

Please Reply to: Rachel Robertshaw
Telephone No: 01924 834912
Email: rachel.robertshaw@ypo.co.uk
Date: 28th May 2015

To: Members of the YPO Joint Committee Scrutiny Sub-Committee

Dear Member

YPO SCRUTINY SUB-COMMITTEE – FRIDAY 5th JUNE 2015

It is with pleasure that I write to invite you to attend a meeting of the YPO Joint Committee Scrutiny Sub-Committee which is to be held at **9.30am on Friday 5th June 2015 in the YPO HQ, 41 Industrial Park, Wakefield**, to consider the items set out in the agenda attached.

Yours sincerely



Joanne Roney OBE
Secretary to the Joint Committee

As a courtesy to colleagues will you please turn off your mobile phones and pagers prior to the start of the meeting.

This agenda can be provided in large type, audio, Braille or in another format or language if required. Please contact the person named above to discuss your requirement.

YORKSHIRE PURCHASING ORGANISATION

SCRUTINY SUB COMMITTEE

FRIDAY, 5TH JUNE 2015

9:30 AM

AGENDA

- 1 Chairman's Introduction and Welcome.
- 2 Acceptance of Apologies for Absence.
- 3 Members' Declaration of Interest.
- 4 To approve as a correct record the notes of the Scrutiny Sub Committee meeting held on 6th March 2015.
- 5 To note any items which the Chairman has agreed to add to the agenda on the grounds of urgency.
- 6 Scrutiny Sub Committee Terms of Reference and 2015/16 Work Programme.

7 EXCLUSION OF THE PUBLIC AND PRESS

In relation to reports containing exempt information to consider and, if approved, pass the following resolution:

"That the public and press be excluded from the meeting during consideration of agenda item 8 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."

IN PRIVATE

- 8 ICT Strategy & Business Change Programme.
- 9 Date of next meeting: 16th October 2015

YORKSHIRE PURCHASING ORGANISATION SCRUTINY SUB-COMMITTEE

Friday, 6 March 2015

Present: The Chair – Councillor Warburton (Bradford MDC);
Councillors Barnard (Barnsley MBC) and Glover (St. Helen's
MBC)

49. CHAIR'S INTRODUCTION AND WELCOME

The Chair, Councillor Warburton, welcomed all parties to the meeting.

50. ACCEPTANCE OF APOLOGIES FOR ABSENCE

Apologies for absence submitted prior to the meeting were accepted on behalf of Councillors Atkin (Rotherham), Mrs Carter (Calderdale) and Cooper-Holmes (Doncaster).

51. MINUTES - 12 SEPTEMBER 2014

Resolved – That the Minutes of the YPO Scrutiny Sub-Committee held on 12 September 2014 be approved as a correct record.

52. MEMBERS' DECLARATIONS OF INTEREST

No declarations of interest were made.

53. GIFTS AND HOSPITALITY REGISTER

Consideration was given to the Gifts and Hospitality Register for the previous financial year. The Gifts and Hospitality Policy had also been circulated for information and was due to be reviewed by the Audit Committee at their meeting to be held on 13 March 2015.

At present, employees were required to register any gifts or offers of hospitality to the value of £25.00 or above and a query was raised as to whether the limit should be set higher. It was noted that the limit was in line with other organisations and that the number of declarations made was relatively low. If the number of declarations were to significantly increase a review of the limit could be considered.

Resolved – That the Gifts and Hospitality Register for the previous financial year be noted.

54. EXCLUSION OF THE PUBLIC AND PRESS

Resolved – That the public and press be excluded from the meeting during consideration of Agenda Items 8 to 11 on the grounds that they were likely to involve the disclosure of exempt information as described in Part 1 of Schedule 12A to the Local Government Act 1972, as amended.

55. PROCUREMENT SERVICES STRATEGY

Consideration was given to a report and presentation on the Procurement Services Strategy for 2015 – 17.

The Procurement and Supply Chain Director began by providing the Committee with an overview of the Procurement Services Team and by highlighting the successes of the previous three-year Strategy.

The 2015 – 17 Strategy built on aspects covered in the previous Strategy, taking into consideration the landscape that Members and customers were operating in. The Committee was provided with further detail on the Strategy, including its key themes,

**YORKSHIRE PURCHASING ORGANISATION SCRUTINY SUB-COMMITTEE - FRIDAY, 6
MARCH 2015**

main objectives and risk implications.

Resolved – That the report be noted.

56. COMMERCIAL STRATEGY

Committee Members were provided with an overview of the previous three-year Commercial Strategy, with particular regard to the achievements that had been made to date and areas of work that remained ongoing or required review. Consideration was also given to the 2015 – 17 Strategy, which set out the aspirations and targets for the next three years in relation to sales, marketing, trading and customer experience.

Resolved – That the report be noted and incorporated into the Three Year Strategic Plan.

57. STOCK LOSSES

At the YPO Executive Sub-Committee held on 7 November 2014, a paper had been presented identifying stock losses and YPO officers had committed to undertaking a management review to assure Members that stock losses were under control. The Executive Committee had also requested that the related Action Plans be submitted to the Scrutiny Sub-Committee for review. The Committee was therefore provided with an up to date summary of 2014 stock losses, together with details of the actions that were being taken by YPO to improve the stock losses and bring them back in line with the budget.

Resolved – That the report be noted.

58. CUSTOMER SATISFACTION SURVEY

Consideration was given to a report and presentation highlighting the results from the 2015 Customer Survey. In 2013 YPO had joined the Institute of Customer Service and their report, which had compared YPO with other organisations in similar sectors, had been used to inform the development of the survey and identify any areas of concern.

Resolved – That the report be noted and incorporated into the Three Year Strategic Plan.

59. DATE AND TIME OF NEXT MEETING

Resolved – That the next meeting of the YPO Scrutiny Sub-Committee be held on 12 May 2015, at 10.00am, at YPO Headquarters.

M11847



**REPORT TO YPO
SCRUTINY SUB-COMMITTEE
TO BE HELD ON
5TH JUNE 2015**

TITLE: 2015/16 WORK PROGRAMME

REPORT OF: MANAGING DIRECTOR

1. PURPOSE OF REPORT

1.1 To provide members with an overview of the work scheduled for the 2015/16 committee cycle.

2. BACKGROUND INFORMATION

2.1 The Scrutiny Sub-Committee has a membership of seven members drawn from the Management Committee who meet three times during the year. Its primary purpose is to scrutinise strategies and actions of the YPO management team and provide feedback, comment and recommendations. However the Sub-Committee does not have decision making powers.

Since the last AGM the Audit Sub-Committee has met 3 times and on each occasion a full set of minutes with actions and matters arising has been presented to the Management Committee.

3 TERMS OF REFERENCE

3.1 The terms of reference have been reviewed and are attached for member's consideration. The only change proposed is to point 7 which replaces the requirement to provide an annual report of activities to Management Committee with an assertion that the Audit Sub-Committee will provide an update to Management Committee on the activities of the Audit Sub-Committee by way of meeting minutes and responses to any matters arising.

This amendment will reflect the actual process followed by each Sub-Committee.

4 PRINCIPAL AGENDA ITEMS

4.1 The focus of principal agenda items for the Scrutiny Sub-Committee are similar to previous years and they are aimed at providing the members with sufficient information to undertake their role, as set out in the terms of reference. The proposed principal agenda items along with a meeting schedule and training plan are attached as appendices.

5 RECOMMENDATION

5.1 Members are asked to agree this report for submission to the AGM in the name of the Chair of the Scrutiny Sub-Committee.

REPORT AUTHOR:

Simon Hill
Managing Director

Yorkshire Purchasing Organisation
41 Industrial Park
Wakefield
WF2 0XE

Telephone No: 01924 834811
E-mail address: simon.hill@ypo.co.uk

APPENDIX (CES):

Appendix 1 - Terms of Reference 2015/16
Appendix 2 - Principal Agenda Items
Appendix 3 - Meeting Schedule
Appendix 4 - Training Schedule

Yorkshire Purchasing Organisation

Scrutiny Sub-Committee Terms of Reference 2015/16

Number of Members

Seven Councillors who are not members of the Executive Sub-Committee
Not more than one Councillor from any member authority.

Frequency of Meetings

Three times per annum.

Quorum

Three members.

Substitutes

Allowed.

Remit

1. To ensure the effectiveness of decisions made by YPO by means of conducting scrutiny reviews in accordance with both an approved programme and on an ad-hoc "call in" basis.
2. In conducting reviews receive evidence and call witnesses as appropriate for each review so as to determine how decisions were made, on what basis were they made. If appropriate provide an account of the options and risks that were considered, if the decisions made reflected original statements of intent and if decisions were made in a timely fashion and if they were made in the best interests of YPO and in accord with YPO's public accountability and code of corporate governance.
3. To prepare a report following each review, setting out conclusions and recommendations, for submission to the Management Committee.
4. To review periodically the response of senior managers to completed reviews.
5. To carry out reviews requested by the Executive Sub-Committee and the Management Committee.
6. To review annually its terms of reference and report any additions and amendments to the Management Committee.
7. To provide an update to Management Committee on the activities of the committee activity by way of meeting minutes and responses to any matters arising.

Principal Agenda Items 2015 - 2016

Scrutiny Sub-Committee

October 2015	Author	Agenda
Workforce Strategy	JW	<i>Private</i>
Sales Analysis	JM	<i>Private</i>
Warehouse & Logistics Strategy	JW/PC	<i>Private</i>

February 2016	Author	Agenda
Procurement Services Strategy	PS	<i>Private</i>
Gifts and Hospitality	PS	<i>Public</i>
Commercial Strategy	JM	<i>Private</i>
Stock Losses	SH	<i>Private</i>

May 2016	Author	Agenda
ICT Strategy & Business Change Programme	PS/GR	<i>Private</i>
Scrutiny Sub-Committee Terms of Reference and 2016/17 Work Programme	SH	<i>Public</i>
Customer Satisfaction Survey	JM	<i>Private</i>

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2016



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TRAINING SCHEDULE FOR 2015 - 2016

	EXEC SUB COM	AUDIT SUB COM	SCRUTINY SUB COM
Date and Training Topic	<p>13th November 2015</p> <p>Workforce Strategy Warehouse & Logistics Strategy</p> <p>Julie Wray & Paul Conway</p>	<p>6th November 2015</p> <p>Financial Management</p> <p>Steven Hall</p>	<p>16th October 2015</p> <p>Financial Management</p> <p>Steven Hall</p>
Date and Training Topic	<p>4th March 2016</p> <p>Commercial & Customer Strategy Procurement Services Strategy</p> <p>Jo Marshall & Paul Smith</p>	<p>26th February 2016</p> <p>External & Internal Audit Relationship</p> <p>Carl Tweed</p>	<p>5th February 2016</p> <p>Project Management</p> <p>Gavin Rimmington</p>
Date and Training Topic	<p>10th June 2016</p> <p>ICT Strategy & Business Change Programme</p> <p>Gavin Rimmington</p>	<p>27th May 2016</p> <p>Risk Management</p> <p>Diana Wright</p>	<p>13th May 2016</p> <p>Business Planning</p> <p>Kate Kear</p>

AGENDA ITEM NO 8

Exempt Information by virtue of paragraph(s) 3
of Part 1 of Schedule 12A of the Local Government Act 1972.

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