

Your Ref.  
Our Ref

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Date 17 June 2020

Merran McRae – Chief Executive

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Typetalk calls welcome

**To: Members of the YPO Joint Committee Integration Sub-Committee**

Dear Member,

**YPO INTEGRATION SUB-COMMITTEE – FRIDAY, 26 JUNE 2020**

It is with pleasure that I write to invite you to attend a meeting of the YPO Joint Committee Integration Sub-Committee which is to be held **virtually via Microsoft Teams** at **10:00 am** on **Friday, 26 June 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 INTEGRATION SUB-COMMITTEE  
- Friday, 26 June 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 Integration Sub-committee meeting held on 27th February 2020. (Pages 1 - 2)
  6. 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 7 - 8 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**
7. Current Integration Status Update. (Pages 3 - 5)
  8. Governance Discussion Paper. (Pages 7 - 9)
  9. Date and Time of Next Meeting.  
*Proposed as 30<sup>th</sup> October 2020.*

**YORKSHIRE PURCHASING ORGANISATION**

**INTERGRATION SUB-COMMITTEE**

**27<sup>th</sup> February 2020**

**Present:**      The Chair: Councillor Shaw (Wakefield)  
                     Councillors: Turner (Kirklees), Warburton (Bradford)  
                     Observer: Councillor Nightingale (Doncaster)

<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 Councillor Mackenzie (North Yorkshire) and Walker (Wigan).
<b>3:</b>	<b>MEMBERS DECLARATION OF INTEREST</b>
	There were no declarations of interest made.
<b>4:</b>	<b>URGENT ITEMS</b>
	There were no urgent items to discuss.
<b>5:</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 6 to 8 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>6:</b>	<b>CURRENT STATUS UPDATE (EXEMPT)</b>
	Simon Hill presented the current status update to members.  All YPO employees were briefed face to face on 16 <sup>th</sup> December 2019 and letters were sent on the same date to all key stakeholders, including members and chief executives from the founder member authorities.  Due to the restrictions surrounding direct contact described above, the period leading up to completion will largely focus on internal planning.  As part of the transaction mechanism, completion accounts will be prepared at the time of contract completion and these will form the basis of final financial reconciliations to ensure that the price agreed, including working capital adjustments is in line with the Share Purchase Agreement. Specialist support from PWC has been engaged to support this process.

	<p>Wakefield Council, as Lead Authority for the Joint Committee, is currently investigating the most advantageous source of financing for the transaction and is comparing rates from the Public Works Loan Board and alternative commercial lenders. An update on this process will also be provided at the meeting.</p> <p>A comprehensive list of activities to be carried out prior to completion has been prepared by Walker Morris and regular reviews will take place during this period to ensure that all the pre-conditions for completion are met.</p> <p><b>Resolved</b> - (1) That the report was acknowledged and noted.</p>
<p><b>7:</b></p>	<p><b>HIGH LEVEL PROJECT PLAN (EXEMPT)</b></p>
	<p>Following the Management Committee on 13<sup>th</sup> December 2019, the Project Director was invited to provide Members of the Integration Sub Committee with an update in relation to the high-level project plan.</p> <p>Justin Leckie, Project Director, presented the project plan to Members. The plan detailed milestones and activities. Members provided thanks to Justin and confirmed they were pleased to see the detail on the plan.</p> <p><b>Resolved</b> – (1) That the High-Level Project Plan be acknowledged and noted.</p>
<p><b>8:</b></p>	<p><b>GOVERNANCE PROPOSAL (EXEMPT)</b></p>
	<p>Simon Hill shared the proposal for future governance arrangements.</p> <p>Members were asked to consider a number of recommendations. Members confirmed that they agreed the recommendations in principle, however, asked for Simon to take legal advice and submit a report with structure charts to the next Management Committee.</p> <p><b>Resolved</b> – (1) That the report be noted.</p> <p>(2) That a report be submitted to the March Management Committee for discussion.</p>
<p><b>9:</b></p>	<p><b>DATE AND TIME OF NEXT MEETING</b></p>
	<p><b>Resolved</b> – (1) It was agreed that the next meeting would be arranged when the Board felt the pre-completion process with the CMA was coming to a close.</p>

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

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