

Your Ref.  
Our Ref

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Date 06 November 2019

Merran McRae – Chief Executive

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Typetalk calls welcome

**To: Members of the YPO Joint Committee Executive Sub-Committee**

Dear Member,

**YPO EXECUTIVE SUB-COMMITTEE – FRIDAY, 15 NOVEMBER 2019**

It is with pleasure that I write to invite you to attend a meeting of the YPO Joint Committee Executive Sub-Committee which is to be held at **10:30 am on Friday, 15 November 2019** in the **YPO Headquarters, 41 Industrial Park, Wakefield** to consider the items set out in the agenda attached.

Please note a training session entitled 'Order Process in the Warehouse' is taking place prior to the meeting at 10am.

Yours sincerely



Merran McRae  
Secretary to the Joint Committee

**As a courtesy to colleagues will you please turn off your mobile phones and pagers prior to the start of the meeting.**

**YORKSHIRE PURCHASING ORGANISATION EXECUTIVE SUB-COMMITTEE -  
Friday, 15 November 2019**

**AGENDA**

1. Chair's Introduction and Welcome.
2. Acceptance of Apologies for Absence.
3. Members' Declarations of Interest.
4. To note any items which the Chairman has agreed to add to the Agenda on the grounds of urgency.
5. To approve, as a correct record, the Minutes of the Executive Sub-committee meeting held on 8th March 2019. (Pages 1 - 3)
6. YPO Pay Policy. (Pages 5 - 23)
7. Lead Authority Issues.
8. Exclusion of the Public and Press  
In relation to reports containing exempt information to consider and, if approved, pass the following resolution: -  
  
"That the public and press be excluded from the meeting during consideration of agenda items 10 - 16 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."
9. IN PRIVATE
10. Financial Performance Report. (Pages 25 - 47)
11. Attendance Report. (Pages 49 - 54)
12. Associate Membership Application. (Pages 55 - 60)
13. Business Update. (Pages 61 - 63)
14. Stock Adjustments Report. (Pages 65 - 68)
15. Independent Director Report - Member Discussion. (Page 69)
16. Date and Time of Next Meeting.  
The next meeting will be held on 6<sup>th</sup> March 2020.

**YORKSHIRE PURCHASING ORGANISATION EXECUTIVE SUB-COMMITTEE**

**8<sup>th</sup> March 2019**

**Present:**        The Chair: Councillor Walker (Wigan)  
                       Councillors: Rawlings (York), Whiteley (Bradford), Mackenzie (North  
                       Yorkshire).

<b>16:</b>	<b>CHAIR'S INTRODUCTION &amp; WELCOME</b>
	The Chair, Councillor Walker, welcomed Members to the meeting.
<b>17:</b>	<b>APOLOGIES FOR ABSENCE</b>
	Apologies for absence submitted prior to the meeting were accepted on behalf of Councillor Shaw (Wakefield), and Atkin (Rotherham).
<b>18:</b>	<b>MEMBERS DECLARATION OF INTEREST</b>
	There were no declarations of interest made.
<b>19:</b>	<b>URGENT ITEMS</b>
	Cllr Walker agreed to add an urgent verbal item to the agenda. Cllr Walker stated that this would be discussed in the private section of the meeting as it was commercially sensitive.
<b>20:</b>	<b>MINUTES – 16<sup>TH</sup> NOVEMBER 2018</b>
	<b>Resolved</b> – (1) That the Minutes of the meeting of the YPO Executive Sub-Committee held on 16 <sup>th</sup> November 2018 be approved as a true and accurate record.
<b>21:</b>	<b>LEAD AUTHORITY ISSUES</b>
	No Lead Authority issues were discussed.
<b>22:</b>	<b>EXCLUSION OF THE PUBLIC AND PRESS</b>
	<b>Resolved</b> – That the public and press be excluded from the meeting during consideration of Agenda Items 8 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.
<b>23:</b>	<b>ASSOCIATE MEMBERSHIP APPLICATIONS (EXEMPT)</b>
	A report was submitted detailing applications for four new Associate memberships from: Cleveland Police, Lancashire County Council, London Borough of Islington and Oxfordshire County Council.

	<p>Councillors asked for more detail and clarification around a number of points and were satisfied with the responses provided by Officers.</p> <p><b>Resolved</b> - (1) That the report was acknowledged and recommended to the Management Committee for approval.</p>
<b>24:</b>	<b>FINANCIAL PERFORMANCE REPORT (EXEMPT)</b>
	<p>The Executive Director (Paul Smith) presented the report detailing the full year results against the budget for year ending 2018.</p> <p>Thanks were given to the Board of Directors for the work undertaken throughout 2018 in a very challenging market.</p> <p><b>Resolved</b> – (1) That the Financial Performance Report be acknowledged and noted.</p>
<b>25:</b>	<b>BUSINESS UPDATE (EXEMPT)</b>
	<p>The Managing Director (Simon Hill) presented the Business Update which provided Members with an update on activities of the organisation since the last sub-committee and provided an overview on forthcoming activities and challenges.</p> <p>Updates were given on the Procurement, Commercial, Operations and Business Change &amp; IT areas of the business.</p> <p><b>Resolved</b> – (1) That the report be noted.</p>
<b>26:</b>	<b>ATTENDANCE REPORT (EXEMPT)</b>
	<p>The Executive Director (Julie Wray) presented the Attendance report. This report is provided in response to a request from Members to update the Committee on levels of sickness absence in the organisation.</p> <p>Councillors made a number of comments on the absence figures, and Officers provided further explanation on certain points.</p> <p><b>Resolved</b> – (1) That the report be noted.</p>
<b>27:</b>	<b>OPTIONS FOR AUTOMATIC SPRINKLERS (EXEMPT)</b>
	<p>Members discussed the report of the Executive Director (Julie Wray) in relation to the options of automatic sprinklers.</p> <p>The Managing Director held a discussion in relation to automatic sprinklers and long-term viability.</p> <p><b>Resolved</b> – (1) That decision be put on hold pending a future report in</p>

	November in relation to YPO's property strategy.
<b>28:</b>	<b>INDEPENDENT DIRECTOR MEMBERS DISCUSSION (EXEMPT)</b>
	<p>The Chair requested that YPO officers leave the meeting for this item.</p> <p>The Independent Director (Rob McWilliam) provided Members with a verbal update in relation to YPO's on-going activity and challenges, Governance and Strategy.</p> <p>Councillors thanked the Independent Director for his update and noted it was useful.</p> <p><b>Resolved – (1)</b> That the verbal update be acknowledged and noted.</p>
<b>29:</b>	<b>URGENT ITEM</b>
	<p>The Managing Director (Simon Hill) updated Members on a strategic opportunity that has arisen, Members acknowledged the information provided and agreed with the next steps suggested by the Managing Director. A further verbal update will be provided to the Management Committee on 22<sup>nd</sup> March 2019.</p>
<b>30:</b>	<b>DATE AND TIME OF NEXT MEETING</b>
	<p><b>Resolved – (1)</b> That the next meeting of the YPO Executive Sub Committee is to be held 7<sup>th</sup> June 2019, 10.30am.</p>

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**YPO**  
**EXECUTIVE SUB COMMITTEE**  
**TO BE HELD ON**  
**15<sup>TH</sup> NOVEMBER 2019**

**SUBJECT: YPO PAY POLICY (COMPLIANCE WITH THE LOCALISM ACT 2011 AND THE LOCAL GOVERNMENT TRANSPARENCY CODE 2014)**

**REPORT OF: EXECUTIVE DIRECTOR**

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**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.
- 1.2    To agree the additional information to be published to comply with the Local Government Transparency Code 2014.

**2     RECOMMENDATIONS**

- 2.1    To agree the Pay Policy for 2020.
- 2.2    To agree the information to be published in line with the revised transparency requirements.

**3     BACKGROUND**

- 3.1    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.
- 3.2    The Local Government Transparency Code 2014 outlines information that each Local Authority must publish and additional information that is recommended for publication, following the principle that all data held and managed by local authorities should be made available unless there are specific sensitivities (e.g. protecting vulnerable people, commercial or operational considerations).

## Agenda Page 6

The information concerning staff that must be published is outlined in Appendix B and the information to be published by YPO is attached.

- 3.3 YPO currently pay apprentices age related pay from day 1. This equates to:
- |          |                |
|----------|----------------|
| Over 25  | £8.21 per hour |
| 21-24    | £7.70 per hour |
| 18-20    | £6.15 per hour |
| Under 18 | £4.35 per hour |

The Government guidance is a minimum of £3.90 per hour in year 1 and age related pay in year 2.

Board have delegated responsibility to review the rates on an annual basis in line with any public sector pay increases.

- 3.4 In 2013 as part of the pay policy review for 2014 YPO Management Committee agree to implement the living wage at YPO. This was not via an accreditation process and therefore we are not bound to accept any increases proposed by the living wage foundation. There are currently no people in receipt of a living wage supplement.

## 4 OPTIONS APPRAISAL

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

## 5. FINANCIAL IMPLICATIONS

- 5.1 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.

## 6. LEGAL IMPLICATIONS

- 6.1 Publication of a pay policy is a statutory requirement of the Localism Act 2011. The publication of additional information is a requirement of the Local Government Transparency Code 2014.

## 7. EQUALITY IMPLICATIONS / EQUALITY OF OPPORTUNITY IMPLICATIONS

- 7.1 The Pay Policy is fully compliant with the Equality Act 2010.

## 8. ECONOMIC IMPLICATIONS

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

**9. HUMAN RESOURCE IMPLICATIONS**

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

**10. RISK ASSESSMENT**

10.1 None as a statutory requirement to publish information.

**11. CONSULTATIONS AND ENGAGEMENT**

11.1 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.

**APPENDICES:**

*Appendix 1 - YPO Pay Policy 2020*

*Appendix 2 - YPO Senior Management Pay as at 31'12'19*

*Appendix 3 - YPO Transparency policy information 2020*

**SERVICE DIRECTOR: JULIE WRAY, EXECUTIVE DIRECTOR**

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## **YPO - Statement of Pay Policy 1<sup>st</sup> Jan 2020 to 31<sup>st</sup> December 2020**

### **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 Local Government Transparency Code 2014.

- 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 an appointments 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 2019 and if agreed will be made public on the first working day of January 2020

- 1.4 This pay policy is in addition to the data on pay and rewards for senior staff which is published separately in line with the Local Government Transparency Code 2014). It should be noted that some of the requirements to publish data under the Local Government Transparency code may differ from the data requirements of the Code of Practice and the Accounts and Audit Regulations and both are complied with as stated. The transparency information relevant to people is attached at Appendix B

### **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 YPO Directors:

- Managing Director
- Executive Director / Deputy MD
- Executive Director
- Executive Director

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 posts which are part of the Senior Leadership Team:

- Head of Logistics
- Head of Public Sector
- Head of Education
- Head of Marketing
- Head of Finance
- Head of HR
- Head of Business Change and IT

### **3. Policy on remunerating Chief Officers**

- 3.1 The policy on remunerating Chief Officers is set out at schedule A at the end of this policy statement. It is YPO's policy to establish a remuneration package for each officer post that is sufficient to attract and retain staff with the appropriate skills, knowledge, experience, abilities and qualities that are 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 1 within Grade 1, this relates to an annual salary of £17,364 and can be expressed as an hourly rate of pay of £9.00. This pay point and salary was determined by the pay scale for employees employed on Local Government Services Terms and Conditions from 1<sup>st</sup> April 2019. The pay rate is increased in accordance with any pay settlements which are reached through the National Joint Council for Local Government Services.
- 4.3 From the 1<sup>st</sup> April 2014 YPO implemented the living wage to pay a contractual supplement to YPO employees. This is reviewed annually and is currently paid to a minimum of £9.00 per hour on base pay only but not on enhancements such as overtime. YPO did not seek accreditation to the living wage foundation and therefore the supplement will be reviewed annually when figures are released in November each year and a decision taken

before the 1<sup>st</sup> April as to if the increases proposed should be adopted. There are currently no people at YPO in receipt of the living wage supplement.

The living wage supplement does not apply to apprentices, however we will continue to review apprentice pay rates on an annual basis.

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

- 5.1 The highest paid salary in YPO is £128,631 which is the substantive salary of the Managing Director. The average salary in YPO (not including apprentices) is £26,702. The ratio between the two salaries, the 'pay multiple' is 4.8:1 The median salary is £21,166 The ratio between the highest and median salary points is 6:1

YPO does not have a policy on maintaining or reaching a specific 'pay multiple', however we 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 (in accordance with an agreed job evaluation scheme), 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 that covered by this policy statement 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 Appendix A of this policy statement

### **7. Approval of Salary Packages for Chief Officers (Directors)**

- 7.1 YPO will ensure that any salary package for appointment at Director level 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 (Directors)**

- 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 2020 – end December 2020), 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 – Appendix A**

### **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

### **Essential Car Users**

YPO operate an essential car user scheme that is governed by the essential car user policy which defines the eligibility. This is agreed on a case by case basis and there is no automatic right even though existing employees undertaking the same role have may have a car or car user payment. From the 1<sup>st</sup> January 2018 any new employees (with the exception of those travelling more than 10,000 business miles) will only have access to a car user payment.

The policy itself has been subject to a full review to ensure it is environmentally friendly and cost effective.

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 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.

### **Additions to pay**

YPO would not make additional payments beyond those specified in the contract of employment, other than the Living wage supplement for those earning less than £9.00 per hour (as at October 2019)

### **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 officers

### **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

### **Transparency**

YPO meets its requirements under the Localism Act and the Local Government Transparency Code 2014 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

## **Pay Policy Statement – Appendix B**

### **Summary of staff data requirements of the Local Government Transparency Code**

The revised code outlines information that each Local Authority must publish and additional information that is recommended for publication, following the principle that all data held and managed by local authorities should be made available unless there are specific sensitivities (e.g. protecting vulnerable people, commercial or operational considerations)

The information concerning staff that must be published is outlined below::

#### **Organisation Chart**

- Publish an organisation chart covering staff in the top three levels of the organisation. The following information must be included for each member of staff included in the chart:
  - grade
  - job title
  - local authority department and team
  - whether permanent or temporary staff
  - contact details
  - salary in £5,000 brackets, consistent with the details published for Senior Salaries
  - salary ceiling (the maximum salary for the grade)

#### **Senior Salaries**

- Local authorities must place a link on their website to the following data or must place the data itself on its website:
- the number of employees whose remuneration in that year was at least £50,000 in brackets of £5,000
- details of remuneration and job title of certain senior employees whose salary is at least £50,000
- employees whose salaries are £150,000 or more must also be identified by name.
- a list of responsibilities (for example, the services and functions they are responsible for, budget held and number of staff) and details of bonuses and 'benefits in kind',

#### **Pay Multiple**

- Publish the pay multiple on their website defined as the ratio between the highest paid salary and the median salary of the whole of the authority's workforce. The measure must:
- cover all elements of remuneration that can be valued (eg. All taxable earnings for the given year, including base salary, variable pay, bonuses, allowances and the cash value of any benefits-in-kind) use the median

earnings figure as the denominator, which should be that of all employees of the local authority on a fixed date each year, coinciding with reporting at the end of the financial year

- exclude changes in pension benefits, which due to their variety and complexity cannot be accurately included in a pay multiple disclosure.

### **Trade Union Facility Time**

YPO will publish the following information:

- total number (absolute number and full time equivalent) of staff who are union representatives (including general, learning and health and safety representatives)
- total number (absolute number and full time equivalent) of union representatives who devote at least 50 per cent of their time to union duties
- names of all trade unions represented in the local authority
- a basic estimate of spending on unions as a percentage of the total pay bill (calculated as the number of full time equivalent days spent on union activities multiplied by the average salary divided by the total pay bill).

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**YPO Senior Management Pay Data (based on data as at 9<sup>th</sup> September 2019)**

<u>Name</u>	<u>Job Title</u>	<u>FTE</u>	<u>Salary</u>
Simon Hill	Managing Director	1.0	£128,631
Paul Smith	Executive Director / Deputy MD	1.0	£102,936
Jo Marshall	Executive Director	1.0	£92,936
Julie Wray	Executive Director	1.0	£92,936

Data on salaries above £50,000

Salary Bracket	Number of employees
£50,000 - £55,000	7
£55,001 - £60,000	0
£60,001 - £65,000	2
£65,001 - £70,000	2
£70,001 - £75,000	0
£75,001 - £80,000	2

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## Local Government Transparency Code 2014

The following information is information concerning employment that must be published in line with the revised code. All information is accurate to 30<sup>th</sup> November 2016

### Organisation Chart (top three levels of the organisation)

#### YPO Board of Directors

**Managing Director** - the most senior officer at YPO is the Managing Director who working closely with the management committee and lead authority provides provide leadership, strategic direction and operational management to ensure the delivery of all services. The MD also has responsibility for the finance function.

**Executive Director / Deputy MD** – this role has responsibility for procurement (supplies and services), contracts, Finance, IT and Programme Management as well as a number of additional duties in deputising for the MD

**Executive Director** - this role has responsibility for, Sales, Marketing, Catalogue production, CPD, Customer Engagement, Quality Assurance and the Trading Team

**Executive Director** – this role has responsibility for HR, Business Support, Health and Safety, Facilities Management, Logistics, and Transport

The Board share responsibility for managing all YPO employees and meet formally on a monthly basis. The Board is chaired by the Managing Director. Reports requiring further scrutiny or decisions outside of the delegated responsibilities are referred as appropriate to the management committee or a relevant sub-committee.

**YPO Senior Leadership Team** These are all permanent posts. Further details in relation to services and functions, budgets and detailed salary information has not been included as this is deemed to be commercially sensitive information.

Head of Logistics

Head of Public Sector

Head of Education

Head of Marketing

Head of Human Resources

Head of Finance

Head of Business Change and IT

**Contact details**

<b>Role</b>	<b>Current role holder</b>	<b>e-mail address</b>
Managing Director	Simon Hill	<a href="mailto:simon.hill@ypo.co.uk">simon.hill@ypo.co.uk</a>
Executive Director	Paul Smith	<a href="mailto:paul.smith@ypo.co.uk">paul.smith@ypo.co.uk</a>
Executive Director	Jo Marshall	<a href="mailto:jo.marshall@ypo.co.uk">jo.marshall@ypo.co.uk</a>
Executive Director	Julie Wray	<a href="mailto:julie.wray@ypo.co.uk">julie.wray@ypo.co.uk</a>
Head of Logistics	Vacant	
Head of Public Sector	Gavin Rimmington	<a href="mailto:Gavin.rimmington@ypo.co.uk">Gavin.rimmington@ypo.co.uk</a>
Head of Education	Martin Armytage	<a href="mailto:martin.armytage@ypo.co.uk">martin.armytage@ypo.co.uk</a>
Head of Marketing	Rachel Stothard	<a href="mailto:Rachel.stothard@ypo.co.uk">Rachel.stothard@ypo.co.uk</a>
Head of Finance	Steve Hall	<a href="mailto:steven.hall@ypo.co.uk">steven.hall@ypo.co.uk</a>
Head of Business Change and IT	Vacant	
Head of Human Resources	Jo Freeman	<a href="mailto:Jo.freeman@ypo.co.uk">Jo.freeman@ypo.co.uk</a>

**Senior Salaries** – please see the attached link to senior management pay data

**Additional Benefits**

**Pension**

The Local Government Pension Scheme (LGPS) covers Council employees and some councillors. The LGPS is a contributory scheme, this means that the employee contributes to the scheme from his or her own salary. Employees contribute between 5.5% - 12.5% of their salaries.

Employers' contributions to the LGPS vary depending upon how much is needed to ensure benefits under the Scheme are properly funded, and are set independently. The rules governing the pension scheme are contained in regulations made by Parliament.

Further information about the scheme can be found on: [www.lgps.org.uk](http://www.lgps.org.uk)

**Expenses – What are Senior Officers entitled to?**

The Board are expected to work such hours as are necessary to ensure the job gets done. This routinely involves evening and sometimes weekend work as well as a standard Monday to Friday business week.

No extra payments are made for such extended hours.

Senior officers in line with all employees are able to claim for a restricted amount of legitimate business expenses, including business travel in line with YPO's travel and subsistence policy.

**Pay Multiple** – this is included in the Statement of Pay Policy 2020 which was approved at Management Committee on the 29<sup>th</sup> November 2019.

### **Trade Union Facility Time**

The only Union recognised by YPO for collective consultation is UNISON. There are 9 elected Union representatives with the following hours allocated for Union duties

Branch Chair, 7 hours per week

Branch secretary, 18 hours per week

Health and Safety rep 4 days per year plus 2 hours a month for meetings

4 workplace and safety reps 2 hours per month for meetings.

Additional hours may be required for ad hoc meetings, support in conduct issues etc.

1450 hours are currently allocated for a 12 month period which is the equivalent of 0.75 FTE

In the 12 months to the 9<sup>th</sup> September 2019 2114 hours were spent on Union duties, the equivalent of 1.1 FTE

Currently the branch secretary is also the Health and Safety rep which equates to 50% of his available working time.

A basic estimate of spending on Unions as a percentage of the total pay bill (calculated as the number of full time equivalent days spent on union activities multiplied by the average salary divided by the total pay bill) is £27,183 or 0.2% of the total pay bill.

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