

MINUTES OF A MEETING OF THE CATALOGUE SUPPLIES SERVICE JOINT COMMITTEE HELD IN THE EBBW ROOM, CAERPHILLY COUNTY BOROUGH COUNCIL OFFICES, TY PENALLTA, TREDOMEN, YSTRAD MYNACH ON WEDNESDAY, 26 MARCH 2008 AT 10.30AM.

Present:-

Councillor D D Games - Chairman
(Merthyr Tydfil County Borough Council)

Representing Caerphilly County Borough Council

Councillor G R Price
Councillor A Williams

Representing Rhondda Cynon Taff County Borough Council

Councillor W J David
Councillor E Hanagan

Officers:

P Hughes - (Manager, Joint Supplies)	-	Bridgend County Borough Council
J Ferris	-	Bridgend County Borough Council
K Fowler	-	Bridgend County Borough Council
E Lucas	-	Caerphilly County Borough Council
C Lewis	-	Merthyr Tydfil County Borough Council
V Hanley	-	Rhondda Cynon Taff County Borough Council
A Rees	-	Bridgend County Borough Council

191 APOLOGIES FOR ABSENCE

Apologies for absence were received from the following:

Councillor R D L Burns	-	Bridgend County Borough Council
Councillor D Sage	-	Bridgend County Borough Council
Councillor I W Clarke	-	Merthyr Tydfil County Borough Council
P Davies	-	Merthyr Tydfil County Borough Council

192 MINUTES OF THE PREVIOUS MEETING

RESOLVED: That the minutes of the meeting of the Catalogue Supplies Service Joint Committee held on 29 November 2007, be approved as a true and accurate record.

193 DECLARATIONS OF INTEREST

None.

194 JOINT SUPPLIES SERVICE - TURNOVER 2007/08

The Manager - Joint Supplies Service presented a report summarising the turnover of the Service for the period to February 2008. Total catalogue sales for the current year were £4.989m which was an increase of 4.25% turnover over the previous year.

He also summarised the trading turnover by each Authority in 2007/8.

He also reported that the new catalogue has been prepared on the basis of a potential two-year use cycle, subject to related financial considerations during the forthcoming year.

RESOLVED: That the report be noted.

195 FINANCE BUDGET MONITORING 2007/08

The Manager - Joint Supplies Service reported that the budget for revenue expenditure for the Joint Service for the financial year was £1,576m. The Service expenditure for the year to February reported was inclusive of a pro rata sum for costs such as accommodation and support services charged on an end of year basis.

The full year projections were based upon actual recorded expenditure during the period together with the inclusion of assessed expenditure/income variations for the remainder of the financial year. The projected full year increase in Supplies and Services reflected the early completion of the 2008/09 Joint Catalogue during March 2008, with the consequential increase to both expenditure and income, which was attributable to the efforts of the team. The projected income surplus of £104,000 included provision for the final energy contract rebates item which was considered at the last meeting.

RESOLVED: That the report be noted.

196 SERVICE PERFORMANCE INDICATORS

The Manager - Joint Supplies Service presented a summary of performance indicators for the current year which compared target to actual for stores delivery; stores - product availability (upon demand); creditor payments and debt management.

The Committee was informed an external Audit Review recently undertaken within Caerphilly County Borough Council, had included broad Performance Indicators which may be relevant to the JSS and the CCBC Head of Procurement will provide information to the JSS Manager as a basis for future review.

RESOLVED: That the report be noted.

197 FINANCE - JOINT SERVICE ESTIMATES 2008/09

The Manager - Joint Supplies Service reported that the Committee at its last meeting had deferred consideration of the Service Estimates for 2008/09 to provide officers with an opportunity to further review as a consequence of a changed projected income base for the year. He reported that specifically, designated contract rebate income was now to be included in the expected income accumulation for the present financial year. The review had now been completed and the revised budget was presented to the Committee for its consideration. The budget had been revised to facilitate a planned reduction to operating costs for the year, to directly reflect the reduced level of non-trading income for the Service from April 2008. It had previously been reported to the Committee that initiatives to increase income during the year. As part of had not achieved the desired outcome. The reductions in expenditure proposed were considered to be realistic and achievable at this time, being gradually introduced the review, other potential opportunities to achieve savings had been considered.

RESOLVED: That the estimates for 2008/9 be agreed.

198 STAFFING - ANNUAL REVIEW

The Manager - Joint Supplies Service presented a summary of seconded staff from the participating Authorities, together with other staff employed exclusively by the Joint Service being contracted to the host Authority as at the 1 April 2008.

RESOLVED: That the report be noted.

199 OFFICERS AUTHORISED TO ENTER INTO CONTRACTS

The Manager - Joint Supplies Service reported that this Committee had previously determined the posts within the Service which were delegated with authority to enter into contracts for the purchase of goods and services. The operational requirement was subject to annual review. The Joint Service utilised the contract arrangements of the Welsh Purchasing Consortium for the majority of the catalogue products purchased.

He advised that the annual review had been completed and the existing schedule of delegation as reported was recommended to meet the requirements of the service.

RESOLVED: That the Joint Committee approve the schedule of Officers given delegated authority to enter into contracts for the purchase of goods and services, as outlined in paragraph 3 of the report.

200 STAFFING SICKNESS ABSENCE 2007/2008

The Manager - Joint Supplies Service presented a summary of sickness absence during the second quarter period together with comparator information for the previous year. During the last period, long term certificated absence (two staff members) accounted for 52% of the total. The year to date analysis was on the same basis with the extended absence of two staff members reflecting 45% of overall absence.

In discussion, it was agreed that enhanced monitoring information relative to long-term/short-term absence should be included in future reports, with further consideration of other recording mechanisms such as the Bradford Factor to be further considered for inclusion in the information provided.

RESOLVED: That the report be noted.

201 JOINT COMMITTEE SCHEDULE OF MEETINGS

RESOLVED: That the Joint Committee meet on the following dates at the locations listed below during the 2008/9 municipal year:-

Meeting Date	Location
Thursday, 26 June 2008 (provisional)	Bridgend
Thursday, 23 October 2008	Rhondda Cynon Taff
Thursday, 29 January 2009	Merthyr Tydfil
Thursday, 21 May 2009	Caerphilly

202 EXCLUSION OF THE PUBLIC

RESOLVED:

That under Section 100A(4) of the Local Government Act 1972 the public be excluded from the meeting for the following items of business because of the likelihood that, if members of the public are present during these items, there would be disclosure to them of exempt information as specified in Paragraph 7 and 9 of Part 4 of Schedule 12A of the said Act:-

<u>Minutes Nos.</u>	<u>Summary of Items:</u>
203	Joint Supplies Service Review
204	Financial - Staff Related