

YORKSHIRE PURCHASING ORGANISATION MANAGEMENT COMMITTEE

Friday 23rd June 2017

Present:

- Barnsley MBC**
Councillor Barnard

- City of Bradford**
Councillor Warburton
Councillor Whiteley

- Kirklees MC**
Councillor Mather
Councillor Asif

- Knowsley MBC**
Councillor Byron

- North Yorkshire CC**
Councillor Mackenzie

- Rotherham MBC**
Councillor Atkin
Councillor Vjestica (Observer)

- St Helens MBC**
Councillor Johnson
Councillor Wiseman

- Wakefield MDC**
Councillor Shaw
Councillor Johnson

- Wigan MBC**
Councillor Walker

- City of York**
Councillor Mercer

62:	Members Declaration of Interest
	No declarations of interest were made by members.
63:	Membership of the Management Committee of the YPO Joint Committee 2017/18.
	The Managing Director asked members to review the information contained in the tabled report regarding Committee representation from Member Authorities.

	Resolved – (1) That the report content for Management Committee Membership be noted.
64:	Apologies for Absence
	Apologies for absence submitted prior to the meeting were accepted on behalf of Councillors Gardiner (Barnsley), Sweeney (Wigan), Williams (Knowsley), Corden (Doncaster), Scullion (Calderdale), Dadd (North Yorkshire) and Pillai (Calderdale).
65:	Election of Chair
	The Monitoring Officer requested nominations for the position of Chair of the Management Committee who in turn would become the Chair of the Executive Sub-Committee and Joint Consultative Committee/Appointments Sub-Committee for the year 2017/18. A nomination was received and seconded on behalf of Councillor Shaw (Wakefield MDC). Resolved – (1) That Councillor L Shaw of Wakefield MDC be elected Chair of the Management Committee of the Yorkshire Purchasing Organisation for 2017/18. Councillor Shaw thanked the committee for their support.
66:	Election of Vice Chair
	The Chair requested nominations to the position of Vice Chair for 2017/18. A nomination was received and seconded on behalf of Councillor Walker (Wigan MDC). Resolved – (1) That Councillor Walker of Wigan MBC be elected as Vice Chair of the Management Committee of the Yorkshire Purchasing Organisation for 2017/18.
67:	Urgent Items
	An item was agreed to be discussed in the private section of the agenda.
68:	Minutes of the Management Committee – 24 March 2017
	Resolved – (1) That the Minutes of the meeting of the YPO Management Committee held on 24 March 2017 be accepted as a correct record.
69:	Minutes of the Audit & Scrutiny Sub-Committee – 19 May 2017
	Resolved – (1) That the Minutes of the meeting of the Audit & Scrutiny Sub Committee held on 19 May 2017 be accepted as a correct record.
70:	Minutes of the Executive Sub Committee – 16 June 2017
	Resolved – (1) That the Minutes of the meeting of the Executive Sub Committee held on 16 June 2017 be accepted as a correct record.
71:	Appointments to the Sub-Committees and Joint Consultative Committee 2017/18.

	<p>Consideration was given to a report to receive nominations from the Constituent Authorities in relation to membership of Sub-Committees and Joint Consultative Committee and to determine the membership for those meetings for the 12 month period commencing June 2017.</p> <p>The Monitoring Officer stated preferences as shown in the report would be adhered to where this could be accommodated. A completed list of memberships to the Sub Committees would be provided at a later date.</p> <p>Resolved – (1) That the report be noted.</p>
72:	Annual Report
	<p>Managing Director Simon Hill submitted the annual report to the Management Committee as set out in YPO Management Agreement.</p> <p>A number of key achievements were highlighted within the Annual Report. It was explained that it was intended to circulate the Annual Report to Leaders, Chief Executives and Finance Directors of member authorities and also use it more widely as marketing and promotional material.</p> <p>A copy of the report was circulated to Management Committee and individual authority Benefits Statements will be forwarded to Members in due course.</p> <p>Resolved – (1) That the report be noted.</p>
73:	Audited Accounts
	<p>Consideration was given to a report of the Head of Finance & The Financial Controller which presented to Members' the 2016 Audited Statement of Accounts.</p> <p>It was noted that the Audited Statement of Accounts was approved and signed off by the Audit & Scrutiny Sub Committee on 19 May 2017.</p> <p>Councillor Warburton asked for his thanks to be noted to all the team from YPO that were involved in the Audit and achieving such a successful audit.</p> <p>Resolved - (1) That the report be noted.</p>
74:	Governance Review
	<p>Consideration was given to a report of the Managing Director to review the policies and processes by which YPO is managed.</p> <p>The report highlighted the policies and protocols which have been reviewed within the last 12 months.</p> <p>Resolved – (1) That the Management Committee agree the proposals outlined in table 2.2.</p>
75:	Committee Work Programme and Terms of Reference 2017/18
	<p>Consideration was given to a report of the Managing Director which detailed the work of the YPO Management Committee and its associated Sub-</p>

	<p>Committees. The report also included the meeting schedule, terms of reference, principal agenda items and training schedule for each Committee and Sub-Committee.</p> <p>Resolved - (1) That the terms of reference for 2017/18 for the Management Committee, Executive Sub-Committee, Audit & Scrutiny Sub-Committee, and Joint Consultative Committee be agreed.</p> <p>(2) That the Principal Agenda Items for 2017/18 be agreed.</p> <p>(3) That the Meeting Schedule & Training Schedule be agreed, with the amendment of moving the date of the Executive Sub Committee from Friday 10th November to Friday 22nd September. Members to receive an email to notify the change from Committee Services as soon as possible.</p>
76:	Associate Member Proposals
	<p>A report was submitted detailing applications for four new Associate memberships from: Allerdale Borough Council, Pendle Borough Council, London Borough of Camden and London Borough of Haringey.</p> <p>Resolved – (1) That Allerdale Borough Council, Pendle Borough Council, London Borough of Camden and London Borough of Haringey be accepted as Associate Members of YPO.</p>
77:	Role of Independent Director
	<p>Consideration was given to the report of the Assistant Director HR and Logistics.</p> <p>Following a discussion with Members it was resolved:</p> <p>(1) That the Committee would like to re appoint an Independent Director.</p> <p>(2) That the Committee agreed the candidate would have some experience in the private sector, along with commercial and financial experience.</p> <p>(3) That a Sub Committee of Chair, Vice Chair, Chair of Audit & Scrutiny and Councillor Whiteley of Bradford be convened to conduct the appointment.</p>
78:	Lead Authority Issues
	No Lead Authority issues were raised.
79:	Appointment of the Executive Director
	<p>Consideration was given to a report of the Managing Director</p> <p>Resolved – (1) That Julie Wray be appointed to the role as Executive Director as of 13th April 2017.</p>
80:	Exclusion of the Public & Press
	Resolved - That the public and press be excluded from the meeting during consideration of Agenda Items 20 to 24 on the grounds that they were likely to involve the disclosure of exempt information as described in Part 1 of Schedule 12A to the Local Government Act 1972, as amended.

	IN PRIVATE
81:	Business Update - (Exempt Paragraph 3)
	Members considered the report of the Managing Director which provided Members with an update of the activities of the organisation since the previous Committee meeting and gave an overview of the forthcoming activities and challenges. Resolved – (1) That the report be noted.
82:	Dividend Distribution – (Exempt Paragraph 3)
	Members considered a report of the Financial Controller which sought agreement on the level and method of dividend distribution for the year ended 31 December 2016. Resolved - (1) That the distribution of dividend would be distributed as per option B in the report.
83:	Report of the Independent Director – (Exempt Paragraph 3)
	Members gave consideration to a report of the Independent Director which detailed his observation of the organisation since March. Members noted their thanks on behalf of the Management Committee to the Independent Director and his service over the last three years, and wished him well for the future. Resolved - (1) That the report of the Independent Director and his observations be noted.
84:	YPO Energy Strategy – (Exempt Paragraph 3)
	The Executive Director (Procurement, Finance & IT) presented the Energy Review report and provided Members with an overview of YPO's Procurement Services Energy Strategy for 2017 and beyond and provided an update on activity. Resolved – (1) That the YPO Energy Strategy report be noted.
85:	Urgent Items
	An item was added to the agenda by the Chair concerning a financial matter affecting YPO. Resolved – (1) A report will be prepared for the next meeting of the Audit & Scrutiny Sub Committee on 13 th September 2017.
86:	DATE AND TIME OF NEXT MEETING
	Resolved – That the next meeting of the YPO Management Committee will be held on 24 th November 2017 at 10.30am.