

**ESPO MANAGEMENT COMMITTEE – 20 SEPTEMBER 2023****CONSORTIUM SECRETARY AND CONSORTIUM TREASURER****REPORT OF THE CONSORTIUM SECRETARY****Purpose of Report**

1. The purpose of this report is to propose that the role of Consortium Secretary be transferred from the Chief Executive of Leicestershire County Council to the Director of Law and Governance, Leicestershire County Council.
2. The report also informs the Management Committee of a change of person in the role of Consortium Treasurer.

**Background**

3. The Constitution of the ESPO Management Committee requires the Committee to confirm the appointment of, including the removal and/or replacement of, personnel into the role of the Consortium Secretary and the Consortium Treasurer. This is set out at paragraph 2.1.6 of the functions of the ESPO Management Committee.

**Role of the Consortium Secretary**

4. Appendix 3 to the ESPO Management Committee Constitution sets out the following functions, which, in addition to the functions specified in the Consortium Agreement, the Consortium Secretary is responsible to the Management Committee for:
  - (a) Providing regular reports and advice where required to the Management Committee on any matters in relation to governance and propriety in relation to ESPO;
  - (b) Providing such proactive assistance and information to the Management Committee as it shall require to enable it to monitor the performance of ESPO;
  - (c) Responsibility for ensuring the production of the agenda and minutes of the Management Committee and its sub-committees;
  - (d) Advising the Management Committee or its sub-committees on points of procedure and/or conduct at meetings;

- (e) Receiving and recording any declarations of interests from Members or officers made at any meetings of the Management Committee or its sub-committees;
  - (f) Complying with legal requirements regarding the publication and accessibility of Management Committee (and its sub-committees) documentation including maintaining an up to date list of Members and records of meetings;
  - (g) Advising the Management Committee or its sub-committees on any matters relating to this Agreement and to amend the Agreement in writing to reflect any variations that have been approved by the Management Committee in accordance with clause 24 of the Agreement (Variation);
  - (h) Ensuring the provision of legal advice (via the County Solicitor of the Servicing Authority or other arrangement as the Management Committee may determine) to the Management Committee whenever this is considered to be in the interest and benefit of the Management Committee;
  - (i) Advising the Management Committee on any issues raised by the Commission for Local Administration and providing the Management Committee with any advice or support it may request; and
  - (j) Taking any other action between meetings which he/she considers is urgent in consultation with the Chair and the Vice Chair of the Management Committee (or relevant sub-committee or advisory group as the Chair (or the Vice Chair in his/her absence) may delegate that role to) only to the extent necessary to deal with the urgency/emergency arising subject to the details of such action being reported to next meeting of the Management Committee.
5. Lauren Haslam is currently Leicestershire County Council's Director of Law and Governance and is responsible for the above functions in her role at the County Council.

### **Consortium Treasurer**

6. Chris Tambini, previous Consortium Treasurer, left his role as Director of Corporate Resources at Leicestershire County Council at the end of May 2023. He has been replaced in that role by Declan Keegan, who was previously the Assistant Director for Finance and Strategic Property. He has also taken on the role of Consortium Treasurer. The functions of the Consortium Treasurer are set out in Appendix 3 to the ESPO Management Committee Constitution.

## Resources Implications

7. None arising directly from this report.

## Recommendation

8. The Management Committee is asked to:
  - (a) formally confirm the appointment of Lauren Haslam, Leicestershire County Council's Director of Law and Governance as Consortium Secretary and to delegate the relevant functions set out in Appendix 3 of the Constitution to her;
  - (b) formally confirm the appointment of Declan Keegan, Leicestershire County Council's Director of Corporate Resources, as Consortium Treasurer and to delegate the relevant functions set out in Appendix 3 of the Constitution to him.

## Background Papers

The ESPO Management Committee Constitution.

## Officers to Contact

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