



## **AGENDA PAPERS FOR**

### **STOCKPORT, TRAFFORD AND ROCHDALE (STAR) JOINT COMMITTEE MEETING**

**Date: Thursday, 9 August 2018**

**Time: 2.00 p.m.**

**Place: Conference Room A, 2<sup>nd</sup> Floor Stopford House, Piccadilly, Stockport SK1 3XE**

<b>A G E N D A</b>	<b>PART I</b>	<b>Pages</b>
<b>1. ATTENDANCES</b>		
To note attendances, including Officers and any apologies for absence.		
<b>2. MINUTES</b>		
To receive and if so determined, to approve as a correct record the Minutes of the meeting held on 9 May 2018.		
		1 - 4
<b>3. MEMBERSHIP OF THE COMMITTEE 2018/19, INCLUDING CHAIRMAN AND VICE CHAIRMAN</b>		
To note the Membership including Chairman and Vice-Chairman of the STAR Joint Committee for the 2018/19 municipal year.		
<b>4. DELEGATION AND JOINT COMMITTEE AGREEMENT</b>		
To receive a verbal update of the Principal Solicitor (Corporate and Commercial) Trafford Council.		
		Verbal Report
<b>5. TERMS OF REFERENCE</b>		
To note the Joint Committee's Terms of Reference.		
		5 - 6
<b>6. DECLARATIONS OF INTEREST</b>		
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.		

**7. STAR INTRODUCTION / OVERVIEW**

To receive a verbal update of the Director of STAR Procurement.

Verbal  
Report

**8. 5-STAR PERFORMANCE REPORT (2017-18 Q4) & 5-STAR KPIS (2018-19)**

To consider a report of the Head of Strategic Procurement (People).

7 - 12

**9. GROWTH UPDATE**

To receive a verbal update of the Director of STAR Procurement.

Verbal  
Report

**10. 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.

**11. DATE AND TIME OF NEXT MEETING**

To confirm the arrangements for the next meeting, scheduled for 2:00pm on Tuesday 6 of November 2018 at Rochdale Council.

**JIM TAYLOR**

Interim Chief Executive

Membership of the Committee

Councillors M. Cordingley, L. O'Rourke and E. Wilson

Further Information

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

Chris Gaffey, Democratic and Scrutiny Officer

Tel: 0161 912 2019

Email: [chris.gaffey@trafford.gov.uk](mailto:chris.gaffey@trafford.gov.uk)

This agenda was issued on **Wednesday, 1 August 2018** by the Legal and Democratic Services Section, Trafford Council, Trafford Town Hall, Talbot Road, Stretford M32 0TH.

Any person wishing to photograph, film or audio-record a public meeting is requested to inform Democratic Services in order that necessary arrangements can be made for the meeting.

Please contact the Democratic Services Officer 48 hours in advance of the meeting if you intend to do this or have any queries.

# Agenda Item 2

## STOCKPORT, TRAFFORD AND ROCHDALE (STAR) JOINT COMMITTEE

9 MAY 2018

### PRESENT

Councillors L. Evans (deputising for Cllr P. Myers), T. McGee (deputising for Cllr D. Sedgwick) and L. O'Rourke.

#### In attendance

Lorraine Cox	- Director of Procurement, STAR
Michael Cullen	- Borough Treasurer, Stockport Council
David Wilcock	- Assistant Director (Legal, Governance & Workforce), Rochdale BC
Nichola Cooke	- Head of Strategic Procurement (Professional), STAR
Elizabeth McKenna	- Head of Strategic Procurement (People), STAR
Rob Smithson	- Corporate and Commercial Solicitor, Trafford Council
Chris Gaffey	- Democratic and Scrutiny Officer, Trafford Council

### APOLOGIES

Apologies for absence were received from Councillor D. Sedgwick

### 28. CHAIRMAN

In the absence of the appointed Chair and Vice-Chair, it was agreed that Cllr Tom McGee would Chair the meeting.

### 29. MINUTES

RESOLVED: That the Minutes of the meeting held on 17 November 2017, be approved as a correct record and signed by the Chairman.

### 30. DECLARATIONS OF INTEREST

No declarations of interests were made by Members.

### 31. 5-STAR PERFORMANCE MEASURES

The Joint Committee received a report of the Head of Strategic Improvement (People) informing Members of the 2017/18 Quarter Two and Quarter Three performance of STAR Procurement.

Joint Committee Members discussed the importance of the Social Value element of STAR's procurement process and whether any long term targets had been set. The Director of STAR Procurement confirmed that a piece of work was currently ongoing on how the Social Value aspect of contracts was measured, and a report would be brought to the next Joint Committee meeting for Members' consideration. Officers agreed to provide Members with more detailed information on any environmental feedback received in relation to Social Value.

Members were advised that the creation of a unique performance report for the respective localities was currently being considered.

RESOLVED: That the report be noted.

### **32. STAR LEGAL FUNDING**

The Joint Committee received a report of the Director of STAR Procurement, presented by the Head of Strategic Procurement (Professional). The report provided a summary of the current STAR Legal provision and a summary of the additional resource requirements.

RESOLVED: That the additional contribution of £18k per Council to fund an additional legal post for STAR Legal from 1st April 2018, be approved.

### **33. DATE AND TIME OF NEXT MEETING**

The date and time of the next meetings would be circulated to Members following the agreement of the 2018/19 municipal year meeting schedules by the respective Councils at their upcoming Annual Council meetings.

### **34. EXCLUSION RESOLUTION**

RESOLVED: That the public be excluded from this meeting during consideration of the remaining item of business because of the likelihood of disclosure of "exempt information" which falls within Paragraph 3 of schedule 12A of the Local Government Act 1972, as amended.

### **35. STRATEGIC GROWTH STRATEGY**

The Joint Committee received a report of the Director of STAR Procurement providing the rationale for the growth of STAR and the principles and approach to achieve this.

Members agreed with the principles and approach detailed in the report; however, it was agreed that more information on 'procurement worth' should be included in the strategy.

RESOLVED: That the report be noted.

### **36. GROWTH PROPOSAL**

The Joint Committee received a report of the Director of STAR Procurement detailing the proposals for the growth of STAR. Members discussed the most appropriate way to proceed, as well as potential changes to the Joint Committee's governance processes going forward.

RESOLVED: That the recommendations, as detailed in the report and discussed at the meeting, be agreed.

**37. GROWTH DELEGATION REQUEST**

The Joint Committee received a report of the Director of STAR Procurement detailing further growth opportunities which may be beneficial to STAR. Joint Committee Members discussed the most appropriate course of action in order to realise the growth opportunities being presented.

Members congratulated the Director of STAR Procurement and her team on the excellent work they had done to date.

RESOLVED: That the recommendations, as detailed in the report and discussed at the meeting, be agreed.

The meeting commenced at 2.05 pm and finished at 2.57 pm

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## Terms of Reference

1. To manage the procurement operations of the Councils except for any procurement activity carried on by each Council that is specifically excluded by each Council from being dealt with by the STAR on its behalf.
2. To agree any changes to the cost and income sharing arrangements set out in the inter-authority agreement.
3. To agree the organisational structure of the STAR to carry out those operations.
4. To recommend to Trafford Council the person to be appointed as Director of STAR and the salary for the post.
5. To consider the policies and procedures for procurement activities carried out by the STAR recommended to it by its Board including the contract procedure rules under which it will operate for each of the Councils.
6. To recommend the business plans and budgets of the STAR for approval by the Councils.
7. To monitor the budget and performance of the STAR.
8. To approve major changes to standard tender documentation and procedures.
9. Such other matters as the Councils (for non-executive matters) and/or the Executive Leaders jointly agree.
10. To the extent that the activities of the STAR joint committee are not executive functions the council delegates to the joint committee the power to do anything which is calculated to facilitate, or is conducive or incidental to, the discharge of the procurement functions delegated to it – in particular the power to make staffing appointments and the power to make standing orders as to contracts but not the power to set budgets.

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**Report to:** STAR Joint Committee  
**Date:** 9<sup>th</sup> August 2018  
**Report for:** Decision  
**Report of:** Head of Strategic Procurement

**Report Title**

**5-STAR Performance Report (2017-18 Q4) & 5-STAR KPIs (2018-19)**

**Summary**

The purpose of this report is to:

- Inform the STAR Joint Committee of STAR Procurement’s performance against its KPIs at the end of financial year 2017-18
- Seek approval for the 5-STAR KPI measures proposed for STAR Procurement in the current financial year 2018-19

**Recommendations**

The recommendation of this report is that the Joint Committee:

- Notes the content and discusses performance for 2017-18
- Approves the proposed 5-STAR KPI measures 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.

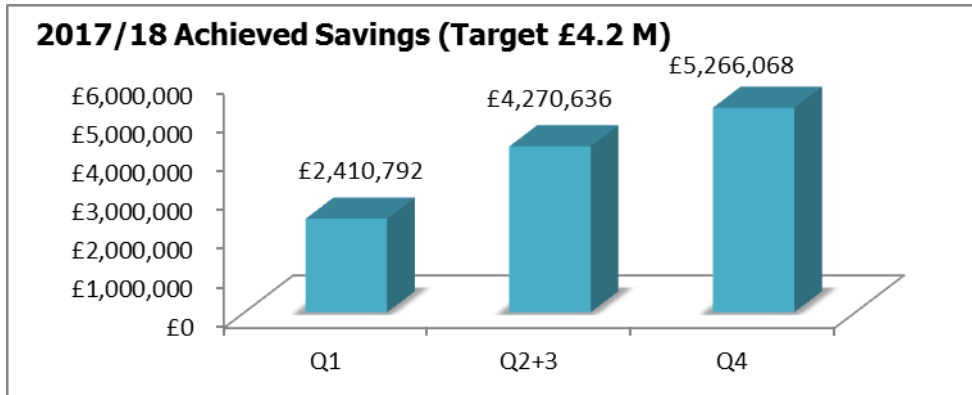
### **1. Tabular Summary – 2017-18 Q1-Q4**

<b>5 STAR Measure</b>	<b>Measure / Target</b>	<b>Q1</b>	<b>Q2+Q3</b>	<b>Q4</b>
<b>Commercial</b>				
Cash Savings	Target: £4.2m	£2,410,792	£4,270,636	<b>£5,266,068</b>
Non Ratified Savings	Reporting		£404,000	<b>£197,457.00</b>
Income Generation	Target: £150,000	£31,966	£253,542	<b>£342,867</b>
Procurement Activity	Benchmarking	70 New Contracts Started  145 in pipeline	246 new contracts started  157 in pipeline	<b>449 new contracts started in 2017-18</b>
<b>Communities</b>				
Social Value	Reporting	8 employment opportunities worth circa £100k  10 apprenticeship / training opportunities worth circa £68k from contracts awarded in Q1	Cumulative to date: 80 ops worth circa £100,560k  Cumulative to date: 186 apprentices / training opportunities worth circa £1,264,800	<b>Cumulative to date: 96 ops worth circa £1,200,000k</b>  <b>Cumulative to date 200 worth circa £1,360,000k</b>
Contracts resulting in measureable social value	Target 50%	25%	40%	<b>40%</b>
Average social value evaluation weighting	Target 10%	8%	10%	<b>10%</b>

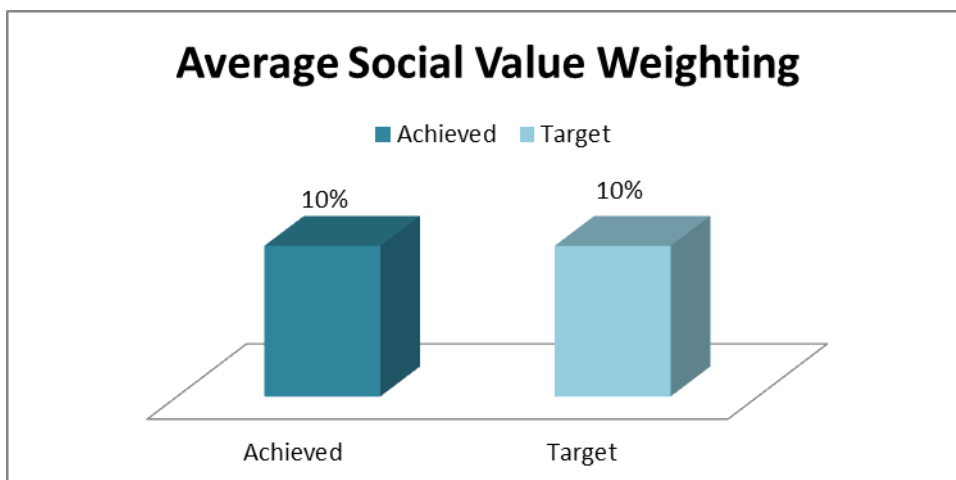
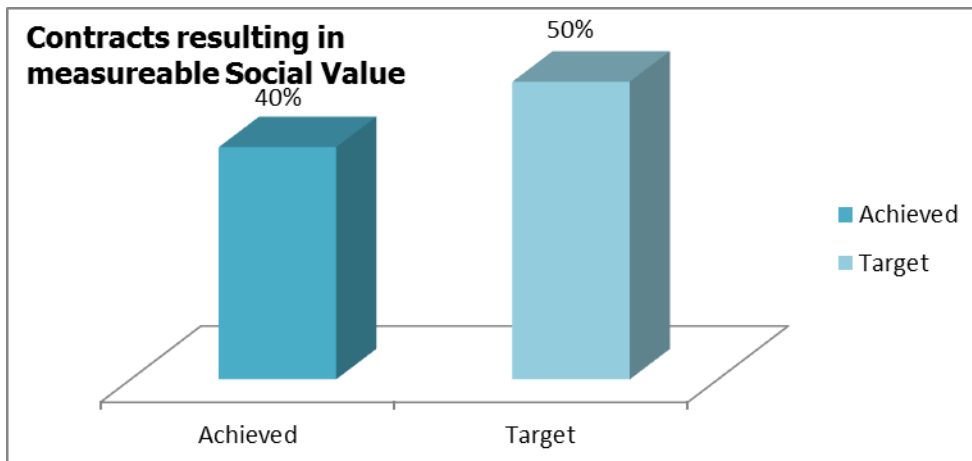
Collaboration				
Number of SLA's	Reporting – Number/Value	8 SLA's	11 SLA's	<b>13 SLA's</b>
Category Strategies	Reporting – Status	People Professional and Place	Category Strategy STAR Chamber, progress review held in November 17 with SMT	<b>Category Strategies integrated across STAR</b>
Integration	Developing phase 2 for LD & Autism including mental health, working with STAR partners on integration models			<b>Ongoing discussions with CCG's and planning integrated procurement</b>
Compliance				
STAR delivered stakeholder training	Reporting	28 hours	94.5 hours cumulative	103.5 hours cumulative
Team Continual Professional Development	Reporting	271 hours	306 hours Cumulative	402 hours cumulative
Champions				
Online reach – Website	Reporting	10,169 page views	31,486 page views Cumulative	41,803 page views Cumulative
Online reach – Twitter	Reporting	428,700 impressions	1,253,100 impressions	1,299,600 impressions
Praise and recognition	<ul style="list-style-type: none"> <li>STAR have Submitted <b>2 Go Awards</b> applications</li> <li>Feedback from <b>Northamptonshire County Council</b>; We are part of LGSS Shared Services. We are really interested in starting our Social Value journey and I have researched that you have gone on a very long journey with Social Value and have ended up in a great place, so I'm greatly inspired by your progress, and hope your journey may help me to design something that fits best with what we want to achieve here.</li> <li>Feedback received from <b>West London Alliance</b> regarding <b>LG Expo</b>; was a great presentation very well presented.</li> <li>And from <b>Birmingham City Council</b>; Thank you for your presentation at yesterday's event it was very interesting</li> </ul>			<p>Feedback from Management Accounting at <b>Stockport Council</b> regarding a Procurement training session:</p> <p>"Just wanted to thank you for the procurement workflow session that you held yesterday. It was very useful and interesting and very well presented so kept us engaged. It was also very well received."</p>
Growth	Relationship building with Tameside and GMCA, secured 2 SLA's for GM for 18/19			

## 2. Graphical Summary (2017-18 Q1-Q4)

### 2.1 Commercial



### 2.2 Communities



### 3. Item Three

#### 3.1 KPIs (5-STAR Measures)

5 STAR	Measure	Target
<b>Commercial</b>	1. Ratified Savings	£4.8M
	2. Income Received	£150
<b>Communities</b>	3. Average Social Value weighting in procurement activity above £25k	15%
	4. Percentage of contracts let resulting in measurable social value from procurement reported in KPI 3	60%
<b>Compliance</b>	5. Number of legal challenges	0

#### 3.2 Management Indicators

Procurement Worth / Local Investment / RBS	Measure
<b>Commercial</b>	1. Non Ratified Savings
	2. Procurement Activity
<b>Communities</b>	1. Employment opportunities and Apprentice and Training Opportunities
	2. Local Suppliers Registered on The Chest
<b>Collaboration</b>	1. Number of SLA's
	2. Integration
	3. Number of collaborative contracts let and categorised
	4. Number of STAR council employees registered on the STAR website
<b>Compliance</b>	1. Number of Exemptions and Modifications split by service area
	2. Stakeholder Training
	3. CPD STAR Team
<b>Champions</b>	1. Good news from the month about where we are 'championing STAR'
	2. Online reach website
	3. Online reach Twitter

#### **4. Recommendations**

4.1 It is recommended that the Joint Committee:

4.1.1 Notes the content and discusses performance for 2017-18

4.1.2 Approves the proposed 5-STAR KPI measures for 2018-19