

Your Ref.
Our Ref
Please Reply To Kayley Sykes
Telephone No (01924) 834912
Email kayley.sykes@ypo.co.uk
Date 22 October 2020

Chief Executive

Town Hall
Wood Street
Wakefield
WF1 2HQ

T 01924 305101; E chiefexec@wakefield.gov.uk
Typetalk calls welcome

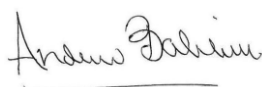
To: Members of the YPO Joint Committee Integration Sub-Committee

Dear Member,

YPO INTEGRATION SUB-COMMITTEE – FRIDAY, 30 OCTOBER 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 **10:30 am** on **Friday, 30 October 2020** to consider the items set out in the agenda attached.

Yours sincerely



Andrew Balchin
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, 30 October 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 26th June 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 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."
7. Findel Acquisition Latest Status. (Pages 3 - 4)
8. Date and Time of Next Meeting.
19th February 2021.

YORKSHIRE PURCHASING ORGANISATION

INTERGRATION SUB-COMMITTEE

26th June 2020

Present: The Chair: Councillor Shaw (Wakefield)
 Councillors: Walker (Wigan), Turner (Kirklees), Warburton
 (Bradford), Barnard (Barnsley), Mackenzie (North Yorkshire)

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| 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 Gillian Marshall, Wakefield Council. |
| 3: | MEMBERS DECLARATION OF INTEREST |
| | There were no declarations of interest made. |
| 4: | URGENT ITEMS |
| | There were no urgent items to discuss. |
| 5: | MINUTES OF THE MEETING HELD 27TH FEBRUARY 2020 |
| | The minutes of the YPO Integration Sub-Committee held on 27 th February 2020 were approved by all. |
| 6: | EXCLUSION OF THE PUBLIC AND PRESS |
| | Resolved – That the public and press be excluded from the meeting during consideration of Agenda Items 7 and 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. |
| 7: | CURRENT STATUS UPDATE (EXEMPT) |
| | Paul Smith shared the status update presentation. The presentation outlined the CMA process and decision, timelines, summary and the next steps. Members asked officers a number of questions in relation to the update and were satisfied with the responses. It was noted that an extraordinary Management Committee would be required in the next few weeks. Paul Smith shared that a meeting with Member Authority Officers is already scheduled for 2 nd July 2020. |

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| | <p>Justin Leckie shared the current status report and also shared a planning presentation that outlined the activities, milestones, management, control and governance.</p> <p>The update informed Members of the integration planning activity since the last meeting of the Integration Sub Committee in February 2020, focusing specifically on the creation of the Central Control Team and the development of key projects.</p> <p>Resolved - (1) That the report and both presentations were acknowledged and noted.</p> <p>(2) That both presentations to be circulated to Members following the meeting.</p> |
| 8: | GOVERNANCE DISCUSSION PAPER (EXEMPT) |
| | <p>Julie Wray shared the governance discussion paper and explained that in early May YPO engaged Geldards Solicitors to provide legal advice regarding the Governance Structure on completion of the acquisition.</p> <p>The recommendations of Geldards Solicitors were shared with the Integration Sub Committee.</p> <p>Resolved – (1) The Integration Sub Committee agreed to instruct Geldards Solicitors to draft the following documents:</p> <ul style="list-style-type: none"> i. Shareholders’ agreement/service level agreement hybrid; ii. Articles of association; iii. Director service agreement; iv. Board minutes for target; v. Shareholder resolutions of target; and vi. Filing papers with Companies House. |
| | |
| 9: | <p>DATE AND TIME OF NEXT MEETING</p> <p>Resolved – (1) The date of the next meeting is proposed as 30th October 2020.</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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