



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: 23 February 2012  
My Ref: PH/ESPO  
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To: Members of the ESPO Management Committee

Dear Member,

**ESPO MANAGEMENT COMMITTEE**

A meeting of the Management Committee will be held at on Friday, 2 March 2012 at 11.00 am in the Eastern Shires Purchasing Organisation, Barnsdale Way, Grove Park, Enderby, Leicester, LE19 1ES.

A tour of the premises and a buffet lunch will be provided after the meeting. Please telephone or email me (details above) by Tuesday 28 February 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 3 November 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 this agenda.	
<b>The Chairman will be asked to consider Item 10 on the agenda at this stage of the meeting, which will involve the likely exclusion of the public.</b>	
4. Annual Audit Letter 2010/11.	B

(Joint report of the Interim Director and Consortium Treasurer)

5. Annual Audit Plan 2011/12. C  
(Joint report of the Interim Director and Consortium Treasurer)
6. Forecast Outturn 2011/12 and Budget 2012/13. D  
(Joint report of the Interim Director and Consortium Treasurer)
7. Progress Report. E  
(Report of the Interim Director)
8. Employee Terms and Conditions Update. F  
(Report of the Consortium Treasurer)
9. Dates of Future Meetings - 2012.  
Thursday 21 June 2012 at 11.00 am;  
Thursday 27 September 2012 at 11.00 am;  
Thursday 6 December 2012 at 11.00 am.

**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).**

10. Legal Claim Update. G  
(Exempt report of the Consortium Secretary)  
  
Exempt under Paragraphs 3, 5 and 10 of Schedule 12A
11. Supplementary Report Informing the Forecast Outturn 2011/12, Budget 2012/13 and Progress Report of the Director. H  
(Exempt report of the Interim Director and Consortium Treasurer)  
  
Exempt under Paragraphs 3 and 10 of Schedule 12A