CABINET MEMBER FOR SUSTAINABILITY AND INNOVATION

Venue: Town Hall, Moorgate Street, Rotherham.

Date: Monday, 9 February 2009

Time: 11.30 a.m.

A G E N D A

1. To determine if the following matters are to be considered under the categories suggested in accordance with the Local Government Act 1972.

2. To determine any item which the Chair is of the opinion should be considered as a matter of urgency.

3. Minutes of the meeting held on 12th January, 2009 (Pages 1 - 2)

4. RBT Performance Report for December, 2008 (Pages 3 - 13)

5. Procurement Panel (Pages 14 - 19)
    - minutes of meeting held on 12th January, 2009

6. Liaison with RBT

7. Exclusion of the Press and Public
    The following item is likely to be considered in the absence of the press and public as being exempt under Paragraph 3 of Part 1 of Schedule 12A to the Local Government Act 1972 (information relating to the financial or business affairs of any particular person (including the Council)).

8. Additional RBT Performance Report (Pages 20 - 23)

SUSTAINABILITY AND INNOVATION
12th January, 2009

Present:- Councillor Wyatt (in the Chair) and Councillor Sharman.

48.   MINUTES OF MEETING HELD ON 8TH DECEMBER, 2008

Consideration was given to the minutes of the previous meeting held on 8th December, 2008.

Resolved:- That the minutes of the meeting held on 8th December, 2008, be approved as a correct record.

49.   RBT PERFORMANCE REPORT FOR NOVEMBER 2008

Mark Gannon, Transformation and Strategic Partnerships Manager, presented the submitted report which summarised RBT's performance against contractual measures and key service delivery issues for November, 2008, across the areas of Customer Access, Human Resources and Payroll and Procurement.

Key points for this period included:-

▪   All contractual targets had been achieved in Customer Access, Human Resources and Payroll and Procurement
▪   Unusual high level of sickness absence within the Registration Service
▪   Agreement reached with Internal Audit that the checking of paper documents to specimen authorising signatures would initially be limited to a sample 10% check
▪   ABACUS recruitment management software installed onto HR servers
▪   A Service Review meeting had been established. ICTS2/ICT02, ICTS3/ICT03 and ICT02 would be discussed.
▪   The new Nortel VOIP (voice Over IP) switch arrived during November.
▪   BVPI8 performance for November had improved to 93% but was slightly down to the same time in 2007.

A discussion ensued and issues were raised and clarified on the following points:-

–   The possible 2010 Repairs Contact Centre at the former Swinton Neighbourhood Office
–   Mark Evans had left the employment of the Authority. Kathy Stewart was the interim point of contact
–
Resolved:- That RBT's performance against contractual measures and key service delivery issues for November, 2008, be noted.

50.   PROCUREMENT PANEL

Consideration was given to the minutes of the Procurement Panel meeting held on 8th December, 2008.

Resolved:- That the contents of the minutes be noted.

51.   LIAISON WITH RBT

There were no issues to report.

52.   CONFERENCE

Resolved:- That the Cabinet Member (or substitute) be authorised to attend the IDeA Leadership Academy on Climate Change to be held at Warwick University on 25th and 26th March, 2009.

(The Chairman authorised consideration of the above item to enable the appropriate booking to be made.)

53.   EXCLUSION OF THE PRESS AND PUBLIC

Resolved:- That, under Section 100A(4) of the Local Government Act 1972, the press and public be excluded from the meeting for the following item of business on the grounds that it involves the likely disclosure of exempt information as defined in Paragraph 3 of Part I of Schedule 12A to the Local Government Act 1972 (information relating to the financial or business affairs of any particular person (including the Council)).

54.   ADDITIONAL RBT PERFORMANCE REPORT

Mark Gannon, Transformation and Strategic Partnerships Manager, presented a report which summarised RBT's performance in respect of Procurement savings achieved and in respect of the Revenues and Benefits Service.

Resolved:- That RBT's performance against contractual measures and key service delivery issues for November, 2008, be noted.

Agenda Item 4

	ROTHERHAM BOROUGH COUNCIL – REPORT TO MEMBERS	

1.	Meeting:	Cabinet Member for Sustainability and Innovation – Delegated Powers Meeting
2.	Date:	9th February 2009
3.	Title:	RBT Performance Report for December 2008
4.	Directorate:	Financial Services

5. Summary

This report summarises RBT's performance against contractual measures and key service delivery issues for December 2008 across the areas of Customer Access, Human Resources and Payroll, ICT and Procurement.

6. Recommendations

The Cabinet Member for Sustainability and Innovation is asked to:

- Note RBT's performance against contractual measures and key service delivery issues for December 2008.

7.   Proposals and Details

Work has continued during October to implement the new suite of measures, however new reporting mechanisms have required development and implementation and in some cases changes to ways of working. The majority of measures are now being reported but work is ongoing on the remainder. Full details of performance against operational measures for all workstreams are attached at Appendix 1.

A Service Review Board comprising key RMBC and RBT officers has been established on a monthly basis to look at cross cutting performance and with the objective of dealing promptly with issues.

7.1   Customer Access

7.1.1 Overall Performance

All Customer Access measures currently being measured were achieved according to their contractual targets in November.

7.1.2 Complaints

No Complaints relating to RBT delivery received

7.1.3 Joint Service Centres/Customer Service Centres

- Joint Service Centres: Aston & Rawmarsh are now in-scope for the WorkSmart programme.
- Aston: Following a value engineering exercise stakeholder meetings have recommenced to review the brief to include WorkSmart principles. Construction began in early January.
- Rawmarsh: Stakeholder meetings currently on hold.
- Swinton CSC: 2010 are considering using the CSC to operate a Call Centre manned by 2010 staff.

7.1.4 Replacement Telephone Solution

It has been agreed that Maltby Joint Leisure and Services Centre will be the first building to implement the VoIP telephony solution. Requirements capture is completed and the solution proposal due from RBT.

7.1.5 Tell Us Once

Take up of the Tell Us Once Service has increased. Customer feedback is very positive with the majority of Customers registering a Birth or Death taking up the service. There have been indications that the Pathfinder project due to end in March may be extended until August to allow further in-depth evaluation of the benefits of supplying the service.

7.1.6 Equalities and Diversity

Training throughout the service is continuing.

7.1.7 Training and Development

Table 1: RBT Customer Service Training

Service	Total Staff	Staff Eligible	Eligible Staff Trained		Variance from Previous Month
			Number	%	
Telephony - Revenues & Benefits: Council Tax	30	30	30	100	0
Telephony - Revenues & Benefits: Recovery	30	30	30	100	0
Telephony - Revenues & Benefits: Housing Benefit/Council Tax (inc. Free School meals)	30	24	24	100	0
Telephony - Revenues & Benefits: Former Tenant Arrears	30	30	18	60	0
Telephony - Generic Contact Centre: Jobsline	41	41	40	98	+1
Telephony - Generic Contact Centre: General Enquiries	41	41	39	95	+1
Telephony - Generic Contact Centre: Key Choices	41	41	40	98	+1
Telephony - Generic Contact Centre: Repairs	41	39	32	82	+1
Telephony - Generic Contact Centre: Surgery Connect	41	39	29	74	+1
Telephony - Generic Contact Centre: Streetpride	41	39	33	85	+1
F2F - Generic Contact Centre: Reception Duties	54	54	48	89	+1
F2F - Generic Contact Centre: Planning	54	54	42	78	+1
F2F - Generic Contact Centre: General Enquiries	54	54	46	85	+1
F2F - Generic Contact Centre: Streetpride	54	54	38	70	0
F2F - Generic Contact Centre: Council Tax	54	51	50	98	0
F2F - Generic Contact Centre: Housing Benefit/Council Tax Benefit (inc. Free School meals)	54	51	50	98	0

7.1.8 *Customer Service Excellence*

The methodology has been agreed. There will be three assessments of RBT:

- The Contact Centre
- Externally facing services: Customer Access and Revenues and Benefits
- Internally facing services: Procurement, ICT and HR and P.

The Contact Centre will be the first area to be assessed in March 2009.

7.2 Human Resources and Payroll

7.2.1 *Overall Performance*

All HR&P measures were achieved according to their contractual targets in December.

7.2.2   *Changes Wizard*

Development work continues on the Changes Wizard, which will replace the current paper document (CON2) used to amend employee's contracts. The project is on track to be live by April 2009.

7.2.3   *SYPA Interface*

Development work to create an interface to notify the South Yorkshire Pensions Authority of all contract changes is on track and has now entered the testing phase. It is anticipated to go live by April.

7.2.4   *Internal Audit Compliance Checking Requirements*

Specimen checking of a 10% sample of authorised signatures on paper documents is underway as per agreement with Internal Audit. This has had the benefit of generating more recorded authorised signatures.

7.2.5   *Recruitment Management System*

The implementation of the ABACUS recruitment system remains on track. Training for users in the pilot Directorate of Environment and Development Services has been carried out and the planned roll out of the system to the wider Council from 1st April 2009 remains on target.

7.2.6   *Payroll Activity*

The pay awards for NJC Local Authority Employees, JNC Chief Officers, Craft Workers and Soulbury scales were all implemented by December including payment of arrears.

Confirmation is still awaited from a national level in respect of the negotiations on the Youth and Community pay award before any action is possible.

The number of car park permit holders paying by salary sacrifice is currently around 400; an additional salary sacrifice scheme for bus permits is being explored with SYPTE.

All compensatory payments due to Home Carers accepting new terms and conditions are on track to be paid in January.

7.2.7   *New Legislation*

A review of teaching and non-teaching elements of part time teachers' working week as a result of revised national conditions of service has been undertaken. Implications for pay are now being examined to determine the impact on pay of individuals affected, this will require payment of new rates and arrears and pay protection in some instances.

7.2.8   *Proposed Service Changes*

HR Managers are assuming new titles of HR Business Partners and from the beginning of February will be co-located with colleagues in the HRP Service Centre where they will now receive dedicated support for their Directorate activity from

Advice & Guidance Officers representing a clear enhancement to the high level operational HR support received by the Directorates.

7.2.9 Achievements

A successful dry run for the ISO accreditation Stage 1 Audit has been undertaken. The actual Audit will take place in January 2009.

7.3 ICT

7.3.1 Overall Performance

All targets for the ICT Service were achieved in December.

7.3.2 EDRMS

During December our Electronic Document Records Management System (EDRMS) consultants (Cimtech) began their work in auditing document management within RMBC. This project is scheduled to finish in May 2009 and is a key first step to rolling out Electronic Document Management throughout RMBC. A first meeting of the Directorate Project Team is scheduled for mid January 2009.

7.3.4 Desktop Refresh

The desktop refresh has stopped, temporarily, to allow RBT to switch hardware suppliers from Dell to HP. RBT have confirmed that this will not affect the rate of refresh and that they will put additional resources into this area to ensure that all PCs due for refresh will be refreshed before the end of March.

7.3.5 ICT Change Reporting

At several recent Performance Review Boards, the ICT Client has expressed concerns about the quality of Change Request (CR) reporting in the Client reports. This issue has been raised with RBT senior management for resolution.

7.3.6 Complaints

No complaints were received in December.

7.4 Procurement

7.4.1 Overall Performance

All targets for the Procurement Service that are being reported were achieved in December. One target is still unreported (percentage of e-RFQs consolidated into purchase orders) as RBT are experiencing problems with the Cedar report. However RBT advise that when the report is fixed, retrospective data will be available.

7.4.2 BVPI8

BVPI8 figures for December increased to 94% an increase on November's performance of 93% but a slight decrease on December 2007's performance of 95%.

8.   Finance

The contract with RBT includes a service credit arrangement, the effect of which is that should an OM not achieve target a calculation based on the amount by which the target was missed, allocated weighting of the measure, etc results in a financial penalty for RBT as a direct consequence of any underperformance.

9.   Risks and Uncertainties

The Transformation and Strategic Partnerships (TSP) Team work with RBT to proactively identify and manage risks to prevent negative impacts on performance that may affect our CPA/CAA rating or service delivery.

10.   Policy and Performance Agenda Implications

The partnership is responsible for key areas of service delivery and therefore has a key role in the delivery of key national and local performance indicators. The partnership also supports the Council service areas in their service delivery.

11.   Background Papers and Consultation

RBT performance reports for December 2008.

Contact Name:

Mark Gannon
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Measure	Ref	Target	Oct	Nov	Dec	Status	Comments
Customer Access Overall Performance		100	106.2	106.84	106.54	★	Overall status of Customer Access OMs
Cost per Transaction (F2F)	CAO1					?!	Measure unable to report work ongoing on reporting mechanism
Cost per Transaction (Telephony)	CAO1					?!	Measure unable to report work ongoing on reporting mechanism
Utilisation & Availability (F2F)	CAO2				67.1	?!	Measure now reporting for F2F; target to be set following baselining
Utilisation & Availability (Telephony)	CAO2		59.08	58.28	53.52	?!	Target to be set following baselining
First Contact Resolution by Channel (F2F)	CAO3		100	100	97.5	?!	Target to be set following baselining
First Contact Resolution by Channel (Telephony)	CAO3		93	84	99	?!	Target to be set following baselining
Average Call Quality Assessment	CAO4	95	97.03	98.17	97.54	★	
% of Contact not Abandoned (F2F)	CAO5	85	98.8	99.73	99.91	★	
% of Contact not Abandoned (Telephony)	CAO5	90	95.8	96.01	95.35	★	
Overall Mystery Shopping Score (F2F)	CAO6					?!	Work ongoing to introduce mystery shopping
Overall Mystery Shopping Score (Telephony)	CAO6					?!	Work ongoing to introduce mystery shopping
Complaints Handling	CAO7	10	9		7	?!	Nil return
% Customers Speaking to more than 1 Assistant during 1 call/visit	CAO8					?!	Measure unable to report work ongoing on reporting mechanism
Provision of MM Data	CAO9	100	100	100	100	★	

More than 2% above target ★
Within 2% of target ●
More than 2% below target ▲
Unable to report at this time ?!

Measure	Ref	Target	Oct	Nov	Dec	Status	Comments
HR&P Overall Performance		100	106.72	106.51	106.35	⭐	
Accuracy of Contracts	HRO1	95	100	100	100	⭐	
Accuracy of Payment	HRO2	95	99.74	99.67	99.58	⭐	
% of Enquiries Resolved at First Point of Contact	HRO3	80	94.92	93.51	92.41	⭐	
P45s issued within 3 working days	HRO4	98	100	100	100	⭐	
Manual Cheques issued within 1 working day	HRO5	98	100	100	100	⭐	
Non-Statutory Returns by Due Date	HRO6	100	100	100		⭐	nil return
Quality of Information Given to Caller	HRO7	90	100	100	100	⭐	
% Contracts of Employment Issued within 15 working days	HRO8	90	100	100	100	⭐	
CRB Process	HRO9	95	100	100	100	⭐	
Provision of MM Data	HRO10	100	100	100	100	⭐	

More than 2% above target ⭐
Within 2% of target 🟡
More than 2% below target 🔺
Unable to report at this time ⁉

Measure	Ref	Target	Oct	Nov	Dec	Status	Comments
ICT Overall Performance		100	108.97	108.99	108.96	⭐	
% Availability of Website	ICTO1	99	99.94	99.98	99.87	⭐	
% Availability of Business Critical Applications	ICTO2	99	99.96	99.98	99.99	⭐	
% Availability of Telephony Systems	ICTO3	80	100	100	100	⭐	
% Faults Fixed in Agreed Timescales	ICTO4			95.33	93.05	❓	Revised timescales agreed, baselining to be undertaken
% ICT Change Requests Completed in Agreed Timescales	ICTO5					❓	Catalogue in development to streamline process and clarify timescales
% Complex Change Requests Completed to Agreed Specification	ICTO6					❓	Measure unable to report work ongoing on reporting mechanism
% Calls Fully Closed at First Point of Contact	ICTO7			31.13	29.8	❓	Fundamental changes requiredto implement measure
% Print Jobs Completed as Agreed	ICTO8					❓	Measure unable to report work ongoing on reporting mechanism
% Engages Service Desk Telephony Calls	ICTO9		0.9	1.3	0.28	❓	Baselining ongoing prior to a target being set
Average Time Taken to Answer Calls	ICTO10		7.4	8.75	7.25	❓	Baselining ongoing prior to a target being set

More than 2% above target ⭐

Within 2% of target 🟠

More than 2% below target 🔺

Unable to report at this time ❓

Measure	Ref	Target	Oct	Nov	Dec	Status	Comments
Procurement Overall Performance		100	110.46	111.26	110.78	⭐	
% Catalogued Goods or Services Delivered within Lead Times	PO1	88.72	94.3	93.39	96.29	⭐	Performance shown as amber as less than 2% above target
% Cheque Requests Processed on Next Available Payment Run	PO2	98.46	99.93	99.78	99.73	🟠	Performance shown as amber as less than 2% above target
% Undisputed Invoices Input within 25 calender days	PO3	99.22	99.36	99.4	99.64	🟠	Performance shown as amber as less than 2% above target
% non-eRFQ Open Requisitions Consolidated into Purchase Orders	PO4	75	88.18	89.13	91	⭐	
% Framework Agreements Risk Assessed for Impact on Local Economy	PO5	96				⭐	Nil return for the quarter as no framework agreements
% Orders Placed Against Electronic Catalogue	PO6	17	23.33	24.13	22.63	⭐	
% eRFQ Open Requisitions	PO7					🔣	Measure unable to report work ongoing on reporting mechanism
% Framework Agreements Developed with consideration given to Sustainability	PO8					⭐	Nil return for the quarter as no framework agreements
Provision of MM Data	PO9	100	100	100	100	⭐	Performance shown as amber as less than 2% above target

More than 2% above target ⭐
Within 2% of target 🟠
More than 2% below target 🔺
Unable to report at this time 🔣

Measure	Ref	Target	Oct	Nov	Dec	Status	Comments
Revs & Bens Overall Performance		100	100	100	97.91	🟡	
% Council Tax Collected	RBO1	97	65.63	74.61	84.74	⁉️	Annual target but tracked for information during the year
% NNDR Collected	RBO2	98.50%	69.74	78.83	89.66	⁉️	Annual target but tracked for information during the year
Time Taken to Process HB/CTB New Claims and Change Events	RBO3	15	17.8	17.45	16.58	⁉️	Annual target but tracked for information during the year
Number of Fraud Prosecutions & Sanctions per 1000 caseload	RBO4	4.25	2.96	3.43	3.96	⁉️	Annual target but tracked for information during the year
Cumulative Council Tax Arrears as compared to Council Tax Year End Total Collectable Debt	RBO5	4.8				⁉️	Unable to calculate until year end
Year End Council Tax Write Off as % of Collectable Debt	RBO6	0.27				⁉️	Unable to calculate until year end
Number of Changes in HB/CTB Entitlements within the year per 1000	RBO7		294	366	448.2	⁉️	Unable to calculate until year end; target to be set by DWP, estimate given for information
Level of LA Overpayments not to exceed LA Error Local Subsidy Threshold	RBO8	0.48	0.42	0.41	0.41	⁉️	Unable to calaculte until year end; estimate given as at 14.11.08
Total Amount of HB Overpayments recovered in period as % of HB Overpayments outstanding	RBO9	41	36.18	38.95	40.66	⁉️	Annual target but tracked for information during the year
% New Benefit Claims Decided within 14 days of Receipt	RBO10	90.5	90.17	95.76	94.36	⭐	Quarterly target but tracked for information each month
Total Amount of HB Overpayments written off during the period as % of Total Amount of HB Overpayments	RBO11	6.99		1.44	2.68	⁉️	Annual target but tracked for information during the year
% Applications for HB/CTB Reconsideration / Revision Actioned & Notified within 4 weeks	RBO12	75	82.71	83.4	84.59	⁉️	Annual target but tracked for information during the year
% HB/CTB Appeals Submitted to the Tirbunal Service in 4 weeks	RBO13	85	90.91	92.11	93.48	⁉️	Annual target but tracked for information during the year
Provision of MM Data	RBO14	100	100	100	100	⭐	Performance shown as amber as less than 2% above target

More than 2% above target ⭐

Within 2% of target 🟡

More than 2% below target 🔺

Unable to report at this time ⁉️

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Meeting Minutes

Meeting Title	**Procurement Panel**
Date	**Monday 12th January, 2009**
Start time	10.00 am
Venue	Committee Room 1, Rotherham Town Hall
Chair	Helen Leadley

Attendees	Init	Programme Area
Tom Sweetman	TS	Neighbourhoods and Adult Services
Susan Sumpner	SS	Neighbourhoods and Adult Services
John Brayshaw	JB	2010
Chris Charnley	CC	RBT
Nicole Chavaudra	NC	Children and Young People's Services
Emma Fairclough	EF	RBT Procurement
Sandra Greatorex	SG	VAR
Paul Ritchie	PR	VAR
Peter Hunter	PH	RiDO – Business Development Team
Sarah McCall	SM	Financial Services
Jon Surridge	JS	Streetpride
Jeff Wharfe	JW	RiDO – Rotherham Partnership
Julie Slatter	JS	Chief Executive's Section
Doug Hershaw	DH	NHS
Andy Hare	AH	Neighbourhoods and Adult Services
David Rhodes	DR	Environment and Development Services

Apologies	Init	Programme Area
Ken Wyatt	KW	Councillor
Simon Bradley	SB	RBT

Minutes		
Ref	Item or Action	Action Owner
01/09	**Minutes of Previous Meeting** The minutes of the previous meeting of the Procurement Panel, held on Monday, 8th December 2008, were agreed as a correct record.	
02/09	**Presentation on Personalisation** Tom Sweetman and Susan Sumpner gave a joint powerpoint presentation on personalisation, a Government driven initiative, and how it will impact on services. The initiative which entails a radical change to the delivery of public services, is about empowering communities and	

neighbourhoods to be in control, and being given a "real" choice on where and how to access more appropriate services.

The initiative was to commence in Adult Social Care.

The presentation set out the following:-

- o Vision
- o What's it All About? – Customer being at the centre of the process
- o What will need to change
- o Where did we begin?
- o 5 Guiding Principles
- o It's bigger than this
- o Strategic Objective I – National target to personalise Adult Social Care Service by March, 2011
- o Strategic Objective 3 – to personalise the full range of universal services in communities and neighbourhoods by March, 2011
- o Positive Feedback
- o Conclusions

At the end of the presentation, questions were raised and a discussion ensued on the following issues:-

- ▪ Transition periods
- ▪ Infrastructure of Service
- ▪ Preparation of Providers
- ▪ Differences in "traditional" Contracts to new system
- ▪ Best Value
- ▪ Guaranteed Pricing – Risk of Increasing Costs
- ▪ Volume discounts/tariffs
- ▪ Flexibility of service users' needs/specialist needs
- ▪ Role of Social Worker as a "care navigator"
- ▪ Visioning Day and what to expect

Agreed:- (1) That Tom Sweetman and Susan Sumpner be thanked for their presentation.

(2) That Officers interested in attending the Visioning Event on 5th February, 2009 contact Helen Leadley.

03/09	**BVP18 Update**	
	Sarah McCall presented a report on BVP18 measures – the payment of undisputed invoices within 30 days.	
	The Council has agreed the following average annual targets for performance of BVP18 with RBT:-	

	2007/08 96.3% 2008/09 97.0% 2009/10 97.5% Outturn performance for 2007/08 achieved 94% which demonstrated an improvement in 2006/07 performance which achieved 91%. Performance against BVP18 is not as consistent as it should be and, whilst it is improving every month, it has been recognised that the Council should act to instil and embed good practice in this area and work is ongoing to this effect. Recent performance for the new financial year has achieved:- April 95% May 92% June 88% July 90% August 91% September 91% October 91% November 93% December 94% Average performance against BVP18 for the year to date is 91.66%. Champions and buddies are continuing to work on monthly reports detailing late invoices by Directorates in order to continue to address the causes of late transactions. Agreed:- That the current position in respect of performance of BVP18 be noted.	
04/09	**Action Plan Update – New Action Plan** Helen Leadley referred to the submitted report on the details of the Procurement Strategy, which set out how the Council intends to procure its goods, works and services in order to support the Authority's overall aims and objectives over the three year life span of the Strategy. In addition, the Strategy outlines the Council's current position and clearly points to areas where there is a need to improve, with a supporting action plan to deliver those areas. The action will be managed by the Council's Procurement Panel. The Strategy is aligned with the Council's Corporate	

	Commissioning Framework which examines how the Council can strategically pull together all commissioning activity to ensure maximum gain from any efficiencies that may be generated.	
	The Strategy action plan is separated into 2 areas:	
	▪ Sustainable Procurement ▪ Efficient Procurement	
	Under Sustainable Procurement, 27 actions have been developed, 1 of which ties back to an incomplete action from the original Strategy action plan. Of these 27 actions, 4 actions have been completed and the remaining 23 have time scales over the life of the Strategy.	
	7 actions have been developed to support Efficient Procurement, 2 of which have been carried forward from the original Strategy action plan. Of these 7 actions, 1 has been completed and the remaining 23 have time scales over the life of the Strategy.	
	All costs for implementing the Corporate Procurement Strategy are currently being absorbed within existing budgets, though some unbudgeted costs may arise and funding sources may need to be identified.	
	Agreed:- That the current position in respect of the Procurement Strategy Action Plan be noted.	
05/09	**Procurement Forward Plan Update** Sarah McCall referred to the contents of the current Procurement Forward Plan for information purposes. The situation remained much the same as reported at the previous meeting. Pockets of procurement work within Children and Young People's Services and Adult Services had been incorporated in the current Forward Plan. A paper was circulated which set out website statistics in terms of hits on the procurement webpages, showing that, overall, for the last three months, the number of hits has decreased. This information would be used in the assessment of how successful the "Meet the Buyer" initiative will be. It was the intention to present website statistics to future meetings on an ad hoc basis.	

	Agreed:- That the contents of the Procurement Forward Plan be noted.	
06/09	**VAR Update Report on MAP Group** Sandra Greatorex presented a report on the Third Sector Procurement and Commissioning progress of actions within the Multi-Agency Procurement Liaison Group. Specific focussed actions had arisen from the Liaison Group, some of which were completed. The exercise had been a useful tool and South Yorkshire Fire and Rescue had now agreed to put their Forward Plan on. A further meeting of the Liaison Group was to take place in February, 2009 when the Action Plan would again be reviewed. Work to address the need to progress more specific actions was ongoing. Agreed:- That the contents of the Multi-Agency Procurement Liaison Group Action Plan be noted.	
07/09	**Any Other Business** **(a)** Emma Fairclough reported that an officer from Remploy would be working within RBT Procurement for 15 weeks to gain experience in this area of work. **(b)** In relation to the Supporting People and Framework Agreement, Sandra Greatorex asked whether the outcome of the Supporting People Event which had taken place on 5th December, 2008 would feed back to Procurement Panel members. Agreed:- That Andy Hare liaise with Tim Gollins and feed back information on this matter to Sandra Greatorex, Helen Leadley and Paul Ritchie. **(c)** Training – Helen Leadley reported that following a previous discussion on sub-regional training, and the need to have a standard basic procurement training on offer to address the smarter procurement agenda being driven by RIEP (Regional Improvement and Efficient Partnership) – Yorkshire and Humber, it was now intended to offer training on a module basis.	

A sensible module would be agreed across the sub-region and an agreement had been made that funding would be made available for this.

The training, which would cover the basic elements of procurement, would be provided by an external trainer, and the next step will be to pilot the training and to move it forward at the next South Yorkshire Forward meeting in February, 2009.

Agreed:- That progress on this matter be reported to a future meeting.

(c) Meet the Buyer Awards – Helen Leadley reminded the meeting that nominations for the supplier awards were still awaited and were required for submission by the end of the week.

Nominations from Construction and Environmental Companies were particularly lacking.

Agreed:- That nominations be fed back to Helen Leadley as soon as possible, the last date for nominations being Friday, 16th January, 2009.

Next Meeting	
Date	Monday, 9th February, 2009
Time	10.00 a.m.
Venue	Town Hall, Rotherham

Dates of Future Meetings

The dates for future meetings of the Procurement Panel are agreed as follows:-

9th March, 2009
6th April, 2009
(All Mondays at 10.00 a.m. in the Town Hall)
All actions to be completed prior to the next meeting unless otherwise stated.

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

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