

Chief Executive

Merran McRae – Chief Executive

Your Ref.
Our Ref

Please Reply To Kayley Sykes
Telephone No (01924) 834912
Email kayley.sykes@ypo.co.uk
Date 13 September 2019

Town Hall, Wood Street, Wakefield, West Yorkshire WF1 2HQ
T 01924 305100; E chiefexec@wakefield.gov.uk
Typetalk calls welcome

To: Members of the Management Committee of the Yorkshire Purchasing Organisation Joint Committee

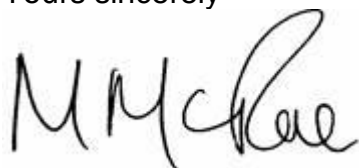
Chief Executive of the Constituent Authorities (for information)

Dear Councillor

**YORKSHIRE PURCHASING ORGANISATION MANAGEMENT COMMITTEE MEETING
– WEDNESDAY, 18 SEPTEMBER 2019**

You are invited to a meeting of the Management Committee of the Yorkshire Purchasing Organisation Joint Committee which is to be held at **10:00 am on Wednesday, 18 September 2019** at the **YPO HQ, 41 Industrial Park, Wakefield** to consider the items set out in the agenda detailed overleaf.

Yours sincerely



Merran McRae
Secretary to the Joint Committee

As a courtesy to colleagues will you please turn all electrical devices to silent prior to the start of the meeting.

**YORKSHIRE PURCHASING ORGANISATION MANAGEMENT COMMITTEE -
Wednesday, 18 September 2019**

AGENDA

1. Apologies for Absence.
2. To approve, as a correct record, the Minutes of the meeting held on 21st June 2019. (Pages 1 - 7)
3. To note any items which the Chairman has agreed to add to the agenda on the grounds of urgency.
4. Members' Declaration of Interest.
5. Lead Authority Issues.
6. In relation to reports containing exempt information to consider, and if approved, pass the following resolution:-
“That the public and press be excluded from the meeting for consideration of agenda item 7 on the grounds that it is likely to involve the disclosure of exempt information as described in Part 1 of Schedule 12A to the Local Government Act 1972, as amended.”

IN PRIVATE

7. YPO Strategy Paper. (Pages 9 - 73)
8. Date and Time of Next Meeting.
The next meeting will be held 29th November 2019.

YORKSHIRE PURCHASING ORGANISATION MANAGEMENT COMMITTEE

Friday 21st June 2019

- Present:**
- Barnsley**
Councillor Barnard
Councillor Gardiner
 - City of Bradford**
Councillor Warburton
Councillor Whiteley
 - North Yorkshire CC**
Councillor Dadd
Councillor Mackenzie
 - Rotherham MBC**
Councillor Atkin
Councillor Wyatt
 - St Helens MBC**
Councillor Bond
Councillor Prichard
 - Wakefield MDC**
Councillor Williams
Councillor Shaw
 - Wigan MBC**
Councillor Walker
 - City of York**
Councillor Daubeney

62:	Members Declaration of Interest
	Rashpal Khangura, Director, KPMG provided a declaration of interest for item 13 on the agenda – Appointment of Auditors.
63:	Membership of the Management Committee of the YPO Joint Committee 2019/20.
	The Managing Director asked members to review the information contained in the report regarding Committee representation from Member Authorities. Resolved – (1) That the content of the report relating to Management Committee Membership be noted.

64:	Apologies for Absence
	Apologies for absence submitted prior to the meeting were accepted on behalf of Councillors Haslam (Bolton), Nightingale (Doncaster), Walsh (Knowsley), Wild (Bolton), Sweeney (Wigan), Pavlovic (York).
65:	Election of Chair
	<p>The Monitoring Officer requested nominations for the position of Chair of the Management Committee who in turn would become the Chair of the Executive Sub-Committee and Joint Consultative Committee/Appointments Sub-Committee for the year 2019/20.</p> <p>A nomination was received and seconded on behalf of Councillor L Shaw (Wakefield MDC).</p> <p>Councillor Shaw shared thanks to Councillor Walker for acting as Chair recently and for his support during the last few months.</p> <p>Resolved – (1) That Councillor L Shaw of Wakefield MDC be elected Chair of the Management Committee of the Yorkshire Purchasing Organisation for 2019/20. Councillor Shaw thanked the Committee for their support and welcomed new members.</p>
66:	Election of Vice Chair
	<p>The Chair requested nominations for the position of Vice Chair for 2019/20.</p> <p>A nomination was received and seconded on behalf of Councillor F Walker (Wigan MDC).</p> <p>Resolved – (1) That Councillor F Walker of Wigan MBC be elected as Vice Chair of the Management Committee of the Yorkshire Purchasing Organisation for 2019/20. Councillor Walker thanked the Committee for their support.</p>
67:	Urgent Items
	No urgent items were discussed.
68:	Minutes of the Management Committee – 22nd March 2019
	Resolved – (1) That the Minutes of the meeting of the YPO Management Committee held on 22 nd March 2019 be accepted as a correct record.
69:	Minutes of the Audit & Scrutiny Sub-Committee – 29th May 2019
	<p>Resolved – (1) That the inqorate Minutes of the meeting of the Audit & Scrutiny Sub Committee held on 29th May 2019 be accepted as a correct record.</p> <p>Councillor Shaw stressed the importance of attendance at all committee</p>

	<p>meetings and noted that there have been several inquorate meetings recently.</p> <p>Each authority is able to appoint two substitute members and these should be utilised where possible.</p>
70:	Appointments to the Sub-Committees and Joint Consultative Committee 2019/20
	<p>Consideration was given to a report to receive nominations from the Constituent Authorities in relation to Membership of Sub-Committees and Joint Consultative Committee and to determine the membership for those meetings for the twelve-month period commencing June 2019.</p> <p>Resolved – (1) That the report be noted.</p>
71:	Annual Report 2018
	<p>Managing Director, Simon Hill submitted the annual report to the Management Committee as set out in the YPO Management Agreement.</p> <p>A number of key achievements were highlighted within the Annual Report. It was explained that it was intended to circulate the Annual Report to Leaders, Chief Executives and Finance Directors of Member Authorities and also use it more widely as marketing and promotional material.</p> <p>A copy of the report was circulated to Management Committee and individual authority Benefits Statements will be forwarded to Members in due course.</p> <p>Members were shown the YPO video that provides an overview of YPO and will be used in future as promotional marketing material. Simon Hill thanked those members who participated in the making of the video.</p> <p>Resolved – (1) That the report be noted.</p>
72:	External Audit Report
	<p>Consideration was given to the External Audit Report from KPMG which provided Members with key findings from the recent audit.</p> <p>Rashpal Khangura (KPMG) shared that the report gives a clean audit and a clean value for money conclusion.</p> <p>Rashpal thanked YPO for their support during the audit process and noted that it had been a smooth process and the finance team were very well prepared, not only this year but during the whole term of the audit contract.</p> <p>Resolved – (1) That the report be noted.</p>

73:	Audited Accounts
	<p>Consideration was given to a report of the Head of Finance & The Financial Controller which presented to Members' the 2018 Audited Statement of Accounts.</p> <p>Resolved - (1) That the Audited Accounts be approved.</p>
74:	Appointment of Auditors
	<p>The Deputy Managing Director, Paul Smith presented a report informing Members of the proposed appointment of auditors for 2019.</p> <p>The report shared the results of the recent tender exercise. Two bids were received and following a review of cost and quality it is proposed YPO appoint Mazars as the contracted auditor.</p> <p>Resolved – (1) That Members note the appointment of Mazars as the contracted auditor for 2019 – 2023.</p>
75:	Annual Internal Audit Report
	<p>The Service Manager for Internal Audit & Risk, Wakefield Council presented the proposed Internal Audit Plan for 2019.</p> <p>Resolved – (1) That the Internal Audit Plan for 2019 be approved.</p> <p>(2) That the request for changing opinion level be approved.</p>
76:	Governance Review
	<p>Consideration was given to a report of the Managing Director to review the policies and processes by which YPO is managed.</p> <p>The report highlighted the policies and protocols which have been reviewed within the last 12 months.</p> <p>Resolved – (1) That the Management Committee approved the proposals outlined in table 1.2.</p>
77:	Terms of Reference and Work Programme 2019/20
	<p>Consideration was given to a report of the Managing Director which detailed the work of the YPO Management Committee and its associated Sub-Committees. The report also included the Meeting Schedule, Terms of Reference, Principal Agenda Items and Training Schedule for each Committee and Sub-Committee.</p> <p>Resolved - (1) That the terms of reference for 2019/20 for the Management Committee, Executive Sub-Committee, Audit & Scrutiny Sub-Committee,</p>

	<p>and Joint Consultative Committee be agreed.</p> <p>(2) That the Principal Agenda Items for 2019/20 be agreed.</p> <p>(3) That the Training Schedule for 2019/20 be agreed.</p> <p>(4) A recorded vote on the proposed change to the meeting schedule acting outside of the management agreement was held.</p> <p>Recorded vote results:</p> <p>For – 8 Barnsley MBC, Bradford MC, North Yorkshire CC, Rotherham MBC, St Helens MBC, Wakefield MDC, Wigan MBC, City of York.</p> <p>Absent – 5 Bolton MBC, Calderdale MBC, Doncaster MBC, Kirklees MC, Knowsley MBC.</p> <p>The proposed changes to the meeting schedule were agreed.</p>
78:	Lead Authority Issues
	No Lead Authority issues were raised.
79:	Exclusion of the Public & Press
	Resolved - <i>That the public and press be excluded from the meeting during consideration of Agenda Items 19 to 26 on the grounds that they were likely to involve the disclosure of exempt information as described in Part 1 of Schedule 12A to the Local Government Act 1972, as amended.</i>
80:	IN PRIVATE
81:	Business Update - (Exempt Paragraph 3)
	<p>Members considered the report of the Managing Director which provided Members with an update of the activities of the organisation since the previous Committee meeting and gave an overview of the forthcoming activities and challenges.</p> <p>Resolved – (1) That the report be noted.</p>
82:	Financial Performance Report – (Exempt Paragraph 3)
	<p>The Deputy Managing Director (Paul Smith) presented the report detailing the half year performance results for the Organisation. The report reviewed the year to date results and forecasted outturn position against the budget for the year and comparisons against 2018.</p> <p>Resolved – (1) That the Financial Performance Report be acknowledged</p>

	and noted.
83:	Associate Membership Applications – (Exempt Paragraph 3)
	<p>Consideration was given to the report of the Deputy Managing Director which provided Members with a summary of the application for Associate Membership status from Thames Valley Police.</p> <p>Resolved – (1) That Thames Valley Police be accepted as Associate Members of YPO.</p>
84:	Property Risk Report – (Exempt Paragraph 3)
	<p>Members considered the report detailing the planned activities and the various implications arising from a recent report.</p> <p>The Managing Director explained the planned actions and the next steps.</p> <p>Resolved – (1) That the Property Risk Report be noted.</p>
85:	Dividend Distribution – (Exempt Paragraph 3)
	<p>Members considered a report of the Deputy Managing Director which sought agreement on the level and method of dividend distribution for the year ended 31 December 2018.</p> <p>Resolved - (1) That the distribution of dividend would be distributed as per recommendation 4.1.</p>
86:	Independent Director Recruitment – (Exempt Paragraph 3)
	<p>Consideration was given to the report of the Executive Director in relation to the recruitment of an Independent Director.</p> <p>Resolved - (1) That the current incumbent's contract will be extended for a further year.</p>
87:	Report of the Independent Director – (Exempt Paragraph 3)
	<p>Members gave consideration to a report of the Independent Director which detailed his observations of the organisation since March.</p> <p>Resolved - (1) That the report of the Independent Director and his observations be noted.</p>
88:	DATE AND TIME OF NEXT MEETING
	<p>Resolved – That the next meeting of the YPO Management Committee will be held on 29th November 2019.</p>

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