



EASTERN SHIRES
PURCHASING
ORGANISATION

A LOCAL AUTHORITY PURCHASING AND DISTRIBUTION CONSORTIUM

CONSORTIUM SECRETARY: LAUREN HASLAM,
DIRECTOR OF LAW AND GOVERNANCE,
LEICESTERSHIRE COUNTY COUNCIL

Date: 5 November 2024
My Ref: CT/ESPO
Please ask for: Anna Poole
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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, 13 November 2024 at 11.15 am in the Guthlaxton Committee Room, County Hall, Glenfield.

Members are reminded that a buffet lunch will not be provided after the meeting, although liquid refreshments will be available. Members are welcome to use the canteen at County Hall if they wish.

Yours faithfully,

Anna Poole
for Consortium Secretary

AGENDA

<u>Item</u>	<u>Report by</u>	<u>Page</u>
1. Minutes of the meeting held on 18 September 2024.		(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.

The following items have been referred by the Subcommittee for consideration by the Management Committee:

- Item 5 - 2023/24 Financial Statements and Annual Governance Statement
- Item 6 - Contract Procedure Rules Update.
- Item 7 - Review and Revision of the Constitution of the Management Committee.

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| 5. | 2023/24 Financial Statements and Annual Governance Statement. | Director and Consortium Treasurer | (Pages 9 - 58) |
| 6. | Contract Procedure Rules Update. | Director | (Pages 59 - 164) |
| 7. | Review and Revision of the Constitution of the Management Committee. | Consortium Secretary | (Pages 165 - 182) |
| 8. | Director's Progress update. | Director | (Pages 183 - 196) |
| 9. | Date of Next Meeting. | | |

The next meeting of the Committee is scheduled to take place on 19 March 2025 at 10.30am.

10. Any other items which the Chairman has decided to take as urgent.
11. 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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| 12. | Supplementary Information Informing the Progress Report of the Director's Progress Update. | Director | (Pages 197 - 212) |
| 13. | Finance Update on Grove Park Warehouse Extension. | Director and Consortium Treasurer | (Pages 213 - 220) |