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Date 17 July 2013

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

Dear Member

YPO EXECUTIVE SUB-COMMITTEE – FRIDAY, 26 JULY 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 **9:30 am on Friday, 26 July 2013** in the **YPO Headquarters, 41 Industrial Park, Wakefield** to consider the items set out in the agenda attached.

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, 26 July 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 April 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. Training Programme. (Pages 3 - 6)
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 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

9. Managing Director's Update. (Pages 7 - 8)
10. Performance Report. (Pages 9 - 24)
11. Half Year Forecast. (Pages 25 - 36)
12. Date and Time of Next Meeting.

The next meeting of the YPO Executive Sub-Committee will be held on 1 November 2013 at 9.30am.

YORKSHIRE PURCHASING ORGANISATION EXECUTIVE SUB-COMMITTEE

Friday, 26 April 2013

Present: The Chair – Councillor Sharman (Rotherham MBC)
The Vice-Chair – Councillor Sykes (City of Bradford)
County Councillor Watson – (North Yorkshire CC)

35. CHAIR'S INTRODUCTION AND WELCOME

The Chair, Councillor Sharman, welcomed everyone to the meeting.

36. APOLOGIES FOR ABSENCE

Apologies for absence submitted prior to the meeting were accepted on behalf of Councillors O'Donovan (Kirklees MBC), Councillor Keats (Knowsley MBC), Stokes (City of Wakefield MDC) and Councillor Bretherton (Wigan MBC).

37. MEMBERS' DECLARATIONS OF INTEREST

No declarations of interest were made.

38. MINUTES - 1 MARCH 2013

Resolved – That the Minutes of the meeting of the YPO Executive Sub-Committee held on 1 March 2013 be approved as a correct record.

39. LEAD AUTHORITY ISSUES

The Lead Authority had no issues to be raised.

40. REVIEW WORK PROGRAMME AND TERMS OF REFERENCE

The Corporate Director submitted a report which provided an overview of the work undertaken by the Sub-Committee since the AGM in June 2012. The terms of reference had been reviewed and were attached for Members consideration. The report also contained a work programme for consideration at the AGM on 28 June 2013.

Discussion took place with regard to Associate Members and their involvement in future meetings.

Resolved – That the report be submitted on behalf of the Chair to the Annual General Meeting in June 2013.

Mr M Hepworth, Independent Director left the meeting during consideration of the following item.

41. ROLE OF THE INDEPENDENT DIRECTOR

Consideration was given to a report of the Managing Director which provided an overview of the options available on the expiration of the Independent Director's contract which was due to end in September 2013.

Resolved – That Option (iii) be recommended to the Management Committee that the current Independent Director's contract be extended for a further year due to the critical timing of IT investment projects and that Options (i) and (ii) be considered again further in September 2014.

Mr Hepworth returned to the meeting.

42. EXCLUSION OF THE PUBLIC AND PRESS

Resolved – That the public and press be excluded from the meeting during

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

consideration of agenda items 10 to 12 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

43. MANAGING DIRECTOR'S BUSINESS 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 trading performance, infrastructure investments and also provided an update on procurement.

Further details were also provided on a number of strategic issues including the Annual report, Associate Member Strategy and Investment Business Cases, including Academies Investment activity, together with details on the recent Staff Development Day.

Resolved – (1) That the report be noted.

(2) That authority for final approval of the Academies Business case be given to the Board.

44. PERFORMANCE REPORT

The Corporate Director presented a detailed presentation of the provisional performance results to March 2013, including key performance indicators.

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

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

45. PRICING STRATEGY

The Commercial Director submitted a report which provided Members with an overview of the pricing policy for catalogue sales.

Resolved – That the report be noted.

46. DATE AND TIME OF NEXT MEETING

The date and time of the next meeting to be determined at the YPO Annual Meeting of 28 June 2013.



YPO
EXECUTIVE SUB COMMITTEE
TO BE HELD ON
26TH JULY 2013

TITLE: COMMITTEE TRAINING PROGRAMME

REPORT OF: CORPORATE DIRECTOR

1. PURPOSE OF REPORT

1.1. To note the training programme for the Executive Sub Committee for 2013-2014.

2. TRAINING AND TIMETABLE

2.1. Attached at Appendix 1 is the training programme for the Executive Sub Committee agreed with the chair.

2.2. The programme will be delivered in half hour slots organised immediate prior to each meeting starting from 1st November 2013.

3. RECOMMENDATION (S)

3.1. That the Committee note the training programme.

SERVICE DIRECTOR: IAN KNOWLES, CORPORATE DIRECTOR

Yorkshire Purchasing Organisation
41 Industrial Park
Wakefield
WF2 0XE

E-mail address: ian.knowles@ypo.co.uk

APPENDIX (CES):

Appendix 1 –Member Training 2013-14

APPENDIX 1

COMMITTEE'S AND CONTACTS FOR TRAINING 2013 - JUNE 2014

	JCC/Appoints Sub Com	Exec Sub Com	Audit Sub Com	Scrutiny Sub Com
Chair - Contact	Councillor Sharman	Councillor Sharman	Councillor L Shaw	Councillor Warburton
Contact info	<u>terry.sharman@rotherham.gov.uk</u> Tel: 01709 510190	<u>terry.sharman@rotherham.gov.uk</u> Tel: 01709 510190	<u>lesshaw@wakefield.gov.uk</u> Tel: 07827 283103	<u>david.warburton@bradford.gov.uk</u> Tel: 01274 421407
Date and training	N/A	01.11.13 Business Planning and Project Management		13.09.13 Performance Management
Date and training	N/A	28.02.14 HR Processes		14.02.14 Business Planning and Project Management
Date and training	N/A	11.04.14 Procurement Processes		

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