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Our Ref  
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Date 07 November 2018

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, 16 NOVEMBER 2018**

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, 16 November 2018** in the **YPO Headquarters, 41 Industrial Park, Wakefield** to consider the items set out in the agenda attached.

Please note there is a training session prior to the meeting at 10am entitled 'Logistics Strategy'.

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, 16 November 2018**

**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 8th June 2018. (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 - 14 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."  
  
8. Financial Performance Report. (Pages 5 - 28)
9. Food Review. (Pages 29 - 31)
10. Attendance Report. (Pages 33 - 39)
11. Business Update. (Pages 41 - 44)
12. Stock Adjustments Report. (Pages 45 - 48)
13. Risk Update. (Pages 49 - 51)
14. Independent Director Members Discussion. (Page 53)
15. Date and Time of Next Meeting.  
The next meeting is to be held 8<sup>th</sup> March 2019.

**YORKSHIRE PURCHASING ORGANISATION EXECUTIVE SUB-COMMITTEE**

**8<sup>th</sup> JUNE 2018**

**Present:** The Chair: Councillor Shaw (Wakefield)  
 Councillors: Atkin (Rotherham), Mackenzie (North Yorkshire),  
 Whiteley (Bradford), Walsh (Knowsley), Rawlings (York).

<b>73:</b>	<b>CHAIR'S INTRODUCTION &amp; WELCOME</b>
	The Chair, Councillor Shaw, welcomed Members to the meeting.
<b>74:</b>	<b>APOLOGIES FOR ABSENCE</b>
	Apologies for absence submitted prior to the meeting were accepted on behalf of Councillor Aston (Knowsley), Councillor Morris (Bolton), Councillor Johnson (St Helens).
<b>75:</b>	<b>MEMBERS DECLARATION OF INTEREST</b>
	Councillor Rawlings (York) requested a Members Declaration of Interest Form and gave a pecuniary interest in relation to a YPO competitor. Chair acknowledged and thanked Councillor Rawlings.
<b>76:</b>	<b>URGENT ITEMS</b>
	No items were discussed.
<b>77:</b>	<b>MINUTES – 9<sup>th</sup> MARCH 2018</b>
	<b>Resolved</b> – (1) That the Minutes of the meeting of the YPO Executive Sub-Committee held on 9 <sup>th</sup> March 2018 be approved as a true and accurate record.
<b>78:</b>	<b>LEAD AUTHORITY ISSUES</b>
	No Lead Authority issues were discussed.
<b>79:</b>	<b>EXECUTIVE SUB COMMITTEE WORK PROGRAMME AND TERMS OF REFERENCE</b>
	A report of the Managing Director provided an overview of the work scheduled for Executive Sub-Committee for the 2018/19 cycle.  This report also proposed the Terms of Reference, Principal Agenda Items, 2018/19 Meeting Schedule and Training Schedule.  Chair reminded Members to make sure they have a briefing with Officers prior to meetings as all papers are consulted with the Strategic Officers before they are submitted to Committee Meetings.

	<p><b>Resolved</b> - (1) That the report be noted and submitted to the Annual General Meeting.</p>
<b>80:</b>	<b>EXCLUSION OF THE PUBLIC AND PRESS</b>
	<p><b>Resolved</b> – That the public and press be excluded from the meeting during consideration of Agenda Items 9 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.</p>
<b>81:</b>	<b>FINANCIAL PERFORMANCE REPORT (EXEMPT)</b>
	<p>The Executive 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 2017.</p> <p>Councillors asked for more detail and clarification around a number of points and were satisfied with the responses provided by Officers.</p> <p>Chair welcomed the report and asked the Board of Directors to thank the team for all their efforts.</p> <p><b>Resolved</b> – (1) That the Financial Performance Report be acknowledged and noted.</p>
<b>82:</b>	<b>BUSINESS UPDATE (EXEMPT)</b>
	<p>The Managing Director 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><b>Resolved</b> – (1) That the report be noted.</p>
<b>83:</b>	<b>INVESTMENT PROPOSAL (EXEMPT)</b>
	<p>The Managing Director provided Members with an update on the progress of the Investment Proposal and provided some anticipated timescales.</p> <p><b>Resolved</b> – (1) That Members note the content of the report.</p>
<b>84:</b>	<b>DATE AND TIME OF NEXT MEETING</b>
	<p><b>Resolved</b> – (1) That the next meeting of the YPO Executive Sub Committee is proposed for 16<sup>th</sup> November 2018, 10.30am.</p>



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