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Our Ref

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Date 03 March 2022

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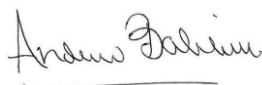
To: Members of the YPO Joint Committee Executive Sub-Committee

Dear Member,

YPO EXECUTIVE SUB-COMMITTEE – FRIDAY, 11 MARCH 2022

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, 11 March 2022** in the **YPO Headquarters, 41 Industrial Park, Wakefield** to consider the items set out in the agenda attached.

Yours sincerely



Andrew Balchin
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, 11 March 2022**

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 12th November 2021. (Pages 1 - 3)
6. Lead Authority Issues - Gillian Marshall/ Neil Warren.
7. 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 8 - 10 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.”

IN PRIVATE

8. Financial Performance Review 2021 - Julie Hawley. (Pages 5 - 8)
9. 3 - 5 Year Strategy Update - Julie Hawley. (Pages 9 - 14)
10. Independent Director Update - Jon Towler. (Page 15)
11. Date of Next Meeting.
8th July 2022.

YORKSHIRE PURCHASING ORGANISATION EXECUTIVE SUB-COMMITTEE

12TH NOVEMBER 2021

Present: The Chair: Councillor Shaw (Wakefield)
 Councillors: Walker (Wigan), Atkin (Rotherham), Daubeney (York),
 Felstead (Bradford)

1:	CHAIR'S INTRODUCTION & WELCOME
	The Chair, Councillor Shaw, welcomed Members to the meeting.
2:	APOLOGIES FOR ABSENCE
	Apologies for absence submitted prior to the meeting were accepted on behalf of Councillor Cox (Bolton), and White (North Yorkshire).
3:	MEMBERS DECLARATION OF INTEREST
	There were no declarations of interest made.
4:	URGENT ITEMS
	No urgent items were raised.
5:	MINUTES – 9TH JULY 2021
	Resolved – (1) That the Minutes of the meeting of the YPO Executive Sub-Committee held on 9 th July 2021 be approved as a true and accurate record.
6:	YPO PAY POLICY
	<p>Consideration was given to a report of the Executive Director, Julie Hawley, which asked Members to agree a pay policy for YPO in line with statutory requirements to comply with the 2011 Localism Act.</p> <p>A discussion was held which confirmed the appraisal process for the Managing Director.</p> <p>Gillian Marshall (Monitoring Officer) raised the possible need for a market supplement payment provision to be contained in the YPO pay policy going forward. Gillian recommended that Simon Hill be given a delegation of powers to use this provision, on the basis that an appropriate business case is put forward in each instance.</p> <p>Julie Hawley shared that the Gender Pay Gap report has been circulated separately and made the suggestion that this be included within the Pay Policy report in future.</p> <p>Resolved – (1) That the Pay Policy for 2022 be agreed.</p>

	<p>(2) That the information be published in line with the revised transparency requirements.</p> <p>(3) It was agreed to incorporate the gender pay gap report in the pay policy report going forward.</p> <p>(4) It was agreed to provide Simon Hill with a delegation of power to add a market supplement provision into the YPO Pay Policy.</p>
7:	LEAD AUTHORITY ISSUES
	No Lead Authority issues were discussed.
8:	EXCLUSION OF THE PUBLIC AND PRESS
	Resolved – That the public and press be excluded from the meeting during consideration of Agenda Items 9 to 13 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.
	IN PRIVATE:
9:	FINANCIAL PERFORMANCE REPORT (EXEMPT)
	<p>The Executive Director (Julie Hawley) presented the report which provides an update of the organisation’s performance in 2021.</p> <p>Julie provided an update on the October figures.</p> <p>A discussion was held around the profit target for yearend, and Members were satisfied with Officers responses on this.</p> <p>Neil Warren (S151 Officer) recommended that this may be an appropriate time to commission a review of the dividend distribution policy. Councillors agreed with this recommendation.</p> <p>Resolved – (1) That the Financial Performance Report be acknowledged and noted.</p> <p>(2) It was agreed for the dividend distribution policy to be reviewed, and options to be brought back to Committee on this next time a decision is required.</p>
10:	BUSINESS UPDATE (EXEMPT)
	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>Simon gave an update on current working practises relating to Covid-19.</p> <p>Resolved – (1) That the report be noted.</p>
11:	STOCK ACCURACY REPORT (EXEMPT)
	<p>Consideration was given to a report that provides Members with an up to date stock adjustments position for 2021.</p> <p>Julie Hawley talked through the report and the intentions going forward relating to the perpetual inventory plan.</p> <p>Resolved – (1) That the report be noted.</p>
12:	ATTENDANCE REPORT (EXEMPT)
	<p>The Executive Director (Julie Hawley) presented the Attendance report. This report provides an update to the Executive Sub Committee regarding attendance management for the period September 2020 to August 2021 including coronavirus (COVID-19) absences.</p> <p>Julie talked through the measures that have been put in place to protect staff relating to Covid-19.</p> <p>Resolved – (1) That the report be noted.</p>
13:	INDEPENDENT DIRECTOR MEMBERS DISCUSSION (EXEMPT)
	<p>The Chair requested that YPO officers leave the meeting for this item.</p> <p>Jon Towler (Independent Director) provided a verbal update to Members, highlighting key areas for member consideration and sharing his observations since the last sub-committee.</p> <p>Councillors thanked Jon for his comments.</p> <p>Resolved – (1) That the verbal update be acknowledged and noted.</p>
15:	DATE AND TIME OF NEXT MEETING
	<p>Resolved – (1) That the next meeting of the YPO Executive Sub Committee is proposed to be held 11th March 2022, at 10:30am.</p>

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of Part 1 of Schedule 12A of the Local Government Act 1972.

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