



Date: 5<sup>th</sup> June 2018  
My Ref: CT/ESPO  
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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 June 2018 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,

Cat Tuohy  
for Consortium Secretary

### **AGENDA**

Item

Report by

1. Election of Chairman.

*Cllr. D. Seaton has been nominated to be Chairman for the municipal year ending June 2019.*

2. Election of Vice Chairman.

3. Minutes of the meeting held on 28 February, 2018.

(Pages 3 - 8)

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.

*The issues considered by the Subcommittee are covered in items 8 and 16 which appear elsewhere on the agenda.*

- |     |   |  |                   |
|-----|---|--|-------------------|
| 7.  | Director's Progress update.                               | Report of the Director.                                | (Pages 9 - 16)    |
| 8.  | Draft Outturn 2017/18.                                    | Joint report of the Director and Consortium Treasurer. | (Pages 17 - 26)   |
| 9.  | A Report into the use of Plastics in ESPO's Supply Chain. | Report of the Director.                                | (Pages 27 - 114)  |
| 10. | Proposed Changes to the Contract Procedure Rules.         | Report of the Director.                                | (Pages 115 - 172) |
| 11. | Outcome of Internal Audit Service Peer Review             | Report of the Consortium Treasurer.                    | (Pages 173 - 184) |

12. Date of Next Meeting.

The next meeting of the Committee is scheduled to take place on Wednesday 12 September at 10.30am at Leicestershire County Hall.

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

14. Exclusion of the Public.

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

- |     |   |                                     |                   |
|-----|---|-------------------------------------|-------------------|
| 15. | Directors Progress Update - Private.            | Report of the Director.             | (Pages 185 - 222) |
| 16. | Internal Audit Service - Annual Report 2017-18. | Report of the Consortium Treasurer. | (Pages 223 - 256) |