



## FUNDING AND SERVICE PROVISION: WORKING IN PARTNERSHIP FOR THE LUPC COMMUNITY

*LUPC's Assistant Director Membership, Marketing & Communications, Suzanne Picken, and Deputy Director, Jasbinder Sandhu, provide a detailed account of how LUPC is funded; how this translates into services for its members, and what members and suppliers can do to support enhanced service delivery for all.*

Over the years, LUPC has developed close working relationships with its members, understanding what our members need and expect

from us and ensuring that we are truly member-led and driven by our procurement community. It is incredibly important to us to be open

and transparent with our members and suppliers and we want to clearly explain how we are funded and what we deliver with the monies we are entrusted with.

### How LUPC is funded

LUPC's income derives from two principal streams; annual membership fees paid by its [full members](#) and framework levies on some of the good and services frameworks used by member organisations.

Annual membership fees vary between £2,250+VAT and £7,200+VAT and are dependent on the annual non-pay spend of members. These fees have not increased for 13 years.

### Framework Levies

- 92 [UKUPC](#) frameworks are currently used by LUPC members.
- 76 of these have a framework levy and 16 have none.
- The levies on these frameworks range from 0% to 1.5%.

The framework levy is payable by suppliers to LUPC on framework expenditure by LUPC members. Combined with the annual membership fees, this covers LUPC's operating costs and enables investment in the delivery of our services.

Levies on UKUPC frameworks are comparatively lower than other framework providers. Through

benchmarking exercises, we know that LUPC's levies are competitive against other providers charging from 1% up to as much as 5%.

Our members can also be assured that frameworks available via LUPC are fully compliant with the Procurement Regulations.

The LUPC Board, made up of senior directors drawn from our member organisations, are responsible for the financial oversight of LUPC and makes decisions on behalf of the membership on any year end surplus. As a not-for-profit organisation, any surplus is either re-invested to provide additional services for members, shared with members in the form of a credit against the annual membership fee, or a combination of the two.

### What we do with income from our members

Our members' spend through using UKUPC frameworks provides LUPC with income via framework levies which, in turn, is used to invest in enhancing the benefits and services we deliver for our members.

Over recent years, we have listened to our members and addressed their needs by expanding our service offering as follows;

- Identified Estates as a key spend area for members:
  - o recruited a second Estates Senior Category Manager;
  - o delivered the new Carbon

- Offsetting Validation Services framework;

  - o will imminently be going out to tender for a new and expected high-use framework covering Estates Professional Services.
- Taken Responsible Procurement (RP) guidance and resources to the next level to support our members and suppliers in their responsible procurement activities by:
    - o Having a full-time dedicated RP Lead in place at LUPC since 2019;
    - o Providing expert advice for members on embedding responsible procurement within their sourcing processes;
    - o Supporting suppliers to meet rigorous human rights and environmental criteria, set
- against global benchmarks;

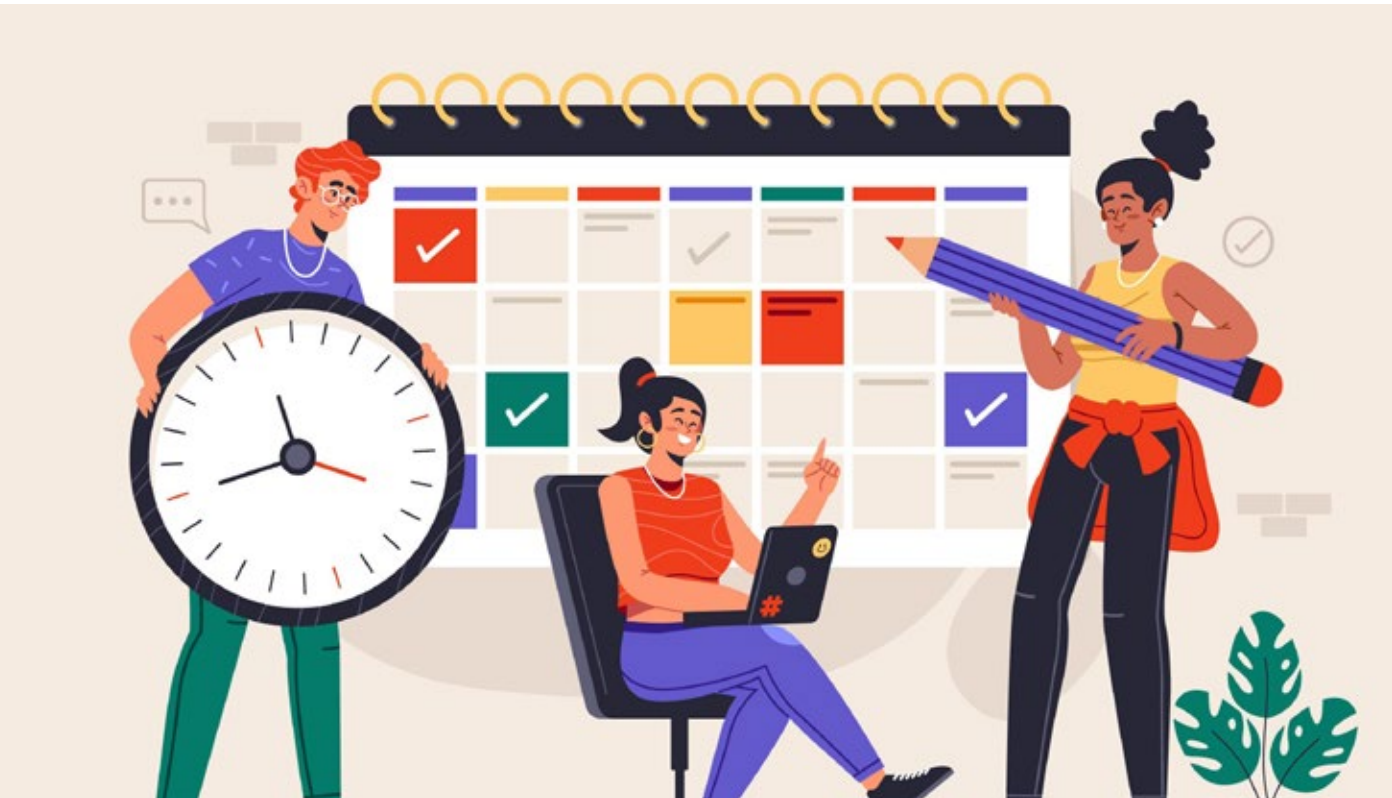
  - o Designing and developing software for the LUPC RP Hub, our portal for supporting progress in responsible procurement. This will ultimately enable our members to track LUPC framework suppliers on their responsible procurement journey. Partnering with suppliers in this way, we are creating an opportunity to support their RP progress using a tailored approach, as well as promoting awareness of their activities in this area to members;
  - o Upskilling our framework suppliers through delivering relevant responsible procurement webinars designed and delivered for them.

Our aim is to inspire a responsible procurement movement among our suppliers and members; one that will have a real impact.

- Developed an annual training plan for our members to attend high-quality courses delivered by external providers and covering a wide range of key procurement subjects. Delivered to members' procurement staff of varying levels of experience and their stakeholders, they cover topics such as the Procurement Cycle, Specification Writing, Tender Evaluation, Contract Management, Category Management and Negotiation.  
*We had 1280 attendees at our training, guidance and networking sessions in 2024-25.*

*“The webinars led by Mohamed Hans have been the most useful, practical and pragmatic information I’ve received regarding the new Procurement Act.” Category Manager, LUPC Member Organisation.*

- Played our part in introducing new entrants into the world of procurement within our sector through our Apprenticeship Scheme launched in January 2024. An element of the two-year scheme includes placements with selected member organisations, at no cost to the host, supporting their procurement activity. The long-term aim is to produce quality, trained procurement personnel who are ready to fill procurement roles with our members and help deliver future procurement leaders for the HE sector.
- Produced a range of Procurement Templates for tendering activity drafted by legal provider, Brodies LLP. The templates cover Invitation to Tender; Invitation to Participate; Procurement Specific Questionnaire; Assessment Summaries; and Award Letters, serving as a useful resource for procurement teams, supporting future tendering, and providing a level of risk mitigation for organisations. These templates have proven incredibly popular with members and have also been shared nationally with our partner consortia.





Why we need LUPC members to report framework usage

This article has explained how we fund our member services and the role of the framework levy as part of ensuring continuous improvement at LUPC. It is vital that members using UKUPC frameworks refer to the framework name and reference number in any call-offs. Without this, you may not be getting the best pricing available under our frameworks and LUPC may not receive usage information from suppliers enabling us to collect the framework levy owing.

Steps we need our members to take

1. Notify the supplier you are calling off from a UKUPC (APUC, HEPCW, LUPC, NEUPC, NWUPC, SUPC) framework. N.B. This will ensure that you receive the framework pricing, terms and additional value agreed with the supplier.
2. Include the framework name and reference number on your contract and purchase order. N.B. This will support the supplier when they report member spend to LUPC.
3. Submit [the quick webform](#) via the “Report Framework Usage” button found on [every framework page](#) of the LUPC website (providing framework title, reference, supplier, contract dates, and value).
4. Share your annual spend data with LUPC when requested (usually in August) N.B. This supports us in checking that all spend through frameworks is being reported by suppliers.

We need to ensure that our funding continues at a level where we are able to support the activities our members benefit from.

Benefits to our Suppliers

The framework levies that we collect are also invested in enhancing and supporting our supply chain, so have a benefit to our suppliers through the development activities we create and run for them. Being part of an LUPC/UKUPC framework provides our suppliers access to member organisations with an annual total framework spend of £2.4bn.

We market our suppliers to our members through webinars and our in-person conference. This gives them the opportunity to build relationships and networks with our members.

We support LUPC framework suppliers on their responsible procurement journey. This is a free service that we offer, which enhances their responsible procurement credentials. The impact of this work benefits our suppliers, members and communities.

Steps we need our suppliers to take

1. Confirm with the member where the product or service is available through a UKUPC framework.
2. Record framework title and reference number on all related correspondence with the member and your internal records.
3. Email to inform us when an LUPC member contracts with you via the framework including the information below:

- framework title
  - framework reference
  - date of call-off contract
  - approximate value
  - length of contract

Send the above information to [enquiries@lupc.ac.uk](mailto:enquiries@lupc.ac.uk)
4. Submit member spend data on a quarterly basis via the UCSP portal as prompted by our quarterly LUPC Management Information Request.
5. Ensure prompt payment of Framework Levy invoices.

LUPC has created a strong network and community that includes our partners, members and suppliers. Through these relationships we want to deliver the best outcomes and

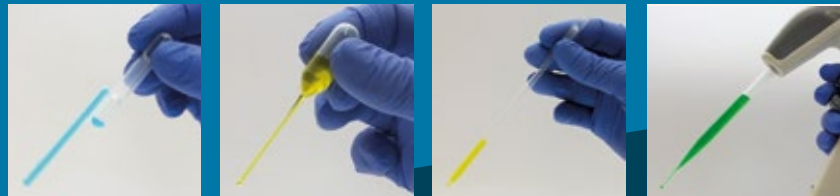
outputs that allow us to benefit from our combined purchasing power and economies of scale, creating collective opportunities and benefits for us all.

With this approach, we are delivering on our mission statement of providing professional procurement services, delivering value for money, innovation, and sustainability.

We are very happy to address any questions relating to the information in this article. Please contact [Don Bowman](#), Director, LUPC if there is anything you have read that you would like to discuss further.

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