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Date 24 October 2013

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

Dear Member

**YPO EXECUTIVE SUB-COMMITTEE – FRIDAY, 1 NOVEMBER 2013**

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 **10:00 am on Friday, 1 November 2013** in the **YPO Headquarters, 41 Industrial Park, Wakefield** to consider the items set out in the agenda attached.

**Please note that a training session for Members will take place before the meeting starting at 9.30am.**

Yours sincerely



Joanne Roney OBE  
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.**

This agenda can be provided in large type, cassette, Braille or in another format or language if required. Please contact the person named above to discuss your requirement.



**YORKSHIRE PURCHASING ORGANISATION EXECUTIVE SUB-COMMITTEE -  
Friday, 1 November 2013**

**AGENDA**

1. Chair's Introduction and Welcome.
2. Acceptance of Apologies for Absence.
3. To approve, as a correct record, the Minutes of the meeting held on 26 July 2013. (Pages 1 - 2)
4. Members' Declarations of Interest.
5. To note any items which the Chairman has agreed to add to the Agenda on the grounds of urgency.
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 to 13 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**

8. Managing Director's Report. (Pages 3 - 5)
9. Performance Report. (Pages 7 - 20)
10. Draft Budget and Business Plans for 2014. (Pages 21 - 61)
11. Update on Establishing a Limited Company. (Pages 63 - 89)
12. Travel and Subsistence Policy. (Pages 91 - 108)
13. Pay Policy. (Pages 109 - 120)
14. Date and Time of Next Meeting.

The date and time of the next meeting of the YPO Executive Sub-Committee will be held on 28 February 2014 at 9.30am.



**YORKSHIRE PURCHASING ORGANISATION EXECUTIVE SUB-COMMITTEE****Friday, 26 July 2013**

Present: The Chair – Councillor Sharman (Rotherham MBC)  
The Vice Chair – Councillor Sykes (City of Bradford)  
Councillors O'Donovan (Kirklees MBC) and Fletcher (St Helens MBC)

**1. CHAIR'S INTRODUCTION AND WELCOME**

The Chair, Councillor Sharman, welcomed new and existing Members to the meeting.

Concerns were expressed regarding the low attendance of Members. It was re-iterated that substitute members were allowed on all YPO sub-committees.

**2. APOLOGIES FOR ABSENCE**

Apologies for absence submitted prior to the meeting were accepted on behalf of Councillors Keats (Knowsley MBC), Stokes (Wakefield MDC), Mackenzie (North Yorkshire CC) and Julie Copley, Group Finance Manager (Wakefield MDC).

**3. MINUTES - 26 APRIL 2013**

**Resolved** – That the Minutes of the meeting of the YPO Executive Sub-Committee held on 26 April 2013 be approved as a correct record.

**4. MEMBERS' DECLARATIONS OF INTEREST**

No declarations of interest were made.

**5. LEAD AUTHORITY ISSUES**

The Lead Authority had no issues to be raised.

**6. TRAINING PROGRAMME**

Members were asked to note the training programme for the Executive Sub-Committee for 2013-14 which had been previously agreed with the Chair. Members were informed that the programme would be delivered in half hour slots immediately prior to each meeting commencing in November.

**Resolved** – That the report be noted.

**7. EXCLUSION OF THE PUBLIC AND PRESS**

**Resolved** – 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.

**IN PRIVATE****8. MANAGING DIRECTOR'S UPDATE**

The Managing Director presented a report giving an update of the activities of the organisation since the last meeting of the Sub-Committee, and to give an overview on forthcoming activities and challenges. The report included an update on the Organisations operational and commercial issues, infrastructure issues and an update on procurement.

**Resolved** – That the report be noted.

**YORKSHIRE PURCHASING ORGANISATION EXECUTIVE SUB-COMMITTEE - FRIDAY, 26  
JULY 2013**

**9. PERFORMANCE REPORT**

The Corporate Director presented a report which highlighted the performance results for June 2013 including the key performance indicators. Relevant supporting information was included in the Appendix to the report.

Members raised a number of issues and responses from Officers were accepted.

**Resolved** – That the performance report on the Key Indicators be noted.

**10. HALF YEAR FORECAST**

A joint report of the Managing Director and Corporate Director advised Members of the outcome of the 2013 Half Year Review for the Organisation. Background to the position was detailed for Members which included both internal and external influences which had affected the performance of YPO.

**Resolved** – (1) That the request to change the previously agreed spending limits in respect of operating costs for 2013, to the virement detailed in 13.5 of the report, be agreed.

(2) That the additional investment requests, detailed in Appendix 1, be approved.

**11. DATE AND TIME OF NEXT MEETING**

**Resolved** – That the next meeting of the YPO Executive Sub-Committee be held on Friday 1 November 2013 at 10.00am with a 30 minutes training session before (starting at 9.30am).

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

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