

**Report to:** STAR Joint Committee  
**Date:** 19<sup>th</sup> January 2017  
**Report for:** Information  
**Report of:** Head of Strategic Procurement PLACE

## **Report Title**

**STAR Training Plan**

## **Summary**

The purpose of this report is to:

- Provide an update on the development of the training plan for STAR officers and proposed timescales for delivery.

## **Recommendations**

The recommendation of this report is that the STAR Joint Committee:

- Note the training plan

## **Contact person for access to background papers and further information:**

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## **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 Training Plan update is issued for information and the Joint Committee is asked to note its contents.

## **Background**

A report was presented at a previous STAR Board meeting highlighting what training had been delivered during 2015 and 2016 to date to STAR team members on a range of professional, management and operational activities that both supported ongoing individual development and also supported the development of STAR practices and procedures.

The report also explained that the following analysis had been undertaken to support the delivery of future training requirements:

- i. A Self Assessment Skills Audit – which illustrated the level of competency and strengths of STAR team members across a variety of procurement and management practices.
- ii. Personal Development Reviews (PDRs) – which has identified personal needs which have been aggregated where appropriate across the full team.
- iii. Development of a Strategic Procurement (previously Category Management) Academy – to address the required skills and competencies development for senior professionals to support the continuous improvement in strategic procurement.

### **1. Commercial Skills - Full Team**

- 1.1. A programme of training linked to developing commercial skills is still being developed but existing material and sources have now been identified both internally and externally and timescales are being proposed between the period January to March 2017 for delivery. This has been prioritised according to the outcome of the self assessment skills audit and also category planning process for 2017-18 financial year.

### **2. Specific Training for STAR Team Members**

- 2.1. A review has now been undertaken from the results of the PDRs and self assessment skills audit to develop an outline training plan for 2017 by taking into consideration the following:
  - 2.1.1. Determining the appropriate level of training within the team.
  - 2.1.2. Combining some of the training requirements where there is operational or strategic relevance between key themes.
  - 2.1.3. What current material/resources are available to support training requirements.
  - 2.1.4. Whether there is relevant skillset and capacity internally to deliver the training or whether it would be more appropriate to seek an external source given required expertise or fresh perspective.
  - 2.1.5. Identifying appropriate source to deliver the training.
  - 2.1.6. Identifying the level of priority of the training required.
  - 2.1.7. Identifying timescales for delivery.
- 2.2. Upon conclusion of the review, there has been an identified split between the appropriate level of training required for both Procurement Officers and the Business Improvement Team, and also specific training for the full STAR Team. The Procurement Officer and Business Improvement training focuses on professional development within procurement, whereas the specific training focuses on themes such as Council policy, presentation skills, report writing and communication skills that are relevant to the full STAR Team.
- 2.3. Key individuals/service groups are currently being engaged and full contents of the training required, including costs where relevant are being developed in accordance with the proposed timescales.

### **3. Strategic Procurement Academy**

- 3.1. An initial review has been undertaken across the 4 proposed modules within the Strategic Procurement Academy and similar to the STAR Team training, existing materials and resources have been identified that will support the development of content for the programme.
- 3.2. Work is now being progressed with support from Trafford HR in determining the structure, content and scheduling of the programme along with required resources both internally and externally. Further support and participation has been received from other GM authorities via Heads of Procurement. It is proposed that an update report be taken to the meeting in February 2017 to obtain formal participation and funding support.

### **4. Next Steps**

- 4.1. To continue with the detailed development of the training plan and feedback to the STAR Joint Committee at April's meeting regarding take up from the GM Authorities regarding the Strategic Procurement Academy.