

YORKSHIRE PURCHASING ORGANISATION MANAGEMENT COMMITTEE

Friday 23rd March 2018

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

City of Bradford
Councillor Warburton
Councillor Whiteley

North Yorkshire CC
Councillor Dadd

Rotherham MBC
Councillor Atkin
Councillor Vjestica

Wakefield MDC
Councillor Shaw
Councillor Johnson

Wigan MBC
Councillor Walker

City of York
Councillor Cuthbertson

21:	Members Declaration of Interest
	No declarations of interest were made by Members.
22	Apologies for Absence
	Apologies for absence submitted prior to the meeting were accepted on behalf of Councillors Scullion (Calderdale), Johnson (St Helens), Iqbal (Bolton), Mackenzie (North Yorkshire), Mather (Kirklees), Asif (Kirklees), Sweeney (Wigan), Waller (York), Mercer (York), Rawlings (York), Bryon (Knowsley).
23:	Urgent Items
	No urgent items discussed.
24:	Minutes of the Management Committee – 24 November 2017
	Resolved – (1) That the Minutes of the meeting of the YPO Management Committee held on 24 November 2017 be accepted as a correct record.
25:	Minutes of the Executive Sub Committee – 9 March 2018
	Resolved – (1) That the Minutes of the meeting of the Executive Sub Committee held on 9 March 2018 be accepted as a correct record.
26:	Minutes of the Audit & Scrutiny Sub-Committee – 16 February 2018
	Resolved – (1) That the Minutes of the meeting of the Audit & Scrutiny Sub Committee held on 16 February 2018 be accepted as a correct record.

27:	Pre- Audit Statement of Accounts
	<p>Consideration was given to the report presented by the Executive Director which provided Members with the details of the Pre-Audit Statement of Accounts 2017, attached as Appendix 1 and to inform Members of the public notice of the commencement of the audit and public inspection period.</p> <p>Resolved - (1) That the Pre-Audit Statement of Accounts 2017 is noted by Members.</p>
28:	Internal Audit Report
	<p>Consideration was given to the report of the Section 151 Officer which presented the draft Annual Audit Report (see attached Appendix A) for 2017, in line with the requirements of the Internal Audit Protocol and the Public Sector Internal Audit Standards (PSIAS).</p> <p>To receive the following Internal Audit Opinion (extract from YPO Annual Governance Statement [AGS] 2017):</p> <p>“From the work undertaken by Internal Audit during 2017, key controls were found to be in place to manage associated risks to the required level, with no significant errors, losses or omissions identified in the majority of systems subject to review.”</p> <p>Resolved - (1) That the Annual Audit report, as detailed in Appendix A, be accepted.</p> <p>(2) That the Internal Audit Progress report, as detailed in Appendix B, be endorsed.</p>
29:	Internal Audit Plan
	<p>Consideration was given to the report of the S151 Officer which provided Members with the Draft Internal Audit Plan 2018 – 2021.</p> <p>Resolved – (1) That the draft Annual Audit Plan 2018 be approved.</p>
30:	Standing Orders and Financial Procedure Rules
	<p>The Managing Director presented the Standing Orders and Financial Procedure Rules.</p> <p>The Contract Standing Orders and Financial Procedure Rules have been reviewed to ensure compliance with the current law. Members were advised of two minor changes to the document.</p> <p>Resolved – (1) That the revised Standing Orders for Contracts and Financial Procedure Rules, attached as Appendix 1, be approved and used by YPO, and that at Paragraph 8.3 of the Financial Procedure Rules, be amended to say “Where expenditure is incurred on investment projects without first being included in an approved investment requirement statement, in accordance with the Scheme of Delegation, the Managing Director will consult the Chief Financial Officer, and the Chairman, or Vice-Chairman of the Management</p>

	<p>Committee, and one other member of the Management Committee, and present a report at the next meeting of the Management Committee. This also applies to overspends on approved statements, in excess of the limit set out in Appendix 2” and the other member of the Management Committee to be consulted, for the time being, is Cllr Jackie Whiteley of Bradford.</p> <p>(2) That the Financial Procedure Rules & Standing Orders Relating to Contracts are considered bi-annually moving forward unless there are any material changes.</p>
31:	Lead Authority Issues
	No Lead Authority issues were raised.
33:	Exclusion of the Public & Press
	Resolved - That the public and press be excluded from the meeting during consideration of Agenda Items 13 to 15 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
34:	Dividend Distribution (Exempt)
	<p>Members considered the report of the Executive Director in relation to the distribution of the profits for the 2017 financial year.</p> <p>Resolved – (1) That the dividend distribution for 2017 be based on the formula as per section 4.3 in the Dividend Distribution report.</p> <p>(2) That the dividend distribution amount for 2017 is agreed as per section 4.1 in the Dividend Distribution report.</p>
35:	Business Update (Exempt)
	<p>The Managing Director presented the Business Update which provided Members with an update on activities of the organisation since the last Management Committee and provided an overview on forthcoming activities and challenges.</p> <p>The report included an update on the organisations operational, financial, procurement, commercial, infrastructure, workforce and strategic issues.</p> <p>Resolved - (1) That the Business Update be noted.</p> <p>(2) That the organisations sickness figures to be added to the Performance Report going forward.</p> <p>(3) That Members agreed the request for delegated powers as per paragraph 9.1. The three Members with delegated powers were agreed as Cllr Shaw (Wakefield), Cllr Walker (Wigan) and Cllr Whiteley (Bradford).</p>

	(5) That the Members with delegated powers have authority up to the amount of £500k.
36:	Report of Independent Director (Exempt)
	Members gave consideration to a report of the Independent Director which detailed his observation of the organisation since November. Resolved - (1) That the Report of the Independent Director be noted.
37:	DATE AND TIME OF NEXT MEETING
	Resolved – That the next meeting of the YPO Management Committee will be held on 29 th June 2018 at 10.30am.