

YORKSHIRE PURCHASING ORGANISATION MANAGEMENT COMMITTEE

Friday 24th November 2017

Present:

Barnsley MBC
Councillor Gardiner
Councillor Barnard

City of Bradford
Councillor Warburton
Councillor Whiteley

Calderdale
Councillor Scullion

Doncaster
Councillor Cole

Kirklees MC
Councillor Asif

Knowsley MBC
Councillor Byron

North Yorkshire CC
Councillor Mackenzie

Rotherham MBC
Councillor Atkin

St Helens MBC
Councillor Wiseman

Wakefield MDC
Councillor Shaw

Wigan MBC
Councillor Walker

1:	Members Declaration of Interest
	No declarations of interest were made by members.
2:	Apologies for Absence
	Apologies for absence submitted prior to the meeting were accepted on behalf of Councillors Morris (Bolton), Sweeney (Wigan), Mercer (York), Nightingale (Doncaster), Williams (Knowsley), Johnson (St Helens), and Mather (Kirklees).

3:	Independent Director Role
	<p>A report was submitted to advise Members of the outcome of the Independent Director recruitment.</p> <p>The selection process took place on 21st September and the selection committee unanimously supported the application from Rob McWilliam.</p> <p>Resolved – (1) That the content of the report be noted and Rob McWilliam was welcomed by the Management Committee.</p>
4:	Urgent Items
	<p>Chair announced to the Management Committee that sadly Councillor Darren Whitehead of Bolton MBC and a former member of the Management Committee Councillor Tony Corden of Doncaster MBC have recently passed away.</p> <p>The Management Committee held a minute's silence in respect of both Councillors.</p>
5:	Minutes of the Management Committee – 23 June 2017
	Resolved – (1) That the Minutes of the meeting of the YPO Management Committee held on 23 June 2017 be accepted as a correct record.
6:	Minutes of the Executive Sub Committee – 22 September 2017
	Resolved – (1) That the Minutes of the meeting of the Executive Sub Committee held on 22 September 2017 be accepted as a correct record.
7:	Minutes of the Audit & Scrutiny Sub-Committee – 15 September 2017 & 3 November 2017
	<p>Resolved – (1) That the Minutes of the meeting of the Audit & Scrutiny Sub Committee held on 15 September 2017 be accepted as a correct record.</p> <p>(2) That the Minutes of the meeting of the Audit & Scrutiny Sub Committee held on 3 November 2017 be accepted as a correct record.</p>
8:	Associate Member Proposals
	<p>A report was submitted detailing applications for new Associate Memberships from: Police and Crime Commissioner for Merseyside, Telford and Wrekin Council, Harrogate Borough Council, North Yorkshire Police Service, Humberside Police Service and Buckinghamshire County Council.</p> <p>All the above applications fit into the key areas of focus for new Associate Members. Members raised a number of questions and detailed responses from the Executive Director (Paul Smith) were accepted.</p> <p>Resolved – (1) That Police and Crime Commissioner for Merseyside, Telford and Wrekin Council, Harrogate Borough Council, North Yorkshire Police Service, Humberside Police Service, and Buckinghamshire County Council be accepted as Associate Members of YPO.</p>

9:	YPO Pay Policy
	<p>Consideration was given to a report of the Executive Director (Julie Wray) which asked Members to agree a pay policy for YPO in line with statutory requirements to comply with the 2011 Localism Act.</p> <p>Resolved – (1) That the Pay Policy for 2017 be agreed.</p> <p>(2) That the information be published in line with the revised transparency requirements.</p>
10:	Lead Authority Issues
	No Lead Authority issues were raised.
11:	Treasury Management
	<p>Consideration was given to a report which requested approval for a new Investment Strategy for YPO to be implemented for 2018.</p> <p>Neil Warren of Wakefield Council explained the current process and the risks, and explained the proposal in relation to the Investment Strategy.</p> <p>The report was welcomed by Members, Members raised a number of questions and detailed responses from Neil Warren were accepted.</p> <p>Resolved – (1) Members endorsed the requirement for an Investment Strategy.</p> <p>(2) Members approved the Investment Strategy and Service Level Agreement with Wakefield Council.</p> <p>(3) That the Terms of Reference for the Audit and Scrutiny Sub-Committee be added to as follows: “To ensure that the Investment Strategy is being implemented as approved by the Management Committee in November 2017 and receive reports on the mid-year position and the final year end position.”</p> <p>(4) It was agreed that the SLA costs for Financial Services from Wakefield to be reported at the next Audit and Scrutiny Sub-Committee.</p>
12:	Trading Agreement
	<p>The Managing Director presented a report to advise Members of a planned review of the Trading Agreement between YPO Joint Committee and YPO Supplies Limited.</p> <p>Resolved – (1) Members agreed to delegate the review of the Trading Agreement to the YPO Managing Director and Wakefield MBC Section 151 Officer.</p> <p>(2) Members agreed approval of the agreement to be delegated to the Chair of the YPO Management Committee.</p>

13:	Exclusion of the Public & Press
	Resolved - That the public and press be excluded from the meeting during consideration of Agenda Items 14 to 19 on the grounds that they were 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
14:	Business Update - (Exempt)
	Members considered the report of the Managing Director which provided Members with an update of the activities of the organisation since the previous Committee Meeting and gave an overview of the forthcoming activities and challenges. Members raised several questions and detailed responses from Directors were accepted. Resolved – (1) That the report be noted.
15:	Report of the Independent Director – (Exempt)
	Members considered the report of the Independent Director which detailed his observation of the organisation since June. The Management Committee asked for their thanks to be recorded for Dennis Heywood’s work and support during his time as Independent Director. Chair welcomed Rob McWilliam, Independent Director, and Rob shared his thoughts on his first few weeks at YPO. Resolved - (1) That the report of the Independent Director and his observations be noted.
16:	Financial Update – (Exempt)
	A report of Wakefield Council’s Head of Internal Audit and Risk entitled Financial Update was reviewed by Members. Members raised several questions and detailed responses from Internal Audit and Directors were accepted. Resolved – (1) That Members noted the content of the report.
17:	Cost Savings - (Exempt)
	The Managing Director (Simon Hill) presented the Cost Saving Update to Members. The report shared details of the Future Proofing Programme including no-pay actions, pay actions and growth actions. Resolved – (1) That the report be noted.

18:	Budget and Business Plan for 2018 - (Exempt)
	<p data-bbox="296 230 1393 304">Executive Director Paul Smith presented to Members the Budget and Business Plan for 2018.</p> <p data-bbox="296 338 1393 376">Resolved – (1) That the 2018 Budget and Business Plan is approved.</p>
19:	Three Year Strategy - (Exempt)
	<p data-bbox="296 412 1393 486">The Managing Director presented the report which detailed the current progress with completing a strategy document for 2018-2020.</p> <p data-bbox="296 519 1393 593">The strategy has been developed by the YPO Board with input from senior staff, key stakeholders, YPO Members, and from an analysis of the markets.</p> <p data-bbox="296 627 1393 701">The presentation supported the report and detailed the key areas of the 2018-2020 Three Year Strategy.</p> <p data-bbox="296 734 1393 784">Resolved – (1) That Members approve the Three Year Strategy 2018-2020.</p> <p data-bbox="296 817 1393 853">(2) That the presentation would be circulated to Members.</p>
20:	DATE AND TIME OF NEXT MEETING
	<p data-bbox="296 927 1393 1070">Chair noted that Julie Copley (former S151 representative) Wakefield MBC is leaving, he shared thanks and well wishes on behalf of the Management Committee.</p> <p data-bbox="296 1104 1393 1184">Resolved – That the next meeting of the YPO Management Committee will be held on 23rd March 2018 at 10.30am.</p>