these issues, including how they use evidence from worker-driven monitoring to inform their supplier dialogue.

During the three days, Electronics Watch created a space for sharing, exchanging and learning from both public buyers and monitoring partners.

All full members of LUPC are

automatically affiliated to Electronics Watch. If you want to learn more about your affiliation, you can contact [Marisol Bernal](#), Affiliate Engagement Manager.

The recordings for day 1 and day 2 are publicly [available here](#), and the recording for day 3 (affiliates only) is [here](#).



**ACHILLES THEMIS - YOUR PUBLIC PROCUREMENT TOOLKIT**

Jenny Smith, Head of Training and Consultancy at Achilles, outlines the key aspects of Achilles THEMIS, providing a one stop shop for online access to information on Public Procurement. With all the changes in public procurement legislation occurring this year, now is the time to make the most of this free LUPC member benefit.

Achilles THEMIS was introduced, at no extra cost to LUPC members, as a valuable addition to LUPC's member benefits back in 2019. It is used by over 500 organisations that are covered by UK & EU procurement legislation.

With nearly 30 years' experience across multiple industries and regions, Achilles has extensive experience of working with public

sector and utility organisations. We understand the need for a comprehensive up-to-date system that can help procurement professionals to understand the risks involved in public procurement, and the importance of current information readily available at an affordable cost.

Many procurement professionals within LUPC member organisations work within a regulated sector and

are faced with ensuring compliance of procurement processes and procedures. In the constantly changing and evolving sphere of UK procurement legislation this is often a daunting and infeasible task. At the time of writing, the Procurement Act had recently received Royal Assent and now, over the forthcoming months, procurement teams will be facing some changes which they need to embed in order to remain compliant when the new legislation comes into force. This is currently expected to be October 2024 but until then we still have to apply the current legislation (Public Contracts Regulations 2015).

We understand the complexities and the risks of getting it wrong, and procurement teams' need for quick, comprehensive, and accurate advice.

In such a complex, dynamic and litigious environment awareness and understanding are key. THEMiS can provide the necessary support and guidance to assist in ensuring the compliance of your organisation's procurement procedures.

#### What is THEMiS?

THEMiS is an internet-based system which enables users to access and search a wide range of information and raise questions to better understand and apply the procurement legislation.

#### Why use it?

- Are you faced with ensuring

compliance of procurement processes and procedures?

- Are you responsible for multi-million-pound bids in the regulated public and utilities sectors?
- Do you struggle with regulatory vocabulary, policies, and guidance?
- Are you part of an in-house legal team requiring a library of case law and outcomes?
- Do you need to keep informed of the impending changes to the public procurement legislation? Access THEMiS to see the Procurement Act which received Royal Assent on the 26 October 2023.

Finding the answers to complex legislative questions can take time – even if you have the right expertise. With THEMiS, you don't need either. Whatever issues you find yourself facing, you'll have the resources to find the way forward – without any lengthy waits.

#### Making expertise accessible

Our THEMiS packages provide all the guidance you need to navigate the UK procurement laws relevant to your business in one consolidated library. And if you need help, our team of specialist legal academics can provide you with quick answers to all of your questions. With a deep understanding of the practical implications of interpreting and applying procurement rules and regulations, we offer training courses

and consultancy services for buyers – both in regulated and non-regulated procurement together with THEMiS.

#### A single, essential resource

Public procurement legislation can be complex. But if you fall short of compliance demands, ignorance is no excuse. Fortunately, we can guide you through the process. THEMiS provides anytime, anywhere access to the latest UK procurement advice and documentation; including the Procurement Act. Our experts, who have more than 30 years' experience between them, are able to assist you with any regulated procurement questions or challenges.

#### Features

*Ask Achilles:* Obtain a guaranteed expert response to your queries within 48 hours. This is a key feature of THEMiS, with members able to email their procurement query to Achilles' experts.

*Stay updated:* Receive email alerts regarding legislative changes, this includes background green and white papers which supported the development of the Procurement Bill, the Procurement Act, and relevant articles by Professor Sue Arrowsmith.

#### Guidance:

- 300+ frequently asked and regularly updated questions covering all

areas of the procurement process,

- policy guidance from the Cabinet Office,
- court cases summarised by Professor Sue Arrowsmith,
- illustrations including process flow diagrams for all the procedures,
- definitions and articles written by experts in public procurement,
- product code lists and search functionality, and
- definitions of hundreds of key procurement terminologies.

#### Directives and Regulations:

a complete list of the UK, Scottish and Irish legislation, and thresholds for public and utility sectors as well as the EU Directives.

#### Coding nomenclatures:

The main coding nomenclatures including Common Procurement Vocabulary (CPV) and NUTS are available to search. The search functionality is a really useful tool, particular for those times where you need clarity on what is available, by putting in a description the system will bring up all the matches for you to determine the best fit to your above threshold requirements.

#### How to access Achilles THEMiS

Full members of LUPC can contact [Jennifer Smith](#) for all LUPC member subscription set up enquires.

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## A FORWARD LOOK AT LUPC PROCUREMENT TRAINING COURSES FOR 2024

Following on from feedback provided in our Annual Membership Survey and discussions we have had with several members, we are happy to announce a training programme for full members of LUPC covering the key areas of interest.

We are partnering with [Achilles](#), [CIPFA](#) and [Brodies](#) to deliver these **free** procurement training courses for our members in 2024. All courses will take place online and will be open to a maximum of 30 or 40 attendees dependent on the course and provider. Some are tailored to stakeholders within member organisations, some to procurement professionals, and others will be useful for both audiences.

attending from the same organisation. For members interested in any of these courses for their individual organisation only, please contact [Suzanne Picken](#) to discuss the possibility of LUPC delivering a part-funded course for your organisation.

*Please promote these training sessions internally with your stakeholders to assist you with your procurement processes.*

Depending on demand, we may need to limit the number of individuals

Read more below for full details and book early via the [Events Page](#) of the LUPC website.



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AVI2005NE  
NWUPC Broadcasting Equipment and Integration Services  
AVI3145NW



London & South East: 0208 814 5950  
South West & South Wales: 01392 499399  
Midlands & Mid Wales: 01455 221587  
North West & North Wales: 01942 884433  
North East & Scotland: 0191 303 9648

Date	Event	Training Summary
29-Feb-24 and 09-Jul-24	<b>Introduction to Procurement for Internal Stakeholders</b> (40 places)	<p>A 90-minute online training session delivered by Achilles for <b>non-procurement practitioners</b> who have some responsibility for certain procurement activities within their organisation</p> <p><b>Course content:</b></p> <ul style="list-style-type: none"> <li>• The role of your procurement department and the importance to procuring activities.</li> <li>• Procurement Policy and why it is important.</li> <li>• Thresholds and consideration to the procurement processes that exist.</li> <li>• Specification purpose, use of KPIs and contract management of suppliers.</li> <li>• How we might engage with suppliers prior to a procurement activity commencing.</li> </ul>
29-Feb-24	<b>Are you ready for Implementing the New Procurement Act 2023?</b> (30 places)	<p>A full day online training course delivered by CIPFA for <b>procurement, finance, solicitors, project managers, auditors and contract managers</b> with day-to-day responsibilities for seeking tenders and managing suppliers.</p> <p>Delegates will gain an introductory and practical understanding of the new sections, schedules and published/available guidance to kickstart successful implementation. The course will also highlight areas which remain the same under Procurement Act 2023 and where day to day application needs to be adapted to avoid costly mistakes and delays to vital procurement projects.</p> <p><b>Course Content:</b></p> <ul style="list-style-type: none"> <li>▪ Explanation of key changes, new terminology and ways/ approaches to procurement.</li> <li>▪ What do the changes mean and what you need to know to implement?</li> <li>▪ Understand key commercial and contract management implications.</li> <li>▪ Detailed explanation of key changes in the Act, including framework agreements and dynamic markets.</li> <li>▪ Compare and contrast current and new rules.</li> <li>▪ Practical tips on updating documents and other implementation measures.</li> </ul>

12-Mar-24	<b>Commercial Aspects</b> (40 places)	<p>A 90-minute online training session delivered by Achilles for <b>Procurement practitioners</b> and other <b>stakeholders</b> who wish to understand some of the basic commercial aspects concerned with the concept of cost, whole life costing and some of the internal and external factors that affect the cost of goods, works and services.</p> <p><b>Course Content:</b></p> <ul style="list-style-type: none"> <li>• Understand the concept cost.</li> <li>• Appreciate whole life costing.</li> <li>• Explore some pricing strategies.</li> <li>• Understand the difference between fixed and variable cost.</li> <li>• Understand external factors that impact on cost.</li> <li>• Investigate some evaluation methodologies.</li> </ul>
21-Mar-24	<b>Terms and Conditions</b>	<p>A 90-minute online training session delivered by law firm Brodies LLP for <b>Procurement practitioners</b> and other <b>stakeholders</b> on contract terms and conditions: understanding different contract structures, the key clauses within agreements and how any changes in contracts could have an effect on compliance with public procurement regulations.</p> <p><b>Course Content:</b></p> <ul style="list-style-type: none"> <li>• Introduction to terms and conditions.</li> <li>• Definitions and terminology.</li> <li>• Discussion on different types of commercial agreements.</li> <li>• Key clauses, including termination, dispute resolution, price and review clauses.</li> <li>• Discussion on managing changes to contracts/modifications and the legal consequences under public procurement regulations.</li> </ul>
16-Apr-24 and 13-Jun-24	<b>Contract Implementation and Contract Management for Stakeholders</b> (30 places)	<p>A half day online training course delivered by CIPFA to support all staff in contracting authorities who have responsibility for making procurement decisions, tendering or contract management responsibilities, to achieve best value from contracts and help drive future efficiency savings through better contract management. The workshop is focused on securing the best commercial outcomes from existing contracts and future procurements.</p> <p><b>Course Content:</b></p> <ul style="list-style-type: none"> <li>▪ Step by step guide to developing effective contract management.</li> <li>▪ Explanation of how contract management can drive performance improvements and reduce cost of delivering public services.</li> <li>▪ Develop an understanding how to ensure performance meets the organisation's needs and objectives.</li> <li>▪ Dealing with contractual difficulties &amp; pricing review.</li> <li>▪ How to introduce KPIs and service credits in key contracts, where performance is critical.</li> <li>▪ Managing contractual changes and developing an exit plan.</li> </ul>
23-Apr-24	<b>Negotiation</b> (40 places)	<p>A 90-minute online training session delivered by Achilles, intended for <b>procurement practitioners, contract managers, finance and other operational stakeholders</b> to develop and enhance their negotiation skills and understand how to negotiate compliantly and effectively in the public sector.</p> <p><b>Course Content:</b></p> <ul style="list-style-type: none"> <li>• When do we need to negotiate?</li> <li>• Limitations on some procurement procedures</li> <li>• Considerations on procurement approaches</li> <li>• How do we conduct a negotiation?</li> <li>• Negotiation strategies and techniques</li> <li>• Body language</li> </ul>
14-May-24	<b>A master class in managing contracts: What Does Best Practice Contract Management Look Like?</b> (30 places)	<p>A full day online training course delivered by CIPFA, intended for <b>procurement practitioners</b> to achieve best value from existing contracts and help drive future efficiency savings. The landscape for public services is changing rapidly with new service delivery models and providers entering the market, however, contract and supplier relationship management remains a significant area of weakness in many organisations. This course will equip delegates with the knowledge and skills to manage relationships and contracts with third party suppliers.</p> <p><b>Course Content:</b></p> <ul style="list-style-type: none"> <li>• Gain an understanding of the required contract management processes and controls based on best practice.</li> <li>• Understand how to analyse and categorise key contracts and supplier relationships.</li> <li>• Know the risks and opportunities throughout the contract life cycle.</li> <li>• Be aware of commercial risk transfer and how this should be understood to tailor and prioritise contract management.</li> </ul>
02-Jul-24	<b>Specification Writing</b> (40 places)	<p>A 90-minute online training session delivered by Achilles for <b>procurement practitioners, contract managers and operational stakeholders</b> to understand and apply the tools, techniques and processes regarding specification writing in-order to ensure specifications are clear, accurate and complete. Suitable for anyone who has not written a specification before, or who has and wants to improve their specification writing skills.</p> <p><b>Course Content:</b></p> <ul style="list-style-type: none"> <li>• Explore the need for consultation and how any pre-procurement activities fit in.</li> <li>• Identify and define the different types of specification.</li> <li>• Discuss specification writing and style.</li> <li>• Explain the structure and content of specifications including KPIs.</li> <li>• Discuss implications of flawed specification.</li> <li>• Explain the need for SMART Specifications.</li> </ul>

## INSIGHTS INTO THE HEPA P CARD SURVEY RESULTS

LUPC Senior Category Manager Antonio Ramirez follows up on his latest Procurement 101 article on P-cards, providing insights into the HEPA P Card survey results that show how the HE sector is using these solutions.

In the autumn of 2023, [HEPA \(Higher Education Procurement Association\)](#) surveyed their members to better understand approaches to purchasing card programmes across the HE sector.

These products offer a number of mechanisms and controls to assist the client institution in monitoring departmental spend, particularly Single Transaction Limits (STLs), and Monthly Spend Limits (MSLs). These are usually set by the institution's scheme administrator in consultation with Finance and other stakeholders, who have to strike a balance between efficiency and financial exposure.

If limits are set too high, unnecessary expenditure can be incurred. If set too low, limits will need constant adjustment to allow certain purchases. These adjustments are often urgent and time consuming, as the internal governance checks and approvals can only be carried out by named scheme administrators. They need to fully understand and accept the justification behind these requests, as administrators are often liable to the

institution if any serious losses or misuse occurs.

Controls such as email evidence, invoices, signatures, screenshots etc. should be put in place to provide a clear audit trail and trace the source of these requests. In busy environments and at peak times of the academic year, it is easy to miss key documentation, however some Card providers provide online tools to assist administrators.

### The Survey

Although the responses were quite varied, they indicated an overall consistent pattern in the sector.

In terms of who has access to these schemes, in most cases, it was found that they were only offered to staff whose roles and responsibilities necessitate the use of such payment instruments.

### Single Transaction Limit:

A Single Transaction Limit (STL) refers to the maximum amount a card holder can spend per individual transaction. From a risk perspective, the higher an institution sets their individual STLs, the bigger the risk of overspend or

financial loss, if the card is stolen or cloned.

Different card holders can have different STLs, dependant of their remit. For example, a senior executive who travels often may have a higher STL than an office manager who carries out small routine purchases, but an admin working in the Conference or Student Travel teams might have a higher STL than anyone else, if they routinely place high volume or value orders on behalf of the college.

Here, we see 40% of respondents use the typical STL of £1,000, which is often the default setting recommended by card providers. It is not uncommon to see exceptional STLs of £20,000 or more, which can indicate a flaw in the settings or the overall process.

#### Monthly Spend Limit:

The Monthly Spend Limit (MSL) is the maximum spend threshold amount that a cardholder is permitted to spend in any given month. These will be set with the involvement of a department's finance staff to ensure they align with annual budgets, and they should accommodate reasonable predictions in patterns and fluctuations of spend.

Half the respondents reported an MSL of £5,000 per cardholder, with some reaching £30,000.

It is possible that the outliers will use the Cards for capital or strategic



purchases, or to replace 'regular' purchasing workflows in the field for some reason. In times of budget constraints and spend controls, it is possible that all MSLs are lowed across the institution. Here we see 40% of the respondents set their monthly thresholds at £3,000 or less.

#### Beware of 'Card Creep'

If a P Card scheme proves efficient and successful, there is always a risk that end users (and their suppliers) will prefer instant P Card payments for purchases that should be going through the standard Purchase Requisition / PO route. It is possible that some users may 'disaggregate' spend into smaller

amounts, to avoid scrutiny, and remain within their STLs. P-Card spend data is available retrospectively from the card providers. It is good practice for card administrators to pivot the data by Users, Suppliers and Cost Codes, to spot any anomalies, spend patterns and to keep an eye on PCR 2015 threshold spend. So, when onboarding new card holders, it is essential that new users are also given specific instructions when cards should not be used. It is also not uncommon to see a spike in Card applications in departments that are located remotely or cannot access training or support on the Finance system.

#### What the institutions say:

Below are some comments HEPA received from member staff in our sector:

- We are looking to deploy P Cards across faculties to support conference bookings more effectively. Although this will require additional management, faculty members are much better placed to select and book particular conference products, accommodation choices and dietary requirements.
- P-Cards are an effective tool for Legal and Student Immigration teams to make instant payments for student visas, application forms and other sensitive requirements, paid directly to statutory bodies such as various student facing Home Office agencies.
- Only frequent travellers are permitted to use the cards off campus. Routine users are only authorised to place orders online or via telephone.
- P cards were used for travel and subsistence, but without sufficient management or control. We have now cancelled all travelling staff cards and replaced them with an Electronic Expenses system. The few remaining P Cards are now very restricted and solely used for low-value, ad-hoc items that aren't available from approved suppliers.

You can read the full survey results [here](#).

## Commodity Updates

This section will give you an update on any new agreements in place, or news on existing agreements. Please note this is not the full list of available agreements, just those where there is some news to report. For the full list of agreements and for further information on any of the agreements listed here, please visit [HE Contracts \(HEC\)](#).



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Other useful contacts:



JISC  
<http://www.jisc.ac.uk>



TUCCO  
<http://www.tucco.org/>



TEC  
<http://www.tec.ac.uk/>

### Audio Visual

#### Audio Visual: Broadcasting Equipment and Integration Services - AVI3120 NW **MK**

The agreement is seeing healthy uptake and has now been live for 6 months. Review meetings are due and will be scheduled tentatively for the first week in February. Surveys to canvass supplier feedback are expected to be circulated shortly.

#### Audio Visual: Photographic Equipment and Consumables - AVI3125 NW **MK**

The photographic agreement expired 31 December 2023. Unfortunately, due to an error in the contract notice, there will be a delay to the replacement framework going live. Internal discussions are still ongoing on the next steps as there is now currently no photographic framework. A further update will be provided as soon as available.

#### Audio Visual: Supplies, System Design, Installation and Maintenance - National - AVI2005 NE **MK**

The TWP continues to meet on a regular basis to discuss the forthcoming re-tender, the last meeting being held on 8 January and the next expected for later in the month. This will finalise the main tender strategy and various elements of the documentation, including the member specifications and ITT question set.

The commencement of the new framework agreement is presently on track for 1 August; the ITT and Notice is expected to be published 5 February for a 22 March return date.

### Estates & FM

#### EFM2043 NE Asbestos Consultancy Services - National **JG**

This agreement will cover asbestos related consultancy, testing and analysis work and is accessible to members from HEPCW (Higher Education Purchasing Consortium Wales), LUPC (London Universities Purchasing Consortium), NEUPC (North East Universities Purchasing Consortium), NWUPC (North West Universities Purchasing Consortium) and SUPC (Southern Universities Purchasing Consortium).

There are 7 Lots broken down regionally (North East (England), Yorkshire and the Humber, East Midlands (England), South East (England), South West (England), Wales, Northern and Western).

Tenders have been returned and evaluation of the submissions are being finalised. The agreement is estimated to go live the later part of February 2024.

#### EFM2044 NE Asbestos Removal - National **JG**

NEUPC are renewing their Asbestos Removal Framework agreement. The new agreement will be accessible to members from HEPCW (Higher Education Purchasing Consortium Wales), LUPC (London Universities Purchasing Consortium), NEUPC (North East Universities Purchasing Consortium), NWUPC (North West Universities Purchasing Consortium) and SUPC (Southern Universities Purchasing Consortium).

NEUPC published the contract notice for this agreement on 29/11/2023. The deadline for submissions is 19/01/2024. A

period to evaluate the submissions shall follow this deadline prior to award of the agreement.

#### Cleaning Solutions - National - JAN3148 NW **JG**

NWUPC are leading on the national Cleaning Solutions framework agreement. This agreement shall be broken down into lots covering cleaning equipment, recycling bins and street furniture and cleaning & Janitorial supplies and replaces two agreements which are currently available to LUPC members including JAN3075 NW Cleaning Equipment (due to expire 29/2/24) and JAN3044 NW Recycling Bins and Street Furniture (due to expire 31/3/24).

The closing date for this tender was 19/12/2023. NWUPC are currently in the process of evaluating the submissions returned.

The agreement is scheduled to go live on 1st April 2024.

#### Door Maintenance, Repair, Inspection, and Including Supply - EFM1045 AP **JG**

This agreement shall be replaced with a new agreement with an amended agreement title "Automatic Doors and Roller Shutters (EFM1060 AP)". APUC have changed name to provide clarity of the scope of the agreement. This agreement does not cover fire doors.

The tender for the new agreement closed on 1st November 2023 and evaluation has been completed. APUC are in the process of issuing the contracts to the awarded suppliers. The framework will commence on 15th January 2024.

APUC will be hosting a launch webinar for members in February. Dates for the launch have not yet been confirmed. Notification of launch dates shall be advised as soon as they become available.

### ICT and Telecoms

#### Computing - Data Centre Management Equipment and Infrastructure - National - ITS2005 NE **MK**

The ITT for the successor agreement was issued in October with several bids returned. The evaluation process is well underway, which will then be followed by a period of checking and moderation. The intention is to award the new framework in late January.

#### Computing- Desktop and Notebook Agreement - National ('NDNA') - ITS5071 LU **MK**

Individual price lists and buyers' guides on behalf of the recently commenced agreement continue to be added to the HE Contracts database on a regular basis and are available together with both the evaluation and the bidder responses in their entirety alongside the main agreement buyers' guide and other materials relating to the agreement.

Dell have concluded the trial of their IT Asset Disposal (ITAD) and Recycling solution as advised previously; further information around their live solution will be forthcoming once the outcomes from the trial have been assessed.

Dell also announced on 20 December, that all customers will be required to transition to exclusively working through online tools and processes. Starting in February 2024, all quotes will be hyperlinked to Dell Premier checkout where users will then download in their preferred quote output format (PDF, HTML, XML and CSV), rather than receiving it as an attachment over email. As a result, POs will no longer be sent direct to their sales team. LUPC met with the Dell transition lead on 9 January to discuss further and will be attending a wider session around the transition process on 17 January. As at the end of 2023, 86% of all Dell HE business was conducted online, rising from 73% 12 months previously.

LUPC in partnership with Dell held a "Environmental, Social and Governance pillars within UK Higher Education" responsible procurement webinar event on 4 December with over 40 non-Dell attendees. Several questions were asked as part of the session and a response from Dell has now been received to those asked in connection with sustainability, for example, the calculation of carbon impact at device level. The remainder in connection with ESG and their supply chain are in preparation albeit, there is presently some discussion on how the responses will be shared given the sensitive nature of some of the topics and certain matters in connection with confidentiality.

As noted during the event introduction, Dell fully and openly updated their Electronics Watch factory disclosure supply chain information sheets for their current models. Their sustainability mark has subsequently been rescored as part of an updated NDNA buyers guide.

HP is hosting two Cybersecurity Masterclass webinars on 25 January and 29 February with various malware and security experts talking through strategies to mitigate such threats including why endpoint security is now essential in higher education organisations dealing with hybrid workforces.

#### Computing - Finance, HR/Payroll Systems and Associated Services ITS1056 AP **MK**

The refresh of the HR/Payroll and Finance Systems Framework Agreement is at an advanced stage. Tenders for Lot1, HR/Payroll Systems were returned at the beginning of October and following the evaluation, the mandatory standstill stage ended 18 December.

Four suppliers were awarded a place on the framework; in order of ranking these are:

1. Softcat (MHR)
2. Mastek (Oracle)
3. Insight UK Ltd (Oracle)
4. Fusion Practices Ltd (Oracle); some mandatory documentation is still outstanding

Insight is now live and have returned signed Ts&Cs. HR/Payroll was concluded prior to the separate Finance Lot due to customer demand.

The Finance System evaluation is due to be completed

shortly and is in final clarification stage.

A Buyers Guide is in progress with documentation to be uploaded to HEC in due course.

#### Computing – General Matters not covered elsewhere **MK**

A PIN was issued 25 October for the replacement Ethical Mobile Phone agreement ahead of its commencement in February 2024. There were two responses received including existing provider Your Coop on behalf of the Fairphone device. Following a fully detailed Gap Analysis, the other device from French OEM Crosscall, was deemed unsuitable for the agreement however, noted as suitable for potential hazardous environments such as certain labs and field trips for example. As such, their details will be kept on record. A standard supplier questionnaire was issued to Your Coop on 4 January for completion and once received and reviewed, an appropriate VEAT notice will be issued.

The National ICT Group (NICT) continues to meet every 4-5 weeks to discuss matters arising across the 25-plus ICT framework agreements, potential future collaboration and present IT procurement-related issues within the sector. The next meeting has been set for 18 January.

The existing APUC framework agreement for Similarity Detection has been extended until April 2024. A successor agreement with a wider scope should be in place in April 2024.

APUC is also working with a user intelligence group (UIG) to explore additional scope to include in the retender of similarity detection software. Currently under consideration are the following areas:

- Similarity detection, grading and feedback and AI Detection
- Online Assessment platform
- ePortfolio Tools
- Integrated Video Platforms & Lecture Capture
- Collaboration & Organisation Tools

Extensive Market engagement sessions are currently being conducted with a variety of suppliers offering products in each of the highlighted areas. During these sessions UIG members have also attended providing valuable user knowledge and experiences. Strategy to be completed and approved; smaller working groups have been created to address each specific area of consideration. These groups will focus on business objectives and in turn provide the content for specifications within the ITT. The strategy should be finalized in January.

The Jisc-led Global Education Access framework expires 3 September 2024 and the re-procurement for the framework is currently under review. Jisc will provide an update in due course to customers on what we will be doing moving forward regarding the framework. If any customers would like to provide any feedback or have any questions regarding the framework, please contact the Jisc framework contracts team on [frameworkcontracts@jisc.ac.uk](mailto:frameworkcontracts@jisc.ac.uk).

#### Computing - ITRAP (IT Related Accessories and Parts) National - ITS4041 SU **MK**

A new PIN was published on 15 December with SUPC looking to host premarket engagement meetings with all responding suppliers 23 and 24 January. The tender is expected to be released at the end of April or early May ahead of the award by no later than early August and commencement from 1 September.

#### Computing - National Education Printer Agreement (Provision of Print Equipment and Managed Print Services) - National ('NEPA2') – ITS2006 NE **MK**

An extension report has been approved to invoke the final 12-months of the framework until the end of February 2025. Extension letters are due to be issued to framework suppliers on 15 January once Category Group approval for the extension is confirmed.

#### Computing - Networking Supply & Services ('HENSS2') - National - ITS2008 NE **MK**

Spend detail is currently held for around half of the suppliers on the new agreement with the remainder to follow. Several user enquiries have been received and are being dealt with. Supplier review meetings will be arranged once all expenditure has been received.

#### Computing - PCs with Apple Operating Systems – National – ITS6004 HW **MK**

A further 12-month extension of the agreement was invoked during October.

The planned annual price review exercise and next round of review meetings, originally due to be held in November, have been indefinitely postponed following the departure of Howard Allaway.

An updated Apple price list from Academia was submitted and approved in November following the new products announced by Apple in late October 2023. New price lists from the other three agreement suppliers remain pending; once received they will likewise be uploaded to HE Contracts.

#### eProcurement System – ITS5058 LU **AR**

On 25 October 2023, a new way of publishing Contract Notices, Contract Award Notices, PINs, VEATs and other public sector tender publications are published on OJEU and TED, was implemented. This new way of advertising and posting notices related to electronic tenders is called eForms. This change took affect all countries that are part of the European Union.

Now all contracting authorities and entities, including those located in the UK, must use eForms when publishing electronic public procurement notices, if they wish to remain OEJU compliant.

As current best practice requires that UKUPC consortia and many member institutions should publish above threshold Notices to OEJU and TED, Merzell has enabled eForms on their system build to facilitate this. As the agreement lead for the Merzell for the HE sector, LUPC assisted with this exercise in the form of drafting user guidance and issuing comms.

Parallely, Merzell contacted all framework customers to advise them of this change and to offer support with this transition, if required.

#### Computing - IT Equipment Reuse Recycling and Disposal – National – ITS3082 NW **MK**

Stone have requested that the number of core items specified in the waste streams appendix from 25 to 50 is considered for review, which is currently being undertaken internally. A further update will be provided as soon as a decision is made.

#### Jisc Network Equipment Framework – ITS5063 LU **MK**

The existing Network Equipment framework has been extended for a further 6 months, and customers can continue to direct award or run a mini competition under the current framework.

The current Network Equipment framework tender is ongoing, and this will replace the current framework when the new framework goes live. LUPC will be meeting with other members of the Jisc Networking TWP on 19 January.

If any customers would like to provide any feedback or have any questions regarding the new framework tender, please contact the Jisc procurement team on [procurement@jisc.ac.uk](mailto:procurement@jisc.ac.uk).

#### Jisc Simulated Phishing Service and Associated Training Framework **MK**

The Simulated Phishing Service and Associated Training framework is a single supplier framework for the purchase of simulated phishing services and associated training. Khipu Networks Limited are the supplier and customers can award to this supplier via this framework.

The Simulated Phishing Service and Associated Training framework expires on 10 April 2024 and the extension for the framework is currently under review. Jisc will provide an update in due course to customers on what we will be doing moving forward regarding the framework. If any customers would like to provide any feedback or have any questions regarding the framework, please contact the Jisc framework contracts team on [frameworkcontracts@jisc.ac.uk](mailto:frameworkcontracts@jisc.ac.uk).

#### Jisc Vulnerability Assessment Service and Tools Supply Framework – ITS5066 LU **MK**

The Vulnerability Assessment Services and Tools Supply framework supports customers in purchasing either a vulnerability assessment service or the tools to undertake the assessment themselves. The framework offers four Lots: Lot 1; Vulnerability Assessment Service, Lot 2; Supply and Support, Lot 5; Supply and Support and Lot 8; Other Tools. Customers have the option to direct award or run a mini competition via this framework up until the expiry date.

The Vulnerability Assessment Services framework expires on 15 April 2024 and the re-procurement of the framework is currently under review. Jisc will provide an update in due course to customers on what we will be doing moving forward regarding the framework. If any customers would like to provide any feedback or have any questions regarding the framework, please contact the Jisc framework contracts team on [frameworkcontracts@jisc.ac.uk](mailto:frameworkcontracts@jisc.ac.uk).

#### Jisc Web Filtering & Monitoring Framework **MK**

The Web Filtering & Monitoring framework agreement is for the supply and support of a broad range of Web Filtering, Monitoring and Reporting solutions and predominantly cloud or local appliance based which covers the wide and varied requirements within the education and research sector. The framework offers two Lots: Lot 1; Predominantly cloud based, Lot 2; Predominantly local appliance based. Customers have the option to direct award or run a mini competition through this framework.

The Web Filtering & Monitoring framework expires on 31 July 2024 and the re-procurement of the framework is currently under review. Jisc will provide an update in due course to customers on what we will be doing moving forward regarding the framework. If any customers would like to provide any feedback or have any questions regarding the framework, please contact the Jisc framework contracts team on [frameworkcontracts@jisc.ac.uk](mailto:frameworkcontracts@jisc.ac.uk).

#### Software License Resellers (SLRA) – National – ITS4042 SU **MK**

A new PIN will be issued prior to the end of January ahead of SUPC hosting premarket engagement meetings with responding suppliers during February and March. The tender will be issued in April for submission in May with the contract award to be June or July. The new agreement is expected to go live in September.

## Insurance

#### Insurance – Regional **MK**

The first Member Business Interruption Workshop was successfully held on 28 November 2023; LUPC will be attending the second session on 23 January 2024.

The ITSG continues to meet monthly with representatives from both Gallagher and RMP with the last meeting held 1 December and the next set for 18 January, which will also include the presence of RSA.

The last joint Chairs and Vice-Chairs strategy meeting with Public Sector head at Gallagher Tim Devine and Operations lead Dawn Hobbs was held 6 December to ensure succession planning was in place amongst their Clinical Trials and PI team following the departure of agreement lead, Peter Wickham. Future PI market engagement and strategy was also part of the meeting's agenda.

The annual Insurance Service review meetings took place 8 December, which included an analysis of the results from the IG member survey. The minutes from the five separate sessions have been written and shared amongst attendees with any actions are now progressing towards closure.

## Laboratories and STEMEd

#### Laboratory Consumables and Chemicals - Inter-Regional (IRLA) – LAB4040 SU **AR**

The ITT for the new framework (LAB4043 SU) was launched

## Commodity Updates

in late October 2023, and the original tender response deadline was 15th of December 2023. However due to multiple requests from bidders, the tender response was extended by a few weeks. This has been accepted by the SUPC procurement lead, and there will be no impact on the planned commencement date for this agreement, which continues to be 2nd of March.

### Lab Gases (IUPC) – National – LAB4041 SU **AR**

With the framework agreement annual pricing review scheduled each January, SUPC have recently concluded the price review exercise for 2024. After discussions with the suppliers, the new agreement pricing came into effect on 1st January 2024. Electricity costs remain a key driver, as well as landed Helium cost increases, currency exchange rates and other raw commodity price increases. Leading gas supplier BOC has advised that they are making significant investments in upgrading some of their operational assets and distribution fleets.

### Laboratory Equipment (General) and Associated Post Installation Services – National – LAB5061 LU **AR**

Meetings with various suppliers have indicated that the sector is starting to see some respite from the unusually high inflationary pressures that have affected their supply chains in the last 12 months. Input and component pricing is starting to stabilise and lead times are improving across the supply chain. However, UK based cost drivers such as staffing, operational and distribution costs remain a challenge. Suppliers have seen 'smarter' buying practices from members, including more mini competition (vs direct awards) and consolidated purchases, to access volume discounts and reduce delivery costs.

## Office Supplies & equipment

### Office Supplies – National – OFF3068 NW **RD**

NWUPC are working on the replacement framework that will combine Office Supplies and Paper into one framework solution. A further extension is planned. It is expected that this will be available to members by August 2024.

### Paper – Print and Specialist - OFF3117 NW **RD**

NWUPC are working on the replacement framework that will combine Office Supplies and Paper into one framework solution. A revised timeline will be issued shortly with the new framework should be available to members August 2024.

Further information on the agreement can be found here. If you have any feedback, please contact [Roy](#).

### Occupational Health and Wellbeing for Students and Staff – PFB5052 LU **RD**

The new framework ITT was published 6th December. Bidding closes 17th January with the new framework due to be available to members 29th February 2024. The new framework will provide members with access to seven lots providing OHS, EAP, and student wellbeing apps.

### Temporary and Permanent (TAP) Recruitment Services – PFB4037SU **RD**

SUPC have worked with the support of LUPC members to create a draft strategy for the next iteration of this framework. This is expected to be tendered early February 2024 and available to members early June 2024. A further extension is planned to the current framework.

This tender is being led by Gavin Phillips at SUPC.

## Travel

### Travel Management Services – National – PFB4039 SU **RD**

SUPC are working on the new framework agreement. Bids received have been scored and moderation meetings completed. Final scores will be completed in the New Year where they should enter standstill. The new framework will be available to members on or before the end of the current framework.

## Other Activities

### Upcoming Events

- Leadership Development Workshop for Heads of Procurement – 25 January
- Heads of Procurement Meetings – 25 January, 23 February, 22 March
- How to Become a Leading Organisation within Sustainable Procurement - 6 February

For further information and to register, please see the [events page](#) on our website.

### Publications

E-bulletins are issued monthly around the 15th of each month.



Linked magazine is published quarterly at the end of every January, April, July and October.



The LUPC Annual Review 2022-23 has been published in January.

### Website

The [Jobs Board](#) section of the LUPC website is available to advertise any procurement vacancies at member organisations.

# INTERESTED IN ADVERTISING IN LINKED MAGAZINE?

We offer LUPC approved suppliers the opportunity to advertise in our quarterly magazine.

## Benefits

- Circulation of more than 300 individual buyers at more than 80 member institutions plus all of LUPC's suppliers
- The magazine (including previous editions) is available to anyone who can access the LUPC website

Your support demonstrates to customers your commitment to LUPC agreements.

## Advertisement Rates

- £175 +VAT for quarter page
- £300 +VAT for half page
- £500 + VAT for full page

10% discount available for booking 4 consecutive spaces in advance. We also have advertising opportunities on the LUPC [website](#) as well as competitive bundles, [click here](#) to learn more.

Get in touch with [Giorgia Varriale](#).





## Let's talk....

Emma Keenan, Head of Procurement at SOAS, talks us through her procurement career to date.

**How long have you worked at your organisation?** I started my role at SOAS in May 2023

**How did you get into procurement?** By accident (like everyone else I think!). I was offered the opportunity to study CIPS whilst in a Sales role, realised how interesting it was and so I applied for my first Purchasing Assistant role and never looked back.

**What do you most enjoy about your job?** So many things but I think probably the variety. No two days are the same, no two procurements are the same (even when repeat buying). I get to meet, work with, and support some brilliant and hugely interesting people who are achieving amazing things for SOAS and its community.

**If you weren't in procurement,**

**what would you be doing?**

If I were a millionaire, I would be on my Yacht, travelling the world. I am not, so Procurement is obviously the next best thing.

**What's the most interesting item or service you've had to buy?**

That's a tricky question! Honestly, (almost!!) every procurement can be interesting for some reason or another. Being given the time, support, and resource to ensure I can consider how to be innovative, think about technology, sustainability, cost and risk reduction as well as partnership working to truly add value means each project I am involved in is rewarding.

**In your view, what value can working with the Procurement team bring to other areas in Estates, IT etc.** I think the key

word here is partnership. A true understanding (from Procurement) of the pressures faced by internal teams is as important as departmental teams understanding the commercial aspects of procurement, including cost, risk, sustainability, and compliance. It's about relationships and mutual respect for each profession as much as it is about procurement regulations and commercial acumen. When there is true partnership, the genuine application of professional expertise from all those employed brings best value (in all of its guises) for the institution.

**What advice would you give to people new to the sector?**

Get out and about as much as possible (events, conferences, training, tender working parties etc.) and grow your network. Read lots to understand what is happening in Higher Education more broadly (not just procurement), LUPC and BUFDG/HEPA are the best sources of information. Finally, be prepared to learn constantly – it's a brilliant journey!

**What do you think have been the main benefits of joining LUPC?**

There are so many but...

- Networking: Events are provided for persons at all levels of experience. Keep an eye on the website.
- Training: Free (online and in person) to keep up to speed with everything from the new procurement regulations to negotiation.
- Support: Ask a question directly

from the expert team on anything related to procurement. They can provide everything you need to know on frameworks and generally on procurement matters. If they don't know immediately, they will find out!

- Added benefits..... Themis membership, CreditSafe, Spend reports, Sustainability info, Electronics Watch, reduced cost consultancy support, and of course – Framework Agreement access!

**What are the key challenges ahead for your organisation, particularly in the current climate?**

Cost and sustainability (particularly Net Zero and Modern Slavery) are key right now, and I think a focus for everyone (including our suppliers). Working strategically with our supply chain to identify our risks and opportunities in these areas, is top of the list.

**What would be your favourite book and luxury on a desert island?**

*Favourite book...* Am I allowed a dictionary? A brilliant manager I previously had taught me the importance of using plain English in all my communications, however there is never a week when I don't need to look up something unfamiliar or new!

*Luxury...* I would pick an App, Quordle. (I am being rather generous with the flex to this game given I would need a phone and Wi-Fi etc.!) I play this game daily with both my parents and my friends and it's simple but just lovely to connect on a daily basis.

# PROCUREMENT 101 – TRAINING AND PREPARATION FOR THE NEW PROCUREMENT REGULATIONS

Many of our members will be thinking about how to best prepare for the upcoming changes in the new regulations. In this procurement 101, Deputy Director Jasbinder Sandhu, provides a snapshot of the steps LUPC is taking to ensure a successful transition from the old to the new.

For us at LUPC, identifying the appropriate levels of training for each team member and scheduling it in early on, has been key in ensuring we feel prepared for the new regs.

In the first instance, two of our Category Managers, Julie and Mike, will be joining me on the Chartered Institute of Public Finance and Accountancy (CIPFA) webinar [The Wait is Over – Implementing the New Procurement Act 2023](#). This will give us a detailed overview and its practical

application which we are looking forward to.

We will be following this with the Advanced Course of Deep Dives delivered by the Government Commercial College (GCC).

Information about the training is detailed below.

- Identify your stakeholders and your teams and map against the training that is on offer
- Book in as early as possible to ensure space is available.

## Knowledge Drops

For: Procurement Administrators, Finance, internal Stakeholders, Suppliers, those who engage with procurement and need some material level understanding of the new legislation, this training can be used as an introduction into the more in-depth eLearning modules:

- designed to provide a high-level overview of the changes to the procurement regulations
- tailored to different audiences not just procurement
- *Duration: 45 minute sessions*

## eLearning Modules

For: Skilled Practitioners/Procurement Practitioners/Category Managers/Contract Managers

The eLearning is the core training product open to all procurement and commercial practitioners who regularly undertake procurement activity:

- Designed to provide an understanding of the new regime and grounding in each element of the new regulations; how the changes will impact commercial activity at different stages
- *Duration: 10 modules of 1 hour, 10 hours in total*

## Advanced Course of Deep Dives

For: Expert Practitioners/Procurement Practitioners/Category Managers/Strategic Decision Makers/Director and Heads of Procurement

- designed to provide a deeper level on



the application of the changes to the procurement regulations

- sufficient skill level to act as champions within their own organisations
- *Duration: 3 consecutive days*

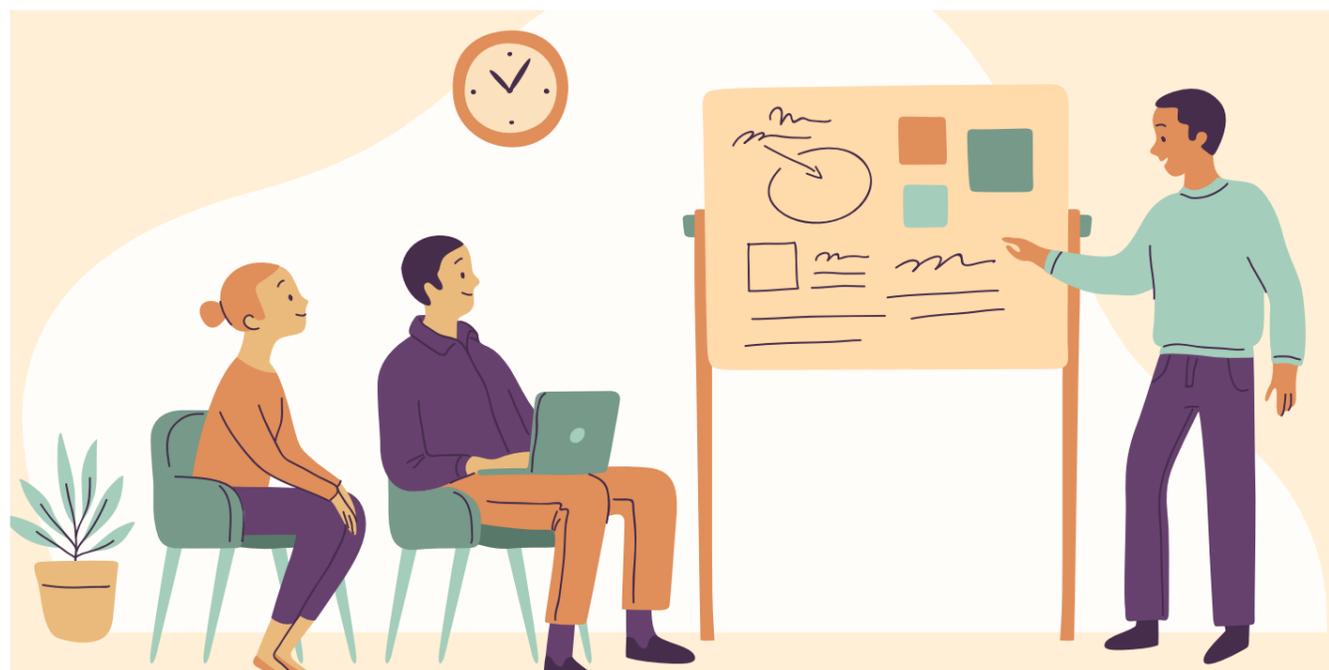
## Communities of Practice

For: Skilled/Expert Procurement professionals

- Further discussions following the training on best practice
- *Duration: adhoc as and when required*

Detailed information on free training is available here [Transforming Public Procurement - Official learning and development offer for central government and the wider public sector \(publishing.service.gov.uk\)](#).

We will be providing additional training, subject to member requirements, over and above that provided by the Government Commercial College training in due course.



## Preparing for the new Procurement Regulations

The Procurement Act achieved Royal Assent in October 2023. In early 2024, secondary legislation (regulations) will be laid to bring some elements of the Bill and the wider regime into effect. The Government Commercial Function (GCF) will give a minimum of 6 months' notice before 'go-live', which is anticipated to be October 2024.

### What are the key changes?

Public Contracts Regulations (PCR) 2015	New Procurement Act 2023
7 Routes to market	3 Routes to market
Frameworks and DPS	2 Framework Types and Dynamic Market
4 Notice types	13 Notice types
Electronic procurement but no central system to manage	Central Digital Platform
Supported by additional legislation (e.g., Social Value Act)	Supported by National Procurement Policy Statement – to be updated annually
4 Procurement regulations PCR 2015, Utilities Contract Regulations 2016, Concession Contracts Regulations 2016, DSPCR	1 Procurement regulations with some differences in nations (additions for defence/concessions and utilities)

The notices may also add additional time to procurement processes.

### What are the procurement principles?

#### PCR 2015

1. Transparency
2. Non-discriminatory
3. Equal treatment
4. Proportionality

#### New Procurement Act 2023

1. Delivering value for money
2. Maximising public benefit
3. Sharing information about policies and decision-making
4. Acting, and being seen to act, with integrity.
5. Treating suppliers the same, unless a difference justifies otherwise, and avoiding unfair advantage or disadvantage
6. Removing and reducing barriers to SMEs



Contracting authorities must have regard to Government's strategic procurement priorities. Current statement (2021) includes matters such as creating new businesses, tackling climate change, improving supplier diversity and innovation.

## How do I prepare?

### Procurement Act check list - are you ready?

- ✓ Appoint a lead for the transition
- ✓ Clear time to plan and prepare
- ✓ Build a critical path
- ✓ Brief your team
- ✓ Build comms plan
- ✓ Update templates/build new templates
- ✓ Sign up for updates to Transforming Public Procurement ([google.com](https://www.google.com))
- ✓ Attend the knowledge drop training sessions
- ✓ Brief your suppliers
- ✓ Brief the organisation
- ✓ Network with colleagues in other departments/authorities
- ✓ Update business processes



### Questions to ask yourselves...

- Do we know what contracts we have and when they expire?
- Do we have contracts ending or needing renewal around the date of the expected change?
- Do we have tenders that need to be run around the expected change date?
- Has our team had appropriate communication and training?



- Do our stakeholders know of the new Procurement Bill?
  - Do our colleagues know what it means for their procurements?
- Does our supplier base know about the new bill?
  - Are they aware of what the changes mean for them?

