



Date: 13 July 2016  
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 on Thursday, 21 July 2016 at 11.00 am in the Guthlaxton Committee Room, County Hall, Glenfield.

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

1. Appointment of Chairman.

Cllr. I. Monson has been nominated to be Chairman for the municipal year ending April 2017.

2. Appointment of Vice-Chairman.

Dr. K. Feltham CC has been nominated as Vice Chairman for the municipal year ending April 2017.

3. Minutes of the meeting held on 2 March 2016.

(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 this agenda.
6. Items referred by the Finance and Audit Subcommittee.

*There are no specific items referred. The issues considered by the Subcommittee are covered in items 9, 11 and 15 which appear elsewhere on the agenda.*

7. Director's Progress update. (Pages 9 - 22)  
Report of the Director.
8. Annual Report 2015/2016. (Pages 23 - 30)  
Report of the Director.
9. Annual Governance Statement. (Pages 31 - 46)  
Report of the Consortium Treasurer.
10. Proposed Changes to the Contract Procedure Rules. (Pages 47 - 100)  
Report of the Director.
11. Internal Audit Service Annual Report. (Pages 101 - 118)  
Report of the Consortium Treasurer.
12. Date of Next Meeting.  
The next meeting of the Committee is scheduled to take place on 27 September 2016 at 11.00am at County Hall, Glenfield.
13. 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.**

14. Supplementary information to inform the Director's Progress Update. (Pages 119 - 128)  
Report of the Director.  
(Exempt under paragraphs 3 and 10 of Section 100(A)).

15. Draft Outturn 2015/16. (Pages 129 - 148)  
Report of the Consortium Treasurer.  
(Exempt under paragraphs 3 and 10 of Section 100(A)).
16. Managing Change and Business Development at ESPO. (Pages 149 - 158)  
Report of the Director.  
(Exempt under paragraphs 3 and 10 of Section 100(A)).
17. HFS Project Update. (Pages 159 - 172)  
Report of the Director.  
(Exempt under paragraphs 3 and 10 of Section 100(A)).