



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: 15 June 2015  
My Ref: BH/ESPO  
Please ask for: Ben Holihead  
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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 Wednesday, 24 June 2015 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) to confirm that you require lunch and, if so, whether you have any special dietary requirements.

Yours faithfully,

Ben Holihead  
for Consortium Secretary

### **AGENDA**

Item

Pages

1. Election of Chairperson for the municipal year 2015/16.

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

2. Election of Vice-Chairperson for the municipal year 2015/16.

Cllr. I. Monson has been nominated by Norfolk County Council.

3. Minutes of the meeting held on 4 March 2015.

(Pages 5 - 8)

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 the agenda.
6. Items referred by the Finance and Audit Subcommittee.
7. Update on the new Public Contract Regulations. (Pages 9 - 20)  
Presentation by ESPO officers.
8. Director's Progress Update. (Pages 21 - 34)  
Report of the Director.
9. Building Maintenance and Capital Plan. (Pages 35 - 38)  
Report of the Director.
10. Draft Outturn 2014/15. (Pages 39 - 46)  
Report of the Consortium Treasurer.
11. Annual Report 2014/15. (Pages 47 - 54)  
Report of the Director.
12. Annual Governance Statement 2014/15. (Pages 55 - 70)  
Report of the Consortium Treasurer.
13. Annual Review of Organisational Approach to Risk Management. (Pages 71 - 96)  
Report of the Director.
14. Internal Audit Service Annual Report. (Pages 97 - 114)  
Report of the Consortium Treasurer.
15. Date of Next Meeting.  
The next meeting will take place on the 28 September 2015 at ESPO, Grove Park, Enderby.
16. 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.**

17. Supplementary Information Informing the Director's Progress Update. (Pages 115 - 120)  
Report of the Director.  
(Exempt under paragraphs 3 and 10 of Section 10(A)).
18. Supplementary Information Informing the draft Outturn 2014/15. (Pages 121 - 128)  
Joint report of the Consortium Treasurer and Director.  
(Exempt under paragraphs 3 and 10 of Section 10(A))
19. Change Programme Update. (Pages 129 - 138)  
Report of the Director.  
(Exempt under paragraphs 3 and 10 of Section 10(A)).