



**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: 19 September 2012
My Ref: PH/ESPO
Please ask for: Pete Hitchings
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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 on Thursday, 27 September 2012 at 10.30 am 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 Monday 24 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 25 June 2012.	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.	
4. External Audit of the 2011/12 Financial Statements.	B

(Joint Report of the Interim Director and Consortium Secretary)

5. Statement of Accounts and Annual Governance Statement 2011/12. C

(Joint Report of the Interim Director and Consortium Secretary)

6. Finance and Audit Subcommittee - Proposed terms of reference and indicative Workplan. D

(Joint Report of the Consortium Secretary and Treasurer)

7. Progress Report of the Interim Director. E

(Report of the Interim Director)

During discussion of Item 7 above, the Chairman will be asked to consider Item 12 on the agenda which will involve the likely exclusion of the public.

8. Development of Academies Programme.

(Presentation of the Interim Director)

9. Public Procurement and Small and Medium-Sized Enterprises. F

(Report of the Interim Director)

10. Date of next meeting - 6 December 2012 at 10.30 am.

11. Any other items which 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).

12. Supplementary Information Informing the Progress Report of the Interim Director. G

(Exempt report of the Interim Director)

Exempt under Paragraphs 3 and 10 of Schedule 12A