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Our Ref

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Date 27 February 2019

Merran McRae – 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, 8 MARCH 2019

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, 8 March 2019** in the **YPO Headquarters, 41 Industrial Park, Wakefield** to consider the items set out in the agenda attached.

Please note that a training session entitled 'Market Conditions Training' will take place prior to the meeting at 10am.

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, 8 March 2019**

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 16th November 2018. (Pages 1 - 3)
6. Lead Authority Issues.
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 - 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."
8. Associate Membership Applications. (Pages 5 - 26)
9. Financial Performance Report. (Pages 27 - 33)
10. Business Update. (Pages 35 - 39)
11. Attendance Report. (Pages 41 - 46)
12. Options for Automatic Sprinklers. (Pages 47 - 50)
13. Independent Director Update. (Page 51)
14. Date and Time of Next Meeting.
The next meeting is to be held on 7th June 2019.

YORKSHIRE PURCHASING ORGANISATION EXECUTIVE SUB-COMMITTEE

16TH NOVEMBER 2018

Present: The Chair: Councillor Shaw (Wakefield)
 Councillors: Atkin (Rotherham), Mackenzie (North Yorkshire),
 Whiteley (Bradford), Rawlings (York), Johnson (St Helens).

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 Walsh (Knowsley), Morris (Bolton), and Walker (Wigan).
3:	MEMBERS DECLARATION OF INTEREST
	There were no declarations of interest made.
4:	URGENT ITEMS
	No items were discussed.
5:	MINUTES – 8TH JUNE 2018
	Resolved – (1) That the Minutes of the meeting of the YPO Executive Sub-Committee held on 8 th June 2018 be approved as a true and accurate record.
6:	LEAD AUTHORITY ISSUES
	No Lead Authority issues were discussed.
7:	EXCLUSION OF THE PUBLIC AND PRESS
	Resolved – That the public and press be excluded from the meeting during consideration of Agenda Items 8 to 14 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.
8:	FINANCIAL PERFORMANCE REPORT (EXEMPT)
	The Executive Director (Paul Smith) presented the report detailing the performance results for the Organisation. The report reviewed the year to date results and forecasted outturn position against the budget, as well as the profit and loss figures.

	<p>Councillor Rawlings asked why our growth is not in line with inflation? Paul Smith explained we are in line with the market predictions of BESA and we also benchmark against our competitors on this. We are currently growing above the market rate.</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>Councillors congratulated the team on the positive figures.</p> <p>Resolved – (1) That the Financial Performance Report be acknowledged and noted.</p>
9:	FOOD REVIEW (EXEMPT)
	<p>The Executive Director (Jo Marshall) gave a presentation on the YPO Food business. The presentation included details of the supplier and customer base, the year to date figures, and future plans for Food.</p> <p>Councillors raised a number of questions and were satisfied with the responses provided by Officers.</p> <p>Resolved – (1) That the Food review report and presentation be acknowledged and noted.</p>
10:	ATTENDANCE REPORT (EXEMPT)
	<p>The Executive Director (Julie Wray) presented the Attendance report. This report is provided in response to a request from Members to update the Committee on levels of sickness absence in the organisation and how this compares to our owning authorities.</p> <p>The results of the benchmarking exercise were shared, and it was discussed the interventions which are in place with the aim of reducing sickness absence and improving performance.</p> <p>Councillors made a number of comments on the absence figures, and Officers provided further explanation on certain points.</p> <p>Resolved – (1) That the report be noted.</p>
11:	BUSINESS UPDATE (EXEMPT)
	<p>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>

	<p>Updates were given on the Procurement, Commercial, Operations and Business Change & IT areas of the business.</p> <p>The Executive Director (Julie Wray) gave an update on the implementation of new pay spines in relation to the national pay deal for 2019/ 20. A further update on this will be brought to the Management Committee.</p> <p>Resolved – (1) That the report be noted.</p>
12:	STOCK ADJUSTMENTS REPORT (EXEMPT)
	<p>Consideration was given to a report that provides Members with an up to date stock adjustments position for 2018.</p> <p>Resolved – (1) That the report be noted.</p>
13:	RISK UPDATE (EXEMPT)
	<p>The Executive Director (Paul Smith) presented the Risk Management Update report to Members.</p> <p>A discussion was held around the options for sprinklers, Councillors were comfortable with the position on this.</p> <p>Resolved – (1) That the report be noted.</p>
14:	INDEPENDENT DIRECTOR MEMBERS DISCUSSION (EXEMPT)
	<p>The Chair requested that YPO officers leave the meeting for this item.</p> <p>The Independent Director (Rob McWilliam) provided Members with a verbal update in relation to YPO's on-going activity and challenges, Governance and Strategy.</p> <p>Councillors thanked the Independent Director for his update and noted it was useful.</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 to be held 8th March 2019, 10.30am.</p>

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