

# YORKSHIRE PURCHASING ORGANISATION MANAGEMENT COMMITTEE

Friday 24<sup>th</sup> November 2023

## Present:

**Barnsley**  
Councillor Frost

**Calderdale**  
Councillor Barnes

**Doncaster**  
Councillor Cole

**Rotherham MBC**  
Councillor Atkin

**Wakefield MDC**  
Councillor Speight

**Wigan MBC**  
Councillor Walker

**York**  
Councillor Merrett

<b>1:</b>	<b>Members Declaration of Interest</b>
	No declarations of interest were made.
<b>2:</b>	<b>Apologies for Absence</b>
	Apologies for absence submitted prior to the meeting were accepted on behalf of Councillors Thornton (Bradford), Walsh (Knowsley), Fielding (Bolton), and Turner (Kirklees).
<b>3:</b>	<b>Urgent Items</b>
	No urgent items were discussed.
<b>4:</b>	<b>Minutes of the Audit &amp; Scrutiny Sub-Committee – 3<sup>rd</sup> November 2023</b>
	<b>Resolved</b> – (1) That the Minutes of the meeting of the Audit & Scrutiny Sub Committee held on 3 <sup>rd</sup> November 2023 be accepted as a correct record, and the recommendations contained within the minutes are also agreed.
	Matters arising from the minutes –
	Cllr Walker asked for the rationale around why the decision was made to remove cyber security from the internal audit plan. It was explained that a specific report was brought to the Audit & Governance sub-committee on

	<p>cyber security, and we have a lot of focus on it due to the ISO accreditation. Therefore, a discussion was held around the priorities for the internal audit plan, and it was agreed to swap this for another item.</p>
<b>5:</b>	<b>Minutes of the Management Committee – 21<sup>st</sup> July 2023</b>
	<p><b>Resolved</b> – (1) That the Minutes of the meeting of the YPO Management Committee held on 21<sup>st</sup> July 2023 be accepted as a correct record.</p> <p>Cllr Walker noted there is an informal business update meeting in the diaries in March, and requested Councillors make this meeting a priority to attend.</p> <p>It was noted we are still awaiting responses from over half of member authorities for approval of the Management agreement.</p> <p><b>Resolved:</b> (1) It was agreed to make contact with the Councillors for those authorities that have not yet responded on the Management agreement, so this can be raised further.</p>
<b>6:</b>	<b>Appointment of Executive Director</b>
	<p>The Managing Director talked through the report which shares the outcome of the recruitment of the Executive Director – Procurement role. The report is brought to the Management Committee to ratify the appointment of the Executive Director - Procurement by the YPO Appointments Sub Committee.</p> <p>Simon noted that the start date for this role is 1<sup>st</sup> March due to the notice period.</p> <p><b>Resolved</b> – (1) That the recommended appointment to the position of Executive Director – Procurement, be appointed on the terms recommended by the Appointments Sub Committee.</p>
<b>7:</b>	<b>Lead Authority Issues</b>
	<p>Gillian Marshall (Wakefield) shared there are no other lead authority issues to raise.</p> <p>Cllr Walker raised it is important to raise YPO's profile in our own authority areas where possible. Simon shared we have done some successful work with local chambers of commerce. If there are any local commerce events that Members feel would be beneficial for YPO to attend, please let us know.</p>
<b>8:</b>	<b>Exclusion of the Public &amp; Press</b>
	<p><b>Resolved</b> - <i>That the public and press be excluded from the meeting during consideration of Agenda Items 9 to 11 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>

	<b>IN PRIVATE:</b>
<b>9:</b>	<b>Business Update - (Exempt Paragraph 3)</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 committee and provided an overview on forthcoming activities and challenges.</p> <p>Simon shared a video on YPO's 50<sup>th</sup> year.</p> <p>Jo Marshall shared the commercial update. The 50<sup>th</sup> campaign is something that will touch everybody and is planned throughout the whole of 2024.</p> <p>Jo talked through the key commercial updates including the tracking on budget, the traction we are seeing from various campaigns, and key sector updates. Social media channels and our digital offering remain key focus areas.</p> <p>Jo shared we have recently had the ICS Survey results back which benchmarks against industry standards in customer service. We are now back up to a score of 84, and all areas of the business have shown improvements which is great to see.</p> <p>Julie Hawley provided the finance and people update. Julie provided an update on our budgeted P&amp;L. We are currently reviewing various processes across the business to look at where improvements can be made.</p> <p>Cash has been a major focus for the year with a focus on debtors. Stock levels are being managed well alongside this.</p> <p>Julie provided an update on the current projects; we have 35 projects on-going with a lot of investment on data and digitalisation.</p> <p>HR have recently introduced a new people portal which is a self-serve system. Through this, we are monitoring the types of queries coming into the HR team.</p> <p>Jacquie Lightfoot provided an update on logistics. We have made big improvements in our delivery performance and are receiving good feedback from customers. We have had various positive recruitments this year in key areas across supply chain, Health &amp; Safety, and transport.</p> <p>Jacquie explained that in IT, the NAV upgrade went well earlier in the year, and the new phone system was successfully implemented over the summer.</p> <p>We are continuing to improve security, and the IT team are issuing comms to ensure staff are aware of any updates happening.</p> <p>A lot of good work has been happening in the Health &amp; Safety area.</p> <p>Jacquie noted our office refurbishment is on-going and has been going well.</p>

	<p>Simon Hill provided an update on the public sector area. We are also focussing on digital in this area, with a new CRM system for public sector customers and a new supplier portal successfully being implemented.</p> <p>Since closing the food warehouse earlier this year, we have had good take up on our food framework contract.</p> <p>Councillors asked various questions on the report, and Officers provided comprehensive responses.</p> <p>Simon noted there is a lot of debate on what YPO could and should do, however it is important to find a balance and maintain the benefits for our customers and our owners.</p> <p>Cllr Atkin raised that it would be a good idea to get both members and staff involved in the 50<sup>th</sup> celebrations, including those that may have worked with the business previously.</p> <p>Cllr Atkin noted that Rotherham Council are launching the children’s capital of culture programme, this would be something good for YPO to get involved in.</p> <p>Cllr Barnes noted that YPO’s need for agility and being able to review ways of working going forward is going to be key. We need to be able to react quickly.</p> <p>Comments were made by Members on various aspects of the report.</p> <p>A question was raised on the debt levels. Julie confirmed we are making good progress in this area.</p> <p><b>Resolved</b> – (1) That the report be noted.</p> <p>(2) It was agreed to continue to have the small group of Chair, Vice Chair, Chair of Audit &amp; Governance, Monitoring Officer, and S151 Officer, in place to take decisions on behalf of the full Management Committee where needed quickly.</p>
<b>10:</b>	<b>Budget and Business Plan – (Exempt Paragraph 3)</b>
	<p>Simon Hill provided some background on the process of setting the budget.</p> <p>Matthew Hirst, Head of Finance, presented the report which presents the 2024 operational profit and loss budget. It also highlights exceptional cost items and Capital Expenditure that needs to be funded next year. Matthew talked through the headlines of the report, including information around over overheads and building in contingencies.</p> <p>Matthew talked through the capital expenditure costs including digitalisation and fleet.</p> <p>A discussion was held around the future of the YPO fleet. Jacquie Lightfoot</p>

	<p>explained it is likely to be a mix of vehicles going forward, but the fleet strategy is being reviewed.</p> <p>Councillors asked for some clarification around specific points, which Officers explained.</p> <p><b>Resolved</b> - (1) That the Committee agree the proposed budget for 2024.</p> <p>(2) That the Committee reviewed the exceptional and capital items highlighted and the proposed funding of these.</p>
<b>11:</b>	<b>Report of Non-Executive Director – (Exempt Paragraph 3)</b>
	<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><b>Resolved</b> - (1) That the report of the Non-Executive Director be noted.</p>
<b>12:</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 19<sup>th</sup> July 2024.</p>