



## **ESPO MANAGEMENT COMMITTEE– 13 NOVEMBER 2024**

### **REVIEW AND REVISION OF THE CONSTITUTION OF THE MANAGEMENT COMMITTEE**

#### **REPORT OF THE CONSORTIUM SECRETARY**

##### **Purpose of the Report**

1. The purpose of this report is to seek approval of the ESPO Management Committee for the proposed changes to the ESPO Constitution.

##### **Background**

2. The ESPO Consortium Agreement, signed 14 July 2014, sets out the powers delegated to the Director of ESPO, the Financial Regulations / Standard Financial Instructions applicable to ESPO and the Contract Procedure Rules.
3. These documents have been reviewed by the Director of ESPO in consultation with the Consortium Secretary, and by the Commercial Financial Controller in consultation with the Consortium Treasurer, and a small number of changes are proposed to enable smoother day-to-day operations.

##### **Proposed Revisions**

4. The proposed changes are described in detail at Appendix 1 to this report. In summary, the changes proposed are:
  - amend the requirement to confirm the appointment of personnel to the role of Consortium Treasurer and Consortium Secretary. (see Appendix 2 to this report).
  - include amendment to the role of the Management Committee and the Terms of Reference of the Finance and Audit Subcommittee to include the approval of changes to the Constitution (See Appendices 2 and 3 respectively).
  - delegate greater authority to the Director through his delegations (Appendix 4 of the ESPO Constitution). See Appendix 4 to this report.
5. The Contract Procedure Rules (Appendix 7 of the ESPO Constitution) have also been amended due to a delay with the introduction of Government legislation. The revised Contract Procedure Rules are being considered elsewhere on the agenda for this meeting, but reference is also included at Appendix 1 to this report.
6. These revisions have been reviewed and are supported by ESPO's Consortium Treasurer and Director of ESPO.

7. The full revisions are included in the appendices. Should the Management Committee approve the proposed changes, as set out in Appendix 1 to this report, they will come into force on 13 November 2024.

#### Consideration by ESPO's Finance and Audit Subcommittee

8. ESPO Finance and Audit Subcommittee considered a report on this matter at its meeting on 30 October 2024 and approved the revisions to the ESPO Constitution for submission to the Management Committee for approval.

#### Resources Implications

9. There are no resources implications arising from the recommendations within this report.

#### Recommendation

10. It is recommended that the Management Committee approves the proposed changes to the ESPO Constitution, summarised in Appendix 1 to this report.

#### Equality and Human Rights Implications

11. There are no equality and human rights implications arising from the recommendations within this report.

#### Background Papers

##### Constitution of the ESPO Management Committee

<https://democracy.leics.gov.uk/documents/s180551/Constitution%20of%20the%20ESPO%20Management%20Committee.pdf>

##### Report to Finance and Audit Subcommittee – 30 October 2024 - Review and Revision of the Constitution of the Management Committee

<https://democracy.leics.gov.uk/ieListDocuments.aspx?CId=1014&MId=7975&Ver=4>

#### Appendices

Appendix 1 - ESPO – Summary of Proposed Changes to the Constitution 2024

Appendix 2 – Proposed Revisions to the Constitution of the ESPO Management Committee, Section 2 – Functions.

Appendix 3 - Proposed Revisions to – Appendix 1 of the ESPO Constitution – Terms of Reference of the Finance and Audit Subcommittee

Appendix 4 - Proposed Revisions to – Appendix 4 of the ESPO Constitution - Functions of, and delegation to, the Director of ESPO.

**Officer to Contact**

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