

Minutes of a meeting of the ESPO Management Committee held at County Hall, Glenfield on Wednesday, 24 November 2021.

PRESENT

Cllr. P. Butlin – in the Chair (Warwickshire County Council)

Lincolnshire County Council

Cllr. A. Hagues  
Cllr. S. Rawlins

Cambridgeshire County Council

Cllr. B. Goodliffe  
Cllr. S. Ferguson

Norfolk County Council

Cllr. S. Clancy  
Cllr. A. Birmingham

Leicestershire County Council

Mr. R. Shepherd CC  
Dr. R. K. A. Feltham CC

Warwickshire County Council

Cllr. M. Watson

Apologies

Apologies were received from Cllr. W. Fitzgerald (Peterborough City Council) and Cllr A. Coles (Peterborough City Council).

In attendance

Cllr N. Shailer was also in attendance from Cambridgeshire County Council.

ESPO

Kristian Smith - Director  
David Godsell – Assistant Director  
Maurice Campbell – Assistant Director  
Matt Selwyn Smith – Assistant Director  
David Goodacre – Financial Controller

Leicestershire County Council

Declan Keegan – Assistant Director Corporate Resources on behalf of Consortium Treasurer  
Mo Seedat – Head of Democratic Services  
Cat Tuohy – Democratic Services Officer

32. Minutes of the previous meeting.

The minutes of the meeting held on 15 September 2021 were taken as read, confirmed, and signed subject to minute 29 being amended to set out the 'qualified opinion' and amending of the RFS 102 to FRS 102.

33. Urgent items.

There were no urgent items for consideration.

34. Declarations of interests.

The Chairman invited members who wished to do so to declare any interest in respect of items on the agenda for the meeting. No declarations were made.

35. Items referred by the Finance and Audit Subcommittee.

There were no items referred by the Finance and Audit Subcommittee.

36. Proposed Updates to the Standard Financial Instructions and Delegations to the Director of ESPO.

The Committee received a joint report of the Director and Consortium Treasurer regarding proposed updates to the standard financial instructions and delegations to the Director of ESPO. A copy of the report marked 'Agenda Item 5' is filed with these minutes.

RESOLVED:

That the Committee approve the ;

- a) proposed changes to Appendix 4 to the Constitution of the ESPO Management Committee – Functions of and delegations to, the Director of ESPO as set out in Appendix 1 to the report.
- b) proposed changes to Appendix 6 to the Constitution of the ESPO Management Committee - Financial Regulations of the ESPO Management Committee (Including the Standard Financial Instructions), as set out in Appendix 2 to the report.

37. Director's Progress update.

The Management Committee gave consideration to a report of the Director which provided an update of the actions and progress made since the previous ESPO Management Committee held on 15 September 2021. A copy of the report marked 'Agenda Item 6, is filed with these minutes.

The Director acknowledged the ongoing challenge inflation posed to ESPO and businesses generally. Members were assured that officers had planned for inflationary risk as a key feature of the next trading year.

Members were pleased to note the proposed dividend pool of £3.3million, that would be distributed to the Member Authorities in December, as per the formula of relative spend that the Management Committee had previously approved.

RESOLVED:

That the report be noted and supported, including agreement of the proposed distribution of the dividend pool of £3,333,600.

38. Date of Next Meeting.

It was noted that the next meeting of the Committee would be held on 16 March 2022 via Microsoft Teams.

39. Exclusion of the Press and Public.

RESOLVED:

That under Section 100 (A) (iv) of the Local Government Act 1972 the public be excluded from the meeting for the remaining items of business on the grounds that it will involve the disclosure of exempt information as defined in the Act and that in all of the circumstances the public interest in maintaining the exception outweighs the public interest in disclosing the information.

40. Supplementary Information Informing the Progress Report of the Director's Progress Update

The Committee considered a report of the Director which provided supplementary information to the progress report of the Director. A copy of the report, marked 'Agenda Item 9', is filed with these minutes.

The exempt report was not for publication as it contained information relating to the financial or business affairs of a particular person (including the authority holding that information).

RESOLVED:

That the supplementary information provided be noted.

41. Update on the Build Programme for Additional Warehouse Capacity for ESPO.

The Committee considered an exempt report of the Director, the purpose of which was to update Members on the build programme for additional warehouse capacity. A copy of the report, marked 'Agenda Item 10' is filed with these minutes.

The exempt report was not for publication as it contained information relating to the financial or business affairs of a particular person (including the authority holding that information).

The Director informed the Committee that the preferred site for additional warehouse capacity at Leaders Farm, as previously agreed by Management Committee, could no longer proceed. Having considered alternative options it was felt that, in light of the future ways of working project, a proposal to expand the warehouse at Grove Park, into its carpark, would present the best alternative for ESPO financially, logistically and environmentally. ESPO would undertake a feasibility study to demonstrate that the building would be deliverable.

Arising from the discussion the following points were noted:-

- i. In response to a query regarding the inclusion of Solar Panels on the new space, officers would look to consider it as an option at the appropriate time.
- ii. ESPO would utilize Leicestershire County Council's, as the Administering Authority, Project Management resource within the Strategic Property Team. The Project Manager would facilitate work

between ESPO and any external contractors that may be needed for external advice or expertise.

- iii. The Committee welcomed the proposal and agreed that the expansion at Grove Park would deliver a more sustainable reduced carbon footprint, which also made overwhelming financial sense.

#### RESOLVED

That the:

- a) approach set out within the report be noted and supported.
- b) proposed approach to develop Grove Park as the preferred option (subject to the feasibility study) given the parameters given were within the already approved business case, be approved.

#### 42. Energy Update.

The Committee received a presentation on the Energy Market from the Director. A copy of the report, marked 'Agenda Item 11' is filed with these minutes.

The exempt presentation was not for publication as it contained information relating to the financial or business affairs of a particular person (including the authority holding that information).

The Committee welcomed the presentation which set out ESPO's strategy for procurement of energy, and recognised the turbulence within the energy market which was due to demand and geopolitical tensions.

#### RESOLVED

That the presentation be noted.

10.30 - 11.40 am  
24 November 2021

CHAIRMAN