

Your Ref.

Our Ref

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Date 02 July 2020

Merran McRae – Chief Executive

Town Hall

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Typetalk calls welcome

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

Dear Member,

YPO EXECUTIVE SUB-COMMITTEE – FRIDAY, 10 JULY 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 **virtually via Microsoft Teams** at **10:30 am** on **Friday, 10 July 2020**, to consider the items set out in the agenda attached.

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, 10 July 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 6th March 2020. (Pages 1 - 3)
6. Executive Sub Committee Terms of Reference & Work Programme 2020-2021. (Pages 5 - 15)
7. Lead Authority Issues.
8. 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 9 - 12 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. Financial Performance Report. (Pages 17 - 22)
10. Business Update. (Pages 23 - 26)
11. Link Update Report. (Pages 27 - 33)
12. Independent Director Update. (Page 35)
13. Date and Time of Next Meeting.
Proposed as 13th November 2020.

YORKSHIRE PURCHASING ORGANISATION EXECUTIVE SUB-COMMITTEE

6TH MARCH 2020

Present: The Chair: Councillor Shaw (Wakefield)
 Councillors: Whiteley (Bradford), Mackenzie (North Yorkshire),
 Daubeney (York), Atkin (Rotherham)

17:	CHAIR'S INTRODUCTION & WELCOME
	The Chair, Councillor Shaw, welcomed Members to the meeting.
18:	APOLOGIES FOR ABSENCE
	Apologies for absence submitted prior to the meeting were accepted on behalf of Councillors Walsh (Knowsley), Wild (Bolton) and Bond (St Helens).
19:	MEMBERS DECLARATION OF INTEREST
	There were no declarations of interest made.
20:	URGENT ITEMS
	No items were discussed.
21:	MINUTES – 15TH NOVEMBER 2019
	Resolved – (1) That the Minutes of the meeting of the YPO Executive Sub-Committee held on 15 th November 2019 be approved as a true and accurate record.
22:	LEAD AUTHORITY ISSUES
	No Lead Authority issues were discussed.
23:	EXCLUSION OF THE PUBLIC AND PRESS
	Resolved – That the public and press be excluded from the meeting during consideration of Agenda Items 8 to 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.
24:	IN PRIVATE:
25:	FINANCIAL PERFORMANCE REPORT (EXEMPT)
	The Deputy Managing Director (Paul Smith) presented the report which provides an update of the organisation's performance in 2019.
	The report reviews the full year results against the budget for the year and where appropriate uses comparisons against the previous year.

	<p>A draft performance report has been prepared to show the provisional 2019 outturn position, this was summarised in the report content. It was also noted that the numbers could change as we finalise the year end process.</p> <p>Resolved – (1) That the Financial Performance Report be acknowledged and noted.</p>
26:	LINK UPDATE REPORT (EXEMPT)
	<p>Consideration was given to the report of the Deputy Managing Director (Paul Smith), which provided Members with an update on the current project status.</p> <p>Members raised a number of questions, and Officers provided detailed responses. It was noted that a review is currently taking place by Hatmill Consultancy.</p> <p>Resolved – (1) That the update be noted.</p>
27:	BUSINESS UPDATE (EXEMPT)
	<p>The Managing Director (Simon Hill) 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>Resolved – (1) That the report be noted.</p>
28:	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>

	Resolved – (1) That the verbal update be acknowledged and noted.
29:	DATE AND TIME OF NEXT MEETING Resolved – (1) That the next meeting of the YPO Executive Sub Committee is to be held 10 th July 2020, at 10:30am.

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YPO
EXECUTIVE SUB COMMITTEE
TO BE HELD ON
10TH JULY

TITLE: 2020/21 WORK PROGRAMME

REPORT OF: MANAGING DIRECTOR

1. PURPOSE OF REPORT

- 1.1 To provide Members with an overview of the work scheduled for the 2020/21 committee cycle.

2. BACKGROUND INFORMATION

- 2.1 The Executive Sub-Committee has a membership of nine members drawn from the Management Committee (including the Chair and Vice Chair of the Management Committee). Its primary purpose is to review the performance of the organisation, ensure delivery of the agreed strategy and review the performance of the Managing Director.
- 2.2 Since summer 2019 the Executive Sub-Committee has met three times and on each occasion a full set of minutes with actions and matters arising has been presented to the Management Committee.

3. TERMS OF REFERENCE

- 3.1 The Terms of Reference have been reviewed and are attached for Member's consideration.

4. PRINCIPAL AGENDA ITEMS

- 4.1 The focus of principal agenda items for the Executive Sub-Committee are similar to previous years and they are aimed at providing the members with sufficient information to undertake their role, as set out in the terms of reference. The proposed principal agenda items along with a meeting schedule and training plan are attached as appendices.

5. RECOMMENDATION

- 5.1 Members are asked to agree this report for submission to the Management Committee in the name of the Chair of the Executive Sub-Committee.

REPORT AUTHOR: SIMON HILL, MANAGING DIRECTOR

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41 Industrial Park
Wakefield
WF2 0XE

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APPENDICES:

Appendix 1 - Terms of Reference 2020/21
Appendix 2 - Principal Agenda Items
Appendix 3 - Meeting Schedule
Appendix 4 - Training Schedule

Yorkshire Purchasing Organisation

Executive Sub-Committee Terms of Reference 2020/21

Number of Members

Nine Councillors, including Chair and Vice Chair of the Management Committee.
Not more than one Councillor from any member authority.

Quorum

Member representation from at least three Member Authorities.

Substitutes

Agreed named substitutes are Allowed.

Frequency of Meetings

Three times per annum.

Remit

1. To ensure that the performance of YPO is in accord with established business plans.
2. To receive trading reports from senior managers and that trading operations are in line with approved business plans.
3. To review the performance of the organisation in achieving its objectives through an examination of performance data and relevant performance indicators.
4. To receive reports on spending against approved budgets.
5. To review annually its terms of reference and report any additions and amendments to the Management Committee.
6. To provide an update to Management Committee on the activities of the Committee by way of meeting minutes and responses to any matters arising.
7. To consider applications for Associate Membership of YPO, and recommend them for approval by the Management Committee.

To act with delegated authority of the Management committee in respect of:

1. To approve individual capital investment proposals, in line with the overall investment plan agreed by the Management Committee.
2. To agree conditions within which goods, materials and services can be supplied to Member Authorities, Associate Members and other Local and Public Authorities covered by the Local Authorities (Goods and Services) 1970 act and any subsequent modifications.

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PRINCIPAL AGENDA ITEMS 2020 - 2021

MANAGEMENT COMMITTEE

November 2020	Author	Agenda
Budget and Business Plans for 2020	PS/M Hirst	Private
Business Update	SH	Private
YPO Pay Policy	JW	Public
Lead Authority Issues	GM	Public
Report of Independent Director	Independent Director	Private

March 2021	Author	Agenda
Pre-Audit Statement of Accounts (For information only)	PS/ M Hirst	Public
Dividend Distribution (Total amount of dividend)	PS/ M Hirst	Private
Internal Audit Annual Report	Jason B	Public
Lead Authority Issues	GM	Public
Business Update	SH	Private
Report of Independent Director	Independent Director	Private
Internal Audit Plan	Jason B	Public
Treasury Outturn Report	M Hirst/ Wakefield	Private
Financial Procedure Rules & Standing Orders Relating to Contracts	PS	Private

July 2021	Author	Agenda
Annual Report	SH	Public
Audited Accounts (For information only)	PS/ M Hirst	Public
Governance Review	PS/AHG	Public
TOR and Work Programme	SH	Public
Business Update	SH	Private
Report of Independent Director	Independent Director	Private
Lead Authority Issues	GM	Public
Membership of the YPO Management Committee	KS	Public
Appointments to Sub-Committees & Joint Consultative Committee	KS	Public
Dividend Distribution (Individual Dividend Amounts)	PS	Private
Independent Director Recruitment Contract	JW	Private
Gender Pay Gap (for info only)	JW	Public

PRINCIPAL AGENDA ITEMS 2020 - 2021

EXECUTIVE SUB COMMITTEE

November 2020	Author	Agenda
Financial Performance Report (Forecast for next year)	PS/ M Hirst	Private
Lead Authority Issues	GM	Public
Business Update	SH	Private
Attendance Report	JW/ JF	Private
Stock Losses Report	PS	Private
YPO Pay Policy	JW	
Independent Director Update – Verbal	RM	Private

March 2021	Author	Agenda
Financial Performance Report (Earmarked Reserves Spend to be included in this) (Review of previous year performance)	PS/ M Hirst	Private
Lead Authority Issues	GM	Public
Business Update	SH	Private
Standing Orders & Financial Procedure Rules	PS/M Hirst	Public
Independent Director Update – Verbal	RM	Private
Attendance Report	JF/ JF	Private

July 2021	Author	Agenda
Financial Performance Report (Mid-year performance update)	PS/ M hirst	Private
Lead Authority Issues	GM	Public
Business Update	SH	Private
Exec Sub Work Programme & TOR	SH	Public
Independent Director Update – Verbal	RM	Private

PRINCIPAL AGENDA ITEMS 2020 - 2021

AUDIT & SCRUTINY SUB COMMITTEE

November 2020	Author	Agenda
Internal Audit Plan Template 2020	JB	Public
Year End Closedown Timetable	PS/S Hall	Public
Appointment of Auditors	PS/ M Hirst	Public
IT Programme Update	KF	Private
Strategy Update	??	Private
External Audit Report	External auditors	Public
CIPFA Financial Management Guide Updates (Verbal)	External Auditors	Public

February 2021	Author	Agenda
Internal Audit Action Update	PS/AHG	Private
Annual Governance Statement	PS/ M Hirst	Public
Pre-Audit Statement of Accounts	PS/ M Hirst	Public
Internal Audit Annual Report 2020	JB	Public
Internal Audit Plan 2020	JB	Public
IT Programme Update	KF	Private
Strategy Update	??	Private
Stock Adjustments	PS	Private
Gifts & Hospitality	PS/ AHG	Public
External Audit Plan	External Auditors	Public
Risk Register	PS/AHG	Private
CIPFA Financial Management Guide Updates (Verbal)	External Auditors	Public

July 2021	Author	Agenda
External Audit Report	External Auditors	Public
Audited Statement of Accounts	PS/ M Hirst	Public
Audit & Scrutiny Sub Work Programme & TOR	SH	Public
Governance Review	PS/ AHG	Public
Draft Internal Audit Plan 2021	JB	Public
IT Programme Update	KF	Private
Strategy Update	??	Private
CIPFA Financial Management Guide Updates (Verbal)	External Auditors	Public

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Date of Meeting		Board Meeting	Strategic Officers Meeting	Integration Sub Committee	Executive Sub Committee	Management Committee	JCC Members Meeting	Audit & Scrutiny Sub Committee	Partnership Liaison Meeting
July									
28/07	9:00	Board Meeting							
August									
25/08	9:00	Board Meeting							
September									
22/09	9:00	Board Meeting							
October									
TBC	9:00								Partnership Meeting
13/10	10:30		Strategic Officers						
20/10	9:00	Board Meeting							
30/10	10:30			Integration Sub					
November									
06/11	10:30							Audit & Scrutiny Sub	
13/11	10:30				Executive Sub				
24/11	9:00	Board Meeting							
27/11	9:30						JCC		
27/11	10:30					Management Committee			
December									
17/12	9:00	Board Meeting							
January									
26/01	9:00	Board Meeting							
February									
TBC	TBC								Partnership Meeting
09/02	10:30		Strategic Officers						
19/02	10:30			Integration Sub					
23/02	10:30	Board Meeting							
March									
05/03	10:30							Audit & Scrutiny Sub	
12/03	10:30				Executive Sub				
23/03	9:00	Board Meeting							
26/03	9:30						JCC		
26/03	10:30					Management Committee			
April									
27/04	9:00	Board Meeting							
30/04	10:30			Integration Sub					
May									
TBC	TBC								Partnership Meeting
25/05	9:00	Board Meeting							
June									
15/06	10:30		Strategic Officers						
22/06	9:00	Board Meeting							
25/06				Integration Sub					
July									
02/07	10:30							Audit & Scrutiny Sub	
09/07	10:30				Executive Sub				
23/07	9:30						JCC		
23/07	10:30					Management Committee			
27/07	9:00	Board Meeting							

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TRAINING SCHEUDLE 2020 - 2021

	EXECUTIVE SUB COM	AUDIT & SCRUTINY SUB COM
Date and Training Topic	13 th November 2020 Public Sector Strategy Gavin Rimmington	6 th November 2020 Internal Audit Training Jason Brook
Date and Training Topic	5 th March 2021 Education Strategy Martin Armytage	19 th February 2021 External Audit Training External Auditors
Date and Training Topic	9 th July 2021 Operations Strategy Adrian Field	2 nd July 2021 Finance Strategy Matt Hirst

2020/2021 TRAINING TOPICS:

- IT Strategy
- People Strategy
- Marketing Strategy

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