



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: 12 September 2023
My Ref CT/ESPO
Please ask for: Anna Poole
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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, 20 September 2023 at 10.30 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,

Anna Poole
for Consortium Secretary

AGENDA

Item

Report by

1. Minutes of the meeting held on 28 June 2023. (Pages 3 - 8)
2. To advise of any items that the Chairman has decided to take as urgent elsewhere on the agenda.
3. Declarations of interests in respect of items on this agenda.

4. Items referred by the Finance and Audit Subcommittee.

There are no specific items referred. The issues considered by the Subcommittee are covered in item 11 which appears elsewhere on the agenda.

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| 5. | Consortium Secretary and Consortium Treasurer. | Consortium Secretary | (Pages 9 - 12) |
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| 6. | Director's Progress update. | | (Pages 13 - 28) |
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7. Date of Next Meeting.

The next meeting of the Committee is scheduled to take place on Wednesday 15 November 2023 at 10.30am.

8. Any other items which the Chairman has decided to take as urgent.

9. Exclusion of the Press and Public.

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

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| 10. | Supplementary Information Informing the Progress Report of the Director's Progress Update. | Director | (Pages 29 - 42) |
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| 11. | Financial Year 2022/23 - Rebate Performance. | Director | (Pages 43 - 50) |
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| 12. | Competitor Report. | Director | (Pages 51 - 56) |
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