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Please Reply To **Kathryn McGowan**
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Date 04 September 2013

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

Dear Member

YPO SCRUTINY SUB-COMMITTEE – FRIDAY, 13 SEPTEMBER 2013

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 **10.00 am on Friday, 13 September 2013 in the YPO Headquarters, 41 Industrial Park, Wakefield** to consider the items set out in the agenda attached. **A training session for Members on Performance Management will take place before the meeting, starting at 9.30 am.**

Yours sincerely



Joanne Roney OBE
Secretary to the Joint Committee

As a courtesy to colleagues would you please put your mobile phones and pagers on silent prior to the start of the meeting.

This agenda can be provided in large type, cassette, 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, 13 September 2013**

AGENDA

1. Election of Chair.
2. Chair's Introduction and Welcome.
3. Acceptance of Apologies for Absence.
4. To approve, as a correct record, the Minutes of the meeting held on 19 April 2013. (Pages 1 - 2)
5. Members' Declarations of Interest.
6. To note any items which the Chair has agreed to add to the Agenda on the grounds of urgency.
7. Training Programme. (Pages 3 - 6)
8. 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 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”

IN PRIVATE

9. Workforce Strategy. (Pages 7 - 30)
10. Supplies Sales Analysis. (Pages 31 - 36)
11. Customer Satisfaction Survey. (Pages 37 - 50)
12. Stock Losses. (Pages 51 - 54)
13. Business Change Programme. (Pages 55 - 58)
14. YPO E-Business Project. (Pages 59 - 62)
15. Date and Time of Next Meeting.

The next meeting of the YPO Scrutiny Sub-Committee will be held on 14 February 2014 at 9.30am.

YORKSHIRE PURCHASING ORGANISATION SCRUTINY SUB-COMMITTEE**Friday, 19 April 2013**

Present: The Chair (Councillor Warburton – Bradford MDC)
Councillors Barnard (Barnsley MBC), Atkin (Rotherham MBC)
and Glover (St Helens MBC)

54. CHAIR'S INTRODUCTION AND WELCOME

The Chair, Councillor Warburton, welcomed everyone to the meeting.

55. APOLOGIES FOR ABSENCE

No apologies for absence were received.

56. MINUTES - 15 FEBRUARY 2013

Resolved – That the Minutes of the meeting of Scrutiny Sub-Committee held on 15 February 2013 be approved as a correct record.

57. MEMBERS' DECLARATIONS OF INTEREST

No declarations of interest were made.

58. REVIEW WORK PROGRAMME AND TERMS OF REFERENCE

Consideration was given to a report of the Corporate Director which gave an overview of the work undertaken by the committee since the 2012 Annual General Meeting (AGM) and the proposed terms of reference and work programme for presentation to the 2013 AGM.

The Corporate Director explained that the terms of reference had been reviewed but no changes had been recommended at this time.

Tabled at the meeting, was a draft timetable of YPO meetings for 2013/14.

Members were asked to identify any training they may require in order to fulfil their role. Following a discussion, it was agreed that Business Planning, Performance Management and Project Management should be placed in the training programme.

Resolved – (1) That the report be noted and submitted to the 2013 Annual General Meeting in the name of the Chair of the Scrutiny Sub-Committee subject to the Work Programme being amended in line with the timetable of meetings.

(2) That the information tabled at the meeting be noted and submitted to the 2013 Annual General Meeting subject to the Scrutiny Sub-Committee meeting in May 2014 being rescheduled to April 2014.

59. EXCLUSION OF THE PUBLIC AND PRESS

Resolved – That the public and press be excluded from the meeting during consideration of Agenda Items 8 to 10 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.

60. WAREHOUSE AND LOGISTICS STRATEGIC PLAN

A presentation by the Procurement and Supply Chain Director provided Members with an overview of the Warehousing and Logistics Strategy. YPO's Three Year Strategy was dependent upon the delivery of an effective warehousing and logistics strategy and the progress made against this plan was detailed for Members. The presentation

**YORKSHIRE PURCHASING ORGANISATION SCRUTINY SUB-COMMITTEE - FRIDAY, 19
APRIL 2013**

included:-

- the latest update on efficiency improvements made within the function
- details on service improvements made in 2012
- plans for 2013 and 2014
- details on the Food operation
- capacity planning

A detailed discussion took place regarding the information presented with particular emphasis being given to the Food operation. Members were reassured that Food was a priority for YPO and that an update was discussed at every Board meeting.

Resolved – That the progress made towards the Strategic Plan and the plan for the coming years, be noted.

61. CUSTOMER SATISFACTION SURVEY

The Commercial Director provided Members with information on the annual 2013 customer survey which would be distributed to all active and inactive customers at the end of April 2013. It was explained that the focus for this year would be on discovering information about customer buying behaviours, understanding competitor activity, finding out customers' views on the product range (including own brand) and also obtaining a greater understanding of the academies market.

Members were informed that a report detailing the full outcome of the 2013 survey would be provided at the next meeting of the Scrutiny Sub-Committee.

Resolved – (1) That the report be noted.

(2) That a report on the outcome of the 2013 survey be submitted to the next meeting of the Scrutiny Sub-Committee.

62. STOCK LOSSES

At the Scrutiny Sub-Committee held on 15 February 2013, Members requested a more detailed report on the category "unknown". Appendix 2 of the report detailed the adjustments at item level for the year ended 2012 and 2013 to the end of February. The report detailed the cause for the adjustment for the top 20 items in 2012.

A discussion took place regarding the information presented. Members were of the opinion that the most probable cause could be attributed to the confusion of packaging size. It was explained that procedures had been put in place to help rectify this issue.

Members felt it would be beneficial to receive a regular report on stock losses.

Resolved – That the report be noted.

63. DATE AND TIME OF NEXT MEETING

Resolved – That the date and time of the next meeting will be determined at the YPO Annual Meeting of 28 June 2013 but a provisional date had been set for 13 September 2013 at 9.30am.



YPO
SCRUTINY SUB COMMITTEE
TO BE HELD ON
13TH SEPTEMBER 2013

TITLE: COMMITTEE TRAINING PROGRAMME

REPORT OF: CORPORATE DIRECTOR

1. PURPOSE OF REPORT

1.1. To note the training programme for the Scrutiny Sub Committee for 2013-2014.

2. TRAINING AND TIMETABLE

2.1. Attached at Appendix 1 is the training programme for the Scrutiny Sub Committee agreed with the chair.

2.2. The programme will be delivered in half hour slots organised immediate prior to each meeting starting from 13th September 2013.

3. RECOMMENDATION (S)

3.1. That the Committee note the training programme.

SERVICE DIRECTOR: IAN KNOWLES, CORPORATE DIRECTOR

Yorkshire Purchasing Organisation
41 Industrial Park
Wakefield
WF2 0XE

E-mail address: ian.knowles@ypo.co.uk

APPENDIX (CES):

Appendix 1 –Member Training 2013-14

APPENDIX 1 A

COMMITTEE'S AND CONTACTS FOR TRAINING 2013 - JUNE 2014

JCC/Appoints Sub Com		Exec Sub Com		Audit Sub Com		Scrutiny Sub Com	
Chair - Contact	Councillor Sharman	Councillor Sharman	Councillor L Shaw	Councillor Warburton			
Contact info	terry.sharman@rotherham.gov.uk Tel: 01709 510190	terry.sharman@rotherham.gov.uk Tel: 01709 510190	lesshaw@wakefield.gov.uk Tel: 07827 283103	david.warburton@bradford.gov.uk Tel: 01274 421407			
Date and training	N/A	01.11.13 Business Planning and Project Management	18.10.13 Financial Statements	13.09.13 Performance Management			
Date and training	N/A	28.02.14 HR Processes	07.02.14 External and Internal Audit Relationship	14.02.14 Business Planning and Project Management			
Date and training	N/A	11.04.14 Procurement Processes	11.04.14 Ethical Standards and Governance				

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