

# YORKSHIRE PURCHASING ORGANISATION

## AUDIT & SCRUTINY SUB-COMMITTEE

FRIDAY 15<sup>TH</sup> SEPTEMBER 2017

**Present:** The Chair: Councillor Warburton (Bradford)

Councillors: Vjestica (Rotherham), Barnard (Barnsley), Pillai (Calderdale), Scullion (Calderdale), Asif (Kirklees)

<b>1.</b>	<b>CHAIR'S INTRODUCTION &amp; WELCOME</b>
	Councillor Warburton welcomed all parties to the meeting.
<b>2.</b>	<b>ACCEPTANCE OF APOLOGIES FOR ABSENCE</b>
	Apologies for absence submitted prior to the meeting were accepted on behalf of Councillors Byron (Knowsley), Cole (Doncaster), Sweeney (Wigan), Mather (Kirklees), Dadd (North Yorkshire), Waller (York) and Wiseman (St Helens).
<b>3.</b>	<b>MEMBER DECLARATION OF INTEREST</b>
	No declarations of interest were made.
<b>4.</b>	<b>URGENT ITEMS</b>
	No urgent items were raised by Members.
<b>5.</b>	<b>PREVIOUS MINUTES (AUDIT &amp; SCRUTINY SUB COMMITTEE)</b>
	The minutes of the YPO Audit & Scrutiny Sub-Committee held on 16 <sup>th</sup> May 2017 were approved as a correct record.
<b>6.</b>	<b>CUSTOMER SATISFACTION SURVEY</b>
	Members gave consideration to a report and presentation on the Customer Satisfaction Survey delivered by Jo Marshall, Executive Director.  The Executive Director shared the results of both the YPO Customer Survey and the ICS Survey, and gave an overview of the customers the surveys were sent to.  Members asked a number of questions and Officers provided responses to these.  Members thanked Jo for her presentation.  <b>Resolved</b> – (1) That the report be noted.
<b>7.</b>	<b>INTERNAL AUDIT PLAN PROGRESS</b>
	Consideration was given to a report which detailed the Internal Audit's progress and work during the period May to September 2017 and noted the contents therein.

	<p>Carl Tweed, Internal Audit Manager from Wakefield Council, highlighted where action has been taken by YPO since the last meeting, and noted work priorities.</p> <p>Councillor Warburton thanked Carl Tweed for all his hard work for YPO over the years and wished him well in retirement.</p> <p><b>Resolved</b> – (1) That the report be noted.</p>
<b>8.</b>	<b>EXCLUSION OF THE PUBLIC &amp; PRESS</b>
	<p><b>Resolved</b> – That the public and press be excluded from the meeting during consideration of agenda items 9 to 14 on the grounds that they are likely to involve the disclosure of exempt information as described in Part 1 of Schedule 12A to the Local Government Act 1972, as amended.</p>
<b>9.</b>	<b>IT PROGRAMME UPDATE</b>
	<p>Consideration was given to the IT Programme Update report which provided Members with an update on the progress of the implementation of the ERP Business Case.</p> <p>The update contained a highlight report which documented the progress between April and July 2017.</p> <p>Questions were raised around the data and progress, and Paul Smith, Executive Director, provided responses.</p> <p><b>Resolved</b> – (1) That the report be noted.</p>
<b>10.</b>	<b>STOCK LOSSES</b>
	<p>Consideration was given to a report of the Executive Director entitled Stock Losses.</p> <p>The Executive Director talked Members through the different types of Stock Losses we have, and the problems they cause.</p> <p>The report recommended that the Committee note stock losses year on year as part of the organisations reporting requirements, and that the actions mentioned above will be constantly reviewed throughout 2017 and into 2018.</p> <p>Members asked for clarity around some aspects of the report, and officers provided responses on these.</p> <p><b>Resolved</b> – (1) That the report be noted. It was agreed it will be arranged for a Warehouse tour to take place after the next Audit &amp; Scrutiny Sub Committee Meeting on 3<sup>rd</sup> November 2017.</p>
<b>11.</b>	<b>INTERNAL AUDIT ACTION UPDATE</b>
	<p>Consideration was given to a report which provided an update as to the progress made towards actions resulting from internal audits completed at YPO, as part of the Annual Audit Plan by Wakefield Council's Internal Audit.</p>

	<p><b>Resolved</b> – (1) That the progress made in implementing internal audit actions be noted.</p>
<b>12.</b>	<p><b>SALES ANALYSIS</b></p> <p>Consideration was given to a report of the Executive Director entitled Sales Analysis.</p> <p>The purpose of the report being to provide the Audit and Scrutiny Sub Committee Members with a summary of business year to date, and provide context around the headline figures.</p> <p><b>Resolved</b> – (1) That the Sales Analysis year to date be noted.</p>
<b>13.</b>	<p><b>COST SAVING UPDATE</b></p> <p>Members considered a report of the Managing Director entitled Cost Saving Update.</p> <p>Paul Smith, Executive Director, talked Members through the report, which updated Members of the activities of the organisation since the last meeting in relation to the YPO Future Proofing Programme and to give an overview of the forthcoming activities, challenges and goals.</p> <p><b>Resolved</b> – (1) That members note the proposed actions being taken by the Board and will continue to receive regular updates on progress.</p>
<b>14.</b>	<p><b>FINANCIAL UPDATE</b></p> <p>A report of Wakefield Council’s Head of Internal Audit and Risk entitled Financial Update was reviewed by Members.</p> <p><b>Resolved</b> – (1) That Members noted the content of the report.</p>
<b>15.</b>	<p><b>DATE AND TIME OF NEXT MEETING</b></p> <p><b>Resolved</b> – (1) That the next meeting of the YPO Audit &amp; Scrutiny Sub Committee proposed will be held on 3<sup>rd</sup> November 2017.</p>