

# Linked



The magazine for LUPC members and suppliers

SUMMER 2016

*LUPC – a member of Procurement England Ltd.*

## *Going it alone*

### What now for public procurement, post-Brexit?



#### PROTECTING THE WORKFORCE:

Quality assurance issues and solutions for protective equipment



#### CONSOLIDATING EDUCATION:

Managing a successful further education Area Review



#### LET'S GET GOING:

Selling the value of a travel policy to internal stakeholders

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Library books, serials and periodicals; legal services; temporary staff; postal and mail services; occupational health.





**Andy Davies**  
LUPC Director

## A packed summer issue

Last month's annual Conference and Exhibition, *Collaboration in Action!* which we staged jointly in London with colleagues at SUPC, turned out to be a very vibrant and engaging event. You can see some photos from the event on pages 6-7. We certainly felt that it was a great success, with a lively and informative programme that proved popular with many. We'll be on the hunt for an even bigger venue next year.

In all, around 270 delegates and speakers made for a bumper turnout this year. As an experiment, we felt we met all our objectives in holding a joint event with SUPC and we have high hopes for a similarly high quality, free event for our Members next year. We send our heartfelt thanks to everyone who contributed this year – speakers, exhibitors and delegates.

We've another packed *Linked* magazine to tide you over this summer. We take a look at the impact on UK universities of June's EU referendum result and what the future may hold

for our higher education Members. As always we've some useful practical advice on topics as varied as adding value to your travel policy and on testing the safety of your protective equipment. We've an interesting case study from the University of Birmingham and one of our Minor Works contractors, Shaylor Group. And we've some top tips on buying paper.

We'll be sending out our annual Membership survey shortly, and would be grateful if you could take five minutes to send your feedback. Good or bad, it's vital we listen to our Members' views and endeavour to review and improve our agreements and services where we can.

Just one other request – as soon as possible after 31 July we'd be grateful if you would send us your spend data for 2015-16 so we can prepare our annual Spend and Savings reports for Members. Please send it to [spend@lupc.ac.uk](mailto:spend@lupc.ac.uk) – confidentiality is assured, of course.

Have a great summer!

**Andy Davies**  
July 2016

information delivery

# Your trusted partner for Total Subscription Management

LM Information Delivery is one of the world's leading subscription and information service providers and is the top ranked supplier to the LUPC for the Supply of Serials, Periodicals and Associated Services. Our services improve efficiency, save time in information retrieval and improve the use of e-resources.

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# HE Contracts

Procurement England Ltd (PEL), the shared vehicle by which English higher education (HE) purchasing consortia manage joint developmental and improvement projects for collaborative procurement, is launching a new contracts database for Members.

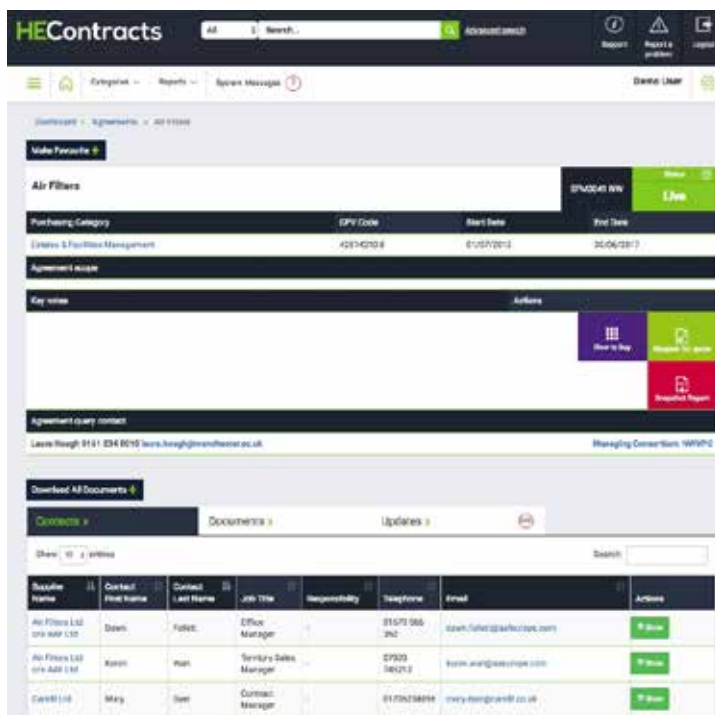
The new system, called HE Contracts, goes live on 1 August and replaces the current contracts database, uniBuy.

Months of planning and specification development has taken place with representative universities and PEL consortia to help shape the database to meet HE sector requirements, and those of LUPC's non-HE members.

Key highlights of HE Contracts include improved ease of use and access to the information you need; clear screens with familiar terminology; concise buying information; improved request for quote (RFQ) function; personalisation - allowing you to mark your favourite agreements and create your own reports; and efficient notification of updates to contracts.

Members have flexible options on how HE Contracts can be accessed, either via IP address and domain name, or via a login. There are customisable levels of access you can also grant to your teams.

Although HE Contracts has been designed to be simple and intuitive to use, a series of bite-sized 'how to' videos for end users and administrators has been created to guide you through using the system.



Webinars are also taking place in August, with recordings of these sessions available on the LUPC website for Members to access.

H2O, the HE Contracts developers, will operate a help desk for any queries on using the system. Contact [support@h2contracts.co.uk](mailto:support@h2contracts.co.uk), tel: 0344 571 8211.

To access the database from 1 August, visit [www.hecontracts.co.uk](http://www.hecontracts.co.uk).

## Ensemble growing Apple discounts



Ensemble Purchasing, London higher education's first non-profit, cost-sharing procurement service, has appointed its second member of staff, Margaret Newson MCIPS MCIPD.

Margaret is a procurement professional with over 25 years' experience in both public and private sectors. She is well known to the sector, having most recently served as Head of Procurement at the London School of Economics & Political Science (LSE) for 11 years. During that time, Margaret was a very active member of LUPC's Executive Committee.

Margaret, alongside Ensemble's other permanent Senior Procurement Manager Kat Humphries, will be working to support the procurement requirements of Ensemble's five members – the Royal College of Music, Royal College of Art, Trinity Laban Conservatoire of Music and Dance, Royal Academy of Music and Ensemble's newest member joining in July, Regent's University.

You can read more about Ensemble at [www.ensemblepurchasing.ac.uk](http://www.ensemblepurchasing.ac.uk), and more about Margaret on page 18.

## Apple discounts

Members are reminded that the new national Apple agreement, launched in April this year, continues to offer attractive discounts and additional benefits to individual staff and students, as well as institutions.

The agreement, open to all LUPC Members, does not feature Apple as a direct supplier, but does offer four Apple resellers – Academia, Insight Direct, Stone Computers and XMA. These resellers are able to offer competitive discounts, often undercutting Apple directly on key products; extended three-year warranties; and wraparound services useful to the higher education community.

For more information about the Apple agreement and how to access staff and student discounts, suppliers can be contacted directly (details at [www.lupc.ac.uk](http://www.lupc.ac.uk) and on HE Contracts) or Members can contact Mike Kilner for further information, [m.kilner@lupc.ac.uk](mailto:m.kilner@lupc.ac.uk).





# General Laboratory Equipment

LUPC has awarded a national agreement for General Laboratory Equipment. The agreement, which launched on 31 May, covers seven lots: Centrifuges; Environmental Control; Safety; Measurement; Environmental Storage; Water Purification; and a General lot. There is a choice of six suppliers for each of the lots.

Benefits of this agreement include a maximum price set for the purchase of one equipment type; additional discounts available for volume quantities (more than one) or multiple equipment types required through the request for quotation call-off method; and options on many equipment types for post-install services, such as servicing, maintenance, calibration and repair.

Energy data is also available for Members to calculate cost of energy over the lifetime



of the equipment, and other details are available to calculate whole-life costing, such as installation and delivery costs.

Where the terms laid down in the framework agreements are sufficiently precise to cover the particular call-off, institutions can award the call-off without reopening competition. However, it is anticipated that the majority of Member call-offs will be via the further competition route.

Further information is available on LUPC's website, or by contacting Darran Whatley, d.whatley@lupc.ac.uk, tel: 020 7307 2764.

## Serials agreement

LUPC has awarded a new agreement for Serials, Periodicals & Associated Services.

The agreement is awarded to three suppliers – Ebsco, Harrassowitz and LM Information Delivery – and runs for two years until 30 April 2018, with two 12-month extension options to take it to April 2020. It is open to Members of both LUPC and NWUPC/NoWAL.

Members have three flexible options for calling-off from this agreement – direct award to the top ranked supplier; a desktop exercise; or a further competition.

The suppliers have committed to ensuring that prices and services remain competitive throughout the framework; to share efficiency gains with Member institutions; and to drive development and innovation in serials subscription services and library technology.

The agreement was tendered by a sub-group of the Library Commodity Group, including representatives from a



variety of organisations such as the British Library, Royal Holloway, The Institute of Cancer Research, London School of Economics & Political Science, University of East London, Science and Technology Facilities Council, School of Advanced Study – University of London, Edge Hill University and University of Liverpool.

For more information, visit [www.lupc.ac.uk](http://www.lupc.ac.uk) or contact Jill Christiaens, j.christiaens@lupc.ac.uk, tel: 020 7307 2771.

### NEW AGREEMENTS



#### General Laboratory Equipment

Start date: 31/5/2016  
End date: 30/5/2019

#### Serials, Periodicals & Associated Services

Start date: 1/5/2016  
End date: 30/4/2018

#### Floor coverings – supply and fit

Start date: 6/6/2016  
End date: 5/6/2018

#### IT-Related Accessories & Parts (ITRAP)

Start date: 1/6/2016  
End date: 31/5/2020

For full information on all agreements, visit [www.lupc.ac.uk](http://www.lupc.ac.uk)

### TENDERS IN PROGRESS

(Expected award date)

**Radio Chemicals** (19/9/16)

**Security Services** (14/9/2016)

**Insurance** (1/9/2016)

**Laboratory Gases** (1/10/2016)

**3D Printers** (24/8/2016)

**Fairphones** (1/8/2016)

**Servers & Storage** (1/8/2016)

**Franking Machines** (1/8/2016)

**Global Mobility Services** (19/9/16)

### NEW MEMBERS

Teach First

### DATES FOR YOUR DIARY

**HEPA (Higher Education Procurement Association) Conference 2016**

8 - 9 September

Glasgow

Visit [www.hepa.ac.uk](http://www.hepa.ac.uk) for details.



# LUPC & SUPC Conference, 15 Mary Ward House, London

- 1:** Head of SUPC Susan Wright welcomes delegates to the first collaborative conference between LUPC and SUPC. Delegates attended from across London and the South of England.
- 2:** Our exhibition of 58-approved suppliers and partners proved popular – if a little cramped at times!
- 3:** Mitch Dalglish, Head of Procurement at University of Westminster, speaking with fellow Members from across the two consortia. The high turnout and mix of consortia Members gave delegates the opportunity to compare notes and share ideas from across a wide range of organisations.
- 4:** SUPC's Paul Mander, alongside LUPC's Don Bowman, delivers his workshop on Getting the Most from a Framework, in the venue's beautiful Voysey Room.
- 5/6:** Conference stalls and lectures
- 7:** Keynote speaker Claire Taylor MBE gave delegates an insight into her joint passions and experiences of collaboration in action – as a procurement consultant for SUMS consulting, and as a World Cup-winning English Cricket captain.
- 8:** Gerald Dickens, great-great-grandson of Charles Dickens, treated guests to one-man performances of his famous relative's most celebrated works at our Drinks Reception, sponsored by legal provider Veale Wasbrough Vizards.
- 9:** Plenty of panel debate and well-timed insight from Peter Smith, Managing Editor of Spend Matters (pictured), at our session on the likely impact of Brexit – now seeming very apt!
- 10:** More than 270 delegates attended our event, the largest we've held to date.

Conference presentations are available online at [www.lupc.ac.uk/conference2016presentations.html](http://www.lupc.ac.uk/conference2016presentations.html)

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# June 2016

Thank you to all our delegates, exhibitors, speakers and guests who made our first joint conference such an enjoyable and successful day. See you next year!

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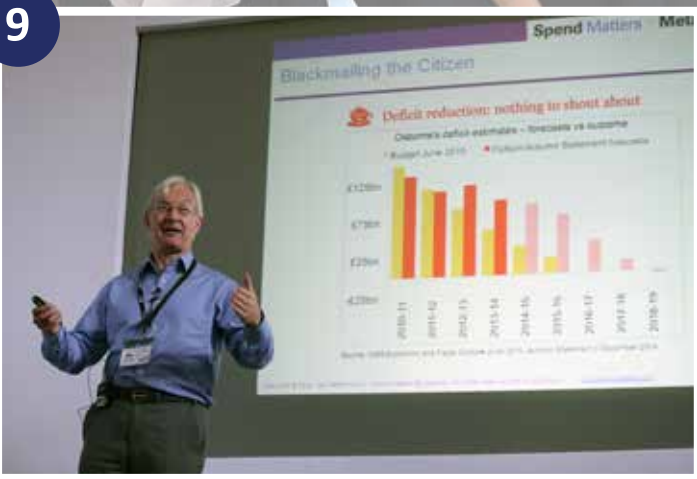
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The initials next to each agreement indicate the LUPC Contract Manager you should contact for further information about a particular agreement, these are as follows:

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<b>DW</b>	Darran Whatley	020 7307 2764	d.whatley@lupc.ac.uk

Please note the categories have been updated to match the new headers in the HE Contracts system (HEC), the replacement for UniBuy, which will be launched in August:

- Audio Visual
- Catering
- Estates & FM
- Furniture & Furnishings
- ICT & Telecoms
- Library
- Office Supplies & Equipment
- Professional Services
- STEMed & Laboratories
- Travel & Accommodation
- Utilities
- Other

Full details of all agreements are available at [www.lupc.ac.uk](http://www.lupc.ac.uk)

**Keystone**  
Talent Bank



[www.keystone-jobs.com](http://www.keystone-jobs.com)

The online recruitment solution for education institutes & other LUPC members

To find out how to control recruitment costs, save on fees and improve student employability contact us:

[info@keystone-jobs.com](mailto:info@keystone-jobs.com)  
or 0844 225 1010



"Over the last 12 months we have found the service provided by Descentix to be nothing short of exceptional."  
King's College London



## AUDIO VISUAL

### Audio Visual Products and Services – Inter-Regional DW

The first year review has been completed and the annual review document has been circulated to collaborative partners. The first year spend was approximately 30% higher than forecast. Supplier review meetings have been delayed until autumn 2016 to enable resources to be focussed on summer upgrades.

## CATERING

Please see the TUCO website for updates: <http://www.tuco.org/>

## ESTATES & FM

### Air Filters – National JK

This agreement has now been extended into its final year. Work is to begin on the tender in autumn 2016. NWUPC are looking for tender working party members. Please contact Joyce Kadri for details (see details above).

Suppliers	PPE Lot 1	First aid Lot 2	Corporate wear & Uniforms Lot 3	School Uniforms & PE Kits Lot 4	Security Uniforms Lot 5	Hair & Beauty Uniforms Lot 6	Sports Clothing Lot 7	Food Industry Clothing Lot 8	Medical & Laboratory Lot 9	One Stop Shop Lot 10
Aero Healthcare		x								
Alexandra Plc					x				x	
Arco Limited	x		x	x	x	x	x	x	x	
Corporate Trends/ La Beeby						x				
Eurosafe				x	x					
Hardedge Ltd							x			
Ioma Clothing	x	x	x	x	x	x	x	x	x	x
LA Clothing Solutions			x	x		x	x		x	
LA Safety Supplies	x							x		
Lewis Medical		x								
Lyreco								x		
Niton Equipment					x					
Protective Wear			x							
Speed One Sports				x						
Toppers Wales	x	x	x			x	x	x	x	
Trinity Workwear	x	x	x	x	x	x	x	x	x	x
Wray Bros	x	x								

### Security Services – LUPC and South East SS

The Royal College of Music (RCM) is being used as the case study for Lot 2 (contracts up to £300k) of the Security Services framework. We took RCM's Lot 2 requirements and multiplied them by three in order to constitute a large contract for the case study for Lot 1 (contracts over £250k). We have received PQQ submissions from 41 suppliers, which has been reduced to a shortlist of 14 suppliers, 7 per lot. Suppliers were notified of this on 27 June 2016. The deadline for ITT submissions is 28 July 2016.

### White Goods – National MK

Tenders came back on 1 June, 19 potential vendors originally expressed an interest and 8 vendors provided a tender submission, which are now being evaluated ahead of an announcement in July.



## FURNITURE &amp; FURNISHINGS

**Furniture (Residential, Bespoke Teaching Space and ICT Security) – National** DW

This has now been extended until 30 September 2016 to allow time for the further collaboration and re-tender by NEUPC. Communications will be issued shortly on NEUPC's progress.

**Office Furniture – National** DW

Has been extended to July 2017 by NEUPC.

## ICT &amp; TELECOMS

**Desktop and Notebook Agreement - National ('NDNA')** MK

The agreement has now been formally extended into the fourth and final year, and preparations for the next tender will commence in autumn 2016. Sales and service management information reporting up to and including April 2016 (Q3 15/16) has been received and will be hosted on the NDNA portal very shortly.

HP recently issued a worldwide battery recall affecting certain commercial (Probooks) and consumer products (Pavilion, Compaq, HP and HP Envy) sold between March 2013 and August 2015. The only potentially affected product sold under the agreement is the Probook 400 series, which accounts for less than 3% of all the notebooks sold by HP under NDNA. An official communication is expected very shortly at time of writing, however the resellers are proactively contacting customers and advising accordingly.

The price benchmarking exercise continues to be regularly updated (most recently May) and circulated to NDNA Group members for sharing with their colleagues, the NDNA suppliers using coloured price clouds and the LUPC Computing Group. All details have been updated to both uniBuy and the NDNA site.

Crown Commercial Services (CCS) has commenced stakeholder engagement for Tech Services 2, which currently covers several areas including helpdesk, desktop support, network management, audit and asset management. CCS is seeking stakeholder engagement and representation within the HE community, from assisting with the new scope to potential participation on the working group. Details, including a summary slide deck with current options and ideas around TS2, were circulated to the LUPC Computing Group on 20 June.

Toshiba have recently been granted a request to change one of their three nominated reseller parties. As from 1 July 2016, Getech returns as an approved reseller for Toshiba under the agreement as a replacement for Academia. A one-month transition period will apply with the last date for orders to be placed via Academia set as 31 July 2016.

**ITRAP (IT Related Accessories and Parts) – National** MK

Details of the new agreement, which commenced 1 June, were circulated to the Computing Group and included a Buyer's Guide and agreement snapshot.

**National Education Printer Agreement (Provision of Print Equipment and Managed Print Services) - National ('NEPA')** MK

Dell was removed from the NEPA framework as of 1 June having failed to complete their obligations for the contract implementation. The contract manager was subsequently informed that Dell are withdrawing from the printer market in all geographic areas outside of the USA by the end of 2016. All warranties and similar obligations will be honoured.

**PCs with Apple Operating Systems – National** MK

The change in delivery model had proved challenging for both suppliers and customers leading to various transition issues and concerns, mostly around the supply of goods. Internal resources are being aligned to be responsive to the level of demand for products via the agreement, including the availability of online portals that include configuration tools.

Apple has confirmed it will retain its internal sales team in Cork, together with a team of technical experts on hand to support the resellers and institutions.

**Routing and Switching Equipment – JISC/ Regional** MK

Brocade have acquired Ruckus, however Ruckus will not be available to be sold via the framework as there are still two distinct product ranges, and Ruckus is not on an original lot on the framework.

**Server & Storage Agreement – National** MK

Tenders are currently being evaluated with the aim of an announcement being made in July concerning the new agreement, which will commence on 1 August.

**Shared Datacentre** MK

Infinity have recently sold the Slough datacentre to Virtus. This is expected to result in little contractual change to the initial five-year agreement. The following page has been created to provide further information on the service: <http://virtusdatacentres.com/locations/slough-data-centre/>

**SMS Text Messaging Services – Regional (open to national) led by JISC** MK

PageOne have now removed the automatic inclusion of SMS credits in standard campaign bundles, which makes this a more flexible and cost-effective option for customers who can now choose how many credits they need.

**Telecommunications inc. landline and mobile - National led by Crown Commercial Service (CCS) RM1045** MK

CCS will be gathering expressions of interest for the next Mobile Voice and Data Services NFC in August. Although the project plan is yet to be defined, indicative timescales have now been issued:

- August 2016 - October 2016: gathering expressions of interest from customers
- October 2016 - November 2016: competition
- December 2016: award

**Telecommunications– Regional (open to national) led by JISC (UK)** MK

Onyx have recently notified us of their acquisition by Pulsant.

## LIBRARY

**Books – National (SUPC-led)** JC

A National Book Tender Working Group (TWG) meeting was organised by SUPC and hosted by LUPC on 28 April. A discussion was held on the tender strategy. The tender is being launched at a stage where there is a lot of change in the market. A more collaborative approach with additional organisations is planned, including more input from JISC. It was decided to split the TWG into several different work streams to ensure all areas are covered.

A Library Commodity Group meeting was held on 25 May at the University of Greenwich. The next meeting will take place in November 2016 (date to be confirmed) and will be hosted by University of East London. All the Members present were provided with an update on the National Books tender.

Dawson Books held an event at Mary Ward House on 16 June 2016. Several LUPC Members were present and LUPC's Jill Christiaens attended in the morning.

**Serials – Inter-Regional (LUPC and NWUPC)** JC

The new framework was launched on 1 May 2016. All the implementation meetings with the suppliers have taken place before this date. The suppliers, in rank order, are LM Information, EBSCO and Harrassowitz. A launch event for all Members and suppliers is taking place on 15 July 2016 at The British Library Conference Centre.

## OFFICE SUPPLIES &amp; EQUIPMENT

**Franking Machines – National** JC

This has now been extended until 30 September 2016 to allow time for the further collaboration and re-tender by NEUPC. Communications will be issued shortly on NEUPC's progress.

## PROFESSIONAL SERVICES

**Cash and Valuables in Transit – National** JK  
One further year extension will apply in September 2016.

**Child Care Vouchers – National** JK  
At present this agreement has very low take-up. A meeting is arranged to discuss a new marketing plan and how to promote the agreement to LUPC's Members.

**Global Mobility Services – National** JC  
Global Mobility tenders were returned on 20 June. Jill Christiaens will participate in evaluating the Legal Services section.

**Insurance – Brokerage – Regional** MK  
The brokerage tender process was completed in July. Five tenders were received, from AJG, Aon, Hendersons, Marsh and Portmore. The successful bidder was the incumbent, AJG. Work will soon begin with them for planning the insurance tender on behalf of the group of 41 organisations involved, who are all LUPC or SUPC Members.

**Legal Services – National agreement** JC  
LUPC are leading on the procurement of a new national legal services framework. This will replace the LUPC regional framework and the non-Scotland national framework put in place by APUC previously. This is currently at the research stage and additional interested parties would be welcomed onto the Tender Working Group.

**Training Services – National** JC  
LUPC are working with NEUPC on the implementation of a new national framework for training services. Contact LUPC's Jill Christiaens for further information.

## STEMED AND LABORATORIES

**General Laboratory Equipment – National** DW  
A new agreement started on 31 May, and the list of suppliers is available on UniBuy/HE Contracts. The National Working Party are looking at options for a framework agreement launch.

**Laboratory Chemicals General Purpose- Inter-Regional (IRLA)** DW  
Following Honeywell's acquisition of Sigma's solvents business, SLS will now be distributing these products. Alongside this, SLS prices have reduced by 9.2%. A new price file is available on uniBuy/HE Contracts.

**Laboratory Consumables - Inter-Regional (IRLA)** DW  
IRLA reviews were held in the SUPC offices in Reading during April and May. Price reductions have been implemented across the core range.

A gloves supply chain project started with special interest in ethical standards in the manufacturing process. Some information has been collected, although this needs to be reviewed.

**Laboratory Equipment Maintenance and Repair Services (LEMS) – Inter-Regional** DW  
This will not be re-tendered and has been incorporated into the Supply, Installation and Post-Installation Services of the General Laboratory Equipment framework.

**Laboratory – Gases – National** MK  
The IUPC Gases tender closed on 29 June and the five responses are now being evaluated. Award letters will be issued by mid-August.

**Laboratory - Liquid Handling Robotics** DW  
This framework agreement will be re-tendered, the new agreement will start 1 July 2017.

**Laboratory – Life Sciences – Planned** DW  
The first tender, for procurement of antibodies has been planned and the key dates are below:

Activities & Milestones	start	end
Tender documents development	22/07/16	30/09/16
Tender issue date	30/09/16	21/11/16
Award decision meeting (via GoToMeeting) of the TWG	27/02/17	
Agreement period	01/04/17	31/03/2021

**Laboratory – Radio Chemicals for Use in Teaching & Research** DW

Tender documents for this new agreement were circulated by HEPCW w/c 27 June. The new agreement's anticipated award date will be mid-September 2016. All the current suppliers have agreed to extend terms until end of the year.

**Other Laboratory – Updates** DW

Other areas in research are Life Science Equipment, Medical Equipment (low value), Clinical Trials and Data Collection Service, Engineering Non-destructive Test Equipment and Virtual Labs.

## TRAVEL AND ACCOMMODATION

**Airline Contracts (Ticketed Through the Travel Management Services – National)** DW

A meeting with Malaysia Airline has been planned for July, to review the progress of their deal. It is anticipated that a deal with Air China should start very soon. EasyJet have agreed a contract that started in April.

The first stage of the benchmarking project will be complete in late July.

**Vehicle Leasing and Car Hire** DW

The tender documents have yet to be finalised. David Lamb will take this tender over in August on behalf of NWUPC, as Laura Hough will be going on maternity leave. This may mean the start date of the new framework agreement may be delayed.

## UTILITIES

**Fixed Priced and Fixed Term – Electricity and Natural Gas** DW  
Latest news from The Energy Consortium (TEC) can be found here: [www.tec.ac.uk/news](http://www.tec.ac.uk/news)

**Water Market** DW

This tender is being considered by the Water Strategy Group, which includes TEC. A PIN was published in January and a decision on whether this proceeds will be made later this year, as it depends on the progress towards a competitive UK water supply market being in place.

## OTHER ACTIVITIES

### LUPC Systems

The HE Contracts (HEC) website, which will replace UniBuy, is currently being tested by all national consortia. It is anticipated that this will go live in August and communications will be sent out soon regarding training and access to Members.

A decision to replace the LUPC website has been put on hold, pending the outcome of the delivery of the new HEC website.

### LUPC/SUPC Conference 2016

The LUPC and SUPC joint Conference & Exhibition was held on Wednesday 15 June 2016 at Mary Ward House, it was a great success that brought together 270 delegates representing over 100 higher education institutions and other public sector bodies from across London and the South of England. We would like to thank all delegates who attended for making the conference such a success. The slides from the presentations can be found here at [www.lupc.ac.uk/conference2016presentations.html](http://www.lupc.ac.uk/conference2016presentations.html)

### Membership

One new member, Teach First, joined LUPC in June.

(Correct at 8 July 2016)

Full details of all agreements are available at [www.lupc.ac.uk](http://www.lupc.ac.uk)



# Brexit - where next?

**David Hansom**, partner and head of procurement law at leading national law firm Veale Wasbrough Vizards, looks at some of the potential impacts of the UK's decision to leave the European Union for LUPC members.

The recent UK referendum decision to leave the European Union has led many to ask 'What next?' Whilst, at the time of writing, there are many unanswered questions in terms of the scope, nature and outcome of the negotiations for the UK's withdrawal, there are a number of key issues for LUPC Members to start thinking about.

The first point to make is that it is 'business as usual' from a legal compliance point of view as, for now, all current EU law continues to apply. The UK remains a member of the EU and, until this status changes, all EU legislation, regulations and case law will continue to be binding on the UK.

No timeline is set for the UK's withdrawal, but in view of the complexity of the negotiations and that the government has not yet triggered the formal withdrawal notification process under Article 50 of the EU Lisbon Treaty (which, broadly, starts a two-year fixed period of negotiations), many commentators now expect that full withdrawal by the UK may not be achieved until 2020. Further clarity on timescales from government will help to give certainty and help organisations to plan for the future.

It is not yet clear what the UK's future relationship with the EU will look like. There are a number of existing models, including the so-called 'Swiss, Norwegian or Canadian' models. These all address, to different extents, access to the so-called 'single market'. It is also possible that the UK will seek to negotiate an entirely bespoke solution. Any roadmap for the UK's future relationship will need to be approved by other member states.

What are the key issues to think about now? Such is the extent and impact of EU law on the UK, there are a number of early planning exercises that can be done now to help manage the impact of the withdrawal from the EU.

Across the sector, one of the most visible interfaces between the UK and the EU is



access to EU grant funding and research allocations. Whether via Horizon 2020, European Regional Development Fund (ERDF) or grants paid to UK research Councils from EU funding, it is not yet clear what will happen to the UK's ability to access these funds after the exit date.

Organisations can plan for this by undertaking a 'funding audit' of both current EU-funded projects, and those in the pipeline up to 2020, to create a snapshot of the impact and to help with contingency planning. EU state aid and public procurement rules continue to apply, and in the case of procurement, the regulations have been adopted into UK law so will continue until these are amended or repealed.

Reviewing your long-term existing commercial contracts now, to check that these will continue post exit (or whether variations will be needed to continue

to give full effect to the arrangements) will help to ensure continuity of service delivery and pricing certainty. A number of organisations are looking to include so-called 'Brexit clauses' in new contracts to specifically cater for a number of scenarios that could arise later and that could affect the arrangements.

Another visible link in the chain is the potential impact on student recruitment, staffing/staff mobility and the ability of EU nationals to live and work in the UK. It's not currently clear what the ultimate immigration arrangements will be, but commentators believe that a change to the current 'free movement' provisions is likely. This could impact on recruitment and staffing, and institutions may want to start thinking now about helping colleagues with immigration queries and, for those EU nationals living and working in the UK, thinking now about obtaining permanent residency and/or UK citizenship where relevant.

It is clear that the UK's exit from the EU is likely to have a considerable impact on the sector. What is not known currently is the scale of that impact and that will depend on the stance taken in negotiations. Early planning now will help organisations to deal with what comes next in a strategic way.



**David Hansom** is partner and head of procurement law at law firm Veale Wasbrough Vizards, the number one ranked firm on the LUPC Legal Services

framework. For more information or advice on Brexit or any other issues please contact David Hansom via [dhansom@vww.co.uk](mailto:dhansom@vww.co.uk), or your usual contact at VWW.

# Managing your local Area Review

Emma-Jane Dalley explains what further education colleges need to know about Area Reviews.

Most further education and sixth form colleges will be fully aware of, or already involved in, an Area Review process. The aim of the process is to “provide an opportunity for institutions and localities to restructure”, with a view to them becoming more operationally and financially efficient, and achieve greater specialisation. The government paper *Reviewing post-16 Education and Training Institutions*, proposed that the sector will move “towards fewer, often larger, more resilient and efficient providers”.

Area Reviews are being led by steering groups made up of stakeholders. Normally, each college will be represented by its Chair of Governors (but this can be another governor) and Principal or Chief Executive. Relevant local authorities, the Local Enterprise Partnership and the FE Commissioner, Sixth Form Commissioner and Regional Schools Commissioner will also be represented.

Steering groups will conduct an analysis of the structure of institutions and localities, and consider possible options which may help achieve financial and operational streamlining such as mergers, collaborations, sharing of resources and increased use of technology.

Following each review, the steering groups make recommendations for change to each college. The board of each college can then consider the recommendations.

As charity trustees of independent corporations, governors cannot be forced to accept the recommendations, but they should be considered alongside their general responsibility to ensure that the institution achieves the best possible outcome for its learners. Notwithstanding this, a college that decided to ‘go it alone’ and reject the proposals would likely find itself on difficult negotiating ground if it were to subsequently require any financial support from the Skills Funding Agency.

Colleges are expected to finance the implementation of the recommendations themselves wherever possible, but there will be a restructuring facility administered by the Treasury, available where alternative funding for the changes cannot be secured. The terms of this restructuring facility or the amount of funds that may be available are not yet clear.

*“It will be important to understand whether the combination of estates is required or is suitable to deliver any new strategy.”*

We recommend that colleges going through the Area Review process should have a good understanding of their own position before entering into discussions. Colleges should really understand their key strengths and specialisms as well as their weaknesses, their reputation amongst key stakeholders and their ability to adapt to changes (in particular reform and expansion of the apprenticeship programme) before going into an Area Review process.

Most boards will be keenly aware of these strengths and weaknesses in any event, but a period of self-evaluation as part of the process (or ideally before the formal review begins) can be helpful in ensuring that a college maximises opportunities for its own learners and will allow it to influence discussion with evidence-based data. Equally, an understanding of other providers in the area can be helpful, and many colleges will enter into informal discussions in advance of the formal process.

Another key area to understand is the college’s property portfolio. This is key to a college’s current strategy for delivery,



but as part of any merger or federation, it will be important to understand whether the combination of estates is required or is suitable to deliver that new strategy. Colleges should have an understanding of the value of their estate, whether it is easily saleable or transferable as part of a rationalisation or merger with another college, and what impact that may have on the college’s financial position.

It is also important that the individuals who are representing the college at Area Review meetings have a clear understanding of the college’s desired objectives. Appropriate methods for reporting back should be considered and full board meetings scheduled at appropriate intervals around the area review process.

For most colleges, undertaking an active part in the process will result in recommendations for the board to consider that, although potentially significant, will be of benefit to learners in the longer term.

*Emma-Jane Dalley is a Partner at Veale Wasbrough Vizards, a legal provider to the LUPC Legal Services agreement.*



For more information on the Area Review process or any assistance with implementation, please contact Emma-Jane Dalley at [edalley@vww.co.uk](mailto:edalley@vww.co.uk) or on 0117 314 5465



# The growth of the global institution

Travel Management Companies (TMCs) can add significant value and peace of mind to your travel policy, explains **Sean de Lacey**.

At an event in collaboration with the University of the West of Scotland, Diversity Travel invited procurement and finance personnel from across the country to discuss key issues in academic travel. One of the main takeaways from the event was the importance of travel for growth and competition among UK academic institutions. When speaking to some of the delegates, we found that ambitious academic institutions are looking to grow internationally.

Travel gives these institutions access to a global network and academics are now frequently returning from travelling abroad to provide first-hand global insights to their students and fellow academics. Through a travel network that is becoming cheaper and easier to navigate, faculty members can now reap the benefits from networking overseas to attract an international student base, and produce courses and research with a global angle in mind.

Yet for academic institutions to keep up in a world with an increasingly global outlook, travel needs to be structured, standardised and easy to organise across the board. For those who handle the travel booking however, an array of challenges present themselves on the financial and logistical side of academic travel. From our event we found that, without a doubt, the most common problem the procurement teams faced when trying to mandate booking within travel policy was the perception of value to the traveller.

If travel is going to be a priority for academic institutions, educating staff to understand travel policies and procedures – and evolving them to suit the institution – is vital. As an attendee from the University of Sheffield stated: “The internet has turned us all into travel experts and therefore when a Travel Management Company (TMC) quotes a higher fare than has been found online, the traveller is bound to question why.”

When talking to university representatives at our event, they noted that many of the staff members and academics have

*“The most common problem the procurement teams faced when trying to mandate booking within travel policy was the perception of value to the traveller.”*



been at their institutions for a considerable amount of time. Some have been there for more than 40 years which can prove challenging to change the ‘we’ve always done things this way’ mindsets around processes.

It was agreed by the procurement personnel in attendance that ignoring travel policies and making your own travel plans can be counter-intuitive. Consolidating all travel through a dedicated team or travel partner can not only provide an efficient and cost-effective way for booking travel, but more importantly it can also minimise risk and provide a duty of care.

Although academic business travel may seem fairly straightforward, a duty of care is required for those unfortunate events that may come up when you least expect. A guest at our event shared an example of a faculty member who had been on what was perceived as a ‘safe’ trip to Mexico when 9/11 happened. The academic was stranded without travel. Another delegate told us that when the Nepal earthquake happened, the university had a member of staff in the area, who had booked his own travel and could therefore not be tracked through a TMC.

Expert knowledge on routes and fares – as well as the ability to negotiate special rates – means that you can pass the bulk of the travel booking process with confidence to a travel partner. It is important, however, to ensure you have a process that fits with the requirements of the institution, so the partnership is trustworthy. This way, the institution can focus on global growth, knowledge sharing, and improving the academic experience for all involved.



**Sean de Lacey** is Head of Sales at Diversity Travel, a TMC on the consortia Travel agreement





# Safety first

Neil Hewitt explains that not all CE marked PPE equipment offers adequate protection for users.

As a supplier to the consortia Personal Protective Equipment (PPE) agreement (tendered by Crescent Purchasing Consortium, but open to LUPC Members), keeping the safety of the public sector is at the top of Arco's agenda. However, recent testing has brought to light the potential risks of some PPE products, even those with the required EC type approval and CE mark.

Public sector buyers should be vigilant about purchasing adequate PPE products, to ensure these do not pose a risk to users, as there appears to be procedural weaknesses within the EC type approval and CE marking process. These weaknesses can allow a less reputable manufacturer or importer to gain CE certification for products they wish to market and then subsequently make changes to the product. These changes could impact on the product's safety performance; further testing may not be conducted as the CE certificate is already available.

An example of these failures came to light when Arco performed a number of tests on safety footwear toecaps, products at the frontline of safety across a wide range of industries. Traditionally toe caps were made from steel to ensure toes were not crushed in the event of an accident, but non-metallic materials have entered the marketplace, offering lightweight design and the ability to minimise disruption in security areas, particularly where metal detection is required. Some of these non-metallic toe caps are made from composite glass fibre, whilst others are injection-moulded thermoplastics.

In our UKAS and SATRA independently accredited lab, Arco carried out product assurance compression testing on own brand footwear, alongside a sample of other footwear currently available on the market. During the testing, it became apparent that the safety footwear using some injection-moulded plastic toe caps performed significantly worse than the fibreglass composite toe caps during compression testing. What does this mean for the wearer of the boots? If the foot is compressed, these sub-standard toes caps would not protect the wearer as intended, resulting in injuries. Particularly worrying is that the use of a thermoplastic toe caps in safety footwear is not immediately evident, and purchasers are relying on the CE mark being accurate in order to protect wearers.

Arco are the only distributor in the UK to have invested in developing our own Product Assurance Laboratory for the testing of PPE. We are also members of the BSIF Registered Safety Suppliers Scheme (RSSS). Companies displaying the scheme's logo have signed a binding declaration that the safety equipment they offer meets the appropriate standards; fully complies with PPE regulations; and is appropriately CE marked.

Identifying true product compliance is difficult for both purchaser and wearer alike. Anyone who has concerns over the safety of the equipment they are being supplied should follow these steps:

- Ask your suppliers for a declaration of conformity that shows original certification for the PPE you are purchasing.
- Ask your suppliers to define their process for sample testing, to ensure safety products continue to meet the required standards.
- Ensure your suppliers are members of the BSIF Registered Safety Supplier Scheme.
- Ask your suppliers to define their process of quality assurance at the manufacturing facility, to ensure products are being manufactured as they were originally certified.
- Always buy from a trusted source.

We must continue to work together to maintain standards, and purchasers should remain vigilant to safeguard workers in the public sector.



Neil Hewitt is Divisional Director Quality and Technical Standards at Arco, a supplier to the Crescent Purchasing Consortium PPE framework, open to LUPC Members.



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# Friends of the forest

Shaylor Group and the University of Birmingham have partnered to establish a unique project into the impact of climate change, explains Lana Shaylor.

Launched by the University of Birmingham in 2013, the Birmingham Institute of Forest Research (BIFoR) project aims to be unique within Europe, in size, ambition and scope.

Headed by respected Professor of Atmospheric Science Rob MacKenzie, the project is a £15 million, 10-year experiment on behalf of the University to simulate the atmospheric conditions expected in 2070. The results will investigate the effects of climate change on existing woodlands by building a Free-Air Carbon Enrichment (FACE) experiment site set in mature, unmanaged, temperate woodland.

Recently completed in Mill Haft Wood in Norbury, Staffordshire, the woodland FACE facility comprises a series of approximately cylindrical ring structures, as high as the tree canopy (around 25m) and 30m wide. These are joined to supporting pipes that deliver Carbon Dioxide (CO<sub>2</sub>) in such a way that the woodland inside the ring is immersed in elevated CO<sub>2</sub>, but the rest of the woodland remains largely unaffected.

The project will see the Institute conduct research into the environmental impacts of climate change and the effects of pests and disease. As one of only three such research centres in the world, it will firmly establish the UK as a world leader in forestry research.

Acknowledging that construction can be a very destructive activity, the University called upon the expertise of Shaylor Group to carry out the construction of the BIFoR site. While most construction projects begin by clearing the area to create a blank canvas, the BIFoR project required the exact opposite. Carrying out the construction equivalent of keyhole surgery, Shaylor Group were tasked with providing an extensive experiment site set within the mature forest, without causing any damage or contamination to the environment in the process.

The location presented Shaylor Group with environmental, archaeological and geological considerations. Environmental impacts included the presence of Great Crested newts, badgers and bats. To combat these challenges, an environmentalist was employed to provide newt fencing around the site perimeter; badger access was provided through the mesh security fencings; and in the autumn and winter months, timed photocell lighting was used to control the timing and levels of lighting around areas of construction activity.



*Shaylor Group employees on-site*

Professor Martin Chambers, Framework Director at Shaylor Group said, "Our biggest challenge on this project was delivering the infrastructure using completely sustainable products and processes. Our brief from the University was that the project could leave absolutely no footprint. So we had to throw traditional methods of working out the window and start from scratch, researching and devising the best quality solutions for our client's very exacting needs."

One of the most difficult parts of the project involved installing approximately 1,000 metres of pipework throughout the forest which is being used to distribute the CO<sub>2</sub> through the network of 25m high masts located within the forestry rings. Shaylor Group displayed their commitment to sustainable and environmentally sound construction practices by installing the pre-assembled giant masts into place within the forest by helicopter. Rather than risk any damage to the surrounding woodland by in-situ assembly or crane installation, Shaylor Group sourced a specialist Swiss helicopter company who were able to carry out this highly specialist activity.

Shaylor Group has already won recognition for its outstanding performance on the project, being named winners of the Environmental Award at the prestigious Building Safety Group (BSG) Awards 2015. The project also received a 'Highly Commended' award in the 'Project of the Year' category of the Celebrating Construction Awards 2016.

As an approved LUPC supplier on Lot 5 (Minor Works Large) of the LUPC Estates maintenance & Minor Works Framework, Shaylor Group is one supplier able to ensure projects, regardless of size, are delivered using their experience of innovative construction practices and commitment to sustainability.

With forward thinking contractors investing in sustainable practices and placing environmental concerns at the forefront of their construction methods, a greener future for the construction industry could be very close to hand.





# Looking good on paper



## Roland Coldrick explains how a simple paper switch can save money, resources and more.

The average consumer may take for granted that there's more to a piece of paper than just its colour. The paper industry, and those involved in paper purchasing, may pay closer attention to paper quality indicators, including the 70/75gsm (grams per square metre) versus 80gsm argument.

The UK have traditionally always used 80gsm paper as an industry standard, resulting in many print managers and reprographic operators insisting on 80gsm paper being specified and supplied. However in countries like Japan, the standard is only 60gsm.

With the current climate of budget restrictions in the higher education sector, universities are increasingly looking to explore lower cost options. This, however, may not be the 80gsm sheet they favour. 70gsm and 75gsm are now being used more and more in Europe, and the quality of high bulk 70 and 75gsm papers are constantly improving all the time. Have you ever put 70 or 75gsm paper to the test? It could be the way forward for you.

So where has this myth come from as to why an 80gsm sheet of paper is so superior to a 70/75gsm sheet? For a non-techie, people seem to believe that after feeling a piece of paper, they have the skill to say it is a low grammage due to it not feeling like a very good quality.

But since when can your fingers weigh pieces of paper? What you are actually feeling is the stiffness. This is determined by the thickness, not the weight. It's the same with your printer. There are no scales on board - it performs according to the paper's stiffness.

*"It's the thickness that counts, not the weight."*

Because papers differ in the type of wood fibre used and the manufacturing process, you can end up with papers that weigh the same but have different thicknesses. Hence the difference in quality. The great thing about good-quality 70 or 75gsm paper is that it has been made with superior wood fibre. It ends up as thick, or indeed even thicker, than standard 80gsm paper, so it runs perfectly. It's the thickness that counts, not the weight!

Lighter weight, good quality papers are also better for the environment. Producing them uses less energy, less water, fewer trees and generates less waste; a 70gsm eucalyptus-pulp paper can use up to 37% less wood pulp than a standard 80gsm to make the same number of reams.

Also, 70 or 75gsm paper is often cheaper because the mills sell paper by the tonne, and you get about 50 more reams of 70gsm in a tonne than you do of 80gsm. Now who's going to complain about that?

If you happen to be the lucky person who gets to distribute the paper around the offices, then you probably won't moan to learn that a box of 70gsm weighs 12% less than a box of 80gsm. Maybe your poor arms will go back to their normal length again!

So, if you are ever told by a copier technician that you must use 80gsm and not 70 or 75gsm, throw some knowledgeable questions at him or her and see if they know the answers. It might just save you a bundle.



SPRINGFIELD



# Let's talk...

**Margaret Newson** , Senior Procurement Manager at Ensemble Purchasing.



*How long have you worked at Ensemble Purchasing?* A grand total of 12 days so far!

*And what is Ensemble?* Ensemble Purchasing is London's shared non-profit procurement service and cost-sharing group. It gives members a low-cost, professional procurement service, designed especially for smaller, non-profit higher education, arts, sciences and cultural institutions.

*How did you get into procurement?* Purely by chance; I was a Personnel Officer at Hackney Hospital and left to get a better paid job as an office temp in BT for 12 months to save enough money to go to Australia. They placed me in a brand new BT company called Cellnet who had just won a licence to set up a UK mobile phone service; those original "brick" phones from 1986 are now in Museums!

*What do you most enjoy about your job?* The mixture of the analytical and human interaction. Also freshly brewed coffee.

*What's the most difficult aspect?* Debriefing unsuccessful tenderers; you can't be unaware of what losing a contract (albeit for very good reasons) might mean to individuals and companies.

*If you weren't in procurement, what would you be doing?* Probably in my previous career, in Human Resources; quelle horreur!

*What's the most interesting item or service you've had to buy?* The "voice" of the lady who did the announcements for the mobile phones ie; "I'm sorry but this number has not been recognised" etc. Probably the poshest lady I have ever met!

*Ensemble Members must be Members of LUPC – what do you think have been the main benefits of joining the consortium?*

Access to agreements that make an immediate impact on the institution's balance sheet and a wealth of information and training available such as the LUPC Conference.

*What achievement are you most proud of (and why)?* Getting my Aircraft Recognition Badge when I was a Girl Guide; second only to establishing a Procurement function from scratch at the LSE.

*What was the last film you saw/book you read?* *The Revenant* that got Leonardo di Caprio his Oscar this year. I saw it at an IMAX so got the full effect of the tremendous gore and guts of the bear attack.

*Fancy being our next member interview?*  
Contact: [l.compton@lupc.ac.uk](mailto:l.compton@lupc.ac.uk)

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# Brexit in numbers

With the UK leaving the EU, what should we consider when assessing the likely impact on higher education?

- There are currently **125,000** EU students studying in UK universities and **43,000** university staff from other EU countries.
- Over **200,000** British students have benefited from the Erasmus exchange programme, providing funds for undergraduates to travel and study in EU countries.
- At last year's National Union of Students Conference, nearly **95%** of conference delegates wanted NUS to campaign for the UK to remain in the EU.
- UK universities receive **an additional 15% in funding** from the EU, a total of **£1.2 billion**, on top of what the UK government gives them. Much of this is for research and development. The UK receives the second largest share of EU research funding.
- Universities generate over **£73 billion** for the UK economy - **£3.7 billion** is generated by students from EU countries.
- Some universities have expressed concern about the UK's ability to participate in Horizon 2020, the largest ever European **£79 billion** funding programme for research and innovation. However, other commentators argue UK universities could still participate alongside other non-EU nations as 'associated countries' such as Norway, Turkey and Israel, so long as free movement of people is protected.

*Sources: Universities UK; The Telegraph; The Independent*

# Forward thinking

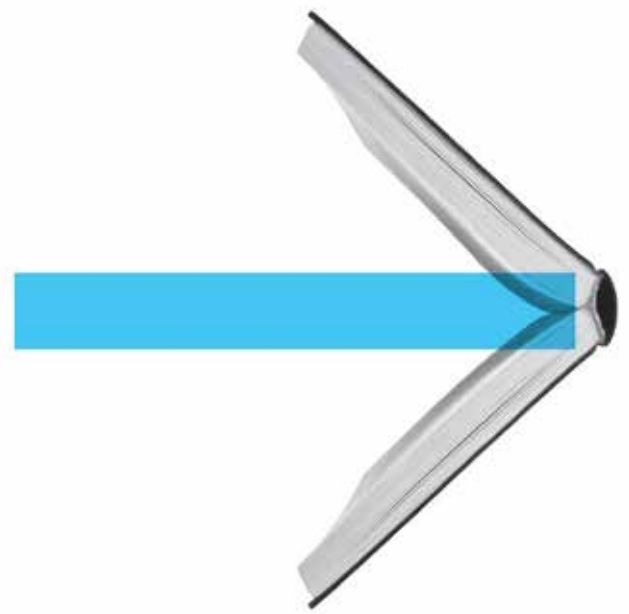
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