

# YORKSHIRE PURCHASING ORGANISATION MANAGEMENT COMMITTEE

Friday 29<sup>th</sup> June 2018

**Present:**

**Bolton**  
Councillor Mistry

**City of Bradford**  
Councillor Warburton  
Councillor Whiteley

**Calderdale**  
Councillor Scullion  
Councillor Carter

**Doncaster**  
Councillor Cole

**Knowsley MBC**  
Councillor Walsh

**North Yorkshire CC**  
Councillor Mackenzie  
Councillor Dadd

**Rotherham MBC**  
Councillor Atkin  
Councillor Vjestica

**Wakefield MDC**  
Councillor Shaw

**Wigan MBC**  
Councillor Walker

**City of York**  
Councillor Cuthbertson  
Councillor Rawlings

<b>37:</b>	<b>Members Declaration of Interest</b>
	Councillor Rawlings (York) declared a pecuniary interest in relation to a YPO competitor, Councillor Rawlings works for York Survey Supply Centre Ltd who supply to Lyreco. Chair acknowledged and thanked Councillor Rawlings.
<b>38:</b>	<b>Membership of the Management Committee of the YPO Joint Committee 2018/19.</b>
	The Managing Director asked members to review the information contained in the report regarding Committee representation from Member Authorities.

	<b>Resolved</b> – (1) That the content of the report relating to Management Committee Membership be noted.
<b>39:</b>	<b>Apologies for Absence</b>
	Apologies for absence submitted prior to the meeting were accepted on behalf of Councillors Nightingale (Doncaster), Barnard (Barnsley), Morris (Bolton), Mather (Kirklees), Asif (Kirklees), Rehman (Wigan) and Aston (Knowsley).
<b>40:</b>	<b>Election of Chair</b>
	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 2018/19.  A nomination was received and seconded on behalf of Councillor L Shaw (Wakefield MDC).  <b>Resolved</b> – (1) That Councillor L Shaw of Wakefield MDC be elected Chair of the Management Committee of the Yorkshire Purchasing Organisation for 2018/19. Councillor Shaw thanked the Committee for their support and welcomed new members.
<b>41:</b>	<b>Election of Vice Chair</b>
	The Chair requested nominations for the position of Vice Chair for 2018/19.  A nomination was received and seconded on behalf of Councillor F Walker (Wigan MDC).  <b>Resolved</b> – (1) That Councillor F Walker of Wigan MBC be elected as Vice Chair of the Management Committee of the Yorkshire Purchasing Organisation for 2018/19. Councillor Walker thanked the Committee for their support.
<b>42:</b>	<b>Urgent Items</b>
	No urgent items were discussed.
<b>43:</b>	<b>Minutes of the Management Committee – 23<sup>rd</sup> March 2018</b>
	<b>Resolved</b> – (1) That the Minutes of the meeting of the YPO Management Committee held on 23 <sup>rd</sup> March 2018 be accepted as a correct record.
<b>44:</b>	<b>Minutes of the Audit &amp; Scrutiny Sub-Committee – 25<sup>th</sup> May 2018</b>
	<b>Resolved</b> – (1) That the Minutes of the meeting of the Audit & Scrutiny Sub-Committee held on 25 <sup>th</sup> May 2018 be accepted as a correct record.

<b>45:</b>	<b>Minutes of the Executive Sub Committee – 8<sup>th</sup> June 2018</b>
	<b>Resolved</b> – (1) That the Minutes of the meeting of the Executive Sub Committee held on 8 <sup>th</sup> June 2018 be accepted as a correct record.
<b>46:</b>	<b>Appointments to the Sub-Committees and Joint Consultative Committee 2018/19</b>
	<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 twelve-month period commencing June 2018.</p> <p>Councillor Carter of Calderdale requested that the Sub-Committee preferences for Calderdale be reviewed.</p> <p><b>Resolved</b> – (1) That the report be noted.</p>
<b>47:</b>	<b>Annual Report 2017</b>
	<p>Managing Director, Simon Hill submitted the annual report to the Management Committee as set out in the 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>Members were shown the YPO video that provides an overview of YPO and will be used in future as promotional marketing material. Simon Hill thanked those members who participated in the making of the video.</p> <p>Councillor Scullion suggested a press release should accompany the launch of the Annual Report.</p> <p>A discussion was held in relation to the title of the Annual Report, as the Annual Report is dated with the previous year. Officers explained that it presented in that manner because it contains the previous year's accounts and information of performance in that year.</p> <p><b>Resolved</b> – (1) That the report be noted.</p>
<b>48:</b>	<b>Audited Accounts</b>
	Consideration was given to a report of the Head of Finance & The Financial Controller which presented to Members' the 2017 Audited Statement of Accounts.

	<p>It was noted that the Audited Statement of Accounts was approved and signed off by the Audit &amp; Scrutiny Sub Committee on 25<sup>th</sup> May 2018.</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><b>Resolved</b> - (1) That the report be noted.</p>
<b>49:</b>	<b>Governance Review</b>
	<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><b>Resolved</b> – (1) That the Management Committee approved the proposals outlined in table 2.2.</p>
<b>50:</b>	<b>Standing Orders</b>
	<p>Consideration was given to the report of the Managing Director which reviews the Standing Orders.</p> <p>The recommended amendment to the Standing Orders aimed to give clarity and provide flexibility for Member Authorities to decide how they apply their single vote entitlement. It was proposed to amend the wording of the Standing Orders as follows:</p> <p><i>“Unless otherwise provided by these Standing Orders any matter will be decided by a simple majority of those Members voting and present in the room at the time the question was put. Member Authorities are entitled to one vote each and this entitlement will normally rest with the designated voting member. Member Authorities may choose to transfer this voting entitlement to another elected member from their authority, at their discretion and through prior notification to YPO Committee Services. This may be either on a continuous basis or for a specific vote.”</i></p> <p><b>Resolved</b> - (1) That the report and the amendment was agreed by all.</p>
<b>51:</b>	<b>Terms of Reference and Work Programme 2018/19</b>
	<p>Consideration was given to a report of the Managing Director which detailed the work of the YPO Management Committee and its associated Sub-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><b>Resolved</b> - (1) That the terms of reference for 2018/19 for the Management Committee, Executive Sub-Committee, Audit &amp; Scrutiny Sub-Committee, and Joint Consultative Committee be agreed.</p> <p>(2) That the Principal Agenda Items for 2018/19 be agreed.</p> <p>(3) That the Meeting Schedule &amp; Training Schedule for 2018/19 be agreed.</p>
<b>52:</b>	<b>Lead Authority Issues</b>
	No Lead Authority issues were raised.
<b>53:</b>	<b>Exclusion of the Public &amp; Press</b>
	<b>Resolved</b> - That the public and press be excluded from the meeting during consideration of Agenda Items 18 to 22 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.
	<b>IN PRIVATE</b>
<b>56:</b>	<b>Business Update - (Exempt Paragraph 3)</b>
	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.
	<b>Resolved</b> – (1) That the report be noted.
<b>57:</b>	<b>Dividend Distribution – (Exempt Paragraph 3)</b>
	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 2017.
	<b>Resolved</b> - (1) That the distribution of dividend would be distributed as per recommendation 4.1.
<b>58:</b>	<b>Report of the Independent Director – (Exempt Paragraph 3)</b>
	Members gave consideration to a report of the Independent Director which detailed his observations of the organisation since March.
	<b>Resolved</b> - (1) That the report of the Independent Director and his observations be noted.
<b>59:</b>	<b>Investment Proposal – (Exempt Paragraph 3)</b>
	The Managing Director provided Members with an update on the progress of the Investment Proposal and provided some anticipated timescales.

	<p>Members queried the process that is proposed. Officers answered a number of questions and Members were satisfied with the responses.</p> <p><b>Resolved</b> – (1) That Members agreed the proposal in 4.1, 4.2 and 4.4.</p>
<b>60:</b>	<b>Succession Planning – (Exempt Paragraph 3)</b>
	<p>Consideration was given to the report of the Managing Director which outlined a succession plan for the Senior Leadership Team and Board of Directors.</p> <p><b>Resolved</b> – (1) That the proposed actions outlined in section 3 of the report be agreed.</p>
<b>61:</b>	<b>DATE AND TIME OF NEXT MEETING</b>
	<p><b>Resolved</b> – That the next meeting of the YPO Management Committee will be held on 30<sup>th</sup> November 2018.</p>