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Date 27 February 2020

Merran McRae – Chief Executive

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Typetalk calls welcome

To: Members of the YPO Joint Committee Executive Sub-Committee

Dear Member,

YPO EXECUTIVE SUB-COMMITTEE – FRIDAY, 6 MARCH 2020

It is with pleasure that I write to invite you to attend a meeting of the YPO Joint Committee Executive Sub-Committee which is to be held at **10:30 am on Friday, 6 March 2020** in the **Village hotel, Capitol Boulevard West, Morley, Leeds, LS27 0TS** to consider the items set out in the agenda attached.

Please note a training session entitled 'Case Study on Apprenticeship Framework' is taking place prior to the meeting at 10am.

Yours sincerely



Merran McRae
Secretary to the Joint Committee

As a courtesy to colleagues will you please turn off your mobile phones and pagers prior to the start of the meeting.

**YORKSHIRE PURCHASING ORGANISATION EXECUTIVE SUB-COMMITTEE -
Friday, 6 March 2020**

AGENDA

1. Chair's Introduction and Welcome.
2. Acceptance of Apologies for Absence.
3. Members' Declarations of Interest.
4. To note any items which the Chairman has agreed to add to the Agenda on the grounds of urgency.
5. To approve, as a correct record, the Minutes of the Executive Sub-committee meeting held on 15th November 2019. (Pages 1 - 3)
6. Lead Authority Issues.
7. Exclusion of the Public and Press

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 during consideration of agenda items 8 - 11 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.”

IN PRIVATE

8. Financial Performance Report. (Pages 5 - 7)
9. Link Update Report. (Pages 9 - 11)
10. Business Update. (Pages 13 - 19)
11. Independent Director Update. (Page 21)
12. Date and Time of Next Meeting.
10th July 2020.

YORKSHIRE PURCHASING ORGANISATION EXECUTIVE SUB-COMMITTEE

15TH NOVEMBER 2019

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

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

8:	EXCLUSION OF THE PUBLIC AND PRESS
	Resolved – 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.
9:	IN PRIVATE:
10:	FINANCIAL PERFORMANCE REPORT (EXEMPT)
	<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>Resolved – (1) That the Financial Performance Report be acknowledged and noted.</p>
11:	ATTENDANCE REPORT (EXEMPT)
	<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>Resolved – (1) That the report be noted.</p>
12:	ASSOCIATE MEMBERSHIP APPLICATION (EXEMPT)
	<p>A report was submitted detailing an application for a new Associate membership from Cheshire West and Chester Council.</p> <p>Resolved - (1) That the report was acknowledged and recommended to the Management Committee for approval.</p>
13:	BUSINESS UPDATE (EXEMPT)
	<p>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>

	<p>Updates were given on the Procurement, Commercial, Operations and Business Change & 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>Resolved – (1) That the report be noted.</p>
14:	STOCK ADJUSTMENTS (EXEMPT)
	<p>Consideration was given to a report that provides Members with an up to date stock adjustments position for 2019.</p> <p>Resolved – (1) That the report be noted.</p>
15:	INDEPENDENT DIRECTOR MEMBERS DISCUSSION (EXEMPT)
	<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>Resolved – (1) That the verbal update be acknowledged and noted.</p>
16:	DATE AND TIME OF NEXT MEETING
	<p>Resolved – (1) That the next meeting of the YPO Executive Sub Committee is to be held 6th March 2020, at 10:30am.</p>

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