Strategic Partnering Advisory Board  
DRAFT - MEETING MINUTES

Date: 8 March 2019  
Time: 11.00 – 13:00  
Venue: LUPC Offices, Shropshire House, 179 Tottenham Court Rd, London W1T 7NZ

In attendance:  

<table>
<thead>
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<th>LUPC</th>
<th>SUPC</th>
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<td>Daniel Barry, Head of Procurement, Royal Holloway</td>
<td>Robert Dumolo, Head of Procurement, UEA</td>
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<td>Don Bowman, Director, LUPC</td>
<td>Bernarde Hyde, CEO SUMS Group</td>
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<td>Caroline Heckscher, Procurement Director, University of London</td>
<td>Lisa Jeffries, Director of Procurement, University of Reading</td>
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<td>Sue Weston, Procurement Director, JISC</td>
<td>Martin Williams, Director of Finance, Bath University</td>
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Agenda Item | Action by | Action date | Action status |
---|----------|-------------|---------------|
1. Opening of the meeting
   An apology was received from Mark Blaney (Royal College of Anaesthetists)
   There were no declarations of interest. |
2. Introductions
   It was noted that SUPC need to appoint a further member to the Group  | BH  | asap |
3. Overview of LUPC and SUMS structures and governance
   Overviews of LUPC AND SUPC were presented.
   SPAB noted that the SUMS Governance Review is in its final stages and that SUPC Council representation is part of the review. |
4. Terms of Reference for Strategic Partnering Advisory Board
   Terms of reference were reviewed and agreed subject to insertion of ‘at least’ in section 9, so that it reads “The members of the Advisory Board will review the Terms of Reference at least annually and propose any changes to the LUPC and SUMS Boards...”  | BH  | With minutes | complete |
5. Strategic Partnering Programme
   The overarching Programme Plan was agreed.
   The Resource Collaboration – Sub-Portfolio Summary is to be circulated to the Group to provide a context.
   SPAB agreed that it would be helpful if all LUPC and SUPC Members had sight of a contract planning/tendering schedule that included all consortia forward  | BH  | With minutes | complete |
   | | | |

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plans, so that Members could coordinate their plans, ensuring alignment and best use of resources. This proposal to be taken forward through the Joint Contracting Group (JCG).

### 6. Process for initiating and approving collaborative projects

The process was considered and suggestions for improvement made:
- SPAB role to be one of oversight and endorsement, not micro-management
- Include proposal status: proposed, taken forward, referred, rejected
- Retain oversight/register of all proposals for all statuses
- Develop member engagement – first phase
- Include income generation as a member benefit.

The process map to be redrafted and brought back to SPAB.

### 7. Budget to support overarching Strategic Partnering Programme

SPAB agreed that:
- The current budget set aside for the Future Collaboration Project is sufficient for 2018/19
- A budget be set for 2019/20 to support communication and other supporting activities: circa £10k per consortia.

### 8. Proposals/business cases for priority projects

Two proposals were brought to SPAB: Temporary and Permanent Recruitment Framework and Periodicals. Both were supported, but suggestions were made to improve the template/approach. Suggestions that complement the suggestions to improve the process as set out above – section 6, plus surfacing member benefits.

The development of standard terms and conditions and supporting document templates was proposed as an opportunity. HEPA’S work in this area is to be explored initially.

### 9. COMMS plan

The COMMS plan was approved.

SPAB endorsed the plan to ensure key messages reach the wider group of stakeholders; including other consortia, BUFDG, OfS, and that they are kept informed of progress.

### 10. Strategic Partnering Risk Register

SPAB approved the full risk register and agreed it would be reviewed annually and that any dynamic risks would be brought to each SPAB meeting.
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<th><strong>Any other business</strong> - there was no other business.</th>
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<tr>
<td>11.</td>
<td><strong>Date and location of next meeting:</strong> Friday 31 May @ 11.00, location TBC</td>
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<td>A poll will be undertaken to determine best dates for future meetings.</td>
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