

REPORT OF THE ASSISTANT CHIEF EXECUTIVE – PERFORMANCE

CATALOGUE SUPPLIES SERVICE JOINT COMMITTEE

14 JULY 2011

ROLE OF OFFICER GROUP - JOINT SUPPLIES SERVICE

1. Purpose of Report

- 1.1 At the meeting of the Catalogue Supplies Service Joint Committee held at Merthyr Tydfil County Borough Council on 16th March 2011. Members requested that Officers review the current constitution and formulate an official Officers Working Group to support the strategic direction of the Catalogue Supplies Service.

2. Connection to Corporate Plan / Other Corporate Priority.

- 2.1 The Joint Supplies Service provides a one stop purchasing facility for each of the partnering Authorities, through delivery via stores and a direct sourcing function for items of common and repetitive spend. It demonstrates savings to corporate customers and schools through economies of scale, which can be used in service delivery.

3. Background

- 2.1 The Joint Supplies Service currently operates under the governance of the Joint Supplies Agreement signed by four partner authorities (The County Borough Council of Bridgend, The County Borough Council of Caerphilly, The County Borough Council of Merthyr, The County Borough Council of Rhondda Cynon Taff) signed in 1997.
- 2.2 The current agreement is currently under review by the legal teams of each partner authority.

4. The Role of the Officer Group

4.1 Remit of the Officer Group

- 4.1.1 It is proposed that the remit of the Officer Working Group which, comprises the Joint Supplies Service Manager, an Officer Representative from each partner authority, supported by the Secretary of the Joint Committee, be confirmed as indicated in Schedule 5 (Appendix1)

4.1.2 It is acknowledged that in order to take forward the challenging strategic review the Officers Group will need to meet on a regular basis and develop a clear work plan with agreed timescales

4.2 Composition of the Officer Group

4.2.1 The Secretary of the Joint Committee being the nominated Representative of the “host” authority (Bridgend County Borough Council). Officers believe there is no requirement for the Secretary to support the Officers Meetings at this time but will review as necessary.

4.2.2 All Officers may appoint a deputy should the nominated Officers be temporarily unavailable.

4.3 Roles and Responsibilities of the Officer Group

4.3.1 To provide strategic support, guidance and challenge to the current management and operational teams within County Borough Supplies.

4.3.2 To provide a formal recommendation to the Joint Committee of the strategic direction of the service.

4.3.3 To review the recent BPR Process and develop a clear work programme, complete with project plan and timetable to the Joint Committee.

4.3.4 To support the Finance Officer in determining a suitable budget year on year to meet the change in demands and service delivery.

4.3.5 To ensure the service remains fit for purpose and meeting the needs of the wide Local Government Strategy as well as supporting partner authorities strategic direction.

4.3.6 To review and approve all reports to Joint Committee.

4.3.7 To monitor output and performance of the unit

5. Effect upon Policy Framework and Procedure Rules

5.1 The recommendations of this report delegate responsibility to Officers to oversee the operational management of the Joint supplies function.

5.2 This will require changes to the Joint Supplies Constitution.

6. Equalities Impact Assessment

6.1 An Equality Impact Assessment has been conducted and is retained by the Finance Service.

7. Financial Implications

- 7.1 There are no additional costs to the Joint Committee. Officer time is the responsibility of individual authorities, which form part of the Joint Arrangement.

8. Recommendations

- 8.1 It is recommended that members note the content of the report.
- 8.2 That members approve the following recommendation:
- i. Each Authority provides a named Officer to attend Officers Meetings on a regular basis. (Nomination from each Authority is attached as Appendix B)
 - ii. That the Officers Group will meet once a month at County Borough Supplies.
 - iii. That the Officers will undertake the roles and responsibilities detailed within the report.
 - iv. That Officers will appoint a Chairperson to report back to the Joint Committee during Joint Committee Meetings
 - v. That Officers report back on any Joint Arrangement changes, which may result due to the current legal review.

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Appendix 1

Schedule 5

Officer Working Group

1. Each of the Councils shall provide an officer representative ("The Officer") who together with the Manager shall serve on the Officer Working Group ("The Group") and the Secretary of the Joint Committee shall attend any meeting of the Working Group.
2. The Officer shall be entitled to appoint a deputy from their respective Council for the purpose of carrying out the duties of that Officer under this Agreement where the Officer is temporarily unavailable.
3. It shall be the duty of the first meeting of the Group to appoint a chairman from amongst the officers.
4. In the event of the Officer ceasing to be employed by their respective Council they shall thereupon automatically cease to be a member of the Group and the Council shall immediately provide a replacement representative.
5. The Officer shall observe and if required sign a confidentiality undertaking in respect of matters which may come to their knowledge as a result of their membership of the Group.
6. The Quorum shall be three and each Council and the Manager shall be entitled to one vote.
7. The Group shall meet at least four times a year.
8. Not later than 30th November in each year the Group shall report to the Joint Committee to enable the Joint Committee to determine its estimates for the following financial year.
9. The function of the Group shall be to deal with issues arising from the provision of the Services referred to in this Agreement and to advise and report to the Joint Committee.

Appendix 2

List of Named Officers

<u>Authority</u>	<u>Name</u>	<u>Job Title</u>
County Borough Supplies Joint Supplies Service	Philip Hughes	JSS Manager
Bridgend County Borough Council	James Ferris	Group Manager - Procurement
Caerphilly County Borough Council	Elizabeth Lucas	Head of Procurement
Merthyr Tydfil County Borough Council	Ceri Lewis	Procurement Officer
Rhondda Cynon Taff County Borough Council	Vince Hanly	Service Director for Procurement
Bridgend County Borough Council	To support the group as and when required at its discretion of the Officers chairman	Secretary to Officer Group