



**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: 16 June 2011
My Ref: BS/ESPO
Please ask for: Ben Smith
Direct Dialling: (0116) 305 6225
e-mail: ben.smith@leics.gov.uk

To: Members of the ESPO Management Committee

Dear Member,

ESPO MANAGEMENT COMMITTEE

A meeting of the Management Committee will be held at on Friday, 24 June 2011 at 11.00 am in the Framland Committee Room, County Hall, Glenfield. Leicestershire.

A buffet lunch will be provided after the meeting. Please telephone or email me (details above) by Tuesday 21 June to confirm that you require lunch and, if so, whether you have any special dietary requirements.

Yours faithfully,

for Consortium Secretary

AGENDA

- | <u>Item</u> | <u>Marked</u> |
|--|---------------|
| 1. Election of Chairman for 2011/12.
(Cllr Feltham has been nominated by Leicestershire County Council) | |
| 2. Election of Vice Chairman for 2011/12.
(Cllr Holdich has been nominated by Peterborough City Council.) | |
| 3. Minutes of the meeting held on 25 March 2011. | A |
| 4. To advise of any items that the Chairman has decided to take as urgent elsewhere on the agenda. | |

5. Declarations of interests in respect of items on the agenda.

The Chairman will be asked to consider Item 16 on the agenda at this stage of the meeting, which will involve the likely exclusion of the public.

6. ESPO Business Strategy Review:

(a) Project Closure Report. B

(Joint Report of the Consortium Secretary and Interim Director)

During discussion of Item 6a above, the Chairman will be asked to consider Item 17 on the agenda which will involve the likely exclusion of the public.

(b) Outline Implementation Programme. C

(Joint Report of the Consortium Secretary and Consortium Treasurer)

7. Outline ESPO Four Year Strategy. D

(Report of the Interim Director)

8. Progress Report. E

(Report of the Interim Director)

9. Outturn 2010/11. F

(Report of the Interim Director and Consortium Treasurer)

During discussion of Item 9 above, the Chairman will be asked to consider Item 18 on the agenda which will involve the likely exclusion of the public.

10. Annual Report and Draft Statement of Accounts 2010/11. G

(Joint Report of the Interim Director and Consortium Treasurer)

During discussion of Item 9 above, the Chairman will be asked to consider Item 15 on the agenda which will involve the likely exclusion of the public.

11. Management of Business Risk. H

(Report of the Interim Director)

During discussion of Item 11 above, the Chairman will be asked to consider Item 19 on the agenda which will involve the likely exclusion of the public.

12. Review and Revision of the Financial Regulations and Contract Procedure Rules. I

(Joint Report of the Interim Director, Consortium Secretary and Consortium Treasurer)

13. National Framework Agreement for Catering Services and Urgent Action Taken by the Interim Director in Relation to School Catering Services. J

(Joint Report of the Interim Director and Consortium Secretary)

14. Date of Next Meeting.

Please note that the date of the next meeting of the Committee has been changed from Friday 23 September 2011 to **Monday, 26 September 2011 at 11.00 am.**

15. Any other items that the Chairman has decided to take as urgent.

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).

16. Legal Claim against ESPO. K

(Exempt report of the Consortium Secretary)

Exempt under Paragraphs 3, 5 and 10 of Schedule 12A

17. Supplementary information Informing the ESPO Business Strategy Review Project Closure Report. L

(Exempt Joint Report of the Consortium Secretary and Consortium Treasurer)

Exempt under Paragraphs 3 and 10 of Schedule 12A.

18. Supplementary Information Informing the Outturn 2010/11. M

(Exempt Report of the Interim Director and Consortium Treasurer)

Exempt under Paragraphs 3 and 10 of Schedule 12A.

19. Supplementary Information Informing the Management of Business Risk Report. N

(Exempt Report of the Interim Director)

Exempt under Paragraphs 3 and 10 of Schedule 12A.