

Your Ref.
Our Ref

Please Reply To Kayley Sykes
Telephone No (01924) 834912
Email kayley.sykes@ypo.co.uk
Date 13 September 2017

Merran McRae – Chief Executive

Town Hall
Wood Street
Wakefield
WF1 2HQ

T 01924 305101; E chiefexec@wakefield.gov.uk
Typetalk calls welcome

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

Dear Member,

YPO EXECUTIVE SUB-COMMITTEE – FRIDAY, 22 SEPTEMBER 2017

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, 22 September 2017** in the **YPO Headquarters, 41 Industrial Park, Wakefield** to consider the items set out in the agenda attached.

Please note a training session will be held prior to the meeting at 10am entitled 'Warehouse & Logistics Strategy'.

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, 22 September 2017**

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 16 June 2017. (Pages 1 - 2)
 6. Lead Authority Issues.
 7. Associate Member Proposals. (Pages 3 - 13)
 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 9 – 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. Performance Report. (Pages 15 - 26)
 10. Business Update. (Pages 27 - 29)
 11. Stock Losses Report. (Pages 31 - 37)
 12. Cost Saving Update. (Pages 39 - 41)
 13. Strategy Update. (Pages 43 - 50)
 14. Date and Time of Next Meeting.
The next meeting will be held on 9 March 2018.

YORKSHIRE PURCHASING ORGANISATION EXECUTIVE SUB-COMMITTEE

16TH JUNE 2017

Present: The Chair: Councillor Walker (Wigan)
 Councillors: Mackenzie (North Yorkshire), Atkin (Rotherham),
 Johnson (St Helens), Mercer (City of York), Whiteley (Bradford).

33:	CHAIR'S INTRODUCTION & WELCOME
	The Chair, Councillor Walker, welcomed Members to the meeting.
34:	APOLOGIES FOR ABSENCE
	Apologies for absence submitted prior to the meeting were accepted on behalf of Councillors Shaw (Wakefield) & Byron (Knowsley).
35:	MEMBERS DECLARATION OF INTEREST
	No declarations of interest were made.
36:	URGENT ITEMS
	No items were discussed.
37:	MINUTES – 10 March 2017
	Resolved – (1) That the Minutes of the meeting of the YPO Executive Sub-Committee held on 10 March 2017 be approved as a true and accurate record.
38:	LEAD AUTHORITY ISSUES
	No Lead Authority issues were discussed.
39:	EXECUTIVE SUB COMMITTEE WORK PROGRAMME AND TERMS OF REFERENCE 2017/2018
	A report of the Managing Director provided an overview of the work scheduled for Executive Sub-Committee for the 2017/18 cycle. This report also proposed the Terms of Reference, Principal Agenda Items, 2017/18 Meeting Schedule and Training Schedule. Resolved - (1) That the report be noted and submitted to the Annual General Meeting in June, proposing a debate at the Annual General Meeting regarding the Meeting Schedule.
40:	ASSOCIATE MEMBER PROPOSALS
	A report was submitted detailing applications for four new Associate memberships from: Allerdale Borough Council, Pendle Borough Council, London Borough of Camden and London Borough of Haringey.

	<p>Councillors asked for more detail and clarification around a number of points and were satisfied with the responses provided by Officers.</p> <p>Resolved - (1) That the report was acknowledged and recommended to the Management Committee for approval.</p>
41:	EXCLUSION OF THE PUBLIC AND PRESS
	<p>Resolved – That the public and press be excluded from the meeting during consideration of Agenda Items 10 to 12 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.</p>
42:	FINANCIAL PERFORMANCE REPORT (EXEMPT)
	<p>The Executive Director (Paul Smith) presented the report detailing the latest performance results for the Organisation.</p> <p>A verbal update was provided to Councillors on the performance of the organisation over the last month.</p> <p>Resolved – (1) That the Performance Report be acknowledged and noted.</p> <p>(2) The Executive Director to review the credit checking process we currently follow in relation to accounts that have an existing credit account.</p>
43:	ENERGY REVIEW (EXEMPT)
	<p>The Executive Director (Procurement, Finance & IT) presented the Energy Review report.</p> <p>Resolved – (1) That the report was acknowledged and recommended to the Management Committee for approval.</p>
44:	BUSINESS UPDATE (EXEMPT)
	<p>The Managing Director 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>Resolved – (1) That the report be noted.</p>
45:	DATE AND TIME OF NEXT MEETING
	<p>Resolved – That the next meeting of the YPO Executive Sub Committee is proposed for 11th November 2017 at 10.30am.</p>



TITLE: ASSOCIATE MEMBERSHIP APPLICATIONS

REPORT OF: STRATEGIC RELATIONSHIP MANAGER

1 PURPOSE OF REPORT

1.1 Provide details of formal applications for YPO Associate Membership received from strategic customers within key target geographies in the North West and Midlands.

2 SUMMARY

2.1 Applications from:

- Police & Crime Commissioner for Merseyside
- Telford & Wrekin Council

2.2 The Police & Crime Commissioner for Merseyside & Merseyside Police have some current usage of YPO contractual arrangements including Business Travel and MFD's with potential opportunities indicated in ICT, Uniforms, Washroom Services and Energy Services. This further extends YPO's engagement in the blue light sector creating further collaborative spend opportunities.

2.3 Telford and Wrekin Council currently spend on 3 YPO contracts including Office Supplies and Equipment, Washroom Services and Enforcement Agencies with potential opportunities for growth indicated in Events Management, ICT, Fleet, Insurance Services and HR.

2.4 Estimated Baseline Figures 2016

Customer	Stock & Direct	Contractual	Total
Merseyside Police	£5k	£158k	£163k
Telford & Wrekin	£75k	£40k	£115k

3 RECOMMENDATIONS

- 3.1 The above applications are recommended for approval falling within the criteria established in 2014 for Associate Membership supporting the continued growth for YPO nationally providing for further engagement opportunity in the Midlands and the Emergency Services sector.
- 3.2 Growth criteria for membership should be set at £500,000 in line with the agreed criteria established in 2014.

4 BACKGROUND

- 4.1 Merseyside Police is the territorial police force responsible for policing Merseyside in North West England. The service area is 647 square kilometres with a population of around 1.5 million. They employ around 7,000 people in a variety of roles such as police officers, community support officers and special constables. Merseyside Police is split into five Basic Command Units - Wirral, Sefton, Knowsley, St Helens and Liverpool with each unit having a combination of neighbourhood policing teams, response teams and criminal investigations units. The service operates under the oversight of the Police and Crime Commissioner, Jane Kennedy.
- 4.2 Telford & Wrekin Council is a unitary district with borough status in the West Midlands region of England. The district was created in 1974 as The Wrekin, then a non-metropolitan district of Shropshire. In 1998 the district became a unitary authority and was renamed Telford and Wrekin. It remains part of the Shropshire ceremonial county and shares institutions such as the Fire and Rescue Service and Community Health with the rest of Shropshire. The authority area covers 290 square kilometres and has a population of over 165,000.
- 4.3 Discussions have also been taking place with Cumbria Police, North Yorkshire Police, Humberside Police, Richmondshire Council and Buckinghamshire County Council in relation to submitting an application for Associate Membership but as yet nothing formal has been received.

5 FINANCIAL IMPLICATIONS

- 5.1 Additional associate membership may lead to additional dividends being available for founder members in the following scenario: -
- The distributable fund is £7,928m (as per the 2016 dividend distribution).
 - The risk proportion of the fund is 30%.
 - The usage proportion of the fund is 50%.
 - The Loyalty proportion of the fund is 20%.

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The opening position would be as follows, as per the 2016 dividend distribution: -

	£ 000's
Members total	£6,179
Associates and non-members	£1,799
Total	£7,978

If the additional income from the new membership was **£1,000,000** as mentioned in section 3.2, then this might translate into an additional profit of around **£50,000**, taking into account the current margins on stock, directs and food, together with the expected income from framework contract rebates. The revised distribution would therefore be as follows:

	New £ 000's	Original £ 000's	Additional £ 000's
Members total	£6,179	£6,142	37
Associates and non-members.	£1,799	£1,786	13
Total	£7,978	£7,928	50

6. LEGAL IMPLICATIONS

6.1 There are no specific legal implications associated with this report.

SERVICE DIRECTOR: PAUL SMITH, EXECUTIVE DIRECTOR

YPO
41 Industrial Park
Wakefield
WF2 0XE

Telephone Number: 01924 834969
Email Address: paul.smith@ypo.co.uk

CONTACT OFFICER: DAVID BEMROSE, STRATEGIC RELATIONSHIP MANAGER

YPO
41 Industrial Park
Wakefield
WF2 0XE

Telephone Number: 01924 834812
Email Address: david.bemrose@ypo.co.uk

APPENDICES:

Appendix 1 – Merseyside Police Application Form
Appendix 2 – Merseyside Police Letter of Application
Appendix 3 – Telford & Wrekin Council Application Form
Appendix 4 – Telford & Wrekin Letter of Application

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Better value, delivered.



Application for Associate Membership

Name of Authority:

Address:

Postcode:

<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
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Contact Name:

Position:

Contact Telephone Number:

Contact Email:

Please provide details of your current usage of YPO Catalogue Supplies and YPO contracts:

Please outline how you will promote YPO Catalogue Supplies and YPO contracts to schools and other Budget Holding Departments/Service Areas within your Authority:



Please indicate any potential growth opportunities (please include the category area and indicative spend value):

Empty box for potential growth opportunities.

Please provide details of any potential collaborative opportunities:

Empty box for potential collaborative opportunities.

Signed:

Empty box for signature.

Position:

Empty box for position.

Date:

Empty box for date.

Please send this completed Application Form, together with a letter, signed by a Senior Officer of the Authority to:

David Bemrose
Strategic Relationship Manager

YPO,
41 Industrial Park,
Wakefield,
WF2 0XE

Please tick areas of interest:

- Catalogue products
- Highways
- Fleet
- Building Maintenance
- Business, Administrative & Travel
- Enforcement Agency
- Insurance Services
- Financial Services
- HR Services
- Social Care
- Energy
- ICT



Mr David Bemrose
Strategic Relationship Manager
Yorkshire Purchasing Organisation
41 Industrial Park
Wakefield
WF2 0XE

20th June 2017

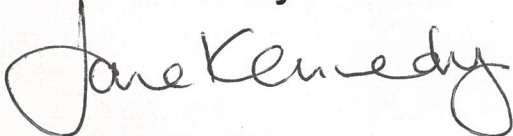
Dear Mr Bemrose

RE: Application for Associate Memberships of the Yorkshire Purchasing Organisation

Please find attached an application form for Associate Membership of the Yorkshire Purchasing Organisation (YPO) from the Office of the Police and Crime Commissioner for Merseyside and Merseyside Police.

I hope that our application is successful and I look forward to continuing to utilise the YPO and working together to develop and promote collaboration opportunities where appropriate in the future.

Yours Sincerely



Jane Kennedy
Police and Crime Commissioner for Merseyside

Rt Hon Jane Kennedy
Police & Crime Commissioner for Merseyside

Office of the Police & Crime Commissioner for Merseyside, Allerton Police Station,
Rose Lane, Liverpool, L18 6JE.

0151 777 5155 info@merseysidepcc.info

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Better value, delivered.



Application for Associate Membership

Name of Authority:

Telford & Wrekin Council

Address:

Borough of Telford & Wrekin Council
 Darby House
 Lawn Central
 Telford
 Shropshire

Postcode:

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Contact Name:

Rachel Best
 Sarah Bass

Position:

Procurement Places Team Leader
 Procurement & Brokerage SDM

Contact Telephone Number:

01952 383729
 01952 382470

Contact Email:

rachel.best@telford.gov.uk
 sarah.bass@telford.gov.uk

Please provide details of your current usage of YPO Catalogue Supplies and YPO contracts:

Office Supplies and Equipment 696
 Washroom services 239-16
 Enforcement Agency Services 587

Please outline how you will promote YPO Catalogue Supplies and YPO contracts to schools and other Budget Holding Departments/Service Areas within your Authority:

The Council prioritises use of frameworks before releasing any opportunity to the market. This is published on our procurement intranet page and discussed at initial project meetings. In addition to this we respond to sales query emails notifying the market that any opportunity Telford has will be checked against existing framework agreements and before being consider for the open market. If a framework has been used this is captured on our Contracts Monitoring Document.



Please indicate any potential growth opportunities (please include the category area and indicative spend value):

Aside from the Councils business as usual services and supplies, there has been an increase in summer and winter public events hosted by the Council in and around our Town Park and the newly developed Southwater area, activities such as T-Live, Party in the Park, Food festival, Drive-in Movies, temporary theatres, outdoor ice rinks and Christmas markets.

Please provide details of any potential collaborative opportunities:

Enforcement Services
ICT

Signed:

Rachel Best

Position:

Procurement Places Team Leader

Date:

19 06 17

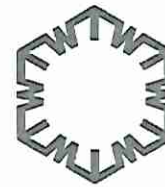
Please send this completed Application Form, together with a letter, signed by a Senior Officer of the Authority to:

David Bemrose
Strategic Relationship Manager

YPO,
41 Industrial Park,
Wakefield,
WF2 0XE

Please tick areas of interest:

- | | |
|--|--|
| <input type="checkbox"/> Catalogue products | <input checked="" type="checkbox"/> Insurance Services |
| <input type="checkbox"/> Highways | <input checked="" type="checkbox"/> Financial Services |
| <input checked="" type="checkbox"/> Fleet | <input checked="" type="checkbox"/> HR Services |
| <input type="checkbox"/> Building Maintenance | <input checked="" type="checkbox"/> Social Care |
| <input type="checkbox"/> Business, Administrative & Travel | <input type="checkbox"/> Energy |
| <input checked="" type="checkbox"/> Enforcement Agency | <input checked="" type="checkbox"/> ICT |



Telford & Wrekin
COUNCIL

Neil Dickins
Yorkshire Purchasing Organisation
41 Industrial Park
Wakefield
WF2 0XE

Legal, Procurement and
Commissioning

Procurement and Brokerage
2c Darby House
Telford
TF3 4JA

Tel: +44 (0)1952 382470

Contact: Sarah Bass

Telephone: 01952 382 470

Date: 4th August 2017

Dear Neil,

Re: YPO Membership Application

Telford and Wrekin Council would formally request to become associate members of YPO.

Yours sincerely

A handwritten signature in blue ink that reads 'S Bass'.

Sarah Bass
Service Delivery Manager Procurement and Brokerage
email: sarah.bass@telford.gov.uk

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