

YORKSHIRE PURCHASING ORGANISATION MANAGEMENT COMMITTEE

Friday 25th November 2016

Present:

Barnsley MBC
Councillor Barnard
Councillor Gardiner

City of Bradford
Councillor Warburton

Calderdale MBC
Councillor Pillai

Doncaster MBC
Councillor Cole

Knowsley MBC
Councillor Byron

North Yorkshire CC
Councillor Mackenzie

Rotherham MBC
Councillor Atkin

St Helens MBC
Councillor Johnson
Councillor Glover

Wakefield MDC
Councillor Shaw (Chair)
Councillor Dagger

Wigan MBC
Councillor Walker

City of York
Councillor Mercer

24:	Apologies for Absence
	Apologies for absence submitted prior to the meeting were accepted on behalf of Councillors Williams (Knowsley MBC), Whitely (City of Bradford), Trotter (North Yorkshire), Corden (Doncaster MBC), Walker (Kirklees MBC), Morris (Bolton MBC), Kenny (Wigan MBC) and Mather (Kirklees MBC).
25:	Members Declaration of Interest
	No declarations of interest were made by Members.

26:	Minutes of the Management Committee – 22 June 2016
	Resolved – That the Minutes of the meeting of the YPO Management Committee held on 22 June 2016 be accepted as a correct record.
27:	Minutes of the Scrutiny Sub-Committee – 21 October 2016
	Resolved – That the Minutes of the meeting of the Scrutiny Sub-Committee held on 21 October 2016 be accepted as a correct record.
28:	Minutes of the Audit Sub-Committee – 4 November 2016
	The Monitoring Officer noted that the Audit Sub-Committee on 4 November 2016 was not quorate.
	The Chair suggested that this needs addressing moving forward as this is a recurring problem. Merging the Scrutiny Sub-Committee and Audit Sub-Committee could be an option to consider.
	Resolved – (1) That the Audit Sub-Committee and Scrutiny Sub-Committee meeting on 10 February 2017 be held as a joint meeting.
	(2) That a report be submitted to the March Management Committee asking it to consider merging the Audit Sub-Committee and Scrutiny Sub-Committee, and consequent amendments to the Management Agreement.
29:	Minutes of the Executive Sub-Committee – 11 November 2016
	Resolved – That the Minutes of the meeting of the Executive Sub Committee held on 11 November 2016 be accepted as a correct record.
30:	Associate Member Proposals
	Consideration was given to the report of the Strategic Relationship Manager which provided Members with a summary of the applications for Associate Membership status from Craven District Council, Greater Manchester Police and Coventry City Council.
	Resolved – That Craven District Council, Greater Manchester Police and Coventry City Council be accepted as Associate Members.
31:	YPO Pay Policy
	Consideration was given to a report of the Assistant 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.
	Members raised a number of questions and detailed responses from the Assistant Director were accepted.
	Resolved – (1) That the Pay Policy for 2017 be agreed.
	(2) That the information be published in line with the revised transparency requirements.
32:	Lead Authority Issues

	<p>The Monitoring Officer explained to Members that as per the Management Agreement a review of the role of the Lead Authority is underway.</p> <p>A sub group of Strategic Officers has been formed to conduct the review, that Members will be asked for their views as part of the process, and a report detailing the conclusion of the review will be submitted to Members at the March Management Committee.</p>
33:	Appointment of Auditor
	<p>The Executive Director, Paul Smith presented a report detailing the results of a recent tender exercise that was undertaken to appoint an external audit service for the Joint Committee.</p> <p>Resolved – That Members note the appointment of the external auditors KPMG.</p>
34:	Member Authority Impact Assessment Process
	<p>The Executive Director, Paul Smith presented the Member Authority Impact Assessment Process.</p> <p>The Managing Director, Simon Hill shared that going ahead with the framework detailed in the report isn't the right thing to do at this time, permission was sought from the Chair to remove recommendation 9.2 from the report.</p> <p>Resolved – That the control processes detailed in paragraph 2.6 of the report are approved.</p>
35:	Exclusion of the Public and Press
	<p>Resolved – That the public and press be excluded from the meeting during consideration of agenda items 14 to 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</p> <p>IN PRIVATE</p>
36:	YPO Market Overview (Exempt – Paragraph 3)
	<p>The Executive Director, Jo Marshall presented a report providing Members with an overview of the Education Market.</p> <p>The report provided Members with information on what is happening in the education market and what effect this is having for YPO's customers.</p> <p>Resolved – That the report be noted.</p>
37:	Business Update (Exempt - Paragraph 3)
	<p>Consideration was given to the report of the Managing Director which provided an update of the activities of the Organisation since the last meeting and gave an overview on forthcoming activities and challenges.</p>

	<p>The report included an update on performance, procurement, commercial issues, operational issues, and financial issues.</p> <p>Resolved – That the report be noted.</p>
38:	<p>Budget and Business Plan 2017 (Exempt - Paragraph 3)</p> <p>Executive Director Paul Smith presented to Members the Budget and Business Plan for 2017.</p> <p>The presentation supported the report and detailed the business planning process, 2017 priorities and budget headlines.</p> <p>Resolved – That the 2017 Budget and Business Plan is approved.</p>
39:	<p>Report of Independent Director (Exempt – Paragraph 3)</p> <p>Members gave consideration to a report of the Independent Director which detailed his observations of the organisation during the past year.</p> <p>Resolved – That the Independent Director be thanked for his report and that his observations be noted.</p>
40:	<p>Dividend Distribution (Exempt – Paragraph 3)</p> <p>The Executive Director, Paul Smith presented a proposal to amend the current system for distributing dividend to member authorities.</p> <p>The Executive Director notified Members that a sub group of Strategic Officers have reviewed the system and contributed to the content of the report.</p> <p>Resolved – (1) That option two of the report is agreed by Members.</p> <p>(2) That final ratification of the option agreed to be made in March when Members are presented with the dividend amount.</p> <p>(3) That the baseline for all Associate Members is set to zero.</p> <p>(4) That any special amendments to associate member payments will be considered at the March Management Committee each year when the dividend calculation is made.</p>
41:	<p>Senior Remuneration Update (Exempt – Paragraph 3)</p> <p>All YPO Officers left the room for the consideration of Item 23 except Simon Hill.</p> <p>After discussion with the members it was resolved that:</p> <p>(1) The proposal discussed at the last Management Committee for a retention payments system be discontinued.</p> <p>(2) The proposal to increase the size of the Board of Directors be initially discussed at the JCC, and brought to a subsequent Management Committee together with appropriate professional advice from the Lead Authority, as required by the Management Agreement</p>

42:	DATE AND TIME OF NEXT MEETING Resolved – That the next meeting of the YPO Management Committee will be held on 24 March 2017 at 10.30am.

