



**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 June 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, 27 June 2013 at 11.00 am at **Eastern Shires Purchasing Organisation**, Barnsdale Way, Grove Park, Enderby, Leicester, LE19 1ES.

The meeting will be preceded by a short tour of the premises commencing at 10.30 am, and a buffet lunch will be provided after the meeting. Please telephone or email me (details above) by Tuesday 25 June to confirm whether or not you wish to take part in the tour and whether you will be staying for lunch and, if so, whether you have any special dietary requirements.

Yours faithfully,

for Consortium Secretary

AGENDA

Item

Marked

1. Election of Chairman for 2013/14.
(A nomination will be received from Lincolnshire County Council.)
2. Election of Vice Chairman for 2013/14.
(A nomination will be received from Cambridgeshire County Council.)
3. Minutes of the meeting held on 7 March 2013. (Pages 3-10)
4. To advise of any items that the Chairman has decided to take as urgent elsewhere on the agenda.

5. Declarations of interests in respect of items on this agenda.
6. Consortium Partnership Agreement - Progress Report. (Pages 11-13)
(Report of the Consortium Secretary)
7. Draft Outturn 2012/13. (Pages 15-22)
(Joint Report of the Consortium Treasurer and Director)

During discussion of Item 7 above, the Chairman will be asked to consider Item 15 on the agenda which will involve the likely exclusion of the public.

8. Annual Report 2012/13. (Pages 23-28)
(Joint Report of the Director and Consortium Treasurer)
9. Draft Annual Governance Statement. (Pages 29-46)
(Joint report of the Consortium Secretary and Treasurer)
10. Internal Audit Service Annual Report 2012-13. (Pages 47-59)
(Report of the Consortium Treasurer)
11. Director's Progress Report. (Pages 61-66)
(Report of the Director)

During discussion of Item 11 above, the Chairman will be asked to consider Item 14 on the agenda which will involve the likely exclusion of the public.

12. Proposal to Calculate Dividend Distribution Based on Member Turnover Including Academies. (Pages 67-70)
(Joint report of the Consortium Treasurer and Director)
13. Date of Next Meeting - Thursday 26 September 2013.

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).

14. Supplementary Information Informing Director's Progress Report. (Pages 71-79)
(Report of the Director)
(Exempt under paragraphs 3 and 10 of Schedule 12(A))
15. Supplementary Information Informing Draft Outturn 2012/13. (Pages 81-91)
(Joint Report of the Consortium Treasurer and Director)
(Exempt under paragraphs 3 and 10 of Schedule 12(A))