

YORKSHIRE PURCHASING ORGANISATION MANAGEMENT COMMITTEE

Friday 21st July 2023

Present:

Barnsley
Councillor Barnard

Bolton
Councillor Fielding

Calderdale
Councillor Barnes

Doncaster
Councillor Cole

Kirklees
Councillor Turner

Knowsley
Councillor Walsh

Rotherham MBC
Councillor Atkin

Wakefield MDC
Councillor Speight

Wigan MBC
Councillor Walker

1:	Members Declaration of Interest
	No declarations of interest were made.
2:	Apologies for Absence
	Apologies for absence submitted prior to the meeting were accepted on behalf of Councillors Thornton (Bradford), Bond (St Helens), Franklin (Barnsley), and Merrett (York).
3:	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 Joint Consultative Committee/Appointments Sub-Committee for the year 2023/24.

	<p>A nomination was received and seconded on behalf of Councillor Walker (Wigan).</p> <p>Councillor Walker noted his thanks to Councillor Shaw (Wakefield) for his time as Chair on behalf of the Management Committee.</p> <p>Resolved – (1) That Councillor Walker of Wigan Council be elected Chair of the Management Committee of the Yorkshire Purchasing Organisation for 2023/24.</p>
4:	Election of Vice Chair
	<p>The Chair requested nominations for the position of Vice Chair for 2023/24.</p> <p>A nomination was received and seconded on behalf of Councillor Barnes (Calderdale).</p> <p>Resolved – (1) That Councillor Barnes of Calderdale Council be elected as Vice Chair of the Management Committee of the Yorkshire Purchasing Organisation for 2023/24.</p>
5:	Urgent Items
	No urgent items were discussed.
6:	Minutes of the Audit & Scrutiny Sub-Committee – 7th July 2023
	<p>Resolved – (1) That the Minutes of the meeting of the Audit & Scrutiny Sub Committee held on 7th July 2023 be accepted as a correct record, and the recommendations contained within the minutes are also agreed.</p> <p>Matters arising from the minutes –</p> <p>Annual accounts – Julie Hawley explained that there has been a revaluation of pension commitments, and this has gone into a surplus. This has not been reflected in the accounts, leaving the numbers as is. There is delegated authority to the Chair and Interim S151 Officer to sign off the accounts after this meeting.</p> <p>Format of accounts – Julie Hawley explained that a change to the format of the accounts was approved in the Audit & Governance sub-committee. The numbers remain the same but there will be a formatting change going forward.</p> <p>It was raised in the meeting by Internal Audit that a draft plan for the audit for 2024 should be added to the Audit & Governance sub-committee November agenda. This has been picked up and added to the principal agenda items.</p>
7:	Minutes of the Management Committee – 25th November 2022
	Resolved – (1) That the Minutes of the meeting of the YPO Management Committee held on 25 th November 2022 be accepted as a correct record.

8:	Membership of the YPO Management Committee
	<p>The Managing Director asked members to review the information contained in the report regarding Committee representation from Member Authorities.</p> <p>Councillor Walker raised the number of meetings throughout the year. Simon Hill explained that we reduced the number of formal meetings that are planned in throughout the year, however we also need a level of familiarity with the business. We are proposing to hold more regular informal business update meetings going forward, that can be held virtually.</p> <p>Resolved – (1) That the content of the report relating to Management Committee Membership be noted.</p> <p>(2) Members agreed to the proposal of holding more regular informal business update meetings virtually. These meetings are to be added to the work programme.</p>
9:	Appointments to Sub Committees & Joint Consultative Committee
	<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 July 2023.</p> <p>Simon Hill proposed that the new Chair and Vice Chair, as well as the existing three Members that are currently on the JCC remain, and all other Members to make up the Audit & Governance Sub Committee.</p> <p>Resolved – (1) That the report be noted.</p> <p>(2) That the proposal around sub-committee representation was agreed by all.</p>
10:	Terms of Reference & Work Programme 2023-2024
	<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, and Principal Agenda Items for each Committee and Sub-Committee.</p> <p>Simon explained the proposed principal agenda items are the minimum, other items can be added as and when required or suggested by Members.</p> <p>Resolved - (1) That the terms of reference for 2023/24 for the Management Committee, Audit & Governance Sub-Committee and Joint Consultative Committee be agreed.</p> <p>(2) That the Principal Agenda Items for 2023/24 be agreed.</p> <p>(3) That the Meeting Schedule for 2023/24 be agreed.</p>

11:	Annual Assurance Opinion
	<p>Consideration was given to the report of the Service Manager for Internal Audit & Risk (Wakefield Council) which provides Members with an update on the strength of YPO's governance, risk management, and control environment.</p> <p>Julie Hawley explained the content is weighted more towards 2022.</p> <p>Jason Brook apologised that plan was not completed in time. This was due to challenges around resourcing and availability. Jason noted that we have agreements in place with Simon and Julie at YPO to avoid this happening again.</p> <p>Jason noted there is clear evidence that the management team have been proactive on any issues raised. We have also reviewed how draft reports are submitted via the Directors.</p> <p>Jason noted that the non-financial work will be prioritised early in the year in future.</p> <p>A discussion was held around the positive action that is being taken by YPO to ensure future improvements.</p> <p>Councillor Walker raised a question around the software issues. Julie Hawley explained what was put in place by YPO to mitigate issues at the time, and shared we are also currently scoping out our options for the future.</p> <p>Cllr Walker asked if Members can be brought up to date more regularly on where we are with invoice payments. It was agreed to bring this back to a future committee.</p> <p>Resolved – (1) That the Management Committee receive and note the Internal Audit Annual Assurance Opinion.</p> <p>(2) That the Management Committee notes the continued conformance to the Public Sector Internal Audits Standards.</p> <p>(3) That the Management Committee encourages the completion of client satisfaction questionnaires by officers at YPO following the completion of internal audit work. This will help in the continual improvement of the Internal Audit Team, and thereby add value to the organisation.</p> <p>(4) That a report containing information on the status of invoice payments be brought to a future Committee.</p>
12:	Lead Authority Issues
	<p>Gillian Marshall (Wakefield) explained that Wakefield provides YPO with a S151 officer as Lead Authority. Neil Warren is leaving Wakefield Council, so the interim S151 Officer is Caroline Carter.</p>

	<p>Simon Hill noted YPO's thanks to Neil for his time as S151 Officer.</p> <p>Gillian Marshall raised that we are still awaiting the signed versions of the updated Management agreement. So far, we have had signed agreements back from Wakefield, Doncaster, and Rotherham. Gillian requested that all other authorities please review, sign, and return this as soon as possible.</p>
13:	Annual Report 2022
	<p>The Managing Director, Simon Hill, submitted the annual report to the Management Committee as set out in the YPO Management Agreement.</p> <p>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 Members prior to the meeting, and individual authority Benefits Statements will be forwarded to Members in due course.</p> <p>Simon Hill talked through the highlights of the report. Councillor Speight commented that the report is positive and informative.</p> <p>Resolved – (1) That the report be noted.</p>
14:	Exclusion of the Public & Press
	<p>Resolved - <i>That the public and press be excluded from the meeting during consideration of Agenda Items 15 to 19 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.</i></p>
	IN PRIVATE:
15:	Business Update - (Exempt Paragraph 3)
	<p>The Managing Director (Simon Hill) presented the Business Update which provided Members with an update on activities of the organisation since the last committee and provided an overview on forthcoming activities and challenges.</p> <p>Nick Ramshaw shared a commercial update, noting that it is a challenging time for budgets. Nick shared the commercial initiatives YPO are working on currently.</p> <p>Julie Hawley shared an update on finance, projects, and HR. Our trading performance is on track for the end of year target. We are now looking ahead to mitigate any issues for the remainder of the year.</p> <p>Julie Hawley noted we have launched our Climate change strategy and are holding ourselves to targets on net zero.</p>

	<p>Jacque Lightfoot shared the key highlights from operations and IT. Jacque noted we have delivered an excellent peak and maintained our service levels to customers.</p> <p>Jacque provided an update on recent IT system upgrades and future plans.</p> <p>Jacque shared we have recently appointed a new Health & Safety Manager, and action plans are in place.</p> <p>Simon shared a Public Sector update. There are currently revisions being made to the procurement regulations. We are very engaged in this process and programme and want to support authorities with this.</p> <p>Councillors asked a number of questions and made various comments on the Business Update report and were satisfied with the responses from Officers.</p> <p>It was noted that it is YPO's 50th birthday next year, and we are planning a full year of activities.</p> <p>Resolved – (1) That the report be noted.</p> <p>(2) It was agreed to share a draft plan on YPO's 50th birthday activities in the November Management Committee.</p>
16:	Dividend Distribution – (Exempt Paragraph 3)
	<p>Members considered a report of the Head of Finance which sought agreement on the level and method of dividend distribution for the year 2022.</p> <p>It was noted that an updated report has been submitted.</p> <p>Julie Hawley explained the table shows the split between authorities and the comparison to last year.</p> <p>A discussion was held around YPO's financial self-sufficiency.</p> <p>Resolved - (1) That the Committee approve the proposed dividend amount, distribution split, and timings.</p>
17:	Report of Non-Executive Director – (Exempt Paragraph 3)
	<p>Members gave consideration to a report of the Non-Executive Director which detailed her recent observations of the organisation. Helen Lisle talked through the key headlines of the report.</p> <p>Resolved - (1) That the report of the Non-Executive Director be noted.</p>
18:	Monitoring Officer Update – (Exempt Paragraph 3)

	<p>The Monitoring Officer update report was discussed, and Members made a number of comments.</p> <p>Resolved - (1) That the Monitoring Officer update report be noted.</p>
19:	Board Structure – (Exempt Paragraph 3)
	<p>The Managing Director (Simon Hill) talked through the report which provides members with a proposal for a revision to the structure of the YPO Board of Directors.</p> <p>Resolved - (1) That members approve the proposal to amend the current YPO Board structure in Appendix 1 to that shown in the diagram at Appendix 2.</p>
20:	DATE AND TIME OF NEXT MEETING
	<p>Resolved – That the next meeting of the YPO Management Committee will be held on 24th November 2023.</p>