



**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:
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 Thursday, 6 December 2012 at 10.30 am in the County Hall, Glenfield. Leicestershire.

A buffet lunch will be provided after the meeting. Please telephone or email me (details above) by ***** 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 27 September 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 Annual Plan 2012/13. (Joint report of the Director and Consortium Treasurer)	B
5. Progress Report of the Director. (Report of the Director)	C

Chief Executive's Department
Leicestershire County Council, County Hall, Glenfield, Leicestershire LE3 8RA
Telephone 0116 232 3232 Fax: 0116 305 6260 Minicom: 0116 305 6160

During discussion of Item 5 above, the Chairman will be asked to consider Item 9 on the agenda which will involve the likely exclusion of the public.

6. Progress on Efficiency Projects. D

(Report and presentation of the Director)

7. Dates of Future Meetings.

Thursday 7 March 2013 at 10.30 am

Thursday 27 June 2013 at 11 am

Thursday 26 September 2013 at 10.30 am

Thursday 5 December 2013 at 10.30 am

8. 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).

9. Supplementary Information Informing the Progress Report of the Director. E

(Exempt report of the Director)

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

