



**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 November 2013  
My Ref: BS/ESPO  
Please ask for: Ben Smith  
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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, 5 December 2013 at 10.30 am in the Framland Committee Room, County Hall, Glenfield. Leicestershire.

A buffet lunch will be provided after the meeting. Please telephone or email me (details above) by Monday 2 December to confirm that you require lunch and, if so, whether you have any special dietary requirements.

Yours faithfully,

*Ben Smith*

for Consortium Secretary

**AGENDA**

**Item**

**Marked**

1. Minutes of the meeting held on 26 September 2013. (Pages 3 - 8)
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. Sales and Marketing.  
(Presentation of the Director)

5. Arrangements for the withdrawal of Leicester City Council from the Consortium. (Pages 9 - 11)  
(Joint Report of the Director and Consortium Secretary)

6. External Audit Plan 2013/14. (Pages 13 - 36)  
(Joint Report of the Director and Consortium Treasurer)

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

7. Director's Progress Report. (Pages 37 - 40)  
(Report of the Director)

8. Items referred by the Finance and Audit Subcommittee.

9. 2014 Meeting Dates.

10. Any other items which the Chairman has decided to take as urgent.

11. Exclusion of the Public.

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):

12. Supplementary Report Informing Director's Progress Update. (Pages 41 - 47)  
(Report of the Director)

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

13. Four Year Medium Term Financial Strategy 2014/15 - 2017/18 and Annual Budget Planning. (Pages 49 - 55)  
(Report of the Consortium Treasurer)

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

14. GEMS Gas Billing System. (Pages 57 - 70)  
(Report of the Director)

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