

Your Ref.
Our Ref

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Date 07 June 2017

Andrew Wallhead – Acting 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, 16 JUNE 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, 16 June 2017** in the **YPO Headquarters, 41 Industrial Park, Wakefield** to consider the items set out in the agenda attached.

Please note there is a training session prior to the meeting at 10am entitled 'Portfolio Management Training'.

Yours sincerely



Andrew Wallhead
Acting 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, 16 June 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 meeting held on 10 March 2017. (Pages 1 - 3)
6. Lead Authority Issues.
7. Executive Sub-Committee Work Programme and Terms of Reference. (Pages 5 - 19)
8. Associate Member Proposals. (Pages 21 - 39)
9. 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 - 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.”

IN PRIVATE

10. Financial Performance Update. (Pages 41 - 51)
11. Energy Review. (Pages 53 - 55)
12. Business Update. (Pages 57 - 60)
13. Date and Time of Next Meeting.

The next meeting of the YPO Executive Sub-Committee will be determined at the AGM but is proposed for 10 November 2017 at 10.30am.

YORKSHIRE PURCHASING ORGANISATION EXECUTIVE SUB-COMMITTEE

10th MARCH 2017

Present: The Chair: Councillor Shaw (Wakefield)

Councillors - Walker (Wigan), Johnson (St Helens) Atkin (Rotherham), Mackenzie (North Yorkshire), Walker (Kirklees)

19:	CHAIR'S INTRODUCTION & WELCOME
	The Chair, Councillor Shaw, welcomed Members to the meeting.
20:	APOLOGIES FOR ABSENCE
	Apologies for absence submitted prior to the meeting were accepted on behalf of Councillors Morris (Bolton), Bryon (Knowsley), Whiteley (Bradford) and Mercer (York).
21:	MINUTES – 11 NOVEMBER 2016
	Resolved – That the Minutes of the meeting of the YPO Executive Sub-Committee held on 11 th November 2016 be approved as a true and accurate record.
22:	MEMBERS DECLARATION OF INTEREST
	No declarations of interest were made.
23:	URGENT ITEMS
	No urgent items were discussed.
24:	LEAD AUTHORITY ISSUES
	No Lead Authority Issues were discussed.
25:	CONTRACT STANDING ORDER AND FINANCIAL PROCEDURE RULES
	The Managing Director presented the Standing Orders and Financial Procedure Rules. The Contract Standing Orders and Financial Procedure Rules have been reviewed to ensure compliance with the current law. Members were advised of two changes to the document. Resolved: (1) That the Executive Sub-Committee recommended the report to Management Committee for approval.
26:	ASSOCIATE MEMBER PROPOSALS
	A report was submitted detailing Associate Member applications for Devon County Council and London Borough of Westminster. Both applicants are strategic customers that fall within YPO's key target geographies in London and the South West.

	<p>Resolved: (1) That the Executive Sub-Committee recommended the report to Management Committee for approval.</p>
27:	EARMARKED RESERVES SPEND
	<p>The Executive Director provided an update on the use of the Internal Investment Reserves and outlined the additional investments agreed for 2017.</p> <p>Resolved – (1) That the Executive-Sub Committee note the reserves position as at 1st January 2017.</p>
28:	SOCIAL VALUE WORK
	<p>The Executive Director provided Members with an update on YPO’s progress on social value development and reporting.</p> <p>The Social Value Act became law in January 2013, social value is core to YPO’s Procurement Services offering and YPO has made a commitment to ensure that this appropriately represented and measured within our own business transactions.</p> <p>The report detailed that the two main delivery outputs for social value are; developing, measuring and reporting the YPO Social Value impact through our direct support agreements and ensuring our frameworks allow our customers to deliver social value through their supply requirements.</p> <p>Resolved – (1) That the report be noted.</p>
29:	EXCLUSION OF THE PUBLIC AND PRESS
	<p>Resolved – That the public and press be excluded from the meeting during consideration of Agenda Items 12 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.</p>
30:	PERFORMANCE REPORT (EXEMPT)
	<p>The Executive Director presented the report detailing the latest performance results for the Organisation.</p> <p>The Executive Director explained that during 2017 we are focusing on growth in particular key markets where opportunities for growth have been identified.</p> <p>Councillors asked for more detail and clarification around a number of points and were satisfied with the responses provided by Officers.</p> <p>The Executive Director explained that a Dividend Distribution report is on the agenda for discussion at the Management Committee on 24th March, the Executive Director updated Members with some of the content of the report. It was shared that there are three options available to Members and detail of these will be contained in the report.</p>

	Resolved – (1) That the Performance Report be noted.
31:	BUSINESS UPDATE (EXEMPT)
	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. Resolved: (1) That the Business Update be noted.
32:	DATE AND TIME OF NEXT MEETING
	Resolved – That the next meeting of the YPO Executive Sub Committee will be held on Friday 9 th June 10.30am

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YPO

EXECUTIVE SUB COMMITTEE

TO BE HELD ON

16TH JUNE 2017

TITLE: 2017/18 WORK PROGRAMME

REPORT OF: MANAGING DIRECTOR

1. PURPOSE OF REPORT

1.1 To provide Members with an overview of the work scheduled for the 2017/18 committee cycle.

2. BACKGROUND INFORMATION

2.1 The Executive Sub-Committee has a membership of nine members drawn from the Management Committee (including the Chair and Vice Chair of the Management Committee). Its primary purpose is to review the performance of the organisation, ensure delivery of the agreed strategy and review the performance of the Managing Director.

2.2 Since the last AGM the Executive Sub-Committee has met three times and on each occasion a full set of minutes with actions and matters arising has been presented to the Management Committee.

3. TERMS OF REFERENCE

3.1 The Terms of Reference have been reviewed and are attached for Member's consideration.

4. PRINCIPAL AGENDA ITEMS

4.1 The focus of principal agenda items for the Executive Sub-Committee are similar to previous years and they are aimed at providing the members with sufficient information to undertake their role, as set out in the terms of reference. The proposed principal agenda items along with a meeting schedule and training plan are attached as appendices.

5. RECOMMENDATION

5.1 Members are asked to agree this report for submission to the AGM in the name of the Chair of the Executive Sub- Committee.

REPORT AUTHOR: SIMON HILL, MANAGING DIRECTOR

YPO
41 Industrial Park
Wakefield
WF2 0XE

Telephone No: 01924 834912
E-mail address: simon.hill@ypo.co.uk

APPENDICES:

Appendix 1 - Terms of Reference 2017/18
Appendix 2 - Principal Agenda Items
Appendix 3 - Meeting Schedule
Appendix 4 - Training Schedule

Yorkshire Purchasing Organisation

Management Committee Terms of Reference 2017/18

Number of Members

Twenty Six Councillors – Two from each Member Authority

Quorum

Member representation from at least five Member Authorities

Substitutes

Two named substitutes from each Member Authority.

Frequency of Meetings

Three times per annum.

Suggested duration: Max 2 hours (10:30am – 12:30pm)

Remit

1. To approve and keep under review a long term plan setting out the strategic direction of YPO.
2. To consider, approve and keep under review Standing Orders, Financial Procedure Rules and the Officer Delegation Scheme prior to subsequent approval by Member Authorities, and to carry out such actions as are required by these rules.
3. To provide leadership for Risk Management across YPO and ensure Risk Management is used as a strategic and operational tool.
4. To keep under review the method of distributing annual dividends, and decide annually on the amount and timing of dividend distribution.
5. To periodically review the membership of YPO.
6. To appoint annually at the Annual General Meeting an Audit & Scrutiny Sub-Committee and an Executive Sub-Committee, and a Joint Consultative Committee and receive minutes or reports from them highlighting any areas that require action by the Management Committee.
7. To seek assurances from the sub-committees that YPO is acting with all due care and attention.
8. 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.

Yorkshire Purchasing Organisation

Executive Sub-Committee Terms of Reference 2017/18

Number of Members

Nine Councillors, including Chair and Vice Chair of the Management Committee.
Not more than one Councillor from any member authority.

Quorum

Three voting members.

Substitutes

Agreed named substitutes are Allowed.

Frequency of Meetings

Three times per annum.

Remit

1. To ensure that the performance of YPO is in accord with established business plans.
2. To receive trading reports from senior managers and that trading operations are in line with approved business plans.
3. To review the performance of the organisation in achieving its objectives through an examination of performance data and relevant performance indicators.
4. To receive reports on spending against approved budgets.
5. To review annually its terms of reference and report any additions and amendments to the Management Committee.
6. To provide an update to Management Committee on the activities of the Committee by way of meeting minutes and responses to any matters arising.
7. To consider applications for Associate Membership of YPO, and recommend them for approval by the Management Committee.

To act with delegated authority of the Management committee in respect of:

1. To approve annually, medium term business plans, annual budgets and decisions to ensure year-end targets are achieved.
2. To approve individual capital investment proposals, in line with the overall investment plan agreed by the Management Committee.
3. To agree conditions within which goods, materials and services can be supplied to Member Authorities, Associate Members and other Local and Public Authorities covered by the Local Authorities (Goods and Services) 1970 act and any subsequent modifications.

Yorkshire Purchasing Organisation

Audit & Scrutiny Sub-Committee Terms of Reference 2017/18

Number of Members

Sixteen Councillors, but not the Chair or Vice Chair of the Management Committee

Frequency of Meetings

Four times per annum subject to annual review, to be scheduled approximately one month prior to Management Committee meetings.

Quorum

Four voting members.

Substitutes

Agreed named substitutes are allowed.

Remit

1. To ensure that the highest standards of probity and public accountability are demonstrated and in doing so ensure effective governance of YPO.
2. To provide the Management Committee with a reasonable assurance of the efficient and effective operation of the overall internal control environment within YPO, through a systematic appraisal of its framework of internal controls, processes and data quality.
3. To consider internal audit plans and performance to ensure the work of internal audit is planned and carried out with due regard to major risks, areas of significant financial effect and the need to cover the range of the service, and to challenge and review actions taken by senior managers on significant audit recommendations.
4. To consider the external audit work programme and monitor the implementation of significant external audit recommendations.
5. To ensure that an appropriate risk management strategy has been drawn up and to monitor that risk management procedures are being carried out effectively, including the establishment of a reserves policy.
6. To review annually its terms of reference and report any additions and amendments to the Management Committee.
7. To provide an update to management committee on the activities of the committee activity by way of meeting minutes and responses to any matters arising.
8. To ensure the effectiveness of decisions made by YPO by means of conducting scrutiny reviews in accordance with both an approved programme and on an ad-hoc "call in" basis.
9. In conducting reviews receive evidence and call witnesses as appropriate for each review so as to determine how decisions were made, on what basis were they made, if appropriate account of options and risks were considered, if the decisions made reflected original statements of intent and if decisions were made in a timely fashion

and if they were made in the best interests of YPO and in accord with YPO's public accountability and code of corporate governance.

10. To prepare a report following each review, setting out conclusions and recommendations, for submission to the Management Committee.
11. To review periodically the response of senior managers to completed reviews.
12. To carry out reviews requested by the Executive Sub-Committee and the Management Committee.

To act with delegated authority of the Management committee in respect of:

1. To approve the annual governance statement to the Management Committee for inclusion in the annual statement of accounts, and review the implementation of any audit recommendations arising from the final accounts audit.
2. To approve the acceptance of the annual statement of accounts. In the event the Committee not being quorate the Chair of the Audit & Scrutiny Sub-Committee shall have delegated authority from the Management Committee to sign the accounts if confident to do so after consultation with the Section 151 Officer.

Yorkshire Purchasing Organisation

Joint Consultative Committee Terms of Reference 2017/18

Number of Members

- Five Councillors (including the Chair and Vice Chair of the Management Committee) drawn from different member authorities.
- The Chair and Secretary of the YPO branch of UNISON.
- The UNISON Regional Organiser responsible for liaising with YPO.

Frequency of Meetings

Three times per annum, linked to Management Committee meetings.

Quorum

Two Councillors and two Trade Union officials.

Substitutes

Agreed name substitutes are allowed.

Remit

1. To represent and co-ordinate the views locally of UNISON and Members of the YPO Management Committee on issues of common interest in relation to YPO.
2. To raise issues, make recommendations and reach agreement on issues which have an effect on the employees of YPO, but without binding effect on either party.
3. To monitor and challenge the outputs of any employee satisfaction survey.
4. To promote the well-being of employees and monitor and challenge matters related to sickness and attendance.
5. To promote, challenge and monitor YPO's actions in relation to it being an employer of choice and its public sector equality duties.
6. To review annually its terms of reference and report any additions and amendments to the Management Committee.
7. To provide an update to management committee on any matters arising which warrant a wider discussion.

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PRINCIPAL AGENDA ITEMS 2017 - 2018

MANAGEMENT COMMITTEE

November 2017	Author	Agenda
Budget and Business Plans for 2017	PS/S Hall	Private
Associate Member Proposals	JM/DB	Public
Business Update	SH	Private
YPO Pay Policy	JW	Public
Lead Authority Issues	BL	Public
Appointment of Auditors	PS	Public
Independent Director Role	JW	Public
Report of Independent Director	Independent Director	Private

March 2018	Author	Agenda
Pre-Audit Statement of Accounts <i>(For information only)</i>	PS/S Hall	Public
Dividend Distribution <i>(Total amount of dividend)</i>	PS/ S Hall	Private
Internal Audit Annual Report	CT	Public
Associate Member Proposals	JM/DB	Public
Business Update	SH	Private
Report of Independent Director	Independent Director	Private
Internal Audit Plan	CT	Public
Standing Orders & Financial Procedure Rules	PS/S Hall	Public
Lead Authority Issues	BL	Public

June 2018	Author	Agenda
Annual Report	SH	Public
Audited Accounts <i>(For information only)</i>	PS/S Hall	Public
Governance Review	PS/DW	Public
TOR and Work Programme	SH	Public
Business Update	SH	Private
Role of Independent Director	SH	Public
Lead Authority Issues	BL	Public
Membership of the YPO Management Committee	KS	Public
Appointments to Sub-Committees & Joint Consultative Committee	KS	Public
Dividend Distribution <i>(Individual Dividend Amounts)</i>	PS	Private
Report of Independent Director	Independent Director	Private

PRINCIPAL AGENDA ITEMS 2017 - 2018

EXECUTIVE SUB COMMITTEE

November 2017	Author	Agenda
Performance Report	PS/S Hall	Private
Lead Authority Issues	BL	Public
Business Update	SH	Private
YPO Pay Policy	JW	Public
Stock Losses Report	PS	Private
Associate Member Proposals	PS	Public

March 2018	Author	Agenda
Performance Report	PS/S Hall	Private
Lead Authority Issues	BL	Public
Business Update	SH	Private
Standing Orders & Financial Procedure Rules	PS/S Hall	Public
Project SEED (Social Value Work)	PS	Private
Earmarked Reserves Spend	PS	Public
Associate Member Proposals	PS	Public

June 2018	Author	Agenda
Performance Report	PS/S Hall	Private
Business Update	SH	Private
Lead Authority Issues	BL	Public
Exec Sub Work Programme & TOR	SH	Public
Associate Member Proposals	PS	Public

PRINCIPAL AGENDA ITEMS 2017 - 2018

AUDIT & SCRUTINY SUB COMMITTEE

September 2017	Author	Agenda
People Strategy	JW	Public
IT Programme Update	GR	Private
Stock Losses	PS	Private
Internal Audit Action Update	PS/DW	Private
Customer Satisfaction Survey	JM	Private
Sales Analysis	JM	Private

November 2017	Author	Agenda
Internal Audit Plan Template 2017	CT	Public
Risk Management Process	PS/DW	Public
Risk Register	PS/DW	Private
Year End Closedown Timetable	PS/S Hall	Public
External Audit Plan	KPMG	Public
Annual Audit Letter	KPMG	Public
IT Programme Update	GR	Private
Appointment of Auditors	PS	
Warehouse & Logistics Strategy	JW	Private

February 2018	Author	Agenda
Internal Audit Action Update	PS/DW	Private
Annual Governance Statement	PS/S Hall	Public
Pre-Audit Statement of Accounts (report will be submitted late but will be in for the official papers deadline)	PS/S Hall	Public
Internal Audit Annual Report 2016	CT	Public
Internal Audit Plan 2016	CT	Public
IT Programme Update	GR	Private
Commercial Strategy/ Sales Analysis	JM	Private
Stock Losses	PS	Private
Gifts & Hospitality	JW	Public

May 2018	Author	Agenda
External Audit Report	KPMG	Public
Audited Statement of Accounts	PS/S Hall	Public
Audit & Scrutiny Sub Work Programme & TOR	SH	Public
Governance Review	PS/DW	Public
Internal Audit Progress	CT	Public
IT Programme Update	GR	Private
ICT Strategy & Business Change Programme	PS/GR	Private
Procurement Services Strategy	PS	Private
Lead Authority SLA Costs	S Hall	Public

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Date of Meeting		Papers Deadline	Board Meeting	Strategic Officers Meeting	Executive Sub Committee	Management Committee	JCC Members Meeting	Audit & Scrutiny Sub Committee	Partnership Liaison Meeting
July									
18/7	9:00	Noon – Wednesday 12 th July	Board Meeting						
August									
15/8	9:00	Noon – Wednesday 9 th August	Board Meeting						
September									
15/9	10:30	Noon – Wednesday 9 th August						Audit & Scrutiny Sub	
19/9	9:00	Noon – Wednesday 13 th September	Board Meeting						
October									
TBC		N/A							Partnership Meeting
17/10	9:00	Noon – Wednesday 11 th October	Board Meeting						
20/10	10:30	Noon – Wednesday 13 th September		Strategic Officers					
November									
3/11	10:30	Noon – Wednesday 11 th October						Audit & Scrutiny Sub	
10/11	10:30	Noon – Wednesday 11 th October			Executive Sub				
21/11	9:00	Noon – Wednesday 15 th November	Board Meeting						
24/11	9:30	Noon – Friday 17 th November					JCC		
24/11	10:30	Noon – Wednesday 11 th October				Management Committee			
December									
12/12	9:00	Noon – Wednesday 6 th December	Board Meeting						
January									
16/1	9:00	Noon – Wednesday 10 th January	Board Meeting						
February									
TBC	11:00	N/A							Partnership Meeting
13/2	10:30	Noon – Wednesday 7 th February	Board Meeting						
9/2	10:30	Noon – Wednesday 10 th January		Strategic Officers					
16/2	10:30	Noon – Wednesday 10 th January						Audit & Scrutiny Sub	
March									
9/3	10:30	Noon – Wednesday 7 th February			Executive Sub				
20/3	9:00	Noon – Wednesday 14 th March	Board Meeting						
23/3	9:30	Noon – Friday 16 th March					JCC		
23/3	10:30	Noon – Wednesday 7 th February				Management Committee			
April									
17/4	9:00	Noon – Wednesday 11 th April	Board Meeting						
May									
TBC	9:00	N/A							Partnership Meeting
18/5	10:30	Noon – Wednesday 11 th April		Strategic Officers					
22/5	9:00	Noon – Wednesday 16 th May	Board Meeting						
25/5	10:30	Noon – Wednesday 11 th April						Audit & Scrutiny Sub	
June									
8/6	10:30	Noon – Wednesday 16 th May			Executive Sub				
19/6	9:00	Noon – Wednesday 13 th June	Board Meeting						
29/6	9:30	Noon – Friday 22 nd June					JCC		
29/6	10:30	Noon – Wednesday 16 th May				Management Committee			

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TRAINING SCHEDULE FOR 2017 - 2018



	EXEC SUB COM	AUDIT & SCRUTINY SUB COM
Date and Training Topic	10 th November 2017 Workforce/ People Strategy Warehouse & Logistics Strategy Julie Wray	15 th September 2017 Financial Management Steven Hall
Date and Training Topic	16 th March 2018 Commercial & Customer Strategy Procurement Services Strategy Jo Marshall/ Paul Smith	3 rd November 2017 External & Internal Audit Relationship Carl Tweed
Date and Training Topic	8 th June 2018 IT Strategy & Business Change Programme Gavin Rimmington	16 th February 2018 Risk Management Diana Wright
Date and Training Topic	N/A	25 th May 2018 Business Planning Steven Hall

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YPO
EXECUTIVE SUB COMMITTEE
TO BE HELD ON
16TH JUNE 2017

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 London.

2 SUMMARY

2.1 Applications from:

- Allerdale Borough Council
- Pendle District Council
- London Borough of Camden
- London Borough of Haringey

2.2 Allerdale Council has previously worked with Cumbria County Council as a regional sub district authority however is keen to develop a more local procurement strategy although still collaborating with the county council as appropriate. They have limited use of YPO currently with some engagement on Waste and ICT category areas.

Potential future opportunities include £200k spend on waste management and yet to be scoped out spend in Fleet, HR Services and Water Supply.

2.3 Pendle Council have not previously utilised any YPO services and is committed to improve its procurement function and make better use of collaborative frameworks. Key service areas for improvement have been identified as Grounds Maintenance and Waste Management with potential opportunities in addition including Fuel Cards, Fleet Tyres and HR Services with total spend in excess of £500,000.

2.4 LB Camden also have had little engagement with YPO historically on frameworks although schools in the borough have been buying catalogue products from YPO therefore growth is across both modes of supply. We have already been engaged on significant spend opportunity in the HR Agency Labour market and also identified

potential other opportunities with Recruitment Advertising worth over £800,000 and Energy supply when current arrangements with Laser come up for review.

2.5 LB Haringey have existing spend through some collaborative frameworks YPO has been involved with for example DPS, Insurance Services, Consultancy and Travel Management valued at approximately £800,000. Schools in the borough have also been utilising YPO for catalogue products so the growth opportunity here is across both modes of supply. Haringey working with YPO PBP have already identified around £3 million of potential future spend through YPO frameworks including Cleaning & Janitorial Financial Services and Consultancy.

2.6 Estimated Baseline Figures 2016

Customer	Stock & Direct	Contractual	Total
Allerdale BC	£0k	£0k	£0k
Pendle DC	£0k	£0k	£0k
LB Camden	£32k	£0k	£32k
LB Haringey	£48k	£840k	£888k

3 RECOMMENDATIONS

3.1 This application submitted is recommended for approval as it falls within the criteria established in 2014 for Associate Membership and supports continued growth for YPO nationally providing for further engagement opportunity in the North West and London.

3.2 Growth criteria for membership should be set at £500,000 in line with the agreed criteria established in 2014.

3.3 The attached customer application meets the strategic criteria as laid down in the paper previously approved in August 2014 and therefore recommended for approval.

4 BACKGROUND

4.1 Allerdale is a non-metropolitan district of Cumbria with borough status. The council is based in Workington and the borough has a population in excess of 100,000. The Borough of Allerdale was formed under the Local Government Act 1972, on 1 April 1974 by the merger of the municipal borough of Workington, the urban districts of Maryport, Cockermouth and Keswick; and the rural districts of Cockermouth and Wigton, all of which were within the administrative county of Cumberland. In 1995 Allerdale was granted borough status.

4.2 Pendle is a local government district and borough of Lancashire adjoining the Lancashire boroughs of Burnley and Ribbles Valley, the North Yorkshire district of Craven and the West Yorkshire districts of Calderdale and the City of Bradford. It has a total population of 90,100. The current district was created in 1974 as a result of local government reorganisation from the former Municipal Boroughs of Nelson and Colne, the former urban districts of Barnoldswick, Barrowford, Brierfield, Earby and Trawden, and from parts of Burnley Rural District and Skipton Rural District. The Barnoldswick, Earby and Skipton parts are historically in the West Riding of Yorkshire. They are today referred to collectively as West Craven.

- 4.3 Camden was created in 1965 from the former area of the metropolitan boroughs of Hampstead, Holborn, and St Pancras, which had formed part of the County of London. The borough was named after Camden Town, which had gained its name from Charles Pratt, 1st Earl Camden in 1795. The area is in the northern part of the city, reaching from Holborn and Bloomsbury in the south to Hampstead Heath in the north. Neighbouring areas are the City of Westminster and the City of London to the south, Brent to the west, Barnet and Haringey to the north and Islington to the east.
- 4.4 Haringey is a London borough in North London, classified by some definitions as part of Inner London, and by others as part of Outer London. It was created in 1965 by the amalgamation of three former boroughs. It shares borders with six other London boroughs. Clockwise from the north, they are: Enfield, Waltham Forest, Hackney, Islington, Camden, and Barnet. Haringey covers an area of more than 11 square miles (28.5 km²). Some of the more familiar local landmarks include Alexandra Palace, Bruce Castle, Jacksons Lane, Highpoint I and II, and Tottenham Hotspur Football Club. The borough has extreme contrasts, areas in the west, such as Highgate, Muswell Hill and Crouch End are among the most prosperous in the country; in the east of the borough, some wards are classified as being among the most deprived 10% in the country.
- 4.5 Discussions have also been taking place with Merseyside Police in relation to submitting an application for Associate Membership which they have indicated will be forthcoming but as yet this has not 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 £9.230m (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%.

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

	£ 000's
Members total	6,855
Associates and non-members	2,375
Total	9,230

If the additional income from the new membership was £2,000,000 as mentioned in section 3.2, then this might translate into an additional profit of around £100,000, 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	6,892	6,855	37
Associates and non-members.	2,388	2,375	13
Total	9,280	9,230	50

6. LEGAL IMPLICATIONS

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

SERVICE DIRECTOR: PAUL SMITH, EXECUTIVE DIRECTOR

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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 – Allerdale BC Application Form
Appendix 2 – Allerdale BC Letter of Application
Appendix 3 – Pendle BC Application Form
Appendix 4 – Pendle Letter of Application
Appendix 5 – LB Camden Application Form
Appendix 6 - LB Camden Letter of Application
Appendix 7 – LB Haringey Application Form and Letter of Application

Better value, delivered.



Application for Associate Membership

Name of Authority:

Allerdale Borough Council

Address:

Allerdale House
New Bridge Road
Workington
Cumbria

Postcode:

C A 1 4 3 Y J

Contact Name:

Barbara Watson

Position:

Procurement Officer

Contact Telephone Number:

01900 702521

Contact Email:

barbara.watson@allerdale.gov.uk

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

We currently deal with Wendy Clarke for general YPO Framework advice.

Framework procurement has been with the following categories:

Waste Management & Environmental Services - wheeled bins - Helen Wardman

Postal Goods & Services - RM1063 - Lot 3 Hybrid Mail off site solution - Catherine Land



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

Procurement workshops

Application for Associate Membership



Please indicate any potential growth opportunities (please include the category area and indicative spend value):
 Waste Management & Environmental Services - wheeled bins - Next Financial Year supply -
 Approximate value £200K

Fleet - value unknown until we complete our review and identify requirements

HR Services & Solutions - Temporary & Permanent Recruitment - value unknown until we complete our review and identify requirements

Please provide details of any potential collaborative opportunities:

Waste Management & Environmental Services - wheeled bins - Next Financial Year supply - possibility to work with Copeland Borough Council

Fleet - Possibility to work in some areas with Cumbria Cumbria Council

Energy - Water Supplier - Possibly share a contract with Cumbria districts

Signed:

Barbara



Position:

Procurement Officer

Date

29/03/2017

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

This matter is being dealt with by: Mrs Barbara Watson

Department Name: Procurement

Direct Line: 01900 702521

E-mail: barbara.watson@allerdale.gov.uk

Date: 16th May 2017



Mr David Bemrose
Strategic Relationship Manager
YPO
41 Industrial Park
Wakefield
WF2 0XE

Dear Mr Bemrose

Re: Allerdale Borough Council - YPO Associate Membership Application

Please find our application form accompanying this letter requesting Allerdale Borough Council as an Associate Member.

Having used the YPO framework last year I envisage that our way forward for various service contracts may be procured using the YPO framework and especially as an associate member if you will kindly accept our request.

Yours sincerely

Andrew Seekings
Corporate Director



**Allerdale - a great
place to live,
work and visit**

**Allerdale Borough Council
Allerdale House
Workington
Cumbria CA14 3YJ
Tel: 01900 702702
Fax: 01900 702507**

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Better value, delivered.



Application for Associate Membership

Name of Authority:
Pendle Borough Council

Address:
Financial Services
Nelson Town Hall
Market Street
Nelson

Postcode:

Contact Name:
Mr Craig Finn

Position:
Accountant

Contact Telephone Number:
01282 661014

Contact Email:
Craig.Finn@pendle.gov.uk

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

None at present

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

As part of the Council's published Efficiency Plan 2016-20, and 'Saving' theme within its approved Financial Strategy, the Council is committed to improving its procurement arrangements - through the use of public sector procurement frameworks.

As the Council updates its Procurement and Commissioning Strategy to reference the above, the Council's Management Team will be asked to endorse the document and disseminate to relevant officers.

Council Officers will also be advised of the Council's YPO Associate Membership at this time.

Application for Associate Membership



Please indicate any potential growth opportunities (please include the category area and indicative spend value):
 The Council is to critically review key services such as Grounds Maintenance and Waste Collection and areas for growth within this review include, but are not limited to (15/16 outturn figures):

Fuel Card and Associated Services £254,000;
 Agency Labour - £312,000
 Fleet (eg specialist vehicles/tyres) - £16,000 tyres.

Please provide details of any potential collaborative opportunities:

(This area is currently blank)

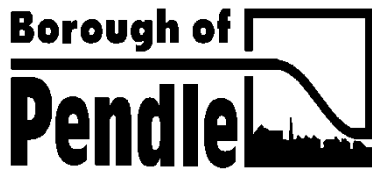
Position:
Accountant

Date:
4th April 2017

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



FINANCIAL SERVICES

Town Hall, Market Street, Nelson, Lancashire BB9 7LG

Date: 4th April 2017
Our Ref: PBC/YPO
Ask for: Craig Finn
Direct Line: (01282) 661014
E-Mail: craig.finn@pendle.gov.uk
Service Head: Vince Green

Sent via post

David Bemrose
Strategic Relationship Manager
YPO
41 Industrial Park
Wakefield
WF2 0XE

Dear David,

Pendle Borough Council – Application for Associate Membership

Please find enclosed completed application for Associate Membership to YPO on behalf of Pendle Borough Council.

The Council agrees to work closely with YPO, where appropriate and practical for both parties, in pursuance of its Efficiency Plan and Financial Strategy objectives, via improved procurement arrangements eg YPO public sector framework agreements.

Where applicable, the Council will promote YPO catalogue supplies to its budget holding departments and share future procurement plans with YPO as they become available.

Yours sincerely,

Vince Green
Financial Services Manager

Enc.



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Better value, delivered.



Application for Associate Membership

Name of Authority:

LONDON BOROUGH OF CAMDEN

Address:

5 PANCRAS SQUARE
LONDON
N1C 4AG

Postcode:

N 1 C 4 A 4 G

Contact Name:

OLIQUR CHOWDHURY

Position:

PROCUREMENT PROJECT MANAGER

Contact Telephone Number:

020 7974 3459

Contact Email:

Oliqur.Chowdhury@camden.gov.uk

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

- * We will be using YPO HR Services and Solutions Framework
- * We will review if any other YPO Contracts are currently being used.

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

- * We will promote YPO frameworks for future procurement.
- * Liaise with Kim Sharpe, YPO Strategic Business Partner to identify opportunities for promotion

Application for Associate Membership



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

* Water Contracts (de-regulation of the non-domestic water market April 2017)
 * Energy Contracts

Please provide details of any potential collaborative opportunities:

Camden Council's E.D of Corporate Services will be working part-time for Birmingham City Council as Chief Financial officer.
 Collaboration opportunities may arise.

Signed:

Position:

HEAD OF PROCUREMENT

Date:

24 March 2017

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 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 type="checkbox"/> Social Care |
| <input type="checkbox"/> Business, Administrative & Travel | <input checked="" type="checkbox"/> Energy |
| <input type="checkbox"/> Enforcement Agency | <input type="checkbox"/> ICT |



Procurement
London Borough of Camden
Judd Street
London
WC1H 9JE

Phone: 020 7974 3459
Email: oliquir.chowdhury@camden.gov.uk

Kim Sharpe
Procurement Business Partner - London
YPO
41 Industrial Park
Wakefield
WF2 0XE

24th March 2017

Dear Kim,

Re: YPO Associate Membership

Please find enclosed Camden Council's application for Associate Membership of YPO.

I look forward to hearing from you

Yours Sincerely

Annemarie Connors
Head of Procurement

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Central Procurement

Barry Phelps, Head of Procurement



Kim Sharpe
Procurement business Partner – London
YPO
41 Industrial Park
Wakefield
WF2 0XE

Date: 17th March 2017

Your ref:

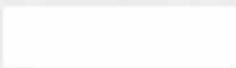
Our ref:

Dear Kim,

Re: YPO Associate Membership

Please find enclosed Haringey Council's application for Associate Membership of YPO.

I look forward to hearing from you.



Barry Phelps

Head of Procurement

Better value, delivered.



Application for Associate Membership

Name of Authority:

LONDON BOROUGH OF HARINGEY

Address:

ALEXANDRA HOUSE 10 STATION RD. LONDON

Postcode:

N 2 2 [] 7 T R

Contact Name:

PETER CAPP

Position:

STRATEGIC PROCUREMENT PARTNER

Contact Telephone Number:

0208 489 3979

Contact Email:

peter.capp@haringey.gov.uk

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

DPS: £310K
 INSURANCE SERVICES: £523K
 CONSULTANCY: £9K
 TRAVEL MANAGEMENT: £10K.

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

LBOH HAVE IDENTIFIED c£3M PA OF SPEND THAT CAN BE PLACED VIA YPO FRAMEWORKS IN AREAS SUCH AS:

- ARTS & LEISURE
- FINANCIAL SERVICES
- CLEANING & JANITORIAL
- HEALTHCARE
- CONSULTANCY
- BUILDING & CONSTRUCTION

Continued overleaf...

Application for Associate Membership



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

LBOTH ESTIMATE c£3M PA OF SPEND VIA YPO FRAMEWORKS

Please provide details of any potential collaborative opportunities:

LBOTH ARE OPEN TO PARTICIPATION AS OPPERTUNITIES ARISE

Signed:

[Handwritten signature]

Position:

HEAD OF PROCUREMENT

Date:

17/3/17

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:

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

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Part 1 of Schedule 1A of the Information Act 1972.

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Part 1 of Schedule 1A of the Information Act 1972.

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~~Refer to Part 1 of Schedule 12A of the Land Information Management Act 1972.~~

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