



**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: 27 February 2013
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 at on Thursday, 7 March 2013 at 10.30 am in the Guthlaxton Committee Room, County Hall, Glenfield. Leicestershire.

A buffet lunch will be provided after the meeting. Please telephone or email me (details above) by Monday 4 March 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 6 December 2012.	1 (Pages 1 – 6)
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. Forecast Outturn 2012/13 and Draft Medium Term Financial Strategy 2013/14 - 2016/17.	4 (Pages 7 - 38)

(Joint report of the Consortium Treasurer and Director)

During discussion of Item 4 above, the Chairman will be asked to consider Item 13 on the agenda which will involve the likely exclusion of the public.

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| 5. Consortium Agreement. | 5 |
| | (Pages 39 -186) |
| (Joint report of the Consortium Secretary and Treasurer) | |
| 6. ESPO Change Programme Closure Report. | 6 |
| | (Pages 187 - 202) |
| (Joint report of the Consortium Secretary and Treasurer) | |
| 7. Annual Review of Organisational Approach to Risk Management and Governance. | 7 |
| | (Pages 203 - 228) |
| (Joint report of the Director, Consortium Secretary and Treasurer) | |
| 8. Progress Report of the Director. | 8 |
| | (Pages 229 -242) |
| (Report of the Director) | |

During discussion of Item 8 above, the Chairman will be asked to consider Item 14 on the agenda which will involve the likely exclusion of the public.

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| 9. Public Procurement and Small & Medium-Sized Enterprises. | 9 |
| | (Pages 243 -250) |
| (Report of the Consortium Treasurer) | |
| 10. Items referred by the Finance and Audit Subcommittee. | |
| 11. Date of Next Meeting - Thursday 27 June 2013 at 11 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).

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| 12. Medium Term Business Strategy - 18 Month Rolling Update. | 12 |
| | (Pages 251 -262) |
| (Report of the Director) | |
| (Exempt under paragraphs 3 and 10 of Schedule 12(A)) | |
| 13. Supplementary Information Informing the Forecast Outturn 2012/13 and Draft Medium Term Financial Strategy 2013/14 - 2016/17. | 13 |
| | (Pages 263 -278) |
| (Joint report of the Consortium Treasurer and Director) | |
| (Exempt under paragraphs 3 and 10 of Schedule 12(A)) | |
| 14. Supplementary Information Informing the Progress Report of the Director. | 14 |
| | (Pages 279 -326) |
| (Report of the Director) | |
| (Exempt under Paragraphs 3, 5 and 10 of Schedule 12(A)) | |