

Minutes of a meeting of the ESPO Management Committee held via Microsoft Teams on Wednesday, 25 November 2020.

PRESENT

Cllr. M. Howell (in the Chair)

Cambridgeshire County Council

Cllr. I Bates

Peterborough City Council

Cllr D. Seaton

Leicestershire County Council

Dr. R. K. A. Feltham CC

Mr. R. Shepherd CC

Lincolnshire County Council

Cllr A. Hagues

Cllr. S. Rawlins

Warwickshire County Council

Cllr. P. S. Birdi

Cllr. P. Butlin

Apologies

Apologies were received from Cllr. S. Clancy and Cllr. M. Smith-Clare from Norfolk County Council and Cllr John Holdich OBE from Peterborough City Council.

In attendance

ESPO

Kristian Smith - Director

Richard Benner – Assistant Director

Maurice Campbell – Assistant Director

David Godsell – Assistant Director

Matt Selwyn Smith – Assistant Director

Leicestershire County Council

John Sinnott – Consortium Secretary

Lauren Haslam – Director of Law and Governance on behalf of Consortium Secretary

Declan Keegan – Assistant Director Strategic Finance and Property on behalf of Consortium Treasurer

Mo Seedat – Head of Democratic Services

Matt Davis – Audit Manager

Cat Tuohy – Democratic Services Officer

26. Minutes.

The minutes of the meeting held on 16 September were taken as read following an amendment to the Declarations of interests:-

*“Mr R. Shepherd CC and Dr K. Feltham CC declared a personal interest **which could lead to bias** as members of Leicestershire County Council who owned the Leaders Farm site which was being recommended as the location of a new warehouse site - Agenda Item ‘9’ (minute 25 refers).”*

27. To advise of any items that the Chairman has decided to take as urgent elsewhere on the agenda.

There were no urgent items for consideration.

28. Declarations of interests in respect of items on this agenda.

The Chairman invited members who wished to do so to declare any interest in respect of items on the agenda for the meeting.

Mr R. Shepherd CC and Dr K. Feltham CC declared a personal interest which could lead to bias as members of Leicestershire County Council who owned the Leaders Farm site to be discussed under the Director's Supplementary Progress Update.

29. Director's Progress update.

The Committee considered a report of the Director which provided an update of the actions and progress made since the last ESPO Management Committee held on 16 September 2020. A copy of the report marked 'Agenda Item 4', is filed with these minutes

It was noted that a small number of staff who could not work from home and were clinically vulnerable had been re-furloughed following the second full nationwide lockdown.

The Committee took the opportunity to thank all ESPO staff who had been working hard to keep ESPO running and continued to respond to emerging and changing priorities.

RESOLVED:

That the report be noted and supported.

30. Date of Next Meeting.

It was noted that future meetings of the Committee would be held at 10.30am on 17 March 2020.

31. Exclusion of the Press and Public.

RESOVLED:

It was agreed that under Section 100(A) (iv) of the Local Government Act 1972 the public be excluded from the meeting on the grounds that it will involve the likely disclosure of exempt information during consideration of the following items of business as defined in paragraphs 3 and 10 of Schedule 12A of the Act; and, in all circumstances of the case, the public interest in maintaining the exemption outweighs the public interest in disclosing the information.

32. Director's Supplementary Report.

The Committee considered an exempt report of the Director which set out further supplementary information regarding the Director's Progress Update. A copy of the report, marked 'Agenda Item 7', is filed with these minutes. The report was not for

publication by virtue of Paragraphs 3 and 10 of Part 1 of Schedule 12 (A) of the Local Government Act 1972.

The Director set out plans for future development and advised that updates would be brought to Members once plans had advanced and/or opportunities arose.

Members were assured that ESPO was aware of and looking to mitigate risks affecting the business, such as COVID-19, the United Kingdom's exit from the European Union and its impact on ports and markets and cyber security.

An update was provided on 'Leaders Farm' the preferred site for investment for ESPO's new warehouse that had been agreed at a previous Management Committee meeting. It was noted that Leicestershire County Council held a dual role as Developer and Planning Authority for the site and that further discussions needed to be held internally by the Authority. It was requested that a report be made to members regarding progress on the matter.

RESOLVED:

- a) That the report be noted.
- b) That an update report be submitted to members regarding Leaders Farm.

33. Personal Protective Equipment - Covid-19.

The Committee received a report from the Director on Personal Protective Equipment Update during Covid-19. A copy of the report marked Agenda Item '8' is filed with these minutes. The report and presentation were not for publication by virtue of Paragraphs 3 and 10 of Part 1 of Schedule 12(A) of the Local Government Act 1972.

Members considered the challenges and lessons learnt in relation to procurement of Personal Protective Equipment during Covid-19 and noted that ESPO's Leadership Team would consider future opportunities that could be developed in line with partner authorities needs.

The Director assured Members that ESPO looked to ensure there was an adequate mix between overseas and UK supply. Members recognised that often there was reliance on parts manufactured abroad with UK suppliers which could still result in delays within the chain if there was port disruption.

Members were pleased to note that during the crisis ESPO continued to maintain its internal control on PPE procurement and that it did not lower its standards, or pay over the odds for PPE.

RESOLVED:

That the content of the report be noted and that the development of a new product availability strategy be supported.

34. Financial Update Report.

The Committee considered a report of the Director which set out the an update on ESPO's financials. A copy of the report marked Agenda Item '9' is filed with these minutes. The report and presentation were not for publication by virtue of Paragraphs 3 and 10 of Part 1 of Schedule 12(A) of the Local Government Act 1972

RESOLVED:

That the report be noted and supported.

35. My School Fund Presentation.

The Committee received a presentation from the Director regarding the 'My School Fund'. A copy of the report is marked 'Agenda Item 10' and is filed with these minutes.

The Committee thanked officers for the presentation and the good work undertaken to progress the My School Fund scheme.

RESOLVED:

That the presentation be noted.

Times Not Specified
25 November 2020

CHAIRMAN