

Your Ref.
Our Ref

Joanne Roney OBE

Please Reply To Kayley Sykes
Telephone No (01924) 834912
Email kayley.sykes@ypo.co.uk
Date 02 June 2016

Town Hall, Wood Street, Wakefield, West Yorkshire WF1
2HQ
T 01924 305100; E jroney@wakefield.gov.uk
Typetalk calls welcome

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

Dear Member,

YPO EXECUTIVE SUB-COMMITTEE – FRIDAY, 10 JUNE 2016

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, 10 June 2016** in the **YPO Headquarters, 41 Industrial Park, Wakefield** to consider the items set out in the agenda attached.

Would Members please note that a training session entitled “ICT Strategy and Business Change Programme” will take place before the meeting at 10.00am.

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.

**YORKSHIRE PURCHASING ORGANISATION EXECUTIVE SUB-COMMITTEE -
Friday, 10 June 2016**

AGENDA

1. Chair's Introduction and Welcome.
 2. Acceptance of Apologies for Absence.
 3. Members' Declarations of Interest.
 4. To approve, as a correct record, the Minutes of the meeting held on 4 March 2016. (Pages 1 - 2)
 5. To note any items which the Chairman has agreed to add to the Agenda on the grounds of urgency.
 6. Executive Sub-Committee Work Programme and Terms of Reference. (Pages 3 - 11)
 7. Lead Authority Issues.
 8. 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 10 to 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."
 9. Associate Member Proposals. (Pages 13 - 42)
- IN PRIVATE**
10. Performance Report. (Pages 43 - 50)
 11. Business Update. (Pages 51 - 54)
 12. Review of Dividend Distribution Policy. (Pages 55 - 57)
 13. Earmarked Internal Investment Reserves. (Pages 59 - 62)
 14. Senior Remuneration Issue - report to be circulated.
 15. Date and Time of Next Meeting.
The next meeting of the YPO Executive Sub-Committee will be determined at the AGM but is proposed for 11 November 2016 at 10.30am.

YORKSHIRE PURCHASING ORGANISATION EXECUTIVE SUB-COMMITTEE

4TH MARCH 2016

Present: The Chair: Councillor Shaw (Wakefield MDC)
 Councillors: Councillor Sykes (City of Bradford), Councillor Mercer (City of York)

107:	CHAIR'S INTRODUCTION & WELCOME
	The Chair, Councillor Shaw, welcomed Members to the meeting.
108:	APOLOGIES FOR ABSENCE
	Apologies for absence submitted prior to the meeting were accepted on behalf of Councillor Morris (Bolton), Councillor Mackenzie (North Yorkshire CC), Councillor Atkin (Rotherham MBC) and Councillor Byron (Knowsley MBC).
109:	MINUTES – 13th November 2015
	Resolved – That the Minutes of the meeting of the YPO Executive Sub-Committee held on 13 th November 2015 be approved as a true and accurate record.
110:	MEMBERS DECLARATION OF INTEREST
	Councillor Sykes (City of Bradford) declared that he is a Governor at Bradford Academy.
111:	URGENT ITEMS
	No items were discussed.
112:	LEAD AUTHORITY ISSUES
	A verbal update was provided by Julie Copley (Wakefield MDC s151 rep) to inform Members that Judith Badger (Wakefield MDC Assistant Chief Executive – Resources and Governance) has secured another role and will shortly be leaving the authority. Julie Copley will remain the s151 rep and the authority is looking to recruit a replacement Assistant Chief Executive – Resources and Governance.
113:	STANDING ORDERS AND FINANCIAL PROCEDURE RULES
	A report of the Head of Finance was reviewed which informed Members of changes to the Standing Orders and Financial Procedure Rules. Resolved - That the Executive Sub Committee recommends the changes detailed in the report to be accepted by the Management Committee.
114:	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.
115:	PERFORMANCE REPORT (EXEMPT)
	<p>The Executive Director presented the report detailing the latest performance results for the Organisation.</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>Resolved – That the Performance Report be acknowledged and welcomed.</p>
116:	BUSINESS UPDATE (EXEMPT)
	<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, including the latest status of actual and planned expenditure from reserves.</p> <p>Resolved - That the report be noted.</p>
117:	PROJECT SEED (EXEMPT)
	<p>The Executive Director presented the Project SEED report which provided Members with an update on progress of implementing social value measures into YPO's procurement.</p> <p>A presentation of the proposed direction of the project was shared with Members. The direction of the project was welcomed by Members.</p> <p>Resolved - That the report be noted.</p>
118:	DATE AND TIME OF NEXT MEETING
	<p>Resolved – That the next meeting of the YPO Executive Sub Committee will be held on Friday 10th June at 10.30am</p>



REPORT TO
EXECUTIVE SUB - COMMITTEE
TO BE HELD ON
10TH JUNE 2016

TITLE: 2016/17 WORK PROGRAMME

REPORT OF: MANAGING DIRECTOR

1. PURPOSE OF REPORT

- 1.1 To provide members with an overview of the work scheduled for the 2016/17 committee cycle.

2. BACKGROUND INFORMATION

- 2.1 The Executive Sub-Committee has a membership of nine members drawn from the Management Committee (including the Chair and Vice Chair of the Management Committee). Its primary purpose is to review the performance of the organisation, ensure delivery of the agreed strategy and review the performance of the Managing Director.
- 2.2 Since the last AGM the Executive Sub-Committee has met 4 times and on each occasion a full set of minutes with actions and matters arising has been presented to the management committee.

3. TERMS OF REFERENCE

- 3.1 The terms of reference have been reviewed and are attached for member's consideration.

4. PRINCIPAL AGENDA ITEMS

- 4.1 The focus of principal agenda items for the Executive Sub-Committee are similar to previous years and they are aimed at providing the members with sufficient information to undertake their role, as set out in the terms of reference. The proposed principal agenda items along with a meeting schedule and training plan are attached as appendices.

5. RECOMMENDATION

- 5.1 Members are asked to agree this report for submission to the AGM in the name of the Chair of the Executive Sub Committee.

REPORT AUTHOR: SIMON HILL, MANAGING DIRECTOR

YPO
41 Industrial Park
Wakefield
WF2 0XE

Telephone No: 01924 834912
E-mail address: simon.hill@ypo.co.uk

APPENDICES:

Appendix 1 - Terms of Reference 2016/17
Appendix 2 - Principal Agenda Items
Appendix 3 - Meeting Schedule
Appendix 4 - Training Schedule

Yorkshire Purchasing Organisation

Executive Sub-Committee Terms of Reference 2016/17

Number of Members

Nine Councillors, including Chair and Vice Chair of the Management Committee.
Not more than one Councillor from any member authority.

Co-opted Members

Not more than two non-voting co-opted members selected by the Management Committee for their relevant commercial expertise, without prejudicing the competitive environment in which YPO operates.

Quorum

Three voting members.

Substitutes

Allowed.

Frequency of Meetings

Three times per annum.

Remit

1. To ensure that the performance of YPO is in accord with established business plans.
2. To receive trading reports from senior managers and that trading operations are in line with approved business plans.
3. To review the performance of the organisation in achieving its objectives through an examination of performance data and relevant performance indicators.
4. To receive reports on spending against approved budgets.
5. To review annually its terms of reference and report any additions and amendments to the Management Committee.
6. To provide an update to Management Committee on the activities of the Committee by way of meeting minutes and responses to any matters arising.

To act with delegated authority of the Management committee in respect of:

1. To approve annually, medium term business plans, annual budgets and decisions to ensure year-end targets are achieved.
2. To approve individual capital investment proposals, in line with the overall investment plan agreed by the Management Committee.

3. To agree conditions within which goods, materials and services can be supplied to Member Authorities, Associate Members and other Local and Public Authorities covered by the Local Authorities (Goods and Services) 1970 act and any subsequent modifications.
4. To appraise the personal performance of the Managing Director of the organisation.
5. To act in association with the Head of HR as a recruitment and selection panel for the appointment of Directors and to appoint to the post of Director to any agreed Director vacancy and report such appointments to the Management Committee.

Principal Agenda Items 2016 - 2017

Executive Sub-Committee

November 2016	Author	Agenda
Performance Report	PS/S Hall	Private
Lead Authority Issues	BL	Public
Business Update	SH	Private
YPO Pay Policy	JW	Public
Stock Losses Report	PS	Private
Associate Member Proposals	PS	Public

March 2017	Author	Agenda
Performance Report	PS/S Hall	Private
Lead Authority Issues	BL	Public
Business Update	SH	Private
Standing Orders & Financial Procedure Rules	S Hall	Public
Project SEED	PS	Private
Earmarked Reserves Spend	PS	Public
Associate Member Proposals	PS	Public

June 2017	Author	Agenda
Performance Report	PS/S Hall	Private
Business Update	SH	Private
Lead Authority Issues	BL	Public
Exec Sub Work Programme & TOR	SH	Public
Associate Member Proposals	PS	Public

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YPO MEETINGS SCHEDULE 2016/17



Date of Meeting		Papers Deadline	Board Meeting	Strategic Officers Meeting	Executive Sub Committee	Management Committee	JCC Members Meeting	Audit Sub Committee	Scrutiny Sub Committee	Partnership Liaison Meeting
July										
19/7	9:00	Noon - Wednesday 13 th July	Board Meeting							
August										
23/8	9:00	Noon - Wednesday 17 th Aug	Board Meeting							
September										
20/9	9:00	Noon - Wednesday 14 th Sep	Board Meeting							
October										
7/10	11:00	N/A								Partnership Meeting
11/10	9:00	Noon – Wednesday 5 th Oct	Board Meeting							
14/10	10:30	Noon - Wednesday 14 th Sep							Scrutiny Sub	
21/10	10:30	Noon – Wednesday 5 th Oct		Strategic Officers						
November										
4/11	10:30	Noon – Wednesday 5 th Oct						Audit Sub		
11/11	10:30	Noon – Wednesday 5 th Oct			Executive Sub					
15/11	9:00	Noon – Wednesday 9 th Nov	Board Meeting							
25/11	9:30	Noon – Friday 18 th Nov					JCC			
25/11	10:30	Noon – Wednesday 9 th Nov				Management Committee				
December										
13/12	9:00	Noon – Wednesday 7 th Dec	Board Meeting							
January										
17/1	9:00	Noon – Wednesday 11 th Jan	Board Meeting							
February										
3/2	11:00	N/A								Partnership Meeting
7/2	10:30	Noon – Wednesday 1 st Feb	Board Meeting							
10/2	10:30 13:00	Noon – Wednesday 11 th Jan		Strategic Officers					Scrutiny Sub	
24/2	10:30	Noon – Wednesday 1 st Feb						Audit Sub		
March										
10/3	10:30	Noon – Wednesday 1 st Feb			Executive Sub					
21/3	9:00	Noon – Wednesday 15 th Mar	Board Meeting							
24/3	9:30	Noon – Friday 17 th Mar					JCC			
24/3	10:30	Noon – Wednesday 15 th Mar				Management Committee				
April										
25/4	9:00	Noon – Wednesday 19 th Apr	Board Meeting							
28/4	10:30	Noon – Wednesday 15 th Mar						Audit Sub		
May										
12/5	9:00	N/A								Partnership Meeting
16/5	9:00	Noon – Wednesday 10 th May	Board Meeting							
19/5	10:30	Noon – Wednesday 19 th Apr							Scrutiny Sub	
26/5	10:30	Noon – Wednesday 10 th May		Strategic Officers						
June										
9/6	10:30	Noon – Wednesday 10 th May			Executive Sub					
13/6	9:00	Noon – Wednesday 7 th June	Board Meeting							
23/6	9:30	Noon – Friday 16 th June					JCC			
23/6	10:30	Noon – Wednesday 7 th June				Management Committee				

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TRAINING SCHEUDLE FOR 2016 - 2017

	EXEC SUB COM	AUDIT SUB COM	SCRUTINY SUB COM
Date and Training Topic	<p>11th November 2016</p> <p>Workforce/ People Strategy Warehouse & Logistics Strategy</p> <p>Julie Wray</p>	<p>4th November 2016</p> <p>Financial Management</p> <p>Steven Hall</p>	<p>14th October 2016</p> <p>Financial Management</p> <p>Steven Hall</p>
Date and Training Topic	<p>10th March 2017</p> <p>Commercial & Customer Strategy Procurement Services Strategy</p> <p>Paul Smith</p>	<p>24th February 2017</p> <p>External & Internal Audit Relationship</p> <p>Carl Tweed</p>	<p>10th February 2017</p> <p>Project Management</p> <p>Gavin Rimmington</p>
Date and Training Topic	<p>9th June 2017</p> <p>IT Strategy & Business Change Programme</p> <p>Gavin Rimmington</p>	<p>28th April 2017</p> <p>Risk Management</p> <p>Andrea Hirst-Gee/ Diana Wright</p>	<p>19th May 2017</p> <p>Business Planning</p> <p>Steven Hall</p>

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**REPORT TO
EXECUTIVE SUB COMMITTEE
TO BE HELD ON
10TH JUNE 2016**

TITLE: ASSOCIATE MEMBERSHIP APPLICATIONS 2016

REPORT OF: STRATEGIC RELATIONSHIP MANAGER

1 PURPOSE OF REPORT

- 1.1 Provide details of further formal applications for YPO Associate Membership received from key strategic target customers across the North West , Merseyside , London and Midlands regions.

2 BACKGROUND INFORMATION

- 2.1 Cheshire Fire & Rescue Service employs over 980 staff and looks after a population of 984,300 people spread across an area of 2,334 square kilometres. It has 25 fire stations and a headquarters in Winsford. Cheshire Fire and Rescue Service covers the unitary authorities of Cheshire East, Cheshire West and Chester, Halton and Warrington.
- 2.2 Oldham is a metropolitan borough of Greater Manchester. It has a population of 228,765 and spans 55 square miles (142 km²).The borough is named after its largest town, Oldham, but also includes the outlying towns of Chadderton, Failsworth, Royton and Shaw and Crompton, the village of Lees, and the parish of Saddleworth
- 2.3 Solihull is a large town in the West Midlands with a population of 94,753,being measured as 206,700 at the 2011 Census. It is a part of the West Midlands conurbation and is located 8 miles (14.5 km) southeast of Birmingham city centre. It is the largest town in, and administrative centre of, the larger Metropolitan Borough of Solihull, which itself has a population of 200,400.
Solihull is one of the most prosperous towns in the Midlands and is a constituent member of the West Midlands Combined Authority.
- 2.4 London Borough of Waltham Forest is a London borough in north east London, covering 15 square miles with a population of over 270,000.The south of the borough contrasts markedly with the north in terms of its mixed ethnicity and socio-economic indicators. Taken as a whole, Waltham Forest comprises built-up urban districts in the south with inner-city characteristics, and more affluent residential development in the north with a variety of reservoirs, open space, small sections of Epping Forest, parks, and playing fields, which together cover a fifth of the borough.

- 2.5 London Borough of Hackney is a north east London Borough within Inner London. Southern and eastern parts of the borough are popularly, but unofficially, regarded as being part of east London, with northern and western areas considered to belong to north London. The borough covers only 7 square miles however has a dense population of over 270,000 neighboured by the London Boroughs of Tower Hamlets, to the south; Islington to the west at Southgate Road; Haringey to the north. On the east, the River Lea forms the boundary with Waltham Forest; and to the south-east is Newham.
- 2.6 Merseytravel is the passenger transport executive responsible for the coordination of public transport in the Liverpool City Region, North West England. Merseytravel was established on 1 December 1969 as the Merseyside Passenger Transport Executive (MPTE). From 1 April 2014 Merseytravel expanded its area of operation from the metropolitan county of Merseyside to also include the Borough of Halton. The introduction of this organisation to YPO could provide invaluable intelligence and information around Liverpool City Region combined authority strategy.

3 SUMMARY

- 3.1 Applications from Lancashire include:
Oldham Council
- 3.1.1 Applications from Merseyside and Midlands include:
Cheshire Fire & Rescue Service
Merseytravel
Solihull Council
- 3.1.2 Applications from London include:
London Borough of Waltham Forest
London Borough of Hackney
- 3.2 Cheshire Fire & Rescue Service currently utilises YPO energy contracts for Electricity Gas and Liquid Fuels and is exploring the procurement of specialist vehicles in 2016. Further growth potential exists within the more specific emergency services category area including smoke alarms and emergency response equipment.
- 3.3 Oldham Council has limited engagements currently with YPO through Waste & FM and Fleet categories although schools do use YPO catalogue supplies extensively. The approval of Oldham as Associate Member will complete the AGMA membership landscape for YPO
- 3.4 Solihull Council has no spend with YPO on frameworks and minimal schools engagements due to having a history of relationship with ESPO and previously WMS before privatisation and the introduction of them as an Associate Member will help drive our growth in the Midlands region.
- 3.5 London Borough of Waltham Forest has limited engagement with YPO on frameworks and low level school expenditure due to the competitive nature of the market in the capital. The introduction of Waltham Forest will further support YPO's growth aspirations in London adding to the 3 existing member boroughs and provide a further platform on which YPO can develop key relationships and build market penetration within the capital city.
- 3.6 Merseytravel currently do not use YPO for any significant volumes of category spend so we have an excellent opportunity to develop new business opportunities and

achieve growth across this key strategic geographic area for YPO. We are currently in discussion with Merseytravel around them accessing the YPO Liquid Fuels framework for their fuel spend going forward.

- 3.7 London Borough of Hackney has limited previous engagements through YPO on frameworks and low level schools expenditure as with Waltham Forest above. We are in negotiation with Hackney currently to facilitate £45 million of spend through the YPO HR Services & Solutions framework which will provide a great platform for YPO to build further market penetration in London once this call off has been secured.
- 3.8 Further applications are expected shortly from the following customers with who discussions are currently ongoing:
- London Borough of Lambeth – will add to the existing 5 London Boroughs we have as associate members and support the wider YPO strategic goal of further business growth in London for 2016 and beyond. We are currently negotiating a £20 million per annum spend under Lot 1 of the new YPO HR Services & Solutions framework which will be a significant step forward in London.

Estimated Baseline Figures 2015

Customer	Stock & Direct	Contractual	Total
Cheshire Fire	£7k	£340k	£347k
Oldham Council	£1.26m	£800k	£2.06m
Solihull Council	£50k	£0k	£50k
LB Waltham Forest	£32k	£0k	£32k
Merseytravel	£0k	£0k	£0k
LB Hackney	£31k	£0k	£31k

4 FINANCIAL IMPLICATIONS

- 4.1 Additional associate membership may lead to additional dividends being available for founder members in the following scenario:-

- The distributable fund is £9,139,000 (as per the 2014 dividend distribution).
- The risk proportion of the fund is 25%.
- The usage proportion of the fund is 50%.
- The Loyalty proportion of the fund is 25%

The opening position would be as follows, as per the 2014 dividend distribution:-

	£ 000's
Members total	6,495
Associates and non-members	2,644
Total	9,139

If the additional income from the new membership was **£3,000,000** as mentioned in section 8.2, then this might translate into an additional profit of around **£150,000**, taking into account the current margins on stock, directs and food, together with the

expected income from framework contract rebates. The revised distribution would therefore be as follows:-

	New £ 000's	Original £ 000's	Additional £ 000's
Members total	6,541	6,495	46
Associates and non-members.	2,748	2,644	104
Total	9,289	9,139	150

5 LEGAL IMPLICATIONS

- 5.1 There are no legal implications arising from this report.

6 EQUALITY IMPLICATIONS

- 6.1 This report does not have a direct impact on the Equality and Diversity agenda.

7 RISK IMPLICATIONS

- 7.1 There are no risk implications arising from this report.

8 RECOMMENDATIONS

- 8.1 The applications submitted are recommended for approval as they all fall within the criteria established in 2014 for Associate Membership and support continued growth for YPO across the North West region, London, Midlands and the Emergency Services sector.
- 8.2 Growth criteria for each of the customers requesting consideration for membership should be set at £500,000 in line with the agreed criteria established in 2014.
- 8.3 The attached customer applications all meet the strategic criteria as laid down in the paper previously approved in August 2014 and are therefore recommended for approval.

SERVICE DIRECTOR: PAUL SMITH, EXECUTIVE DIRECTOR

YPO
41 Industrial Park
Wakefield
WF2 0XE

Telephone No: 01924 834969
E-mail address: paul.smith@ypo.co.uk

CONTACT OFFICER: DAVID BEMROSE, STRATEGIC RELATIONSHIP MANAGER

YPO
41 Industrial Park
Wakefield
WF2 0XE

Telephone No: 01924 834812
E-mail address: david.bemrose@ypo.co.uk

APPENDICES:

Appendix 1 Letter of application from Oldham Council
Appendix 2 Application form from Oldham Council
Appendix 3 Letter of application from Cheshire Fire & Rescue Service
Appendix 4 Application form from Cheshire Fire & Rescue Service
Appendix 5 Letter of application from Solihull Council
Appendix 6 Application form from Solihull Council
Appendix 7 Letter of application from LB Waltham Forest
Appendix 8 Application form from LB Waltham Forest
Appendix 9 Letter of application from Merseytravel
Appendix 10 Application form from Merseytravel
Appendix 11 Letter of application from LB Hackney (To Follow)
Appendix 12 Application form from LB Hackney

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Date: 17th February 2016
Our ref:



YPO Associate Membership
C/o Mr David Bemrose
Strategic Relationship Manager

Commercial & Transformation Services
Strategic Sourcing Team
Level 8, Civic Centre
West Street, Oldham OL1 1UG
Tel: 0161 770 8105

Dear David

Re: YPO Associate Membership Application – Oldham Council

Please find attached, Oldham Council's completed membership application form for consideration of Associate Membership with YPO.

We look forward to hearing from you in due course once our application has been processed.

Yours sincerely

A handwritten signature in black ink that reads "Nicola Spence".

Nicola Spence
Senior Procurement Manager (Interim)
Direct line: 0161 770 8105
Email: Nicola.spence@oldham.gov.uk

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Better value, delivered.



Application for Associate Membership

Name of Authority:

Address:

Postcode:

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Contact Name:

Position:

Contact Telephone Number:

Contact Email:

Please provide details of your current usage of YPO Catalogue Supplies and YPO contracts:

Please outline how you will promote YPO Catalogue Supplies and YPO contracts to schools and other Budget Holding Departments/Service Areas within your Authority:

Continued overleaf...

Application for Associate Membership



Please indicate any potential growth opportunities (please include the category area and indicative spend value):

Please provide details of any potential collaborative opportunities:

Signed:

Position:

Date:

Please send this completed Application Form, together with a letter, signed by a Senior Officer of the Authority to:

David Bemrose
Strategic Relationship Manager

YPO,
41 Industrial Park,
Wakefield,
WF2 0XE

Please tick areas of interest:

- | | |
|--|---|
| <input type="checkbox"/> Catalogue products | <input type="checkbox"/> Insurance Services |
| <input type="checkbox"/> Highways | <input type="checkbox"/> Financial Services |
| <input type="checkbox"/> Fleet | <input type="checkbox"/> HR Services |
| <input type="checkbox"/> Building Maintenance | <input type="checkbox"/> Social Care |
| <input type="checkbox"/> Business, Administrative & Travel | <input type="checkbox"/> Energy |
| <input type="checkbox"/> Enforcement Agency | <input type="checkbox"/> ICT |



Dear David,

Please see enclosed our application to become an Associate Member of YPO.

Kind Regards

A handwritten signature in black ink, which appears to read "Leadbetter". The signature is written over the words "Kind Regards" and the printed name below.

Andrew Leadbetter, Head of Legal & Democratic Services

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Better value, delivered.



Application for Associate Membership

Name of Authority:
Cheshire Fire Authority

Address:
Sadler Road
Winsford

Postcode:

C	W	7	2	F	Q	
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Contact Name:
Tim Broughton

Position:
Head of Procurement

Contact Telephone Number:
07795 014080

Contact Email:
tim.broughton@cheshirefire.gov.uk

Please provide details of your current usage of YPO Catalogue Supplies and YPO contracts:

Energy - Gas and Electricity
Solar PV
Cleaning consumables
Stationary
Smoke Alarms

Please outline how you will promote YPO Catalogue Supplies and YPO contracts to schools and other Budget Holding Departments/Service Areas within your Authority:

Compliant frameworks will be advocated as appropriate

Continued overleaf...

Application for Associate Membership



Please indicate any potential growth opportunities (please include the category area and indicative spend value):
Potential for vehicle purchases

Please provide details of any potential collaborative opportunities:

19/16

Signed:

Position:

HEAD OF LEGAL & DEMOCRATIC SERVICES

Date:

18 Feb 2016

Please send this completed Application Form, together with a letter, signed by a Senior Officer of the Authority to:

David Bemrose
Strategic Relationship Manager
YPO,
41 Industrial Park,
Wakefield,
WF2 0XE

Please tick areas of interest:

- | | |
|--|---|
| <input checked="" type="checkbox"/> Catalogue products | <input type="checkbox"/> Insurance Services |
| <input type="checkbox"/> Highways | <input type="checkbox"/> Financial Services |
| <input checked="" type="checkbox"/> Fleet | <input type="checkbox"/> HR Services |
| <input type="checkbox"/> Building Maintenance | <input type="checkbox"/> Social Care |
| <input type="checkbox"/> Business, Administrative & Travel | <input checked="" type="checkbox"/> Energy |
| <input type="checkbox"/> Enforcement Agency | <input type="checkbox"/> ICT |



PAUL JOHNSON
DIRECTOR OF RESOURCES &
DEPUTY CHIEF EXECUTIVE

Corporate Procurement Service
Council House
Manor Square
Solihull West Midlands B91 3QB
Tel. 0121-704-6578
Email: procurementteam@solihull.gov.uk
www.solihull.gov.uk

Date 12/02/16

David Bemrose
YPO
41, Industrial Park
Wakefield
WF2 0XE

Dear David,

Please find attached Solihull Metropolitan Borough Council's application form for Associate Membership of Yorkshire Purchasing Organisation.

When we previously looked at this we were concerned that the majority of our business would still be through ESPO as our schools choose to use for the majority of their supplies. Since then we have had a closer look at your frameworks and think that we may be using some in the future, therefore the timing is now right.

We are looking forward to working closely with you in order to achieve even better value for money through your vast range of products and frameworks without compromising on service or quality.

Yours faithfully,

A handwritten signature in blue ink, appearing to read 'Liz Welton'.

Liz Welton
Head of Shared Procurement Service
Resources

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Better value, delivered.



Application for Associate Membership

Name of Authority:

Solihull Metropolitan Borough Council

Address:

The Council House
Solihull

Postcode:

B 9 1 3 Q B

Contact Name:

TIM ROBBINS

Position:

Category Manager

Contact Telephone Number:

0121 204 6578

Contact Email:

tim.robbins@solihull.gov.uk

Please provide details of your current usage of YPO Catalogue Supplies and YPO contracts:

We are currently in the process of joining YPO framework 279.

Expected expenditure is around \$3 million.

Local schools also have access to the YPO catalogue.

Please outline how you will promote YPO Catalogue Supplies and YPO contracts to schools and other Budget Holding Departments/Service Areas within your Authority:

We will promote YPO Supplies by making budget holders aware of the Service and asking them to see if they can achieve WFM through YPO Catalogue Supplies as long as this doesn't conflict with current contracts and still ensures a fair and transparent process.

Continued overleaf...

Application for Associate Membership



Please indicate any potential growth opportunities (please include the category area and indicative spend value):

Highways : Building Materials

Stationary Supplies

Schools Food

Catering Equipment

Please provide details of any potential collaborative opportunities:

Since 2010 Coventry City Council, Solihull Metropolitan Council, Warwickshire County Council, Nuneaton & Bedworth, Solihull Community Housing, North Warwickshire Borough Council, Warwick District Council and Stratford-On-Avon District Council have been working together as a Shared procurement service, allowing each council to join in with a contract.

Signed:

Elizabeth Wether

Position:

Head of Shared Procurement Services

Date:

12/02/16.

Please send this completed Application Form, together with a letter, signed by a Senior Officer of the Authority to:

David Bemrose

Strategic Relationship Manager

YPO,
41 Industrial Park,
Wakefield,
WF2 0XE

Please tick areas of interest:

- | | |
|--|---|
| <input type="checkbox"/> Catalogue products | <input type="checkbox"/> Insurance Services |
| <input type="checkbox"/> Highways | <input type="checkbox"/> Financial Services |
| <input type="checkbox"/> Fleet | <input type="checkbox"/> HR Services |
| <input type="checkbox"/> Building Maintenance | <input type="checkbox"/> Social Care |
| <input type="checkbox"/> Business, Administrative & Travel | <input type="checkbox"/> Energy |
| <input type="checkbox"/> Enforcement Agency | <input type="checkbox"/> ICT |





Finance

Director: John Turnbull

Waltham Forest Town Hall, Forest Road, Walthamstow, E17 4JF

David Bemrose
Strategic Relationship Manager
YPO
41 Industrial Park
Wakefield
WF2 0XE

Ask for:
Our Ref:
Your Ref:
Email: David.levy@walthamforest.gov.uk
Direct line: 020 8496 4413
Direct fax:
Date: 14th March 2016

Dear David

Re: YPO Associate Membership

Please find enclosed LB Waltham Forest's application for Associate Membership of YPO.

I look forward to hearing from you.

Yours sincerely

Dave Levy
Assistant Director Procurement



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Better value, delivered.



Application for Associate Membership

Name of Authority: London Borough of Waltham Forest

Address: Town Hall
Forest Rd
London

Postcode:

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Contact Name: Dave Levy

Position: Assistant Director Procurement

Contact Telephone Number: 0208 496 4413

Contact Email: david.levy@walthamforest.gov.uk

Please provide details of your current usage of YPO Catalogue Supplies and YPO contracts:

Please outline how you will promote YPO Catalogue Supplies and YPO contracts to schools and other Budget Holding Departments/Service Areas within your Authority:

We have a programme of support that we provide to schools within Waltham Forest and so we will aim to promote YPO supplies and frameworks wherever possible. Similarly we will look to use YPO frameworks within LBWF. For all OJEU level opportunities consideration will be given to accessing YPO frameworks, and for below OJEU consideration shall be given where possible.

Continued overleaf...

Please indicate any potential growth opportunities (please include the category area and indicative spend value):

Schools - general educational supplies, catering, furniture, MFDs
LBWF - catering

Please provide details of any potential collaborative opportunities:

Potential for catering supplies across East London

For all OJEU level exercises the council seeks to collaborate and challenges the use of existing framework agreements

Signed:



Position:

Assistant Director Procurement

Date:

14/3/2016

Please send this completed Application Form, together with a letter, signed by a Senior Officer of the Authority to:

David Bemrose
Strategic Relationship Manager

YPO,
41 Industrial Park,
Wakefield,
WF2 0XE

Please tick areas of interest:

- | | |
|---|--|
| <input checked="" type="checkbox"/> Catalogue products | <input checked="" type="checkbox"/> Insurance Services |
| <input checked="" type="checkbox"/> Highways | <input checked="" type="checkbox"/> Financial Services |
| <input checked="" type="checkbox"/> Fleet | <input checked="" type="checkbox"/> HR Services |
| <input type="checkbox"/> Building Maintenance | <input checked="" type="checkbox"/> Social Care |
| <input checked="" type="checkbox"/> Business, Administrative & Travel | <input type="checkbox"/> Energy |
| <input checked="" type="checkbox"/> Enforcement Agency | <input type="checkbox"/> ICT |



Our Ref: LAD/HLC/SL*

Your Ref:

Contact: Louise Outram

Tel: 0151 330 1700

Date: 14 April 2016

Mr David Bemrose
YPO
41 Industrial Park
Wakefield
WF2 OXE

Dear David

Associate Membership

Please find attached is an application regarding the above membership and I would be grateful if you could consider this.

If you wish to speak to me to discuss this further please do not hesitate to contact me on the number above.

Yours sincerely

Louise Outram
Head of Legal, Democratic Services & Procurement

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Application for Associate Membership

Name of Authority:

Merseytravel

Address:

**No 1 Mann Island
Liverpool**

Postcode:

L**3****1****B****P**

Contact Name:

Louise Outram

Position:

**Head of Legal, Democratic Services &
Procurement**

Contact Telephone Number:

0151 330 1700

Contact Email:

louise.outram@merseytravel.gov.uk

Please provide details of your current usage of YPO Catalogue Supplies and YPO contracts:

To date we have not used the above.**In the near future we hope to utilise yourselves for Fuel.**

Please outline how you will promote YPO Catalogue Supplies and YPO contracts to schools and other Budget Holding Departments/Service Areas within your Authority:

The procurement teams role is to promote collaboration.**When a new procurement is identified we always research possible frameworks to use and share the details with our client departments to consider. The added benefits of Associate member will also be shared with them in the future.**

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Please indicate any potential growth opportunities (please include the category area and indicative spend value):

Fuel
 ICT
 paint supplies
 electrical supplies

Please provide details of any potential collaborative opportunities:

water

Signed:



Position:

Head of Legal, Democratic Services & Procurement

Date:

13.04.16

Please send this completed Application Form, together with a letter, signed by a Senior Officer of the Authority to:

David Bemrose
 Strategic Relationship Manager
 YPO,
 41 Industrial Park,
 Wakefield,
 WF2 0XE

Please tick areas of interest:

- | | |
|---|--|
| <input checked="" type="checkbox"/> Catalogue products | <input checked="" type="checkbox"/> Insurance Services |
| <input checked="" type="checkbox"/> Highways | <input checked="" type="checkbox"/> Financial Services |
| <input checked="" type="checkbox"/> Fleet | <input checked="" type="checkbox"/> HR Services |
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| <input checked="" type="checkbox"/> Enforcement Agency | <input checked="" type="checkbox"/> ICT |

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Better value, delivered.



Application for Associate Membership

Name of Authority:

LONDON BOROUGH OF HACKNEY

Address:

HACKNEY TOWN HALL
 MAZE STREET
 LONDON

Postcode:

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Contact Name:

MERLE FERGUSON

Position:

PROCUREMENT STANDARDS + TRAINING MANAGER

Contact Telephone Number:

02083563524

Contact Email:

merle.ferguson@hackney.gov.uk

Please provide details of your current usage of YPO Catalogue Supplies and YPO contracts:

WE CURRENTLY DO NOT ~~DIFFERENTIATE~~ ^{DIFFERENTIATE} SPEND AGAINST INDIVIDUAL FRAMEWORKS BEING USED BY THE COUNCIL. HOWEVER IT IS ~~POSSIBLE~~ LIKELY THAT WE COULD ALREADY BE MAKING USE OF YPO CONTRACTS THROUGH THE CROWN COMMERCIAL SERVICES ARRANGEMENT

Please outline how you will promote YPO Catalogue Supplies and YPO contracts to schools and other Budget Holding Departments/Service Areas within your Authority:

HACKNEY WILL SEEK TO PROMOTE THE USE OF YPO CONTRACTS IN THE AUTHORITY WHERE PRACTICABLE AND WILL BE CONSIDERED AS PART OF OUR OPTIONS OF BEST VALUE ROUTES TO THE MARKET.

Continued overleaf...

Application for Associate Membership



Please indicate any potential growth opportunities (please include the category area and indicative spend value):

AGENCY STAFF SUPPLIES & SERVICES
ESTIMATED SPEND IS £35M PER ANNUM

Please provide details of any potential collaborative opportunities:

- AGENCY STAFFING CONTRACT
- ICT SYSTEMS PROCUREMENT.

Signed:

Position:

Director of Procurement.

Date:

1 June 2016

Please send this completed Application Form, together with a letter, signed by a Senior Officer of the Authority to:

David Bemrose
Strategic Relationship Manager

YPO,
41 Industrial Park,
Wakefield,
WF2 0XE

Please tick areas of interest:

- | | |
|--|---|
| <input type="checkbox"/> Catalogue products | <input type="checkbox"/> Insurance Services |
| <input type="checkbox"/> Highways | <input type="checkbox"/> Financial Services |
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of Part 1 of Schedule 12A of the Local Government Act 1972.

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