

Your Ref.
Our Ref A45
Please Reply To **Kathryn McGowan**
Telephone No (01924) 305338
Fax No (01924) 305113
Email kmcgowan@wakefield.gov.uk
Date 03 December 2013

**To: Members of the Management Committee
of the Yorkshire Purchasing Organisation Joint Committee**

Chief Executive of the Constituent Authorities (for information)

Dear Councillor

**YORKSHIRE PURCHASING ORGANISATION MANAGEMENT COMMITTEE MEETING
– FRIDAY, 29 NOVEMBER 2013**

You are invited to a meeting of the Management Committee of the Yorkshire Purchasing Organisation Joint Committee which is to be held at **10:30 am** on **Friday, 29 November 2013** at the **YPO HQ, 41 Industrial Park, Wakefield** to consider the items set out in the agenda detailed overleaf.

Yours sincerely



Joanne Roney OBE
Secretary to the Joint Committee

PLEASE NOTE: A buffet lunch is to be provided at the conclusion of the meeting.

**YORKSHIRE PURCHASING ORGANISATION MANAGEMENT COMMITTEE -
Friday, 29 November 2013**

AGENDA

1. Chair's Introduction and Welcome
 2. Apologies for Absence
 3. Members' Declaration of Interest
 4. To note any items which the Chairman has agreed to add to the agenda on the grounds of urgency.
 5. Minutes of the Management Committee - 28 June 2013 (Pages 1 - 6)
 6. Minutes of the Executive Sub-Committee - 26 July 2013 (Pages 7 - 8)
 7. Minutes of the Audit Sub-Committee - 19 July 2013 (Pages 9 - 12)
 8. Minutes of the Scrutiny Sub-Committee - 13 September 2013 (Pages 13 - 16)
 9. Associate Member Proposals (Pages 17 - 24)
 10. Travel and Subsistence Policy (Pages 25 - 38)
 11. Pay Policy (Pages 39 - 50)
 12. Exclusion of the Public and Press
"That the public and press be excluded from the meeting for consideration of agenda items 11 to 15 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**
13. Managing Director's Business Update (Pages 51 - 54)
 14. Establishment of a Limited Company. (Pages 55 - 80)
 15. Business Plans and Budget for 2014. (Pages 81 - 122)
 16. Date and Time of Next Meeting.
The next meeting of the YPO Management Committee will be held on 21 March 2014 at 10.30am.

YORKSHIRE PURCHASING ORGANISATION MANAGEMENT COMMITTEE COMMITTEE**Friday, 28 June 2013**

Present: **Barnsley MBC**
Councillor Gardiner
Councillor Barnard

Bolton MB
Councillor Harkin
Councillor Iqbal

City of Bradford
Councillor Warburton
Councillor Sykes

Calderdale MBC
Councillor Pillai

Doncaster MBC
Councillor Williams
Councillor Cooper-Holmes

North Yorkshire CC
County Councillor Mackenzie

St Helens MBC
Councillor Fletcher
Councillor Glover

Wakefield MDC
Councillor Shaw
Councillor Stokes

City of York
Councillor Barton

1. Members' Declaration of Interest

No declarations of interest were made.

2. Membership of the Management Committee of the YPO Joint Committee 2013/14

The Monitoring Officer presented a report to receive nominations from the Constituent Authorities in relation to membership of the Management Committee of the YPO Joint Committee for the 12 month period commencing June 2013. The second representative for North Yorkshire County Council would follow shortly.

Resolved – That the report be accepted.

3. Apologies for Absence

Apologies for absence submitted prior to the meeting were accepted on behalf of Councillors Smith (Calderdale MBC), O'Donovan (Kirklees MC), Stubbley (Kirklees MC), Keats (Knowsley MBC), Moorhead (Knowsley MBC), Walker (Wigan MBC) and Atkin (Rotherham MBC).

**YORKSHIRE PURCHASING ORGANISATION MANAGEMENT COMMITTEE - FRIDAY, 28
JUNE 2013**

4. Election of Chair

The Monitoring Officer requested nominations for the position of Chair of the Management Committee for 2013/14. A nomination was received and seconded on behalf of Councillor Sharman (Rotherham MBC).

Resolved – That Councillor T Sharman of Rotherham MBC be elected Chair of the Management Committee of the Yorkshire Purchasing Organisation for 2013/14.

Councillor Sharman took the chair, thanked the Committee for their support and welcomed all new Members.

The Chair also thanked Committee and Legal Officers of Wakefield MDC for their support to YPO.

5. Election of Vice Chair

The Chair requested nominations to the position of Vice Chair for 2013/14. A nomination was received and seconded on behalf of Councillor Sykes (City of Bradford).

Resolved – That Councillor Sykes of the City of Bradford be elected as Vice Chair of the Management Committee of the Yorkshire Purchasing Organisation for 2013/14.

Councillor Sykes thanked the Committee for their support.

6. Minutes of the Management Committee - 22 March 2013

Resolved – That the Minutes of the meeting of the YPO Management Committee held on 22 March 2013 be accepted as a correct record.

7. Minutes of the Executive Sub-Committee - 26 April 2013

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

8. Minutes of the Audit Sub-Committee - 26 April 2013

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

9. Minutes of the Scrutiny Sub-Committee - 19 April 2013

Resolved – That the Minutes of the meeting of the YPO Scrutiny Sub-Committee held on 19 April 2013 be accepted as a correct record.

10. Committee Terms of Reference and Work Programme

Consideration was given to a report of the Corporate Director which detailed the work of the YPO Management Committee and its associated Sub-Committees. The report included the proposed terms of reference and work programme for each Sub-Committee. Attached to the report were details of the principal agenda items proposed for the Management Committee and Sub-Committees with a timetable of meetings for 2013/14. Appendix 1 and 1A of the report detailed a proposed training programme for each Sub-Committee which had previously been agreed with each Chair.

The report also sought to receive nominations from the Constituent Authorities in relation to membership of Sub-Committees and Joint

**YORKSHIRE PURCHASING ORGANISATION MANAGEMENT COMMITTEE - FRIDAY, 28
JUNE 2013**

Consultative Committee and to determine the membership for those meetings for the 12 month period commencing June 2013.

Members were informed that the Lead Authority had received a request from Councillor Smith (Calderdale MBC) to change his sub-committee choice from Audit to JCC/Appointments. It was also noted that Councillors Harkin and Iqbal (Bolton MB) wished to swap, between themselves, their allocated sub-committees.

Resolved – (1) That the work programme and terms of reference for 2013/14 for the Management Committee, Executive Sub-Committee, Audit Sub-Committee, Scrutiny Sub-Committee and Joint Consultative Committee be agreed.

(2) That delegated powers be given to the Executive Sub-Committee and Audit Sub-Committee, as detailed in the respective terms of reference, be agreed.

(3) That the principle agenda items 2013/14 for the Management Committee and Sub-Committees, be agreed.

(4) That the Secretary to the Joint Committee be given authority to determine Sub-Committee and Joint Consultative Committee membership for the 12 month period commencing June 2013, in liaison with nominated Members and taking into account preferences expressed wherever possible.

11. Governance Review: Standing Orders

Members considered a report of the Corporate Director which detailed a number of items which impacted on the manner and methodology by which YPO was managed and which had been reviewed and updated. Collectively these documents formed key elements of the governance of YPO.

Resolved – (1) That the Meeting Standing Orders be approved and adopted.

(2) That the Managing Directors scheme of delegation be approved and adopted.

(3) That Standing Orders for Contracts and Financial Procedures be approved and adopted.

12. Managing Director's Annual Report

Members were provided with an annual report by the Managing Director as required by the YPO Management Agreement. For the first time, instead of a written report, the YPO Board had taken the decision to produce a published document. Hard copies of the report were provided for Members.

The Managing Director highlighted a number of key achievements contained within the Annual Report.

Resolved – That the report be noted.

**YORKSHIRE PURCHASING ORGANISATION MANAGEMENT COMMITTEE - FRIDAY, 28
JUNE 2013**

13. Audited Financial Statements

Consideration was given to a report of the Corporate Director which presented to Members' the 2012 Audited Statement of Accounts and Annual Governance Statement (attached as Appendix 1), the KPMG report to those charged with governance (attached as Appendix 2) and the letter of representation to KPMG (attached as Appendix 3).

It was acknowledged that the Audited Statement of Accounts had been produced within a reduced timescale from previous statements and with a reduced number of reported errors from previous periods.

Members and Directors of YPO wished to place on record their gratitude to all employees for contributing to the profit results highlighted in the report. Thanks were also given to YPO's Financial Accountant, his team and Officers of Wakefield MDC for achieving high quality accounts.

Resolved - (1) That the completion of the Audited Statement of Accounts for 2012 (attached as Appendix 1) and the contents and response contained in the report to those charged with governance (attached as Appendix 2) be noted.

(2) That Members note the KPMG "issues and recommendations" and "management response".

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

14. 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.

A discussion took place regarding the options.

Resolved – That the current incumbent'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 for September 2014.

Mr Hepworth returned to the meeting and thanked Members for their support.

15. YPO's Pay Policy

A report of the Head of HR and People Support Services provided Members with a pay policy for YPO in order to comply with the statutory requirements of the Localism Act 2011. Members were informed that YPO, as a local government employer, were required to produce and publish annually a policy statement concerning the pay of their staff but principally senior officers.

Resolved – (1) That the YPO pay policy be approved for publication.

(2) That an annual pay policy be submitted to Management Committee in November each year to allow for publication at the beginning of each

**YORKSHIRE PURCHASING ORGANISATION MANAGEMENT COMMITTEE - FRIDAY, 28
JUNE 2013**

financial year.

16. Exclusion of the Public and Press

Resolved - That the public and press be excluded from the meeting during consideration of Agenda Items 18 and 19 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

17. Managing Director's Report

Members were provided with an update on the activities of the organisation since the last meeting and an overview of forthcoming activities and challenges.

The Managing Director explained that a proposal with Birmingham City Council to apply for Associate Membership was currently under discussion. Given the timing of the next Management Committee and Birmingham's internal processes, it was requested that delegated authority be given to the Chair and Vice Chair to consider and approve the application when received.

Resolved – (1) That the Managing Director's report be noted.

(2) That Members agreed to delegate approval of an application for Associate Membership for Birmingham City Council to the Chair and Vice Chair.

18. Associate Member Issues

Members considered a report of the Corporate Director which sought an agreement to amend the baseline figures for Durham County Council to reflect a fairer base upon which growth could be calculated.

Resolved – (1) That a reduction of the existing baseline for Durham County Council, by the removal of a one off spend on fleet through YPO frameworks of £477,000 which was included within the original baseline data incorrectly, and be applied retrospectively to 2012, be agreed.

(2) That the distribution be made in line with the agreement on distribution of founder and associate members as agreed at the Management Committee in March 2013.

(3) That Durham County Council receive the £38k distribution that would have been payable had the recommendation in 2.1 of the report been in force during 2012. This distribution would be funded by the Organisation and would not impact on the distribution already agreed with Members.

19. Date and Time of Next Meeting

Resolved – That the next meeting of the YPO Management Committee will be held on 29 November 2013 at 10.30am.

**YORKSHIRE PURCHASING ORGANISATION MANAGEMENT COMMITTEE - FRIDAY, 28
JUNE 2013**

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).

YORKSHIRE PURCHASING ORGANISATION AUDIT SUB-COMMITTEE**Friday, 19 July 2013**

Present: The Chair – Councillor Shaw (Wakefield MDC)
Councillors Barnard (Barnsley MBC), Williams (Doncaster MBC) and Walker (Wigan MBC)

1. ELECTION OF CHAIR

The Corporate Director opened the meeting and requested nominations from Members for the position of Chair of the YPO Audit Sub-Committee for the forthcoming year. A nomination was received on behalf of Councillor Shaw (Wakefield MDC) and seconded.

Resolved – That Councillor Shaw of Wakefield MDC be elected Chair of the YPO Audit Sub-Committee for 2013/14.

2. CHAIR'S INTRODUCTION AND WELCOME

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

3. APOLOGIES FOR ABSENCE

Apologies for absence submitted prior to the meeting were accepted on behalf of Councillor Iqbal (Bolton MBC).

4. MINUTES - 26 APRIL 2013

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

5. MEMBERS' DECLARATION OF INTEREST

No declarations of interest were made.

6. TRAINING PROGRAMME

Members were asked to note the training programme for the Audit 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 starting in October.

A Member requested that pension liability be added to the training programme.

Resolved – That the report be noted.

7. INTERNAL AUDIT PROGRESS

A report of the s151 Officer provided details of Internal Audit performance and work during the period April to July 2013. Two audit reports had been issued since the last meeting of the Sub-Committee and each was explained in detail.

Resolved - That the Internal Audit Progress Report, attached as Appendix A to the report of the s151 Officer, be endorsed.

8. RISK MANAGEMENT PROCESS

A report of the Corporate Director provided assurances that work was progressing in managing and reviewing strategic and operational risk. Members were informed that a full review of the Strategic and Operational Risk Registers were carried out during the second quarter of 2013.

Resolved – That the progress made towards the management of risk be noted.

YORKSHIRE PURCHASING ORGANISATION AUDIT SUB-COMMITTEE - FRIDAY, 19 JULY 2013

9. POLICIES AND PROCEDURES

Consideration was given to a report which provided a list of policies and procedures produced by YPO and which formed the basis on how the Organisation operated.

Members asked if more detail could be provided on a particular policy/procedure and included as a future agenda item.

Resolved – That the report be noted.

10. ANNUAL AUDIT LETTER

A report of the Corporate Director presented to Members the Annual Audit Letter 2012, attached as Appendix 1 to the report. Tabled at the meeting, was the notice of conclusion of the audit for 2012.

Members were made aware of an additional fee required for work not processed at the year end. Assurances were given, by KPMG, that the audit fee would not increase and that this was an exceptional circumstance.

Resolved – That the content of the Annual Audit Letter and the intention to issue the public notice of the closure of the audit and public inspection period, be noted.

11. PUBLIC SECTOR INTERNAL AUDIT STANDARDS

Consideration was given to a report of the s151 Officer which provided Members with information regarding the new professional standards for Internal Audit and a supporting CIPFA Application Note. Members were informed that the new standards, Public Sector Internal Audit Standards (PSIAS), came into force on 1 April 2013. It replaced the CIPFA Code of Practice for Internal Audit in Local Government in the UK 2006 as recognised “best practice” for delivery of an effective Internal Audit function within Local Government, as required by the Accounts and Audit Regulations 2011.

Members were made aware of the three key tasks to be undertaken by the Head of Internal Audit in response to the introduction of PSIAS.

Resolved – (1) That the introduction of the new PSIAS and supporting Application Note, be noted.

(2) That support be given to the proposed undertaking of a self-assessment against the new standards by the Head of Internal Audit and that a report be submitted to a future meeting.

(3) That reference be made to the standards whilst monitoring the role and effectiveness of Internal Audit.

12. EXCLUSION OF THE PUBLIC AND PRESS

Resolved – That the public and press be excluded from the meeting during consideration of Agenda Items 14 and 15 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

YORKSHIRE PURCHASING ORGANISATION AUDIT SUB-COMMITTEE - FRIDAY, 19 JULY 2013

13. RISK REGISTER

Members gave consideration to a report of the Corporate Director which provided the Strategic Risk Register for YPO along with details of amendments made to the Operational Risk Registers in the second quarter of 2013.

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

Resolved – (1) That the changes made to the Strategic Risk Register, be approved.

(2) That the changes made to the Operational Risk Registers during Q2 2013, be approved.

14. INTERNAL AUDIT ACTION UPDATE

A report of the Risk Audit and Assurance Officer provided an update as to the progress made towards agreed actions resulting from internal audits completed at YPO as part of the Annual Audit Plan by Wakefield MDC Internal Audit.

Resolved - That the progress made towards agreed actions resulting from internal audits be noted.

15. DATE AND TIME OF NEXT MEETING

Resolved – That the next meeting of the YPO Audit Sub-Committee be held on 18 October 2013 at 10.30am with a 30 minutes training session before (starting at 10.00am).

YORKSHIRE PURCHASING ORGANISATION SCRUTINY SUB-COMMITTEE

Friday, 13 September 2013

Present: The Chair (Councillor Warburton – Bradford MDC)
Councillors Barnard (Barnsley MBC), Pillai (Calderdale MBC),
Atkin (Rotherham MBC) and Glover (St Helens MBC)

1. ELECTION OF CHAIR

The Managing Director opened the meeting and requested nominations from Members for the position of Chair of the YPO Scrutiny Sub-Committee for the forthcoming year. A nomination was received on behalf of Councillor Warburton (Bradford MDC) and seconded.

Resolved – That Councillor Warburton of Bradford MDC be elected Chair of the YPO Scrutiny Sub-Committee for 2013/14.

2. CHAIR'S INTRODUCTION AND WELCOME

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

3. APOLOGIES FOR ABSENCE

Apologies for absence submitted prior to the meeting were accepted on behalf of Councillors Barton (City of York) and Cooper-Holmes (Doncaster MBC) and Mr M Hepworth.

4. MINUTES - 19 APRIL 2013

Resolved – That the Minutes of the meeting of the YPO Scrutiny Sub-Committee held on 19 April 2013 be approved as a correct record.

5. MEMBERS' DECLARATIONS OF INTEREST

No declarations of interest were made.

6. TRAINING PROGRAMME

Members were asked to note the training programme for the Scrutiny Sub-Committee for 2013/14. Members were informed that the programme would be delivered in half hour slots immediately prior to each meeting, starting in September.

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 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.

IN PRIVATE

8. WORKFORCE STRATEGY

Members were given a presentation by the Head of HR and People Support Services updating them on the actions taken so far in delivering the Workforce Strategy for 2012/14. Details of a number of challenges facing the organisation were also explained.

Members were informed that following the success of the engagement event which took place on 8 April 2013 with all staff of YPO, a further event had been organised for 14 April 2014.

**YORKSHIRE PURCHASING ORGANISATION SCRUTINY SUB-COMMITTEE - FRIDAY, 13
SEPTEMBER 2013**

The Chair stated he had seen dramatic improvements since becoming a Member on YPO and wished to place on record his congratulations to all staff.

Resolved – That the report be noted.

9. SUPPLIES SALES ANALYSIS

The Commercial Director presented a report which provided the progress made on sales and marketing activity year to date. Members were also informed about targeted marketing campaigns which were planned for September to December.

A discussion took place regarding the information presented, during which a request was made for a breakdown of spend by academies to be included in a future report when systems allowed.

Resolved – That the report be noted.

10. CUSTOMER SATISFACTION SURVEY

The Commercial Director presented a report detailing the results of the 2013 annual customer survey. A summary of key findings and actions proposed to continue YPO's expansion were explained to Members. Overall, customer's level of satisfaction with the organisation was high.

Resolved – That the report be noted.

11. STOCK LOSSES

Consideration was given to a report of the Financial Accountant which detailed 2013 stock losses to date. The report was based on data extracted from the stock integrity system and provided a comparison breakdown between 2012 and 2013.

Resolved - That the stock losses for 2013 to date, as part of the Organisations annual reporting requirements, be noted.

12. BUSINESS CHANGE PROGRAMME

A presentation by the newly appointed Programme Manager gave Members an update on the current status of the Business Change Programme and included a brief introduction into his role.

It was explained that a Business Change Programme had been established which would deliver key elements of the YPO Strategy. The projects within the programme were predominantly business change projects enabled by the introduction of new technology and improved business processes.

Resolved – That the report be noted.

13. YPO E-BUSINESS PROJECT

Members were given a presentation by the Interim Digital Marketing Manager which updated them on the progress and status of the Ebusiness project. It was explained that the project was on target to be delivered ahead of schedule and under budget with a proposed launch date of 11 December 2013.

In November 2013, a 'soft launch' would be undertaken in order to test the acceptance

**YORKSHIRE PURCHASING ORGANISATION SCRUTINY SUB-COMMITTEE - FRIDAY, 13
SEPTEMBER 2013**

of the system by users. Members were informed that any organisation interested in participating in this testing, should contact YPO direct.

Resolved – (1) That the report be noted.

(2) That the Organisation work closely with Members to develop communication strategies in order to help relevant organisations understand the value of doing business with YPO online.

14. DATE AND TIME OF NEXT MEETING

Resolved – That the next meeting of the YPO Scrutiny Sub-Committee be held on 14 February 2014 at 10.00am with a 30 minutes training session before (starting at 9.30am).

**YORKSHIRE PURCHASING ORGANISATION SCRUTINY SUB-COMMITTEE - FRIDAY, 13
SEPTEMBER 2013**



**YPO
MANAGEMENT COMMITTEE
TO BE HELD
29TH NOVEMBER 2013**

SUBJECT: 2014 ASSOCIATE MEMBERSHIP APPLICATIONS

REPORT OF: HEAD OF BUSINESS DEVELOPMENT

1 PURPOSE OF REPORT

- 1.1 To provide Management Committee with relevant background information and a supporting strategy statement recommending that Associate Membership status be granted to Birmingham City Council and Kettering Borough Council.

2 SUMMARY

- 2.1 Formal applications in 2013 have been received from Birmingham City Council and Kettering Borough Council following discussions around forward procurement plans and how YPO could deliver best value outcomes to the customers in key category areas as identified below throughout 2014 and beyond.

3 RECOMMENDATIONS

- 3.1 Granting of Associate Membership to Birmingham City Council. Birmingham is the largest local authority in the UK with budgeted services expenditure for 2013/14 of around £1 billion with an annual savings target in excess of £100 million for this financial year. Birmingham consists of 40 electoral wards and 10 parliamentary constituencies serving a population of over 1 million. As the UK second city the granting membership to Birmingham would support YPO to engage more widely across the West Midlands with the potential for further growth in Coventry, Wolverhampton, Dudley, Sandwell, Solihull and Walsall. This application fully supports the strategic organisational growth and direction of travel for YPO.
- 3.2 Birmingham has historically traded with YPO through school expenditure only via catalogue supplies and this will amount to around £1.6 million in 2013 including one off Phonics spend which will need excluding from any baseline figures and the authority has indicated that they work closely with their schools and academies and would be happy to help promote YPO contracts that demonstrate

best value. Current opportunity pipeline for YPO includes specialist vehicle procurement of over 100 vehicles and is a key category area over the coming year. Other potential areas of collaboration could include Automotive products, Frozen Foods and Groceries and provisions.

- 3.3 The application from Kettering Borough Council arose from direct negotiations regarding the future accessing of YPO Specialist Vehicles framework for the procurement of a significant volume of vehicles over a 7 year programme of renewals. Kettering is a small town within the county of Northamptonshire and has a population of around 100,000 with a growing student population of around 16,000 housed at the Tresham College of Further & Higher Education. Kettering Borough Council have an influence within the county of Northamptonshire which could prove beneficial to further growth as they have led on a number of procurement projects previously and can see opportunities for promoting YPO within the area for future collaborations.
- 3.4 Kettering has not previously spent with YPO and although only a small borough council could provide significant leverage in new markets in the region for YPO in the future. Current negotiations with YPO include fleet procurements valued at around £1 million per annum with an initial programme contract term of 7 years and recycling wheeled bins procurement. 2014 could also provide further opportunity for growth within Housing stock and the supply of building and electrical products in addition to building projects in the capital budget for the next financial year.

4 OPTIONS APPRAISAL (WHERE APPLICABLE)

- 4.1 Not Applicable.

5 WHAT DOES THIS MEAN FOR YPO STAKEHOLDERS?

- 5.1 The introduction of Birmingham City Council to YPO membership will secure a platform for YPO to grow its influence and build key customer relationships within the West Midlands supported by and in partnership with Birmingham. Granting Associate Member status to Kettering Borough Council will further aid YPO in developing a presence in Northamptonshire and the Home Counties. The application from Kettering whilst not directly meeting the organisations strategic objectives for growth will still deliver financial benefits for YPO based on the financial modelling previously conducted as well as the growth criteria of £500,000 being applied.

6. OUTCOME AND SUSTAINABILITY

- 6.1 Continue to broaden YPO's penetration within the local government marketplace nationally and in particular open up potential for a key strategic alliance with the largest local authority in the UK.

7. FINANCIAL IMPLICATIONS

7.1 Increased usage of YPO supplies and services by these new Associate Members will also positively impact on trading performance and ultimately future dividend values for Members based on the indicative spend identified as available to YPO from Birmingham and Kettering 2014.

8. LEGAL IMPLICATIONS

8.1 None.

9. EQUALITY IMPLICATIONS / EQUALITY OF OPPORTUNITY IMPLICATIONS

9.1 Not Applicable.

10. ICT IMPLICATIONS

10.1 Not Applicable.

11. ENVIRONMENTAL AND SUSTAINABILITY IMPLICATIONS

11.1 None.

12. ECONOMIC IMPLICATIONS

12.1 Not Applicable.

13. HUMAN RESOURCE IMPLICATIONS

13.1 Not Applicable.

14. PROPERTY IMPLICATIONS

14.1 Not Applicable.

15. OTHER IMPLICATIONS

15.1 Not Applicable.

16. RISK ASSESSMENT

16.1 Not Applicable.

17. CONSULTATIONS AND ENGAGEMENT

17.1 Board.

18. CATEGORY OF REPORT

18.1 Information.

19. BACKGROUND PAPERS

- 19.1 Formal application letters from Birmingham City Council and Kettering Borough Council.

CONTACT OFFICER: DAVID BEMROSE, HEAD OF BUSINESS DEVELOPMENT – PROCUREMENT SERVICES

Yorkshire Purchasing Organisation
41 Industrial Park
Wakefield
WF2 0XE

Telephone No: 01924 834812
07738 075463

E-mail address: david.bemrose@ypo.co.uk

APPENDIX A: BIRMINGHAM APPLICATION LETTER

APPENDIX B: BIRMINGHAM MEMBERSHIP DOCUMENT

APPENDIX C: KETTERING APPLICATION LETTER

APPENDIX D: KETTERING MEMBERSHIP PROPOSAL



Originator Haydn Brown
Telephone 303 0016
Email haydn_brown@birmingham.gov.uk

Our Ref
Your Ref
Date 9th October 2013

Dear David,

Associate Membership of YPO

Please accept this letter as a formal application from Birmingham City Council to become an Associate Member of YPO.

In 2011/12 Birmingham schools spent over £1M with YPO and this rose to £1.2M in 2012/13. We work closely with these schools and increasingly with academies to promote contracts that demonstrate best value for money including where we see YPO offering a compliant and value for money route for a comprehensive supply basket.

We are part-way through the transformation of the Council's Waste Management fleet, having purchased 61 vehicles to date from the YPO Specialist Vehicle Framework and with a significant number still to replace, this is a key category over the next 12 months. Among other category areas we will be working on are Automotive Products, Frozen Foods and Groceries & Provisions.

We have also recently implemented a new Council Policy called the Birmingham Business Charter for Social Responsibility, which focuses on delivering Social Value. This policy is now a mandatory condition of our contracts, therefore we would be interested to work with you to develop opportunities for greater inclusion of social value in frameworks and share with you the work we're doing to sign up our suppliers.

Hopefully the above information will prove useful as you construct your Business Case to support our application. Please let me know if there is anything else you need from us.

Yours Sincerely

A blacked-out signature of Haydn Brown.

Haydn Brown
Head of Category – Transport and Utilities Procurement

Corporate Resources
Corporate Procurement Services
PO Box 10680
Birmingham
B4.7WB

Telephone: 0121 464 8000 (Helpdesk)
Facsimile: 0121 303 7322
E-mail: cps@birmingham.gov.uk
Web: www.birmingham.gov.uk/procurement
Post Code for Sat Nav: B7 4BG

BUSINESS PLAN TEMPLATE	
<u>Customer Detail :</u>	
Birmingham City Council	Head of Procurement - Nigel Kletz
The Council House	
Victoria Square	
Birmingham	
B1 1BB	
<u>Background :</u>	
Birmingham consists of 40 electoral wards and 10 parliamentary constituencies serving a population of over 1 million. As the UK second city the granting membership to Birmingham would support YPO to engage more widely across the West Midlands with the potential for further growth in Coventry, Wolverhampton, Dudley, Sandwell, Solihull and Walsall	
Birmingham is the largest local authority in the UK with budgeted services expenditure for 2013/14 of around £1 billion with an annual savings target in excess of £100 million for this financial year.	
<u>YPO Business Value and Detail</u>	
Birmingham has historically traded with YPO through school expenditure only via catalogue supplies and this will amount to around £1.6 million in 2013 including one off Phonics spend which will need excluding from any baseline figures and the authority has indicated that they work closely with their schools and academies and would be happy to help promote YPO contracts that demonstrate best value. 467 trading establishments in 2013.	
2013 YTD Spend : Stock £1,022,767 Direct £410,881	
<u>Potential Opportunities :</u>	
Current opportunity pipeline for YPO includes specialist vehicle procurement and is a key category area over the coming year with the procurement of over 100 vehicles planned for. Other potential areas of collaboration could include Automotive products, Frozen Foods and Groceries and provisions.	
<u>Additional Information :</u>	
Birmingham City Council's introduction to YPO as an Associate Member and strategic partner will provide a platform for YPO to build its presence in the West Midlands.	
The development of this relationship with Birmingham could also provide additional strategic opportunities for YPO in collaborative frameworks in the future.	
Submitted by : David Bemrose	
Date : 19 November 2013	

21st May 2013

Dear David

Please accept this letter as a formal request by Kettering Borough Council (KBC) to become an Associate Member of Yorkshire Purchasing Organisation (YPO).

KBC are currently working with YPO on a couple of procurement processes, these are:

1. Fleet Tender using both 000184 and 000052 frameworks
2. Wheel Bin Tender using 000123 framework

The fleet tender is currently being valued at approximately £1Million pounds per year and has an initial contract period of seven (7) years, and the option of up to a further seven (7) year extension.

The Council is also looking to procure the following during 2013:

1. Council housing property stores - supply of goods
2. Commercial building projects

KBC is also fairly influential within Northamptonshire and has in the past lead on similar procurement projects, and would actively promote the benefits to all within Northamptonshire of either using YPO or joining KBC to procure future contracts.

I hope this meets with your approval, and should you require any further information, please do contact me.

Regards



Brendan Coleman
Head of Environmental Care.

Working with and on behalf of local people



BUSINESS PLAN TEMPLATE
<u>Customer Detail :</u>
Kettering Borough Council Key Contact Brendan Coleman Head of Environment
Municipal Offices
Bowling Green Road
Kettering
NN15 7QX
<u>Background :</u>
The application from Kettering Borough Council arose from direct negotiations regarding the future accessing of YPO Specialist Vehicles framework for the procurement of a significant volume of vehicles over a 7 year programme of renewals. Kettering is a small town within the county of Northamptonshire and has a population of around 100,000 with a growing student population of around 16,000 housed at the Tresham College of Further & Higher Education.
Kettering has not previously spent with YPO and although only a small borough council could provide significant leverage in new markets in the region for YPO in the future.
<u>YPO Business Value and Detail :</u>
No previous spend with YPO from either catalogue or frameworks
<u>Potential Opportunities :</u>
Current negotiations with YPO include fleet procurements valued at around £1 million per annum with an initial programme contract term of 7 years and recycling wheeled bins procurement. 2014 could also provide further opportunity for growth within Housing stock and the supply of building and electrical products in addition to building projects in the capital budget for the next financial year.
<u>Additional Information :</u>
Whilst not necessarily meeting the agreed criteria of strategic development of associate membership the financial modelling and established growth criteria will ensure founder members are not financially disadvantaged by the introduction of Kettering Borough Council to the organisation
Submitted by : David Bemrose
Date : 19 November 2013



**YPO
MANAGEMENT COMMITTEE
TO BE HELD
29TH NOVEMBER 2013**

SUBJECT: TRAVEL AND SUBSISTENCE POLICY

REPORT OF: HEAD OF HR AND PEOPLE SUPPORT SERVICES

1 PURPOSE OF REPORT

- 1.1 To provide management committee with an overview of the proposed changes to the travel and subsistence policy.

2 SUMMARY

- 2.1 YPO's travel and subsistence policy was written in 2006 and has within in it provision for a number of allowable expenses that are no longer relevant. This policy also provided different allowances for employees depending on their role or level of seniority within the organisation, a practice which in most organisations has been removed.

The application of this policy has varied in recent years depending on interpretation as the content became outdated and has not been adhered to as written for some time.

A copy of this policy is attached as Appendix A.

- 2.2 A comprehensive travel and subsistence policy has been written to reflect the current requirements of YPO and supports the operational requirements of a 'commercial' organisation whilst retaining the ethos of best value and transparency which is inherent in a public sector organisation.

This revised policy was written and agreed with Unison and YPO Board in February 2013 and from the 1st March we have piloted the changes to ensure they provide best value and are fit for purpose.

A copy of this policy is attached as Appendix B.

3 RECOMMENDATIONS

- 3.1 To agree the revised travel and subsistence policy.
- 3.2 To delegate any future amendments to this policy to the YPO Board and to remove reference to the agreement of management committee from the Financial Procedure Rules (section 2 paragraph 7.16).

4 BACKGROUND

- 4.1 The last travel and subsistence policy for YPO was written in 2006, and comprises a 3 page document which is out of date. The travel and subsistence rates within the policy are a mixture of those last agreed by NJC in 1996 and some additional allowances specific to area sales managers which are no longer required payments.

This policy does not require all claims to be receipted and provides for claims based on the time of travel rather than actual incurred costs. There is also provision for overnight expenses to cover phone calls etc. at a value of £10 per night which is no longer relevant given the provision of smart phones and other electronic devices that are now readily available for communications.

- 4.2 The revised policy sets out very clearly the expectations for travel and accommodation, and refers all bookings via a central team who can access a travel framework which ensures we get the best price for travel and accommodation.

The allowances payable for meals and out of pocket expenses have been revised to ensure they are sufficient to cover the out of pocket expenses for those who travel regularly, however the approach to payments based on the time of travel have been amended to cover only actual costs incurred and specifies all claims must be supported by receipts. In the majority of cases breakfasts and evening meals are booked as a package deal with accommodation which greatly reduces the cost and the need for additional expense claims.

The provision for excess travel payments where an employee's place of work has changed has been reduced from 4 years to 2 years.

All mileage allowances have been brought into line with the HMRC recommended rates and are applied to all employees who claim irrespective of their role.

The revised policy has been extended to cover air travel and overseas expenses given YPO's move to global sourcing.

- 4.3 Travel and Subsistence Payments are noted in the Standing Orders for Contracts and Financial Procedure Rules, Section 2, paragraph 7.16 as follows:

Agenda Page 27

Payments for travel and subsistence will be made in accordance with the scheme approved by the Management Committee and in the manner specified by the Chief Financial Officer. Payment of travelling subsistence allowance will be made in accordance with the Chief Financial Officer. The certification of a claim by or on behalf of the Managing Director shall be taken to mean the certifying officer is satisfied that the journeys were authorised, the expenses properly and necessarily incurred and that the allowances are properly payable by the Organisation.

Management Committee are asked to consider delegating any future changes to this policy to the YPO Board in line with all other internal employee policies and procedures.

5 OPTIONS APPRAISAL

- 5.1 To agree the proposed changes in the policy and that future changes can be delegated to the YPO Board.
- 5.2 To agree the proposed policy changes but request any future amendments remain at management committee agreement.

6. FINANCIAL IMPLICATIONS

- 6.1 The parameters within the revised policy provide for financial savings when compared to the previous policy.

7. LEGAL IMPLICATIONS

- 7.1 None.

8. EQUALITY IMPLICATIONS / EQUALITY OF OPPORTUNITY IMPLICATIONS

- 8.1 This policy applies equally to all employees.

9. ICT IMPLICATIONS

- 9.1 None.

12. ENVIRONMENTAL AND SUSTAINABILITY IMPLICATIONS

- 12.1 The premise of minimising environmental impact e.g. through car sharing, use of public transport is addressed within the policy.

13. ECONOMIC IMPLICATIONS

- 13.1 The premise of value for money is central to the application of this policy.

14. HUMAN RESOURCE IMPLICATIONS

14.1 This policy applies equally to all employees and adherence is explicit in the YPO Code of Conduct.

15. PROPERTY IMPLICATIONS

15.1 None.

16. OTHER IMPLICATIONS

16.1 None.

17. RISK ASSESSMENT

17.1 The diverse nature of roles at YPO require some divergence from the green book.

18. CONSULTATIONS AND ENGAGEMENT

18.1 Unison and Employees have been consulted in writing this policy and the changes and implications have been fully communicated.

19. CATEGORY OF REPORT

19.1 Public.

20. BACKGROUND PAPERS

20.1 Travel and Subsistence Policy.

CONTACT OFFICER: (JULIE WRAY, HEAD OF HR AND PEOPLE SUPPORT SERVICES)

Yorkshire Purchasing Organisation
41 Industrial Park
Wakefield
WF2 0XE

Telephone No: 01924 834897
E-mail address: julie.wray@ypo.co.uk

APPENDIX A: 2006 TRAVEL & SUBSISTENCE POLICY

APPENDIX B: 2013 TRAVEL & SUBSISTENCE POLICY

Appendix A (2006 policy)

YPO Financial Procedure Rules – Procedure Note

TRAVEL SUBSISTENCE AND EXPENSES

1. OVERALL POLICY

YPO will reimburse employees with approved expenses incurred in the course of their work. This document summaries the policies, types of expenses, agreed reimbursement rates and methods of reimbursement.

The majority of claims are paid in accordance with nationally approved rates (Para 13.1 of the NJC National Agreement on Pay and Conditions of Service). However, a number of agreed local arrangements reflect the commercial nature of YPO activities.

2. LEASE CARS

The organisation may provide a lease car to certain employees in order that they may carry out their duties in the most efficient and presentable manner.

All staff with lease cars will be issued a booklet outlining the responsibilities in terms of use, maintenance and care associated with the scheme.

With the exception of area sales staff, employees are obliged to make a contribution towards the fixed costs of lease cars in order to acknowledge the facility of private use. Contributions are deducted monthly through payroll.

3. TRAVEL AND SUBSISTENCE

The following expenses, if incurred with prior approval in the course of an employee's business duties, will be reimbursed through payroll on submission of a completed authorised claim.

- Mileage (car allowance)
- Meals
- Overnight Accommodation
- Car Parking
- Rail/Tube Fares
- Taxi Fares

The form to be used is the WMDC "claim for car allowances and expenses".

3.1 Mileage

Staff must use YPO lease cars, rather than their own vehicles, wherever possible.

'Casual' car users must ensure that their vehicles are insured for business use and must register their vehicle details before/ at the time of a first mileage claim. Reimbursement rates are determined by engine size.

3.2 Meals and Accommodation

Wherever possible, receipts should be supplied to support expense claims for meals and accommodation, however, claims may be reimbursed, up to the nationally agreed allowances, without receipts if appropriately authorised.

Expenditure incurred in excess of these rates is only reimbursed if approved in advance by the Director or Financial Controller and on production of receipts.

Exceptions to the above are:-

- Lunch/ other allowance applicable to Area Sales Managers
- Lunch/ other allowances applicable to YPO fleet drivers

On occasions when several members of staff are staying in the same accommodation (e.g. at national exhibitions), it may be beneficial for the hotel to send an account to the Organisation for settlement via creditors.

3.3 Rail fares

Staff travelling by rail will normally arrange in advance for tickets to be purchased by the Director's secretary (Company Visa Card).

Rail fares purchased at the time of travel will be claimed on the WMDC form, supported by a receipt.

3.4 Air Travel

All air travel will be approved in advance by the Director of Financial Controller.

3.5 Other

Receipts are normally required for car parking, tube and taxi expenses.

4. TELEPHONES

Employees may claim incidental telephone expenses using the WMDC form.

With effect from September 2004, an agreed monthly amount will be reimbursed to Area Sales Managers to compensate for all telecommunications costs incurred on behalf of YPO (domestic telephones, mobile phones and Internet services). See attached.

5. EXCESS TRAVEL

Where an employee's place of work has changed due to reorganisation, transfer or redeployment, the cost of excess travel may be claimed. Excess travel payments will not be paid where an employee is appointed to a job at a different location, under the normal recruitment and selection process. The payment is based on the difference in mileage between the employee's home and their old place of work and the employee's home and their new place of work and will only apply where the amount exceeds the minimum amount incurred before a claim can be made.

The allowance for employees in receipt of excess travel will be paid for up to a minimum period of 4 years or until the agreed expiry date for the claim.

Where a vehicle is used – a single rate is paid irrespective of the employees car user status, subject to a minimum weekly cost or

where public transport is used the actual cost of the difference using public transport, subject to the minimum weekly cost.

YPO Financial Procedure Rules- Procedure Note

TRAVEL SUBSISTENCE AND EXPENSES

Ref Para	Appendix	Current Rates	
2	Lease Car Contributions Ford Focus or equivalent Ford Mondeo or equivalent	£45.00 basic pcm £85.00 basic pcm	
3.1	Mileage Allowances Lease cars Casual Users 451 - 999 cc 1000 – 1199 cc 1200 – 1450 cc Excess Travel	£0.12 per mile £0.364 £0.402 £0.499 £0.314 per mile	
3.2	Subsistence Allowances Breakfast Lunch Tea Evening Meal Overnight - Outside London -London Lunch Out of Pocket Dinner <i>(If away from home overnight and other arrangements not made)</i> Overnight allowance	<u>Officer</u> £4.63 £6.37 £2.51 £7.89 £50.46/£69.80 £64.63 / £79.60 <u>Area Sales Managers</u> £4.00/£10.00 £10.00 £16.00	<u>Chief Officer</u> £4.92 £6.77 £2.67 £8.38 £79.82 £91.04 <u>YPO Fleet Drivers</u> £3.50 £24.30
4	Telephones Area Sales Manager	£60.00 pcm	

Appendix B (2013 policy)

YPO Travel and Subsistence Policy

Purpose

This policy sets out YPO's rules on how employees can claim for expenses incurred in the performance of their duties. The policy covers travel, meals and accommodation, overseas and relocation expenses, business entertainment, gifts and hospitality.

The purpose of this policy is to ensure that employees are properly reimbursed for legitimate business expenses and to ensure that these expenses are treated appropriately for tax purposes.

General procedure

YPO will only reimburse employees for actual expenditure that is incurred wholly, necessarily and exclusively in connection with authorised duties that you undertake in the course of your employment.

Expenses will not be paid unless supporting evidence is provided, together with a completed expenses claim form. This should include original receipts or invoices with the date and time of the transaction (unless you are claiming for mileage). When claiming for travel expenses on public transport, you should enclose the tickets showing the departure point and destination of your journey, where possible.

The majority of claims are paid in accordance with nationally approved rates (Para 13.1 of the NJC National Agreement on Pay and Conditions of Service). However, a number of agreed local arrangements are included in this policy to reflect the commercial nature of YPO activities.

Once completed and signed, you should submit your expenses claim form to your line manager for approval, and once approved it should be sent to HR. Wherever possible expenses claims should be submitted within 30 days of the expense being incurred, and claims for authorised expenses submitted by the end of the month will be paid via payroll in the following month.

Any expenses claim forms that are incomplete or do not have receipts attached will be returned to you without payment.

In general, you should not incur expenses other than in the categories listed below [as all other expenditure is handled centrally, however, if you have claims for expenditure other than for those categories listed below, you should seek written approval from your line manager before incurring the expense.]

Travel & Accommodation

All travel and accommodation must be booked via the business support team to enable us to take advantage of the Pro 5 framework which gives us access to Government Rates and enables us to monitor all bookings.

The exception to this is where local travel is needed e.g. a train from Wakefield to Leeds, and this can be claimed via the expenses claim form. All efforts will be made to book your preferred hotel unless it is considerably more expensive than other local options. Please note that this may mean that you are unable to stay at the event hotel without specific Board Member approval.

It is your responsibility to advise Business Support of any changes to ensure that any hotel reservations are cancelled within the required cancellation period if they are no longer required. Please note your budget will still be billed for any cancellation fees incurred, you may want to take this into consideration when requesting the booking as hotels with a suitable refund policy can be sourced in cases where you may be aware the trip may not go ahead, although this may be a more expensive rate so should only be used in exceptional circumstances. N.B in most cases alternative travellers can use the booking at no extra cost.

Before arranging to travel employees and line managers should consider whether or not travel is necessary to meet business objectives or if there are more appropriate means (for example, teleconferencing or videoconferencing). A WE will need to be raised from your departmental budget to cover the cost of the hotel.

Air Travel

Any flight must be pre-authorized by your line manager before being booked. Where possible, flights should be booked well in advance to benefit from any discounts for early booking

All flights should be booked via business support with the exception of the Global Sourcing Manager. A WE will need to be raised from your departmental budget to cover the cost of the flight.

Personal incentives or rewards associated with specific air travel, such as air miles, should not be a factor in determining which flight is purchased for company business. The key consideration is whether or not the flight is the most cost-effective for YPO, unless there is a valid business reason for taking an alternative flight.

You will usually only be permitted to travel in economy class.

Rail Travel

You may claim for standard class rail fares only. Where possible, rail journeys should be booked well in advance to benefit from any discounts for early booking.

Open return tickets should be avoided where possible and travellers should aim to provide business support with the time of their meeting/event so that suitable tickets can be booked.

All train travel (with the exception of local journeys) should be booked via business support. A WE will need to be raised from your departmental budget to cover the cost of the ticket.

Taxis

You may claim for a taxi fare only in limited circumstances. These are:

- where taking a taxi would result in a significantly shorter travel time than using public transport;
- where there are several employees travelling together; or
- where personal security and safety of employees is an issue, You must obtain a receipt with details of the date, place of departure and destination of the journey.

Lease Cars

For employees who are in receipt of a lease car, the YPO lease car policy should be read in conjunction with this policy.

YPO will reimburse employees for all mileage incurred for work purposes at the HMRC recommended rates applicable at the date of the claim. These rates are reviewed on a quarterly basis and employees are advised of any changes.

Any penalties incurred whilst driving on company business e.g parking fines, speeding fines etc will be recharged to the employee with any admin fees levied by the lease company.

Use of your own car

It may be appropriate and cost-effective to use your own car when travelling on company business, for example if you are travelling with several employees or, where there is limited public transport to your destination, or the journey time is significantly shorter than using public transport. Any use of your own car on company business is subject to you

- holding a full UK driving licence;
- ensuring that your car is roadworthy and fully registered; and
- holding comprehensive motor insurance that provides for business use.

Prior authorisation should be sought from your line manager before using your own car on company business.

YPO accepts no liability for any accident, loss, damage or claim arising out of any journey that you make on company business, and YPO will not pay for the cost of any insurance policy on your own car.

To claim for petrol expenditure, you should set out the distance of the journey undertaken on your expenses claim form. The Company will pay you a mileage allowance of 45p per mile for mileage under 10,000 miles and 25p per mile for mileage over 10,000 miles, or such other rates as set out from time to time by HM Revenue and Customs

Before using your own car wherever possible you should try to use a pool car or borrow a lease car if travel is within working hours.

Any business mileage should be recorded and passed to the lease car holder who will be responsible for making the appropriate claim.

Car Parking

Car parking charges will be reimbursed in full on production of a receipt. Any fines incurred because the employee does not make the appropriate payment are payable by the employee

Subsistence claims (e.g. meals)

If you are required to be away from home on company business, you may claim up to the maximum amounts detailed below and you must supply receipts and invoices for all expenses

- £6.50 for breakfast (only payable if staying away from home, and if this is not included in the hotel room rate – where hotels have a set minimum charge this can be reimbursed on production of a receipt.)
- £6.37 for lunch (it is accepted that on some occasions it may not be possible to purchase a basic lunch for this amount e.g. at exhibition venues, central London etc. and in these exceptional cases up to £10.00 can be claimed)
- £20.00 for evening meal payable with receipts if staying away from home on business or attending an evening event arranged by YPO

The maximum amounts above are inclusive of soft drinks, tea and coffee etc. however alcoholic drinks cannot be claimed on expenses.

N.B. if more than one person from YPO has travelled or eaten together it is acceptable for one person to pay and claim back the expenses in full (up to the maximum amounts allowed) provided receipts are attached and the names of other employees are detailed on the expenses claims form.

Where a claim included a drink or lunch for a customer this must be detailed on the claim form and must also be recorded on the gifts and hospitality register. Please refer to the YPO Gifts and Hospitality Policy and the YPO Anti-Fraud and Bribery Policy (Section 8)

Overseas expenses

The meal and hotel allowances set out above also apply when travelling overseas on company business.

You should provide the applicable currency exchange rate for the date on which the expense was incurred. YPO will verify the exchange rate submitted as part of any overseas expenses claim.

YPO will reimburse you for any travel visas required for business travel. It is your responsibility to ensure that you have a valid passport with a minimum of six months remaining prior to the expiry date.

YPO will provide business travel insurance for any trips authorised by YPO.

Relocation expenses

An allowance up to £5,500 will be payable upon provision of receipts/invoices etc. for any reasonable expenses incurred as part of moving into the Wakefield District for all new employees (currently residing more than 25 miles outside the boundaries of the District).

The Lump Sum Allowances Payable

This allowance will cover actual legal/estate agent's fees/costs, lodging and *disturbance, removal and storage, and travelling and subsistence allowances for the person and dependants.

* disturbance allowance – payment will cover actual expenditure incurred in relation to incidental expenses connected with moving house, e.g. alteration or replacement of carpets, curtains, fixtures and fittings, relaying floor covering, conversion and installation of electrical or gas appliances.

Review of Amounts will be in line with NJC for Local Government Services Annual Pay Award on 01 April.

Excess Travel

Where an employee's place of work has changed due to reorganisation, transfer or redeployment, the cost of excess travel may be claimed. Excess travel payments will not be paid where an employee is appointed to a job at a different location, under the normal recruitment and selection process. The payment is based on the difference in mileage between the employee's home and their old place of work and will only apply where the amount exceeds the minimum amount incurred before a claim can be made.

The allowance for employees in receipt of excess travel will be paid for up to a maximum period of 24 months.

Where a vehicle is used - a single rate of 22.5p is paid irrespective of the employee's car user status.

Where public transport is used, the actual cost of the difference using public transport will be paid.

Expenses that will not be reimbursed

YPO will not reimburse you for:

- the cost of any travel between your home and usual place of work (except in exceptional circumstances for early morning/late night transport as set out above);
- the cost of any travel undertaken for personal reasons;
- the cost of any travel for your partner or spouse;
- any fines or penalties incurred while on company business for whatever reason, including penalties for not paying for a rail ticket in advance of boarding the train and penalties or fines associated with motoring offences, including speeding or parking fines, clamping or vehicle recovery charges;
- any expenses incurred for personal benefit or to improperly influence or reward a business contact; or
- cash advances or withdrawals from an ATM machine.

You are required to pay for any travel costs incurred by your partner or spouse in the event that he or she accompanies you on YPO business (this should be agreed with you line manager in advance) Your spouse or partner must have adequate travel insurance for that journey.

False claims

If YPO considers that any expenditure claimed was not legitimately incurred on behalf of the organisation, it may request further details from you. YPO will thoroughly investigate and check any expenses claim as it sees fit. It may withhold payment where insufficient supporting documents have been provided. Where payment has been made to you prior to the discovery that the claim was not legitimate or correct, it may deduct the value of that claim from your salary.

Any abuse of the expenses policy will not be tolerated. This includes, but is not limited to:

- false expenses claims;
- claims for expenses that were not legitimately incurred;

- claims for personal gain;
- claims for hospitality and/or gifts to induce a client or other business contact to take improper action; and
- receipt by you of hospitality and/or gifts from business contacts that may be perceived to influence your judgment.

YPO will take disciplinary action where appropriate and, in certain circumstances, may treat a breach of this policy as gross misconduct, which may result in your summary dismissal. In addition, we may report the matter to the police for investigation and criminal prosecution.

Tax and Legal implications

Section 336 of the Income Tax (Earnings and Pensions) Act 2003 sets out the criteria for whether or not employee expenses form part of an employee's salary and benefit. It provides that, for the reimbursement of business expenses to be deducted when calculating an employee's overall remuneration for tax purposes, an expense must:

- be an expense that each and every holder of that employment would have had to incur (ie it cannot constitute an expense that only that particular individual would incur);
- be necessarily incurred;
- be in the performance of the employee's duties;
- have been actually incurred and paid for; and
- have been wholly and exclusively so incurred.
-

If a business expense does not meet these criteria, any reimbursement could be interpreted as an employee benefit by HM Revenue and Customs and be subject to income tax and national insurance contributions.

This policy is designed to ensure that tax liability for the employer and employees is minimised but specific tax advice should be sought as appropriate.

TRAVEL SUBSISTENCE AND EXPENSES

	Current Rates
<p>Lease Car Contributions</p> <p>110g/kg or less CO2 111g/kg – 120g/kg CO2</p>	<p>£45.00 basic pcm £85.00 basic pcm</p>
<p>Mileage Allowances</p> <p>Lease cars Paid on HRMC rates</p> <p>Diesel - 1600cc or less Diesel - 1601cc - 2000cc Diesel - over 2000cc</p> <p>Petrol - 1400cc or less Petrol - 1401cc – 2000cc Petrol - over 2000cc</p> <p>Hybrid cars are treated as either petrol or diesel cars for this purpose.</p> <p>Casual Users</p> <p>1 – 10,000 miles over 10,000</p>	<p>Rates from September 2013</p> <p>12p per mile 15p per mile 18p per mile</p> <p>15p per mile 18p per mile 26p per mile</p> <p>45p per mile 25p per mile</p>
<p>Subsistence Allowances</p> <p>Breakfast – only payable if staying away from home, and if this is not included in the hotel room rate – where hotels have a set minimum charge this can be reimbursed on production of a receipt.</p> <p>Lunch - it is accepted that on some occasions it may not be possible to purchase a basic lunch for this amount e.g. at exhibition venues, central London etc. and in these exceptional cases up to £10.00 can be claimed</p> <p>Evening Meal - payable with receipts if staying away from home on business or attending an evening event arranged by YPO</p>	<p>£6.50</p> <p>£6.37</p> <p>£20.00</p>



**YPO
MANAGEMENT COMMITTEE
TO BE HELD
29TH NOVEMBER 2013**

Not for Publication – this report deals with exempt information as described in Part 1 of Schedule 12A to the Local Government Act 1972, as amended

SUBJECT: COMPLIANCE WITH THE LOCALISM ACT 2011 AND THE CLG CODE OF RECOMMENDED PRACTICE

REPORT OF: HEAD OF HR AND PEOPLE SUPPORT SERVICES

1 PURPOSE OF REPORT

- 1.1 To agree a pay policy for YPO in line with our statutory requirements to comply with the 2011 Localism Act that can be recommended to Management Committee.
- 1.2 To agree the additional information to be published to comply with the Code of Recommended Practice for Local Authorities on Data Transparency.

2 SUMMARY

- 2.1 Sections 38 – 43 of the Localism Act 2011 require that local government employers produce a policy statement that covers a number of matters concerning the pay of their staff and principally senior officers.

This policy statement meets the requirements of the Localism Act in this regard and also meets the requirements of the draft guidance issued by the Secretary of State for Communities and Local Government to which YPO is required to have regard under Section 40 of the Act.

- 2.2 The secretary of state for CLG code of recommended practice for Local Authorities on data transparency indicates that local authorities publish the following data concerning staff:
 - Salaries, names (with an option for individuals to refuse to consent to this), job descriptions, responsibilities, budgets (including overall salary cost of

staff reporting), and numbers of staff for all staff in receipt of a salary of more than £58,200.

- The 'pay multiple' – the ratio between the highest paid salary and the average salary of the whole workforce.

3 RECOMMENDATIONS

- 3.1 To agree the pay policy for 2014.
- 3.2 To agree any minor changes that take place prior to publication on the 1st January can be made with agreement of the Chair. Examples would be a change in job title or addition/deletion of a senior post or introducing the living wage.
- 3.3 An annual pay policy to be submitted to Management Committee in November each year to allow publication at the beginning of each financial year.
- 3.4 Additional information not specific within the pay policy is published to mirror that of Wakefield Council to comply with the recommended practice for local authorities on data transparency to include: salary information for the Board, information on additional benefits e.g. pensions, allowable expenses, roles and responsibilities of Senior Officers (Board level) including contact information.

4 BACKGROUND

- 4.1 The Localism Act 2011 set out rules relating to transparency over senior council officials' pay stating "The Government thinks that taxpayers should be able to access information about how public money is spent on their behalf. It is, ultimately, their money. Transparency is also a powerful preventative against waste and duplication: when councillors and senior officials know that their spending decisions will be subjected to public scrutiny, they will be even more motivated to make every penny of public money work as hard as it possibly can. In line with these principles, under the terms of the Localism Act, councillors will need to vote on and publish a statement of their policies on pay. This will include the salaries of senior officials working in local authorities, but also the lowest paid employees. This will help local people understand how public money is being spent in their area, and to hold the Town Hall to account.
- 4.2 As a local government employer YPO have the same statutory obligations to have an agreed and published policy that is voted on by councillors on an annual basis.
- 4.3 The attached pay policy mirrors that of Wakefield Council as the employer, albeit some of the detail differs to reflect YPO's structure and pay scales. The paper outlines in detail the information required to be published under the Act and provides YPO's current and proposed position.
- 4.4 The code of recommended practice for local authorities on data transparency is issued by the Secretary of State for Communities and Local Government in exercise of his powers under section 2 of the Local Government, Planning and Land Act 1980 to issue a Code of Recommended Practice (The Code) as to the publication of

information by local authorities about the discharge of their functions and other matters which he considers to be related.

- 4.5 The code recommends publication of senior employee salaries, names (with the option for individuals to refuse to consent for their name to be published) and information relating to roles and responsibilities e.g. job descriptions etc. 'senior employee salaries' is defined as all salaries which are above £58,200 and above (irrespective of post). In addition organisation chart or reporting lines for senior officers with any vacancies highlighted at the point of publication.

5 OPTIONS APPRAISAL (WHERE APPLICABLE)

- 5.1 To accept the pay policy and additional information as written as currently written.
- 5.2 To reject the policy in whole or in part and make recommendation for changes.

6. FINANCIAL IMPLICATIONS

- 6.1 Any changes to pay will have a financial impact, however the detail as outlined in the pay policy is fully accounted for and includes provision for agreed incremental progression and nationally agreed pay awards.

7. LEGAL IMPLICATIONS

- 7.1 Publication of a pay policy is a statutory requirement, the code of recommended practice is not a statutory requirement but as best practice compliance in line with the information issued by the lead authority is recommended.

8. EQUALITY IMPLICATIONS / EQUALITY OF OPPORTUNITY IMPLICATIONS

- 8.1 The pay policy is fully compliant with the Equality Act 2010.

9. ICT IMPLICATIONS

- 9.1 None.

10. ENVIRONMENTAL AND SUSTAINABILITY IMPLICATIONS

- 10.1 None.

11. ECONOMIC IMPLICATIONS

- 11.1 As one of the largest employers in Wakefield, YPO's continuing success in maintaining satisfactory pay and conditions support the local economy.

12. HUMAN RESOURCE IMPLICATIONS

- 12.1 The pay policy is fully aligned with YPO's job evaluation policy and terms and conditions and does not propose any variations.

13. PROPERTY IMPLICATIONS

13.1 None.

14. OTHER IMPLICATIONS

14.1 None.

15. RISK ASSESSMENT

15.1 None as a statutory requirement to publish information.

16. CONSULTATIONS AND ENGAGEMENT

16.1 None in relation to this report, however all changes to roles, pay and terms and conditions are subject to consultation with staff and recognised trade unions.

17. CATEGORY OF REPORT

17.1 Public.

18. BACKGROUND PAPERS

18.1 None.

CONTACT OFFICER: (JULIE WRAY, HEAD OF HR AND PEOPLE SUPPORT SERVICES)

Yorkshire Purchasing Organisation
41 Industrial Park
Wakefield
WF2 0XE

Telephone No: 01924 834897
E-mail address: julie.wray@ypo.co.uk

APPENDIX A: STATEMENT OF PAY POLICY

YPO - Statement of Pay Policy 1st Jan 2014 to 31st December 2014

1. Introduction

- 1.1 Sections 38 – 43 of the Localism Act 2011 require that local government employers produce a policy statement that covers a number of matters concerning the pay of their staff and principally senior officers.

This policy statement meets the requirements of the Localism Act in this regard and also meets the requirements of the draft guidance issued by the Secretary of State for Communities and Local Government to which YPO is required to have regard under Section 40 of the Act.

- 1.2 YPO is a formally constituted joint committee of 13 Local Authorities with Wakefield Council as lead authority. All YPO employees are local government officers and employed by Wakefield Council on behalf of YPO.

A Management Agreement is in place signed by all 13 Authorities this states that:

- (i) The Management Committee shall determine the size, scope and conditions of service of the Board of Directors of YPO, after receiving appropriate professional advice from the lead authority.
- (ii) The Management Committee shall appoint annually and appointments committee (known at JCC with delegated powers to act on behalf of the management committee) with responsibility for the appointment and disciplinary procedures of the Board of Directors and appraising the performance of the Managing Director.
- (iii) The Board of Directors shall make arrangements to establish and appoint all other staff in accordance with the approved budget and officer delegation scheme, and to ensure all HR policies and procedures are in accordance with best practice.

- 1.3 This policy is to be considered by Management Committee on the 29th November 2013 and if agreed will be made public on the first working day of January 2014.
- 1.4 This pay policy is in addition to the data on pay and rewards for staff which is published separately under the Code of Recommended Practice for Local Authorities on Data Transparency and the data which is published under The Accounts and Audit (England) Regulations (2011). It should be noted that the requirements to publish data under the Secretary of State guidance, the Code of Practice and the Regulations do differ, the data requirements of the Code of Practice and the Accounts and Audit Regulations are summarised at Annex A to this policy statement.

2. Definition of officers covered by the Policy Statement

- 2.1 This policy statement covers the following posts, which are referred to as “Chief Officers” throughout the statement in line with the Localism Act.

As YPO do not have a Statutory Chief Officer this definition is expanded to include the Managing Director and direct reports:

- Managing Director
- Corporate Director
- Commercial Director
- Procurement & Supply Chain Director
- Head of HR & People Support Services

Deputy Chief Officers (as defined in the Local Government and Housing Act 1989 as posts reporting to a Chief Officer (statutory or non-statutory) which in YPO are the posts of:

- Head of Logistics
- Procurement Manager Services
- Procurement Manager Supplies
- Supply Chain Operations Manager
- Strategic Partnerships & Relationship Manager
- Head of Marketing
- Head of Sales
- Customer Engagement Manager
- Head of Performance, Business Planning and Management Accounting
- Financial Accountant
- Head of IT
- Programme Manager

3. Policy on remunerating Chief Officers

- 3.1 The policy on remunerating Chief Officers is set out on the schedule (A) at the end of this policy statement. It is the policy of YPO to establish a remuneration package for each officer post that is sufficient to attract and retain staff of the appropriate skills, knowledge, experience, abilities and qualities that is consistent with the requirements of the post in question at the relevant time.

4. Policy on remunerating the lowest paid in the workforce

- 4.1 YPO applies terms and conditions of employment that have been negotiated and agreed through appropriate collective bargaining mechanisms (national or local) or as a consequence of internal decisions, these are then incorporated into contracts of employment.
- 4.2 The lowest pay point in YPO (not including apprentices) is spinal column point 5 within Grade 1, this relates to an annual salary of £12,435 and can be expressed as an hourly rate of pay of £6.4453 This pay point and salary was determined by the pay scale for employees employed on Local Government

Services Terms and Conditions from 1st April 2013. The pay rate is increased in accordance with any pay settlements which are reached through the National Joint Council for Local Government Services.

5. Policy on the relationship between Chief Officer Remuneration and that of other staff

- 5.1 The highest paid salary in YPO is £121,210 which is the substantive salary of the Managing Director. The average salary in YPO (not including apprentices) is £23,383. The ratio between the two salaries, the 'pay multiple' is 5.2:1

YPO does not have a policy on maintaining or reaching a specific 'pay multiple', however are conscious of the need to ensure that the salary of the highest paid employee is not excessive and is consistent with the needs of the organisation as expressed in this policy statement.

- 5.2 YPO's approach to the payment of other staff is to pay that which needs to be paid to recruit and retain staff with the skills, knowledge, experience, abilities and qualities needed for the post in question at the relevant time, and to ensure that YPO meets any contractual requirements for staff including the application of any local or national collective agreements, regarding pay.

6. Policy on other aspects of Chief Officer Remuneration

- 6.1 Other aspects of Chief Officer remuneration are appropriate to be covered by this policy statement, these other aspects are defined as recruitment, pay increases, additions to pay, lease car, performance related pay, earn back, bonuses, termination payments, transparency and re-employment when in receipt of an LGPS pension or a redundancy/severance payment. These matters are addressed in the schedule that is attached to this policy statement.

7. Approval of Salary Packages for Directors

- 7.1 YPO will ensure that, at the latest before an offer of appointment is made, any salary package for appointment to the Board of Directors will be considered by the appointments committee.

The salary package will be defined as base salary, any bonuses, fees, routinely payable allowances and benefits in kind that are due under the contract.

Salary packages for all other senior posts will be determined via the job evaluation process.

8. Flexibility to address recruitment issues for vacant posts

- 8.1 In the vast majority of circumstances the provisions of this policy will enable YPO to ensure that it can recruit effectively to any vacant post. There may be exceptional circumstances when there are recruitment difficulties for a

particular post and where there is evidence that an element or elements of the remuneration package are not sufficient to secure an effective appointment. The appointments committee will have delegated powers to make decisions to increase the stated salary without referral to the full management committee.

9. Amendments to the policy

- 9.1 It is anticipated that this policy will not need to be amended during the period it covers (January 2014 – end December 2014), however if circumstances dictate that a change of policy is considered to be appropriate during the year then a revised draft policy will be presented to the Management Committee for consideration.

10. Policy for future years

- 10.1 This policy statement will be reviewed each year and will be presented to Management Committee in November each year for consideration in order to ensure that a policy is in place for YPO prior to the start of each financial year.

Pay Policy Statement – Schedule A

Summary of staff data requirements of the Code of Recommended Practice for Local Authorities on Data Transparency and the Accounts and Audit (England) Regulations (2011)

The Secretary of State for CLG Code of Recommended Practice for Local Authorities on Data Transparency indicates that local authorities should publish the following data concerning staff:

- Salaries, names (with an option for individuals to refuse to consent to this), job descriptions, responsibilities, budgets (including overall salary cost of staff reporting), and numbers of staff for all staff in receipt of a salary of more than £58,200.
- An organisational chart of the staff structure of YPO including salary bands and details of currently vacant posts.
- The 'pay multiple' – the ratio between the highest paid salary and the average salary of the whole authority workforce.

The Accounts and Audit (England) Regulations (2011) require that the following data is included in the authority's accounts:

- Numbers of employees with a salary above £50k per annum (pro-rata for part-time staff) in multiples of £5k.
- Job title, remuneration and employer pension contributions for senior officers. Senior officers are defined as Head of Paid Service, Statutory Chief Officers and Non-Statutory Chief Officers by reference to Section 2 of the 1989 Local Government & Housing Act.
- Names of employees paid over £150k per annum.

For the above remuneration is to include:

- Salary, fees or allowances for the current and previous year.
- Bonuses paid or receivable for the current and previous year.
- Expenses paid in the previous year.
- Compensation for loss of employment paid to or receivable, or payments made in connection with loss of employment.
- Total estimated value of non-cash benefits that are emoluments of the person.

For the above pension contributions to include:

- The amount driven by YPO's set employer contribution rate.
- Employer costs incurred relating to any increased membership or award of additional pension.

Recruitment

All posts will be advertised and appointed to at the appropriate approved salary for the post in question level unless there is good evidence that a successful appointment of a person with the required skills, knowledge, experience, abilities and qualities cannot be made without varying the remuneration package. In such circumstances a variation to the remuneration package is appropriate under YPO's policy and any variation will be approved through the appropriate decision making process. If the salary is to be over £100,000 then the appointments committee / JCC will have to approve the terms of the appointment.

Lease Cars

YPO operate a lease car scheme that is governed by a lease car policy which defines the eligibility. On inception of this policy eligibility will be agreed on a case by case basis and not be automatic even though existing employees undertaking the same role have a car.

For a position to be deemed eligible it must comply with the following criteria:

1. The role requires regular use of a car and regular business travelling (regular is determined as 2-3 times per week or in excess of 5000 miles per year)
2. Market conditions dictate high levels of competition and the inclusion of a car as part of the overall remuneration package is required to secure candidates in a competitive market. This is a criterion that must be agreed at Board level and will be determined via a business case supported by market factor evidence and considered on a case by case basis.

Pay Increases

YPO will apply any pay increases that are agreed by relevant national negotiating bodies and/or any pay increases that are agreed through local negotiations. YPO will also apply any pay increases that are as a result of decisions to significantly increase the duties and responsibilities of the post in question beyond the normal flexing of duties and responsibilities that are expected in senior posts.

Additions to pay

YPO would not make additional payments beyond those specified in the contract of employment.

Performance Related Pay

YPO does not operate a performance related pay system as it believes that it has sufficiently strong performance management arrangements in place to ensure high performance from its senior officers. Any areas of under-performance are addressed rigorously.

Earn-Back (Withholding an element of base pay related to performance)

YPO does not operate an earn-back pay system as it believes that it has sufficiently strong performance management arrangements in place to ensure high performance from its senior officers. Any areas of under-performance are addressed rigorously.

Bonuses

YPO does not pay bonus payments to senior officers

- There is currently 1 exception to this which is an historic arrangement that is currently under review.

Termination payments

YPO applies its normal redundancy payments arrangements to senior officers and does not have separate provisions for senior officers (although on occasion there may be circumstances, as with any member of staff, where a negotiated agreement is made with an individual). YPO also applies the appropriate Pensions regulations when they apply. YPO has agreed policies in place on how it will apply any discretionary powers it has under Pensions regulations. Any costs that are incurred by YPO regarding senior officers and their termination payments are published in the authority accounts as required under the Accounts and Audit (England) Regulations 2011(see annex b).

Transparency

YPO meets its requirements under the Localism Act, the Code of Practice on Data Transparency and the Accounts and Audit Regulations in order to ensure that it is open and transparent regarding senior officer remuneration.

Re-employment of staff in receipt of an LGPS Pension or a redundancy/severance payment

YPO is under a statutory duty to appoint on merit and has to ensure that it complies with all appropriate employment and equalities legislation. YPO will always seek to appoint the best available candidate to a post who has the skills, knowledge, experience, abilities and qualities needed for the post. YPO will therefore consider all applications for candidates to try to ensure the best available candidate is appointed. If a candidate is a former employee in receipt of an LGPS pension or a redundancy payment this will not rule them out from being re-employed by YPO.

Clearly where a former employee left YPO on redundancy terms then the old post has been deleted and the individual cannot return to the post as it will not exist. YPO will apply the provisions of the Redundancy Payments Modification Order regarding the recovery of redundancy payments if this is relevant. Pensions Regulations also have provisions to reduce pension payments in certain circumstances to those who return to work within the local government service.

Election Fees

Section 68 Electoral Administration Act 2006 amended S29 RPA 1983 details the expenses that can be paid to the returning officer, and the Charges Order specifies what constitutes a Returning Officer's services.

This role is undertaken by officers at Wakefield and therefore does not apply to any senior officer at YPO.

Expenses

Travel and other expenses are reimbursed through normal procedures and are the same for all officers regardless of grade or seniority.

Honoraria and Ex Gratia Payments arrangements would be in accordance with relevant terms and conditions and relevant legislation.

Document is Restricted

Document is Restricted

Document is Restricted

Document is Restricted