



EASTERN SHIRES  
PURCHASING  
ORGANISATION

A LOCAL AUTHORITY PURCHASING AND DISTRIBUTION CONSORTIUM

CONSORTIUM SECRETARY: JOHN SINNOTT, MA, Dipl. P.A.,  
CHIEF EXECUTIVE, LEICESTERSHIRE COUNTY COUNCIL

Date: 17 March 2011  
My Ref: BS/ESPO  
Please ask for: Ben Smith  
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Dear Member,

**ESPO MANAGEMENT COMMITTEE**

A meeting of the Management Committee will be held at **11.00 am on Friday 25 March 2011** in the Sparkenhoe Committee Room, County Hall, Glenfield, Leicestershire.

A buffet lunch will be provided after the meeting. Please telephone or email me (details above) by Tuesday 22 March to confirm that you require lunch and, if so, whether you have any special dietary requirements.

Yours faithfully,

for Consortium Secretary

**AGENDA**

**ITEM**

**MARKED**

- |    |  |           |
|----|--|-----------|
| 1. | Minutes of the special meeting held on 24 September 2010 and the meeting held on 6 December 2010.  | A1 and A2 |
| 2. | To advise of any other items which the Chairman has decided to take as urgent.   |           |
| 3. | Declarations of interests in respect of items on the agenda.<br><br><b>The Chairman will be asked to consider Item 13 on the agenda at this stage of the meeting, which will involve the likely exclusion of the public.</b> |           |
| 4. | Progress Report.<br>(Report of the Interim Director)   | B         |

*continued -*

To Members of the ESPO  
Management Committee

ITEM		MARKED
5.	Forecast Outturn 2010/11 and Budget 2011/12. (Joint report of the Interim Director and Treasurer)	C
	<b>During discussion of Item 5 above, the Chairman will be asked to consider Item 14 on the agenda which will involve the likely exclusion of the public.</b>	
6.	Audit Plan 2010/11. (Joint report of the Interim Director and the Treasurer)	D
7.	Revision of Contract Procedure Rules.  (Joint report of the Interim Director, Consortium Secretary, and Consortium Treasurer)	E
8.	Management of Business Risk.  (Report of the Interim Director and Consortium Treasurer)	F
9.	National Temporary Staffing Framework (MStar).  (Report of the Interim Director)	G
10.	ESPO Schools and Colleges Customer Services Survey and Catalogue/Pricing Trends.  (Report of the Interim Director)	H
11.	Dates of future meetings for 2011/12: <ul style="list-style-type: none"> <li>• Friday 24 June 2011 at 11.00 am</li> <li>• Friday 23 September 2011 at 11.00 am</li> <li>• Friday 2 March 2012 at 11.00 am</li> </ul>	
12.	Any other items that the Chairman has decided to take as urgent.  <b>The public are likely to be excluded from the meeting during the consideration of the following items of business in accordance with the provisions of Section 100 (A) (4) of the Local Government Act 1972 (Exempt Information).</b>	
13.	Legal Claim against ESPO.  (Exempt report of the Consortium Secretary)  Exempt under Paragraphs 3, 5 and 10 of Schedule 12A	I

*continued -*

**ITEM****MARKED**

14. Supplementary Information Informing the Forecast Outturn 2010/11 and Budget 2011/12. J

(Exempt report of the Interim Director and Consortium Treasurer)

Exempt under Paragraphs 5 and 10 of Schedule 12A