

YORKSHIRE PURCHASING ORGANISATION MANAGEMENT COMMITTEE

Friday 19th July 2024

Present:

Barnsley
Councillor Frost

Bradford
Councillor Thornton

Calderdale
Councillor Barnes

Doncaster
Councillor Cole

Kirklees
Councillor Turner

North Yorkshire
Councillor White

Wakefield
Councillor Pickersgill

York
Councillor Merrett

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 Rehman (Wigan), Lonergan (Knowsley), and Baker-Rogers (Rotherham).
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 2024/25. A nomination was received and seconded on behalf of Councillor Barnes (Calderdale). Councillor Barnes noted his thanks to the previous Chair of the Management Committee, Councillor Walker, for his commitment to YPO.

	<p>Resolved – (1) That Councillor Barnes of Calderdale Council be elected Chair of the Management Committee of the Yorkshire Purchasing Organisation for 2024/25.</p>
4:	<p>Election of Vice Chair</p> <p>The Chair requested nominations for the position of Vice Chair for 2024/25.</p> <p>A nomination was received and seconded on behalf of Councillor Cole (Doncaster).</p> <p>Resolved – (1) That Councillor Cole of Doncaster Council be elected as Vice Chair of the Management Committee of the Yorkshire Purchasing Organisation for 2024/25.</p>
5:	<p>Urgent Items</p> <p>No urgent items were discussed.</p>
6:	<p>Minutes of the Management Committee – 24th November 2023</p> <p>Resolved – (1) That the Minutes of the meeting of the YPO Management Committee held on 24th November 2023 be accepted as a correct record.</p>
7:	<p>Membership of the YPO Management Committee</p> <p>The Managing Director asked members to review the information contained in the report regarding Committee representation from Member Authorities.</p> <p>Resolved – (1) That the content of the report relating to Management Committee Membership be noted.</p>
8:	<p>Appointments to Sub Committees & Joint Consultative Committee</p> <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 2024.</p> <p>Simon Hill put forward a proposal for Councillor Pickersgill (Wakefield) to become a member of the Joint Consultative Committee, and all remaining Members who are not yet appointed to a sub-committee to become members of 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>

<p>9:</p>	<p>Terms of Reference & Work Programme 2024-2025</p> <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 Hill explained the proposed principal agenda items are the minimum agenda items for each meeting, other items can be added as and when required or suggested by Members.</p> <p>Councillor Barnes explained there is also an informal business update session planned in September which is useful for Members to attend.</p> <p>Resolved - (1) That the terms of reference for 2024/25 for the Management Committee, Audit & Governance Sub-Committee and Joint Consultative Committee be agreed.</p> <p>(2) That the Principal Agenda Items for 2024/25 be agreed.</p> <p>(3) That the Meeting Schedule for 2024/25 be agreed.</p>
<p>10:</p>	<p>Annual Report 2023</p> <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.</p> <p>Resolved – (1) That the report be noted.</p>
<p>11:</p>	<p>Non-Executive Director Recruitment</p> <p>Consideration was given to a report of the Managing Director to consider the future of the role of the Non-Executive Director.</p> <p>Simon Hill talked through the options appraisal, and Councillors discussed the options available.</p> <p>Councillor Turner proposed extending the current incumbent by one year. This proposal was seconded.</p>

	<p>It was also proposed to review the contract length next year, with support of the Non-Executive Director.</p> <p>Resolved - (1) That Members agreed to option of extending the current incumbent's contract for a further year to 30th October 2025.</p>
12:	Lead Authority Issues
	<p>Gillian Marshall (Wakefield) shared that we are awaiting two outstanding signed versions of the management agreement and requested that Councillors from Bradford Council and North Yorkshire Council chase this up with their legal teams for signature.</p>
13:	Exclusion of the Public & Press
	<p>Resolved - <i>That the public and press be excluded from the meeting during consideration of Agenda Items 14 to 16 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:
14:	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>Jo Marshall (Executive Director - Commercial) talked through the Commercial update and shared the figures at the end of YPO's peak period. Jo confirmed we are the UK's largest education supplier and provided updates on the market conditions within the education sector.</p> <p>A discussion was held around competitors and market share.</p> <p>Julie Hawley (Executive Director – Finance) talked through the finance updates. Julie explained we will be completing a re-forecasting exercise post-peak. Investment into the business remains key, and this will be done in a controlled manner.</p> <p>A discussion was held around dividend payments and the timings on this.</p> <p>The project portfolio is progressing well.</p> <p>Various questions were raised by Councillors and Julie Hawley provided responses.</p> <p>Jacquie Lightfoot (Executive Director – Operations) shared the logistics update. Stock availability has been a key focus and we have not dropped below 95% product availability throughout our peak period, which is a great achievement.</p>

	<p>Jacque shared an update on our third-party logistics providers, and the current status of the contract.</p> <p>Jacque provided an update on staffing levels throughout the peak period, and where we are with warehouse automation.</p> <p>There have been no IT system issues throughout peak.</p> <p>Jacque shared an update on Health & Safety with Councillors.</p> <p>Simon Hill shared that further plans for the warehouse will be brought back to the Management Committee in November, within the business plan and budget report.</p> <p>A discussion was held around our fleet vehicles. Jacque explained we have an on-going fleet replacement programme which is continually reviewed.</p> <p>Andrea Smith (Executive Director – Procurement) shared the procurement services update. We have recently appointed a new Head of Procurement, who has had a great impact within the team so far.</p> <p>A big priority for us currently is the up-coming change to the procurement regulations, the new regulations come into place in October. We are working on ensuring we know what this means for us internally as well as our customers.</p> <p>Another main priority this year is focussing on the digital side of procurement and enabling further self-service for our customers.</p> <p>Resolved – (1) That the report be noted.</p>
15:	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 2023.</p> <p>It was noted that a decision was taken last year on some changes to the proportional split of dividend in terms of risk. This decision was made in consultation with our owning member Finance Director's.</p> <p>Resolved - (1) That the Committee approve the proposed dividend amount, distribution split, and timings.</p>
16:	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>

17:	DATE AND TIME OF NEXT MEETING
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	Resolved – That the next meeting of the YPO Management Committee is to be held on 22 nd November 2024.
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