



**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: 18 September 2013  
My Ref: PH/ESPO  
Please ask for: Pete Hitchings  
Direct Dialling: (0116) 305 6038  
e-mail: peter.hitchings@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, 26 September 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 23 September to confirm that you require lunch and, if so, whether you have any special dietary requirements.

Yours faithfully,

for Consortium Secretary

**AGENDA**

**Item**

**Marked**

1. Minutes of the meeting held on 27 June 2013. (Pages 3-9)
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. Warehouse Operations.  
(Presentation of the Director)
5. External Audit of the 2012/13 Financial Statements. (Pages 11-35)  
(Joint Report of the Director and Consortium Secretary)

6. Statement of Accounts and Annual Governance Statement 2012/13. (Pages 37-104)

(Joint Report of the Director and Consortium Treasurer)

7. Director's Progress Update. (Pages 105-111)

(Report of the Director)

**During discussion of Item 7 above, the Chairman will be asked to consider Item 11 on the agenda which will involve the likely exclusion of the public.**

8. Items referred by the Finance and Audit Subcommittee.

9. Date of Next Meeting - 5 December 2013.

**The public are likely to be excluded during the consideration of the following items of business in accordance with Section 100(A)(4) of the Local Government Act 1972 (Exempt Information):**

10. ESPO Business Strategy and Future Direction. (Pages 113-129)

(Report of the Director)

(Exempt under paragraphs 3 and 10 of Schedule 12(A))

11. Supplementary Report Informing Director's Progress Update. (Pages 131-141)

(Report of the Director)

(Exempt under paragraphs 3 and 10 of Schedule 12(A))