

## YORKSHIRE PURCHASING ORGANISATION SCRUTINY SUB-COMMITTEE

Friday 16<sup>th</sup> October 2015

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

<b>1.</b>	<b>ELECTION OF CHAIR</b>
	The Managing Director opened the meeting and requested nominations from Members for the position of Chair of the YPO Scrutiny Sub Committee for the forthcoming year. A nomination was received on behalf of Councillor Warburton (Bradford MBC) and seconded.
<b>2.</b>	<b>CHAIR'S INTRODUCTION &amp; WELCOME</b>
	The Chair, Councillor Warburton, welcomed all parties to the meeting.
<b>3.</b>	<b>ACCEPTANCE OF APOLOGIES FOR ABSENCE</b>
	Apologies for absence submitted prior to the meeting were accepted on behalf of Councillor Graham (Bolton).
<b>4.</b>	<b>MINUTES – 5<sup>TH</sup> JUNE 2015</b>
	The minutes of the YPO Scrutiny Sub-Committee held on 5 <sup>th</sup> June 2015 were approved as a correct record.
<b>5.</b>	<b>PEOPLE STRATEGY</b>
	Consideration was given to a report and presentation provided by the Assistant Director of HR & Logistics on the People Strategy for 2015-2017.  The report stated the theme for the YPO 2015-2017 strategy is 'Forward Thinking, Outward looking' which captures the growing confidence of YPO to build on previous successes and make significant strides during this period.  Members raised a number of questions and detailed responses from YPO Officers were accepted.  <b>Resolved</b> – That the report be noted.
<b>6.</b>	<b>EXCLUSION OF THE PUBLIC &amp; PRESS</b>
	<b>Resolved</b> – That the public and press be excluded from the meeting during consideration of agenda items 9 and 10 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.
<b>7.</b>	<b>SALES ANALYSIS</b>
	Consideration was given to a report and presentation provided by the Head of Trading summarising the business year to date.

	<p>The report detailed specific areas of trading year to date, highlighted areas of decline and areas of growth to provide an overall picture. This report also detailed marketing activity year to date and the plan up to the end of 2015. Efforts continue within the sales team to encourage web based ordering as traditionally the majority of orders are received via fax, and for the first time in YPO's history this is now less than 50% with many customers transitioning to PDF.</p> <p>Cllr Cole asked if the business had plans to increase its framework business and was informed a plan was in place to almost double this. This market for YPO covers insurance, enforcement agencies, energy solutions, bill validation etc.</p> <p>Members raised a number of questions and detailed responses from YPO Officers were accepted.</p> <p>Cllr Warburton thanked the team for an interesting and informative presentation.</p> <p><b>Resolved</b> – That the report be noted.</p>
<b>8.</b>	<b>WAREHOUSE &amp; LOGISTICS STRATEGY</b>
	<p>Consideration was given to a report &amp; presentation given by the Head of Logistics regarding the Warehousing and Logistics strategic plan. This report provided an update on progress made during the last strategy period and outlined the 2015-2017 approach and recognised the challenges the business will face including warehouse capacity issues, use of own Fleet vehicles and the form which this would take and the introduction of Performance Management into the Operations team.</p> <p>Members raised a number of questions and detailed responses from YPO Officers were accepted.</p> <p><b>Resolved</b> – That the report be noted.</p>
	<p><b>DATE AND TIME OF NEXT MEETING</b>  <b>Resolved</b> – That the next meeting of the YPO Scrutiny Sub Committee will be held on 5<sup>th</sup> February 2016 at 10.30am, at YPO Headquarters</p>