



Date: 13<sup>th</sup> June 2017  
My Ref: SB/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 Wednesday, 21 June 2017 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,

Sara Brennan  
for Consortium Secretary

### **AGENDA**

<u>Item</u>	<u>Report by</u>
1. Election of Chairman for 2017/18 (Leicestershire County Council to nominate)	
2. Election of Vice-Chairman for 2017/18 (Peterborough City Council to nominate)	
3. Minutes of the meeting held on 28th February 2017	(Pages 5 - 10)
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. Draft Outturn 2016-17 (Pages 11 - 22)  
Joint Report of the Director and Consortium Treasurer.
7. Director's Progress Update (Pages 23 - 38)
8. Code Of Corporate Governance (Pages 39 - 58)  
Report of the Director.

*(Immediately following the discussion on this item, the Chairman will be asked to consider Item 13 on the Agenda but to do so in closed session as it involves the disclosure of exempt information)*

9. Internal Audit Service - Annual Report 2016-17 (Pages 59 - 80)  
Report of the Consortium Treasurer.
10. Internal Audit Service Plan for 2017-18 (Pages 81 - 88)  
Report of the Consortium Treasurer.
11. Date of Next Meeting  
The next meeting of the Committee is scheduled to take place on 20<sup>th</sup> September 2017 at 11am at ESPO.

**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.**

12. Director's Progress Report - Supplementary Information (Pages 89 - 100)  
Report of the Director.  
(Exempt – Paragraph 3 and 10 of Schedule 12A).
13. Corporate Risk Register - Analysis of Risks Outside Tolerance (Pages 101 - 126)  
Report of the Director.  
(Exempt – Paragraph 3 and 10 of Schedule 12A).
14. Managing Change and Business Development (Pages 127 - 132)  
Report of the Director.  
(Exempt – Paragraph 3 and 10 of Schedule 12A).

15. Warehouse Mechanisation

(Pages 133 -  
182)

Report of the Director.

(Exempt – Paragraph 3 and 10 of Schedule 12A).