



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: 8 November 2022
My Ref: CT/ESPO
Please ask for: Anna Poole
Direct Dialling: (0116) 305 2583
e-mail: anna.poole@leics.gov.uk

To: Members of the ESPO Management Committee

Dear Member,

ESPO MANAGEMENT COMMITTEE

A meeting of the Management Committee will be held on Wednesday, 16 November 2022 at 11.00 am in the Sparkenhoe Committee Room, County Hall, Glenfield, Leicester LE3 8RA.

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,

Anna Poole
for Consortium Secretary

AGENDA

Item

Report by

1. Appointment of Chairman.

Cllr. G. Peck has been nominated to be Chairman for the municipal year ending April 2023.

2. Appointment of Vice Chairman.

3. Minutes of the meeting held on 29 June 2022.

(Pages 3 - 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. Items referred by the Finance and Audit Subcommittee.

There are no specific items referred.

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| 7. | Director's Progress update. | Director | (Pages 11 - 26) |
| 8. | Dates of Future Meetings. | | |

Meetings will be held at 10.30am on the following dates:

- 22 March 2023
- 28 June 2023
- 20 September 2023
- 15 November 2023

9. Any other items which the Chairman has decided to take as urgent.
10. Exclusion of the Press and Public.

The public are likely to be excluded during consideration of the following items of business in accordance with Section 100(A)(4) of the Local Government Act 1972 (Exempt Information).

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| 11. | External Audit of the 2021/22 Financial Statements. | Director and Consortium Treasurer | (Pages 27 - 48) |
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A representative from ESPO's External Auditors, Fortus, will be present for this item.

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| 12. | 2021/22 Financial Statements and Annual Governance Statement. | Director and Consortium Treasurer | (Pages 49 - 82) |
| 13. | Supplementary Information Informing the Progress Report of the Director's Progress Update. | Director | (Pages 83 - 96) |
| 14. | Project Update on ESPO Warehouse Extension. | Director | (Pages 97 - 104) |
| 15. | ESPO Trading Ltd. | Director | (Pages 105 - 116) |