

Your Ref.
Our Ref
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Date 11 May 2016

Joanne Roney OBE
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Typetalk calls welcome

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

Dear Member,

YPO SCRUTINY SUB-COMMITTEE – FRIDAY, 20 MAY 2016

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 **10:30 am on Friday, 20 May 2016 in the YPO Headquarters, 41 Industrial Park, Wakefield** to consider the items set out in the agenda attached.

Would Members please note that a training session will take place before the meeting at 10.00am entitled Business Planning.

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.

**YORKSHIRE PURCHASING ORGANISATION SCRUTINY SUB-COMMITTEE -
Friday, 20 May 2016**

AGENDA

1. Chair's Introduction and Welcome.
2. Acceptance of Apologies for Absence.
3. To approve, as a correct record, the Minutes of the meeting held on 5 February 2016. (Pages 1 - 2)
4. Members' Declarations of Interest.
5. To note any items which the Chair has agreed to add to the Agenda on the grounds of urgency.
6. Scrutiny Sub-Committee Work Programme. (Pages 3 - 8)

IN PRIVATE

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 Items 8 and 9 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”

8. ICT Strategy and Business Change Programme. (Pages 9 - 12)
9. Customer Satisfaction Survey. (Pages 13 - 28)
10. Date and Time of Next Meeting.
The next meeting of the YPO Scrutiny Sub-Committee will be determined at the AGM but is proposed for 14 October 2016 at 10.30am.

YORKSHIRE PURCHASING ORGANISATION SCRUTINY SUB-COMMITTEE

Friday 5th February 2016

Present: The Chair: Councillor Warburton
 Councillors –Barnard (Barnsley MBC), Smith (Calderdale MBC),
 Fletcher (St Helens MBC)

1.	CHAIR’S INTRODUCTION & WELCOME
	The Chair, Councillor Warburton, welcomed all parties to the meeting.
2.	ACCEPTANCE OF APOLOGIES FOR ABSENCE
	No apologies were received.
3.	MEMBERS’ DECLARATIONS OF INTEREST
	No declarations were made.
4.	MINUTES – 16th OCTOBER 2015
	The minutes of the YPO Scrutiny Sub-Committee held on 16 th October 2015 were approved as a correct record.
5.	URGENT ITEMS
	None were raised.
6.	GIFT AND HOSPITALITY POLICY AND REGISTER
	SH presented the report and discussed some items on the register. Scrutiny members were happy with the policy and the content of the register. Resolved – That the report be noted.
7.	EXCLUSION OF THE PUBLIC & PRESS
	Resolved – That the public and press be excluded from the meeting during consideration of agenda items 8, 9, 10 and 11 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.
8.	ENTERPRISE RESOURCE PLANNING REPORT
	Consideration was given to a report and presentation provided by the Head of Business Change and IT summarising this Programme Plan. Cllr Warburton asked how long it would take until this would be fully implemented. It was discussed that although a full plan had not been agreed yet the estimated timeframe was 18-24 months. Members raised a number of questions and detailed responses from YPO Officers were accepted. Resolved – That the report be noted.

<p>9.</p>	<p>PROCUREMENT SERVICES STRATEGY</p> <p>Consideration was given to a report and presentation given by the Executive Director regarding the strategic plan for Procurement Services. This report provided an update on progress made over the last few years and detailed the plans for new framework areas to be launched over the current strategy period.</p> <p>Members raised a number of questions and detailed responses from YPO Officers were accepted.</p> <p>Resolved – That the report be noted.</p>
<p>10.</p>	<p>COMMERCIAL STRATEGY</p> <p>Consideration was given to a report and presentation given by the Commercial Director regarding the Commercial Strategy in terms of an update on progress over the last year and the focussed plans for the next year of the 3 year strategy.</p> <p>Members raised a number of questions and detailed responses from YPO Officers were accepted.</p> <p>Resolved – That the report be noted.</p>
<p>11.</p>	<p>STOCK LOSSES</p> <p>SH noted that the Audit Sub-Committee had requested that this report be reviewed by the Scrutiny Sub-Committee. It was explained that although the levels of stock losses were not concerning to the external auditors the Directors felt that considerable savings could be made and actions had been agreed to decrease stock losses.</p> <p>Cllr Warburton asked what happens to returned goods that are not suitable for re-sale. It was explained that these are used in-house or donated to local charities. Cllr Warburton suggested that this should be reported and captured as CSR.</p> <p>Members raised a number of questions and detailed responses from YPO Officers were accepted.</p> <p>Resolved – That the report be noted.</p>
	<p>DATE AND TIME OF NEXT MEETING</p> <p>Resolved – That the next meeting of the YPO Scrutiny Sub Committee will be held on 20th May 2016 at 10.30am, at YPO Headquarters</p>



**REPORT TO
SCRUTINY SUB-COMMITTEE
TO BE HELD ON
20TH MAY 2016**

TITLE: 2016/17 WORK PROGRAMME

REPORT OF: MANAGING DIRECTOR

1. PURPOSE OF REPORT

1.1 To provide members with an overview of the work scheduled for the 2016/17 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.

2.2 Since the last AGM the Scrutiny 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.

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

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APPENDIX (CES):

Appendix 1 - Terms of Reference 2016/17
Appendix 2 - Principal Agenda Items
Appendix 3 - Meeting Schedule
Appendix 4 - Training Schedule

Yorkshire Purchasing Organisation

Scrutiny Sub-Committee Terms of Reference 2016/17

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 account of options and risks 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 2016 - 2017

Scrutiny Sub-Committee

October 2016	Author	Agenda
People Strategy	JW	Public
Sales Analysis	JM	Private
Warehouse & Logistics Strategy	JW	Private

February 2017	Author	Agenda
Procurement Services Strategy	PS	Private
Gifts and Hospitality	JW	Public
Commercial Strategy	JM	Private
Stock Losses	PS	Private

May 2017	Author	Agenda
ICT Strategy & Business Change Programme	PS/GR	Private
Scrutiny Sub Work Programme	SH	Public
Customer Satisfaction Survey	JM	Private

YPO MEETINGS SCHEDULE 2016/17



Date of Meeting		Papers Deadline	Board Meeting	Strategic Officers Meeting	Executive Sub Committee	Management Committee	JCC Members Meeting	Audit Sub Committee	Scrutiny Sub Committee	Partnership Liaison Meeting
July										
19/7	9:00	Noon - Wednesday 13 th July	Board Meeting							
August										
23/8	9:00	Noon - Wednesday 17 th Aug	Board Meeting							
September										
20/9	9:00	Noon - Wednesday 14 th Sep	Board Meeting							
October										
7/10	11:00	N/A								Partnership Meeting
11/10	9:00	Noon - Wednesday 5 th Oct	Board Meeting							
14/10	10:30	Noon - Wednesday 14 th Sep							Scrutiny Sub	
21/10	10:30	Noon - Wednesday 5 th Oct		Strategic Officers						
November										
4/11	10:30	Noon - Wednesday 5 th Oct						Audit Sub		
11/11	10:30	Noon - Wednesday 5 th Oct			Executive Sub					
15/11	9:00	Noon - Wednesday 9 th Nov	Board Meeting							
25/11	9:30	Noon - Friday 18 th Nov					JCC			
25/11	10:30	Noon - Wednesday 9 th Nov				Management Committee				
December										
13/12	9:00	Noon - Wednesday 7 th Dec	Board Meeting							
January										
17/1	9:00	Noon - Wednesday 11 th Jan	Board Meeting							
February										
3/2	11:00	N/A								Partnership Meeting
7/2	10:30	Noon - Wednesday 1 st Feb	Board Meeting							
10/2	10:30 13:00	Noon - Wednesday 11 th Jan		Strategic Officers					Scrutiny Sub	
24/2	10:30	Noon - Wednesday 1 st Feb						Audit Sub		
March										
10/3	10:30	Noon - Wednesday 1 st Feb			Executive Sub					
21/3	9:00	Noon - Wednesday 15 th Mar	Board Meeting							
24/3	9:30	Noon - Friday 17 th Mar					JCC			
24/3	10:30	Noon - Wednesday 15 th Mar				Management Committee				
April										
25/4	9:00	Noon - Wednesday 19 th Apr	Board Meeting							
28/4	10:30	Noon - Wednesday 15 th Mar						Audit Sub		
May										
12/5	9:00	N/A								Partnership Meeting
16/5	9:00	Noon - Wednesday 10 th May	Board Meeting							
19/5	10:30	Noon - Wednesday 19 th Apr							Scrutiny Sub	
26/5	10:30	Noon - Wednesday 10 th May		Strategic Officers						
June										
9/6	10:30	Noon - Wednesday 10 th May			Executive Sub					
13/6	9:00	Noon - Wednesday 7 th June	Board Meeting							
23/6	9:30	Noon - Friday 16 th June					JCC			
23/6	10:30	Noon - Wednesday 7 th June				Management Committee				

TRAINING SCHEUDLE FOR 2016 – 2017



	EXEC SUB COM	AUDIT SUB COM	SCRUTINY SUB COM
Date and Training Topic	11 th November 2016 Workforce/ People Strategy Warehouse & Logistics Strategy Julie Wray	4 th November 2016 Financial Management Steven Hall	14 th October 2016 Financial Management Steven Hall
Date and Training Topic	10 th March 2017 Commercial & Customer Strategy Procurement Services Strategy Paul Smith	24 th February 2017 External & Internal Audit Relationship Carl Tweed	10 th February 2017 Project Management Gavin Rimmington
Date and Training Topic	9 th June 2017 IT Strategy & Business Change Programme Gavin Rimmington	28 th April 2017 Risk Management Andrea Hirst-Gee/ Diana Wright	19 th May 2017 Business Planning Steven Hall

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

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