

# YORKSHIRE PURCHASING ORGANISATION EXECUTIVE SUB-COMMITTEE

15<sup>TH</sup> NOVEMBER 2019

**Present:** The Chair: Councillor Shaw (Wakefield)  
Councillors: Walker (Wigan), Whiteley (Bradford), Mackenzie (North Yorkshire), Nightingale (Doncaster), Daubeney (York).

<b>1:</b>	<b>CHAIR'S INTRODUCTION &amp; WELCOME</b>
	The Chair, Councillor Shaw, welcomed Members to the meeting.
<b>2:</b>	<b>APOLOGIES FOR ABSENCE</b>
	Apologies for absence submitted prior to the meeting were accepted on behalf of Councillors Walsh (Knowsley), Atkin (Rotherham), Bond (St Helens), Wild (Bolton).
<b>3:</b>	<b>MEMBERS DECLARATION OF INTEREST</b>
	There were no declarations of interest made.
<b>4:</b>	<b>URGENT ITEMS</b>
	No items were discussed.
<b>5:</b>	<b>MINUTES – 8<sup>TH</sup> MARCH 2019</b>
	<b>Resolved</b> – (1) That the Minutes of the meeting of the YPO Executive Sub-Committee held on 8 <sup>th</sup> March 2019 be approved as a true and accurate record.
<b>6:</b>	<b>YPO PAY POLICY</b>
	Consideration was given to a report of the Executive Director, Julie Wray, which asked Members to agree a pay policy for YPO in line with statutory requirements to comply with the 2011 Localism Act.
	<b>Resolved</b> – (1) That the Pay Policy for 2020 be agreed.
	(2) That the information be published in line with the revised transparency requirements.
<b>7:</b>	<b>LEAD AUTHORITY ISSUES</b>
	No Lead Authority issues were discussed.

<b>8:</b>	<b>EXCLUSION OF THE PUBLIC AND PRESS</b>
	<b>Resolved</b> – That the public and press be excluded from the meeting during consideration of Agenda Items 10 to 16 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>9:</b>	<b>IN PRIVATE:</b>
<b>10:</b>	<b>FINANCIAL PERFORMANCE REPORT (EXEMPT)</b>
	<p>The Deputy Managing Director (Paul Smith) presented the report detailing the year to date results against the 2019 budget and provided Councillors with the most up to date figures.</p> <p>Councillors asked for clarity on some points and were satisfied with the response provided by Officers.</p> <p>Thanks were given to the Board of Directors for the work undertaken throughout 2019.</p> <p><b>Resolved</b> – (1) That the Financial Performance Report be acknowledged and noted.</p>
<b>11:</b>	<b>ATTENDANCE REPORT (EXEMPT)</b>
	<p>The Executive Director (Julie Wray) presented the Attendance report. This report is provided in response to a request from Members to update the Committee on levels of sickness absence in the organisation.</p> <p>A discussion was held around the measures that are in place to manage sickness. Councillors noted they are satisfied with these procedures and noted the improvement over the last few years.</p> <p><b>Resolved</b> – (1) That the report be noted.</p>
<b>12:</b>	<b>ASSOCIATE MEMBERSHIP APPLICATION (EXEMPT)</b>
	<p>A report was submitted detailing an application for a new Associate membership from Cheshire West and Chester Council.</p> <p><b>Resolved</b> - (1) That the report was acknowledged and recommended to the Management Committee for approval.</p>
<b>13:</b>	<b>BUSINESS UPDATE (EXEMPT)</b>
	The Deputy Managing Director (Paul Smith) presented the Business Update which provided Members with an update on activities of the organisation since the last sub-committee and provided an overview on forthcoming activities and challenges.

	<p>Updates were given on the Procurement, Commercial, Operations and Business Change &amp; IT areas of the business.</p> <p>Simon shared that we have donated some flood relief equipment to areas of Doncaster. We have also re-delivered a recent order to a school free of charge due to flood damage.</p> <p><b>Resolved – (1)</b> That the report be noted.</p>
<b>14:</b>	<b>STOCK ADJUSTMENTS (EXEMPT)</b>
	<p>Consideration was given to a report that provides Members with an up to date stock adjustments position for 2019.</p> <p><b>Resolved – (1)</b> That the report be noted.</p>
<b>15:</b>	<b>INDEPENDENT DIRECTOR MEMBERS DISCUSSION (EXEMPT)</b>
	<p>The Chair requested that YPO officers leave the meeting for this item.</p> <p>The Independent Director (Rob McWilliam) reiterated the purpose of this verbal report and provided Members with an update in relation to YPO's on-going activity and challenges, Governance and Strategy.</p> <p>A discussion was held around the on-going project work.</p> <p>A number of questions were raised, and Councillors were satisfied with the responses provided by the Independent Director.</p> <p>A discussion was held around the governance structure of YPO, and possibilities going forward.</p> <p>Councillors thanked the Independent Director for his update and noted it was useful.</p> <p><b>Resolved – (1)</b> That the verbal update be acknowledged and noted.</p>
<b>16:</b>	<b>DATE AND TIME OF NEXT MEETING</b>
	<p><b>Resolved – (1)</b> That the next meeting of the YPO Executive Sub Committee is to be held 6<sup>th</sup> March 2020, at 10:30am.</p>