



EASTERN SHIRES
PURCHASING
ORGANISATION

A LOCAL AUTHORITY PURCHASING AND DISTRIBUTION CONSORTIUM

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

Date: 21 September 2011
My Ref: BS/ESPO
Please ask for: Ben Smith
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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 Thursday, 29 September 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 noon, Tuesday 27 September 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. Minutes of the meeting held on 24 June 2011.	A
2. To advise of any items that the Chairman has decided to take as urgent elsewhere on the agenda.	
3. Declarations of interests in respect of items on the agenda.	
4. Audit Letter 2010/11.	B

(Joint Report of the Interim Director and Consortium Secretary)

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5. Statement of Accounts and Annual Governance Statement 2010/11. C

(Joint Report of the Interim Director and Consortium Secretary)

6. Date of Next Meeting – Friday 2 March 2012 at 11.00 am.