



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: 26 November 2015
My Ref: BH/ESPO
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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 Friday, 4 December 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

<u>Item</u>	<u>Pages</u>
1. Minutes of the meeting held on 28 September 2015.	(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. Items referred by the Finance and Audit Subcommittee.	

There are no specific items referred. The issues considered by the Subcommittee are covered in items 7-10 and 14, which appear elsewhere on the agenda.

5. Resolution of Internal Audit High Importance Recommendations. (Pages 9 - 10)
Report of the Consortium Treasurer.
6. Director's Progress update. (Pages 11 - 18)
Report of the Director.
7. MTFs Monitoring for the first Six Months of 2015/16. (Pages 19 - 32)
Joint Report of the Director and Consortium Treasurer.
8. Proposal to change the basis of calculating the Dividend Distribution. (Pages 33 - 38)
Joint report of the Director and Consortium Treasurer.
9. Impact of the National Living Wage. (Pages 39 - 42)
Joint report of the Director and Consortium Treasurer.
10. Review of the Frequency of Finance and Audit Subcommittee meetings. (Pages 43 - 46)
Report of the Consortium Secretary.
11. Date of Next Meeting.
The next meeting of the Committee is scheduled to take place on Wednesday 2 March at 11.00am at County Hall, Glenfield.
12. 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 item of business in accordance with the provisions of Section 100(A) (4) of the Local Government Act 1972.

13. Supplementary Information informing the Director's Progress Update. (Pages 47 - 54)
Report of the Director.
(Exempt under paragraphs 3 and 10 of Section 100(A)).
14. Strategic Discussion Document to Inform MTFs Assumptions. (Pages 55 - 66)
Joint Report of the Director and Consortium Treasurer.
(Exempt under paragraphs 3 and 10 of Section 100(A)).