

MINUTES OF A MEETING OF THE CATALOGUE SUPPLIES SERVICE JOINT COMMITTEE HELD AT CYFARTHA CASTLE MUSEUM, GWAELODYGARTH LANE, METHYR ON WEDNESDAY, 25 MARCH 2009 AT 11.00AM.

Present:-

Councillor R D L Burns - Chairperson  
(Bridgend County Borough Council)

Representing Merthyr Tydfil County Borough Council

Councillor D D Games

Representing Caerphilly County Borough Council

Councillor C P Mann

Representing Rhondda Cynon Taff County Borough Council

Councillor W J David

Councillor C J Willis

Officers:

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

30 APOLOGIES FOR ABSCENCE

Apologies were received from Councillor H J David due to other Council commitments.

31 MINUTES OF PREVIOUS MEETING

RESOLVED: That the minutes of the previous meeting held on the 13 November 2008, be approved as a true and accurate record.

32 MATTERS ARISING

None.

33 DECLARATIONS OF INTEREST

None

34 JOINT SUPPLIES SERVICE TURNOVER 2008/2009

The Manager - Joint Supplies Service presented a report summarising the turnover of the Service for the period April 2008 to February 2009. Total catalogue sales for the year were £4.921m which showed a shortfall in the turnover compared to the same period in the previous year. He reported that there had been a constant downturn in non-consumer lines.

He further summarised that trading turnover by each Authority for the period April 2008 to February 2009, which was also slightly down on last year. This was due to business being generated from a new build project during the previous period which they had not had during the current year.

RESOLVED: That the report be noted.

35 FINANCE BUDGET MONITORING 2008/2009

The Manager - Joint Supplies Service detailed a summary of the turnover of the supplies service for the period to 28 February 2009. The report outlined the projected outturn for the year detailing Employees, Supplies and Services, Transport, Accommodation and Finance/Support Services. He advised that in view of the current economic climate, action had been taken to reduce costs and extend the use of the Service to increase related income from catalogue sales.

RESOLVED: That the report be noted

36 SERVICE PERFORMANCE INDICATORS

The Manager - Joint Supplies Service presented a summary of operational Performance Indicators which compared target to actual for product availability (upon demand). He explained that the service was aiming to reduce stock levels by the end of March 2009. Performance Indicators for the current year also compared targets to actual for creditor payments and debt management.

The Committee commended the Joint Supplies Service Manager and his staff for their achievements in relation to the Performance Indicators particularly in view of current trading conditions.

RESOLVED: That the report be noted.

37 OFFICERS AUTHORISED TO ENTER INTO CONTACTS

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 an 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. He further advised that the Stores supervisor post was currently vacant.

Members enquired about the relationship between Joint Supplies Service (JSS) and the Welsh Purchasing Consortium (WPC) as they felt it was important to maintain communication. The Committee was of a view that a meeting between the Manager - JSS and the new WPC manager could be beneficial. He explained that the contract JSS had with WPC was minimal and meetings of the WPC were more strategic and less focussed on trading issues and did not he believed, justify his attendance at WPC meetings.

RESOLVED: (1) 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 under Item 4 of the report.

(2) That the Manager - Joint Supplies Service be requested to attend Welsh Purchasing Consortium meetings on their outcome and report back on their outcome to this Committee.

38 STAFFING ANNUAL REVIEW

The Manager - Joint Supplies Service presented a summary of the staffing complement of the Joint Supplies Service as at 1 April 2009, which comprised employees seconded from the participating authorities, together with other staff employed exclusively by the Joint Service, being contracted to the host authority. As part of the review of the service staffing arrangements, a report is submitted annually to the Joint Committee for information.

RESOLVED: That the report be noted.

39 STAFFING - ABSENCE MONITORING 2008/2009

The Manager - Joint Supplies Service presented a summary of sickness absence for the period April to December 2008. During the year, the long term certified absence of four staff members had accounted for 76% of total absence. He advised that one of these staff would be leaving the Service in April 2009.

RESOLVED: That the report be noted.

40 JOINT COMMITTEE SCHEDULE OF MEETINGS

RESOLVED: That the following provisional dates of the Joint Committee at the locations listed below during the 2009/2010 municipal year be approved in principle:-

<u>Meeting Date</u>	<u>Location</u>
Wed/Thurs June 2009 (date TBA)	Rhondda Cynon Taff
Wed/Thurs 14/15 October 2009	Caerphilly
Wed/Thurs 13/14 January 2010	Bridgend
Wed/Thurs 14/15 April 2010	Merthyr Tydfil

41 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 specified in Paragraph 14 of Part 4 of Schedule 12A of the said Act.

Minute Nos.

Summary of Items:

42 Joint Supplies Service Review

43 Job Evaluation