



P R O C U R E M E N T

Report to: STAR Joint Committee
Date: 18th October 2016
Report for: For Discussion & Information
Report of: Head of Strategic Procurement

Report Title

STAR Business Plan Action Plan – Q2 Update

Summary

The purpose of this report is to:

- Provide an update on progress made to the end of Q2 on the Action Plan that supports the delivery of the STAR Business Plan 2016/17

Recommendations

The recommendation of this report is that the STAR Board:

- Note the progress made to the end of Q2 on the Action Plan that supports the delivery of the STAR Business Plan 2016/17

Contact person for access to background papers and further information:

Name: Nichola Cooke
Phone: 07711 454555

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)

The STAR Business Plan 2016/17 sets out the strategic direction and priorities for procurement for the participating partners of STAR. The Action Plan is an ambitious plan to help us deliver these priorities and this report provides an update on progress to date.

Contact person for access to background papers and further information:

Name: Nichola Cooke
Phone: 07711 454555

1. Background

1.1 The STAR Business Plan 2016/17 sets out the strategic direction and priorities for procurement for the participating partners of STAR. This is our first Business Plan for STAR Procurement and is an indication of how we are now establishing ourselves as a proactive service that is planning for the future. The Business Plan was launched in July 2016 following approval by STAR Joint Committee.

2. STAR Business Plan Action Plan Progress Report

2.1 The Business Plan Action Plan is an ambitious plan as to how we are going to deliver the vision and objectives of the Business Plan 2016/17. The action plan is used by STAR SMT to monitor progress, maintain momentum and focus so that we are able to achieve the best possible results for STAR, Partner Councils, Clients and the boroughs which we serve.

2.2 Given the detailed nature of the action plan it is available to internal stakeholders only.

2.3 The action plan lists actions required, an associated implementation plan, key milestones and a lead identified. The action plan is reviewed on a quarterly basis to ensure that momentum is maintained and to ensure it remains relevant and appropriate. The Business Plan Action Plan has been used to inform the PDR process and actions are aligned to objectives for all members of STAR SMT.

- 2.4 A Q2 review has been undertaken and the progress to date for each action is set out in the Action Plan at Appendix 1.
- 2.5 Progress to date has been significant with a majority of actions for Q1, 2 and 3 either complete or well underway. Priorities have been identified for Q3.
- 2.6 However the programme of action has been challenging, especially given the fact that the third Head of Strategic Procurement post has been vacant. In addition, the fact that the current DoP is leaving has meant that activities associated with interim planning and the recruitment process has impacted on progress in certain areas.
 - 2.6.1 Where targets against the specified time plan have not been achieved this is highlighted in red and additional focus will be provided in Q3 to ensure that the Business Plan objectives are achieved.
 - 2.6.2 The actions have been led by STAR SMT but with involvement of the entire STAR team. STAR SMT has been constrained due to the vacancy at Head of Strategic Procurement but it is a real positive that the STAR Business Plan Action Plan is still being delivered alongside the day to day management responsibilities.

3 Next Steps

- 3.1 The STAR Business Plan Action Plan highlights the priorities for Q3 and Q4. Quarterly review meetings are scheduled for the end of each Quarter.
- 3.2 It is anticipated that during Quarter 4, the Business Plan for 2017/18 will be developed in conjunction with the new Director of Procurement and the wider STAR Team.

4. Recommendations

- 4.1 It is recommended that:
 - 4.1.1 Note the progress made to the end of Q2 on the Action Plan that supports the delivery of the STAR Business Plan 2016/17

