

Terms of Reference

Name of Group:	Chief Executive Officers' Forum (YPO and Founder Members)
Date ToR published:	November 2025
Next review due:	Annually

Authority, Accountability, Relationships

The Chief Executive Officers' (CEO) Forum is a consultation and information sharing forum, proposed by YPO and set up in agreement with YPO's Founder Member Authority CEOs in March 2022. It supplements the 1-2-1 meetings between YPO's Managing Director and individual Founder Member Authority CEOs, which are offered as either an addition or an alternative to attendance of the CEO Forum.

The group is part of a wider framework of engagement with Founder Member Authorities that includes Finance Directors' Forum; Heads of Procurement Forum; and Legal Officers' Forum.

The group has no formal delegated or decision-making authority but provides advice and recommendations to the Managing Director in relation to the operational and strategic direction of YPO. Its primary purpose is to provide a forum for input to ensure that YPO's activities are aligned to the operational and strategic priorities of its Founder Member Authorities.

Purpose / Role / Responsibilities

The purpose of the forum is to enable YPO to engage with Founder Member Authorities; to build working relationships that enable consultation and informed decision making on major issues (e.g. acquisitions or new business activities); to facilitate discussion to identify common procurement concerns and influence how YPO might provide solutions.

In particular this will include (but is not limited to):

- YPO's 5 Year Strategy, its aims, objectives and deliverables, including plans for growth in existing procurement categories and development of new categories
- YPO financial update including trading performance, sales margin, gross and net profits against budget, forecast position, investment, impact on dividend, and development of a Dividend Strategy
- Market updates for existing and emerging categories
- Added value offering e.g. energy solutions, social value and sustainability to support Founder Member Authorities' achievement of net zero targets, decarbonisation etc
- Bringing together professional and procurement expertise to develop new collaborative solutions to ease pressure e.g. Social Care Framework

Membership

- Group membership is open to Founder Member Authority Chief Executive Officers and the YPO Managing Director. Substitutes are permitted and actively encouraged to ensure the broadest possible representation of Founder member views.
- There is no quorum as this is a consultation and information sharing forum.
- The group will be chaired by YPO Managing Director, or in absence, their nominated representative.
- It would be helpful for group members to have an understanding of the YPO Management Agreement.

Activity & Decision Making

- The group will meet twice per year, approximately one month before YPO Management Committee meetings. Meetings will usually be held over Teams.
- Emergency or ad hoc meetings may be called at the request of group members and at the discretion of the Chair. The group will agree a process for this.
- Meeting agendas and minutes will be managed by YPO Business Services. Agendas will be circulated ahead of the group meetings: minutes will be circulated after meetings, to all group members, whether in attendance or not.
- The agenda may include standing items, cyclical and ad hoc reports. Any member can add an agenda item.
- Group members will be expected to respect personal and commercial confidentiality of any information shared.

Review

- The group may carry out its own review of its work programme, activity and impact.
- Group members are responsible for reporting back to their own local authority.