



**EASTERN SHIRES  
PURCHASING  
ORGANISATION**

A LOCAL AUTHORITY PURCHASING AND DISTRIBUTION CONSORTIUM

CONSORTIUM SECRETARY: JOHN SINNOTT, MA, DipI. P.A.,  
CHIEF EXECUTIVE, LEICESTERSHIRE COUNTY COUNCIL

Date: 18 June 2014  
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, 26 June 2014 at 10.30 am in the Guthlaxton County Hall, Glenfield. Leicestershire.

A buffet lunch will be provided after the meeting. Please telephone or email me (details above) by Monday 16 June 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. Election of Chairman for the municipal year 2014/15.

Cllr. J. Reynolds has been nominated by Cambridgeshire County Council.

2. Election of Vice Chairman for the municipal year 2014/15.

Cllr. J. Clarke has been nominated by Warwickshire County Council.

3. Minutes of the meeting held on 6 March 2014.

(Pages 5 - 10)

4. To advise of any other items which the Chairman has decided to take as urgent elsewhere on the agenda.
5. Declarations of interests in respect of items on this agenda.
6. Partnership Agreement and the Withdrawal of Leicester City Council from the Consortium. (Pages 11 - 12)  
(Report of the Consortium Secretary)
7. Draft Outturn 2013/14. (Pages 13 - 20)  
(Joint Report of the Consortium Treasurer and Director)

During discussion of Item 7 above, the Chairman will be asked to consider Item 16 on the agenda which will involve the likely exclusion of the public.

8. Annual Report 2013/14. (Pages 21 - 28)  
(Joint Report of the Director and Consortium Treasurer)
9. Draft Annual Governance Statement 2013/14. (Pages 29 - 44)  
(Joint report of the Consortium Secretary and Treasurer)
10. Internal Audit Service Annual Report 2013-14. (Pages 45 - 60)  
(Report of the Consortium Treasurer)
11. Annual Review of Organisational Approach to Risk Management 2013/14. (Pages 61 - 82)  
(Report of the Director)

During discussion of Item 11 above, the Chairman will be asked to consider Item 17 on the agenda which will involve the likely exclusion of the public.

12. Director's Progress Report. (Pages 83 - 92)  
(Report of the Director)

During discussion of Item 12 above, the Chairman will be asked to consider Item 18 on the agenda which will involve the likely exclusion of the public.

13. Date of Next Meeting - Thursday 26 September 2013 at 10.30 am.

To be held at ESPO, Grove Park.

14. 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).

15. Logistics Review. (Pages 93 - 108)  
(Report of the Director)  
(Exempt under paragraphs 3 and 10 of Schedule 12(A))
16. Supplementary Information Informing the Draft Outturn 2013/14. (Pages 109 - 116)  
(Joint Report of the Consortium Treasurer and Director)  
(Exempt under paragraphs 3 and 10 of Schedule 12(A))
17. Supplementary Information informing the Annual Review of Organisational Approach to Risk Management 2013/14. (Pages 117 - 120)  
(Report of the Director)  
(Exempt under paragraphs 3 and 10 of Schedule 12(A))
18. Supplementary Information Informing the Director's Progress Report. (Pages 121 - 124)  
(Report of the Director)  
(Exempt under paragraphs 3 and 10 of Schedule 12(A))