



AGENDA PAPERS FOR STAR JOINT COMMITTEE MEETING

Date: Wednesday, 19 June 2019

Time: 2.00 pm

Place: Tameside Council, Tameside One, Committee Room 1, Level 2, Market Place, Ashton-under-Lyne, OL6 6BH

A G E N D A	PART I	Pages
1.	ATTENDANCES To note attendances, including Officers and any apologies for absence.	
2.	MEMBERSHIP OF THE COMMITTEE INCLUDING CHAIRMAN AND VICE-CHAIRMAN To note the membership of the STAR Joint Committee and to nominate the Chairman and the Vice-Chairman for the Municipal Year 2019/20	
3.	MINUTES To receive and if so determined, to approve as a correct record the Minutes of the meeting held on 11 th February 2019	1 - 4
4.	DECLARATIONS OF INTEREST Members to give notice of any interest and the nature of that interest relating to any item on the agenda in accordance with the adopted Code(s) of Conduct.	
5.	5-STAR PERFORMANCE REPORT (2018/19 Q4) ANS 5-STAR MEASURES (2019/20) To receive a report from the Assistant Director – Delivery, STAR Procurement	5 - 18
6.	SOCIAL VALUE CHARTER To receive a report from the Director – Development, STAR Procurement	19 - 22

7. URGENT BUSINESS (IF ANY)

Any other item or items which by reason of special circumstances (to be specified), the Chairman of the meeting is of the opinion should be considered at this meeting as a matter of urgency.

8. DATE AND TIME OF NEXT MEETING

To confirm the arrangements for the next meetings of the STaR Joint Committee:

- Wednesday, 18th September 2019, Stockport Council
- Tuesday, 17th December 2019, Rochdale Council
- Wednesday, 25th March 2020, Trafford Council

9. EXCLUSION RESOLUTION

Motion (Which may be amended as Members think fit):

That the public be excluded from this meeting during consideration of the remaining items on the agenda, because of the likelihood of disclosure of "exempt information" which falls within category 3 of the Local Government Act 1972, Schedule 12A, as amended by The Local Government (Access to Information) (Variation) Order 2006, and specified on the agenda item or report relating to each such item respectively.

10. STAR STRATEGIC RISK REGISTER

To receive a report from the Assistant Director –
Development, STAR Procurement

Para. 3

23 - 30

SARA TODD
Chief Executive

Membership of the Committee

Councillors Ali (Rochdale Council), McGee (Stockport Council), Ross (Trafford Council) and Ryan (Tameside Council)

Further Information

For help, advice and information about this meeting please contact:

Fabiola Fuschi,
Tel: 0161 912 2019
Email: Fabiola.fuschi@trafford.gov.uk

This agenda was issued on **Tuesday, 11 June 2019** by the Legal and Democratic Services Section, Trafford Council, Trafford Town Hall, Talbot Road, Stretford M32 0TH.

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STAR JOINT COMMITTEE

11 FEBRUARY 2019

PRESENT

Councillor M. Cordingley (in the Chair).
Councillors O'Rourke (Vice-Chair) and Wilson

In attendance

Nikki Bishop	Corporate Director of Finance & Systems, Trafford Council
Lorraine Cox	Director of Procurement, STAR
Nichola Cooke	Head of Strategic Procurement (Professional), STAR
Elizabeth McKenna	Head of Strategic Procurement (People), STAR
Michael Crook	Strategic Head of Procurement, STAR
Dominique Sykes	Principal Solicitor (Corporate & Commercial), Trafford Council
David Wilcock	Assistant Director (Legal, Governance & Workforce), Rochdale BC
Michael Cullen	Borough Treasurer, Stockport Council
Tom Wilkinson	Assistant Director of Finance, Tameside MBC
Natalie Owen	Democratic and Scrutiny Officer, Trafford Council

Also Present

Councillor B. Fairfoull

17. MINUTES

RESOLVED: That the Minutes of the meeting held on 6 November, 2018 be approved as a correct record and signed by the Chairman.

18. DECLARATIONS OF INTEREST

No declarations of interests were made by Members.

19. JOINT COMMITTEE AND DELEGATION AGREEMENT

The Principal Solicitor (Corporate and Commercial), Trafford Council informed the committee that the Joint Committee delegation had been agreed and the old committee disestablished. A new committee had been formed and Tameside Council was formally welcomed on board under the new committee.

20. RESPONSIBLE PROCUREMENT STRATEGY

The Joint Committee received a report of the Procurement Business Partner, STAR Procurement seeking agreement to the implementation of the Responsible Procurement Strategy 2019-22.

Members were informed that the current strategy had been agreed in August 2017. The Responsible Procurement Strategy 2019-22 would replace the previous Procurement Strategy and build on and enhance this strategy. The strategy would

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continue to follow the five objectives of STAR and demonstrate commitment to other strategies which are integral to the work of STAR.

The Joint Committee was informed that procurement documents would be linked to the strategy once it was published.

Members sought clarification on how the success of the strategy was monitored and whether an update on the strategy would be given to the Joint Committee before 2020.

RESOLVED: That the Responsible Procurement Strategy 2019-22 is implemented as per the report.

21. TRAFFORD CCG

(Note: N. Bishop declared a personal and prejudicial interest at this point in the proceedings as she is a member of the governing body of Trafford CCG and left the room during consideration of this item.)

The Joint Committee was informed that Trafford CCG wanted to join STAR Procurement as an extension to the Trafford Council Partnership. There would be an additional income of £55k per annum for the extension and if agreed Trafford CCG would join as an extension from April 2019. The needs of the CCG would be reviewed on an annual basis. There would be no additional members to the Joint Committee as a result of the extension of the Trafford membership.

The position would be reviewed after twelve months including the cost for Trafford CCG.

RESOLVED –

- (1) That the Joint Committee agrees to extend the Trafford Council partnership with STAR to Trafford CCG.
- (2) That the Joint Committee agrees to the income fee of £55k per annum for the extension of the Trafford Council partnership with STAR to Trafford CCG.
- (3) That Trafford CCG will become an extension of the Trafford Council partnership with STAR from April 2019 onwards.

22. 5 STAR PERFORMANCE REPORT (2018-19 Q2-3) AND 5 STAR MEASURES (2019-20)

The Joint Committee received a report of the Assistant Director STAR Procurement detailing STAR's performance against its Key Performance Indicators (5 Star) and Management Indicators for the period 2018-19 Quarters 2 and 3. The report also sought the Joint Committee's approval of the 5 STAR Measures proposed for 19/20 which would reflect the direction of travel for savings and Social Value and enhance reporting.

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Members were advised of the performance against the 5 STAR performance measures up to the end of quarter 3 2018/19. It was noted that the target for Social Value hadn't been achieved yet so more work was needed on this in quarter 4.

It was requested that the pie chart was updated and emailed to all the Committee again as there were not legends for all items.

It was noted that the same KPI's would be used for 2019/20. The ratified savings would be increased to £5.2million and the income would be £150,000 which remains the same as 2018/19.

Members discussed the ratified savings and how the target had been determined. It was noted that it did not reflect the CCG joining STAR.

RESOLVED –

- (1) That the report be noted.
- (2) That the ratified savings for 2019/20 be reviewed and the other 5 STAR measures be agreed as per the proposal set out in the report.

23. DATE AND TIME OF NEXT MEETING

The Committee were informed that a date for the next meeting had not been arranged.

24. EXCLUSION RESOLUTION

RESOLVED: That the public be excluded from this meeting during consideration of the following items on the agenda because of the likelihood of disclosure of "exempt information" which falls within one or more descriptive category or categories of the Local Government Act 1972, Schedule 12A, as specified.

25. STAR UPDATE

The Joint Committee received a presentation by the Director, STAR Procurement on the current position of STAR.

RESOLVED: That the presentation be noted.

26. SOCIAL VALUE PORTAL

The Joint Committee received a report of the Director, STAR Procurement which provided an overview of the Social Value Portal, considered how the portal supports the GMCA Social Value Policy and how the portal supports the contract management and measurement of Social Value in contracts.

RESOLVED

- (1) That the procurement of the Social Value Portal for a three year period be approved.

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- (2) That the commercial structure to support the operation of the Social Value Portal be approved.

The meeting commenced at 2.06 pm and finished at 3.55 pm



Report to: STAR Joint Committee
Date: 19th June 2019
Report for: Information
Report from: Assistant Director

Report Title

5-STAR 18/19 Quarter 4 Progress Report

Summary

The purpose of this report is to:

- To inform STAR Joint Committee the Quarter 4 performance of STAR Procurement

Recommendations

The recommendation of this report is that the Joint Committee:

- Note the content and discuss the performance to the end of Quarter 4 for 2018/19

Contact person for access to background papers and further information:

Name: Elizabeth McKenna
 Phone: 07811 983687

Background

Financial Impact:	None
Legal Impact:	None
Human Resources Impact:	None
Asset Management Impact:	None
E-Government Impact:	None
Risk Management Impact:	None
Health and Safety Impact:	None

Consultation

No public consultation required

Reasons for Recommendation(s)

STAR Procurement reports against a series of annually set KPIs, termed 5-STAR Measures. These are refined each year to complement STAR Council targets and initiatives. The Joint Committee is responsible for approving these annual KPIs.

1. 5 STAR KPI Summary

5 STAR KPI's	Measure	Q1	Q2	Q3	Q4	Target
Commercial	1. Ratified Savings	£4,132,556	£5,337,243	£6,307,015	£6,968,083	£4.8M
	2. Income Received	£134,341	£142,626	£158,816	£258,362	£150K
Communities	3. Average Social Value weighting in procurement activity above £25k	10%	10%	11%	11%	15%
	4. Percentage of contracts let resulting in measurable social value from procurement reported in KPI 3	25%	44%	46%	49%	60%
Compliance	5. Number of legal challenges	0	0	0	0	0

Please see appendix 1 for the full report.

2. 5 STAR Procurement Worth Summary

5-STAR Procurement Worth	Measure	Q1	Q2	Q3	Q4
Commercial	1. Non Ratified Savings	£18,486	£105,090	£105,090	£507,352
	2. Procurement Activity (Contracts started)	128	347	416	483
Communities	1. Employment opportunities and Apprentice and Training Opportunities	Employment 18 (worth circa £225,000) Apprentice/Training 44 (worth circa £299,200)	Employment 22 (worth circa £275,000) Apprentice/Training 58 (worth circa £394,400)	Employment 25 (worth circa £312,500) Apprentice/Training 69 (worth circa £469,000)	38 (worth circa £475,000) Apprentice/Training 88 (worth circa £598,400)
	1. Number of SLA's	14 including SSK, GMCA, Schools, Heritage Trust, North West Libraries	14 including SSK, GMCA, Schools, Heritage Trust, North West Libraries	15 including SSK, GMCA, Schools, Heritage Trust, North West Libraries	17 including SSK, GMCA, Schools, Heritage Trust, North West Libraries
Collaboration	2. Integration	Agreement moving forwards with Trafford CCG, Ongoing discussions with Tameside CCG	Agreement to be presented to STAR Board for an April 19 start date	Agreement to be presented to STAR Board for an April 19 start date	An extension to the Trafford Partnership with Trafford CCG will begin in 19/20 and dialogue has begun with Tameside CCG and Rochdale CCG.
	3. Number of collaborative contracts let and categorised	37.5%	23%	21%	22.9%
Compliance	4. Number of STAR council employees registered on the STAR website	923	972	1055	1221
	1. Number of Exemptions and Modifications split by service area	See appendix 1	See appendix 1	See appendix 1	See appendix 1
Champions	2. Stakeholder Training	34 hours	17 hours	18 hours	52.5 hrs
	3. CPD STAR Team	53 hours General Data Protection Regulation (GDPR), Modern slavery, Care Act 2014, Assertiveness training, Transition into management	8 hours PASS procurement: Contract Public Regualtions 2015, CIPS Future of Procurement, Equality Essentials	128 hrs CIPS Ethics test, Social Value in procurement, professional coaching, hostage negotiation, Public Sector Expo	55 hrs commercialisations webinars, Modern slavery, Social Value, CIPs Ethics test, Bloom training, I Network training, coaching
Champions	1. Good news from the month about where we are 'championing STAR'	See appendix 1	See appendix 1	See appendix 1	See appendix 1
	2. Online reach website (views)	10,403	25,378	41,017	59,096
	3. Online reach Twitter (Impressions)	40,200	86,700	147,600	205,600

Please see Appendix 1 for the full report.

3. Recommendations

- 3.1. It is recommended that Joint Committee note the content and discuss the performance to the end of Quarter 4 for 2018/19

Report Appendices

1. 5 STAR Q4 Report

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Commercial

1. Ratified savings

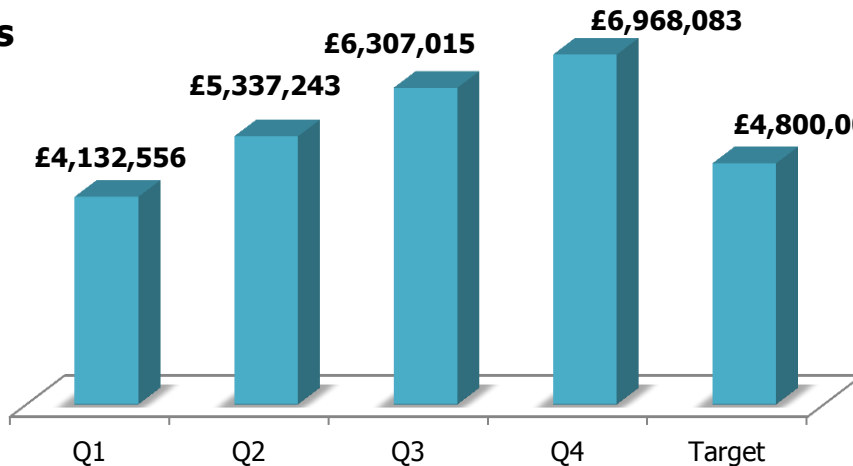
Q1 Achieved	Q2 Achieved	Q3 Achieved	Q4 Achieved	2018-19 Target
£4,132,556	£5,337,243	£6,307,015	£6,968,083	£4.8M

2. Income Received

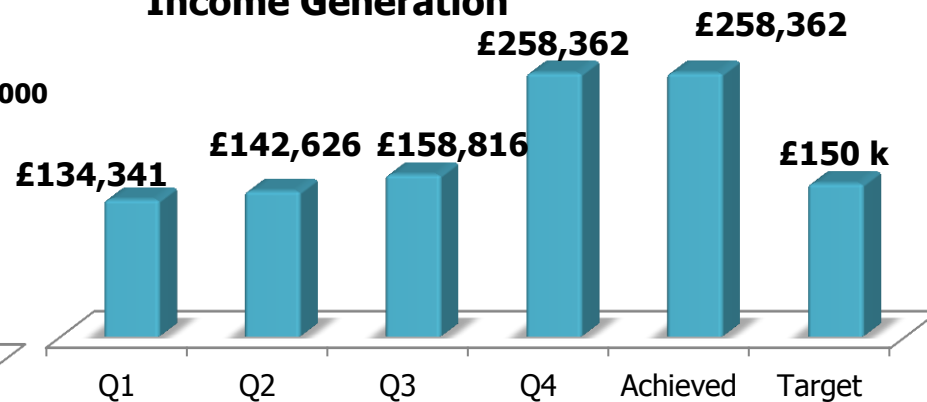
Q1 Received	Q2 Received	Q3 Received	Q4 Received	2018-19 Target
£134,341	£142,626	£158,816	£258,362	£150k

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Savings



Income Generation



Communities

Social Value	Q1 Achieved	Q2 Achieved	Q3 Achieved	Q4 Achieved	2018-19 Target
Page 008 Average Social Value weighting in procurement activity above £25k	10%	10%	11%	11%	15%
4. Percentage of contracts let resulting in measurable social value from procurement reported in KPI 3	25%	44%	46%	49%	60%

5-STAR Procurement Worth Report Q4

Commercial

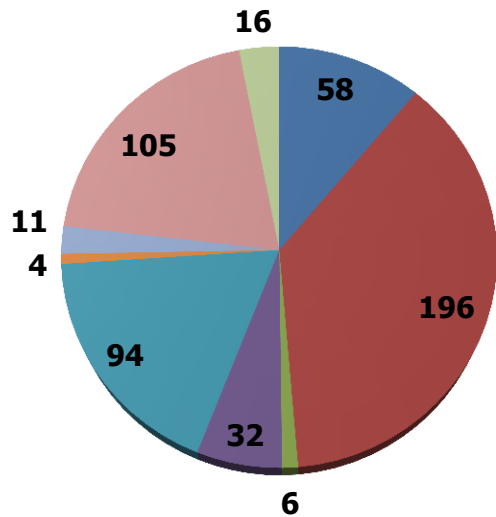
1. Non Ratified Savings

£ 507,352

2. Procurement Activity

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	Q1 Achieved	Q2 Achieved	Q3 Achieved	Q4 Achieved
No of contracts started	153	347	416	483



- External/ Internal call off
- Exemption
- Local services
- External and internal mini competition
- Over OJEU and OJEU tenders (including light touch and open tender)
- Procured by other
- Quote
- RBS - Low - Quick Quote/Simple RFQ/Med/High - Advanced (Open and restricted)

5-STAR Procurement Worth Report Q4

Communities

	Q1 Achieved	Q2 Achieved	Q3 Achieved	Q4 Achieved
1. Employment & Training				
No of employment opportunities	17 (worth circa £212,500)	22 (worth circa £275,000)	25 (worth circa £312,500)	38 (worth circa £475,000)
No of apprenticeships/training opportunities	44 (worth circa £299,200)	58 (worth circa £394,400)	69 (worth circa £469,000)	88 (worth circa £598,400)

5-STAR Procurement Worth Report Q4

Collaboration

3. Number of collaborative contracts let and categorised

Category	Total Awarded in Period	of which ... STR Collaboration	of which ... AGMA/GMCA Collaboration	Of which ... External Partner Collaboration	Total Collaborative	Percentage of Total Awarded
People	94	0	25	2	27	28.7%
Place	149	52	0	1	53	35.6%
Professional	193	3	14	3	20	10.3%
Totals	436	55	39	6	100	22.9%

5-STAR Procurement Worth Report Q4

Compliance

1. Number of Exemptions and Modifications Split by service area

Page 14 Q3	Adults	Childrens	Public health	Property services	Highways services	ICT	Consultancy	HR & Audit	Other	Total
Exemptions	8	25	4	6	1	90	20	15	42	211
Modifications	12	11	0	5	1	0	1	3	9	42
Totals	20	36	4	11	2	90	21	18	51	253

5-STAR Procurement Worth Report Q4

Compliance

2. Stakeholder Training

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Training/ Engagement Events	Q1	Q2	Q3	Q4
No. Events	14	21	27	32
No. Attendees	263	640	750	832

Some Feedback from a procurement training session in Q4

“Helpful, informative presenters who explained key terms well”

Champions

1. Good news from Q4

Our Assistant Director Nichola Cooke received a thank you letter from the organizers of the I-Network conference for the presentation she gave at the 14th Annual I-Network conference – Connecting People and Place in February. Feedback from delegates rated the presentation on collaboration as 'excellent' .

Sarah Keating received some excellent feedback on the support she had provided to at Tameside Council on a £2.5 million tender for a crematorium contract. The stakeholder was complimenting her and STAR in general at a management meeting.

James Hunter and Emily Taylor had a thank you email from the GMCA for their level of professionalism , saying how much they are valued and that they have been a pleasure to work with.

5-STAR Procurement Worth Report Q4

Champions

STAR Procurement have been shortlisted for the National Procurement Award in the category of 'GO Procurement Leadership of the Year Award'.

Clare Wild from the Business Improvement team received a thank you email for going out of her way to help a supplier with a technical issue.

This quarter STAR have made a smooth transition to the new base at Sale Waterside and have a consistent presence at our Stockport, Rochdale and Tameside office spaces. STAR has now recruited to the staff vacancies we had and the new team members have settled in well.

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Report to: STAR Joint Committee
Date: 19th June 2019
Report for: Discussion
Report from: Director of STAR Procurement

Report Title

Social Value Charter

Summary

The purpose of this report is to:

- Consider the attached Social Value Charter (Appendix 1- Trafford example)
- Promote discussion on the content of the Social Value Charter
- For all STAR partners to consider adopting a bespoke version for their organisation

Recommendations

The recommendation of this report is that Joint Committee:

- Recommend adoption of the Charter within their own organisations

Contact person for access to background papers and further information:

Name: Lynda Brookes (STAR Procurement Business Partner – Development)
Phone: 07876 442963

1. Social Value Charter

- 1.1 Social Value is high on the agenda across Greater Manchester.
- 1.2 The Social Value Charter captures not just external spend through procurement but also the wider Social Value opportunities Councils can influence and the benefits this can bring to the communities they serve.
- 1.3 Adopting the Social Value Charter and committing to the principles and promises within it will show the Council recognise their wider Social Value responsibilities.
- 1.4 STAR will develop a bespoke version for each Council within STAR.

2. Recommendations

- 2.1 It is recommended that Joint Committee:
 - Recommend adoption of the Charter within their own organisations

Report Appendices

1. Draft Social Value Charter

Trafford Social Value Charter

Social Value is Everyone's Business. This charter enforces Trafford Council's commitment to delivering a Social Value vision where the Council, businesses, third sector partners and voluntary groups work together for the benefit of the citizens and communities of Trafford. We are committed to developing an ethical and sustainable future for our Borough, a borough where people are proud to live and work.

This Charter is Trafford Council's commitment to:

1. Delivering our **Seven Strategic Priorities** and benchmarking their outcomes against the National TOMs Framework for Social Value
2. Deliver **Our Promise**. We will set an example to the businesses in our borough by showing our commitment to Social Value within our organisation.
3. Trafford's **Wider Social Value Activity**
4. Delivering **Social Value through Procurement**. STAR, the Council's internal procurement team will use the Social Value Portal to record and monitor suppliers' Social Value commitments for all competitive procurement activity with a total agreement value in excess of £50k.

1. Seven Strategic Priorities

	Priority	Outcome:	TOMs Theme				
			1	2	3	4	5
1	Building quality, affordable and social housing	Trafford has a choice of quality homes that people can afford	√	√			√
2	Health and Wellbeing	Trafford has improved health and wellbeing, and reduced health inequalities		√	√		
3	Successful and Thriving Places	Trafford has successful and thriving town centres and communities	√	√	√		
4	Children and Young People	All children and young people in Trafford will have a fair start	√				
5	Pride in our area	People in Trafford will take pride in their local area		√	√	√	
6	Green and connected	Trafford will maximise its green spaces, transport and digital connectivity				√	
7	Targeted support	People in Trafford will get support when they need it most	√		√		

Theme 1 - Jobs: Promote local skills and employment

Theme 2 - Growth: Supporting growth of responsible, local businesses

Theme 3 - Social: Healthier, safer and more resilient communities

Theme 4 - Environmental sustainability: Protecting and improving our environment

Theme 5 - Social innovation: Promoting new ideas and community initiatives

2. Our Promise

The ambition of Trafford Council is to be an employer committed to Social Value. To achieve this we will:

- Ensure Social Value is embedded within our organisation and throughout our supply chain.
- Ensure staff are well trained, motivated, supported and understand Social Value principles and relevance.
- Through citizen empowerment engage with our local communities and service users to consult with them to get their voices heard and have a say in what they want;
- Work to support sustainable development through policies and strategies approved by our council leaders

Trafford Social Value Charter

- Be a living wage employer and encourage our providers to also be a living wage employer improving living standards and opportunities for employees and their families

To ensure Social Value is embedded we have an established Social Value group consists of representatives from Council services including Partnerships and Communities, Economic Growth, Children, Families and Wellbeing, Environment, Public Health, Human Resources, Legal Service and STAR Procurement. The group is responsible for embedding Social Value throughout the organisation and supply chain to benefit the whole community.

3. Wider Social Value Activity

The Trafford Pledge encourages businesses to sign up commit to supporting the residents of Trafford into employment by offering a job, recruiting an apprentice, offering work experience or mentoring a young person with particular regard to priority groups.

Thrive Trafford, delivered by Pulse Regeneration; provide support to third sector organisations and communities in Trafford. Thrive Trafford are developing a sustainable third sector strategy supporting the VCSE sector and promoting volunteering.

Thrive Trafford provides a unique opportunity to work with all partners in Trafford and beyond, including statutory, private sector, and third sector organisations, to help make a step change and create long lasting impact.

Staff are encouraged to volunteer and the Council supports nominated charities.

4. Social Value through Procurement

Trafford Council spend approximately circa £130m per annum with businesses and organisations that provide works, supplies, and services to us. We want them to play an active part in their communities to build ambition, resilience, skills and prosperity so that they flourish.

The Councils procurement team, STAR Procurement are Chartered Institute of Purchase and Supply Corporate (CIPS) Ethics Certified and we will ensure and maximise the community benefit by:

- Including Social Value in every procurement opportunity where relevant and proportionate and attribute a minimum weighting of 15% with an overall target of 20%, in all competitive procurement activity with a total agreement value in excess of £25k
- Ensuring all providers and suppliers adhere to our ethical standards and eradication of modern slavery
- Using the Social Value Portal to record and monitor suppliers' Social Value commitments for all competitive procurement activity with a total agreement value in excess of £50k
- Businesses and providers will be motivated to promote new skills and offer meaningful employment (**TOMs: Theme 1**);
- Promoting and increase local spend by targeting local businesses and the VCSE sector (**TOMs: Theme**)
- Encouraging Providers to work with the local community, the voluntary sector, social enterprise sector, and schools (**TOMs: Theme 3**);
- We will encourage our Partners' suppliers to promote sustainable procurement by protecting and enhancing the local environment (**TOMs: Theme 4**);
- We will encourage our suppliers to promote and reward social innovation that leads to better community outcomes, in particular for old problems (**TOMs: Theme 5**)

By virtue of paragraph(s) 3 of Part 1 of Schedule 12A of the Local Government Act 1972.

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