



## **AGENDA PAPERS FOR STAR JOINT COMMITTEE MEETING**

**Date:** Monday, 11 February 2019

**Time:** 2.00 pm

**Place:** Meeting Room 6, Trafford Town Hall, Talbot Road, Stretford, M32 0TH

<b>A G E N D A</b>	<b>PART I</b>	<b>Pages</b>
1. <b>ATTENDANCES</b>		
To note attendances, including Officers and any apologies for absence.		
2. <b>MINUTES</b>		
To receive and if so determined, to approve as a correct record the Minutes of the meeting held on 6 <sup>th</sup> November, 2018.		
		1 - 4
3. <b>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.		
4. <b>JOINT COMMITTEE AND DELEGATION AGREEMENT</b>		
To receive a verbal report of the Principal Solicitor (Corporate and Commercial), Trafford Council.		
5. <b>RESPONSIBLE PROCUREMENT STRATEGY</b>		
To receive a report of the Procurement Business Partner, STAR Procurement.		
		5 - 16
6. <b>TRAFFORD CCG</b>		
To receive a report of the Assistant Director, STAR Procurement.		
		17 - 20
7. <b>5 STAR PERFORMANCE REPORT (2018-19 Q2-3) AND 5 STAR MEASURES (2019-20)</b>		

To receive a report of the Assistant Director, STAR Procurement. 21 - 34

**8. 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.

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

To confirm the arrangements for the next meeting.

**10. 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 one or more descriptive category or categories 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.

**11. STAR UPDATE PART II**

To receive a presentation by the Director, STAR Procurement. Para. 3

**12. SOCIAL VALUE PORTAL PART II**

To receive a report of the Director, STAR Procurement. Para. 3 35 - 40

**JIM TAYLOR**

Interim Chief Executive

Membership of the Committee

Councillors M. Cordingley (Chair), O'Rourke (Vice-Chair) and Wilson

Further Information

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

Natalie Owen, Democratic and Scrutiny Officer,

Tel: 0161 912 4221

Email: natalie.owen@trafford.gov.uk

This agenda was issued on **Friday, 1 February 2019** by the Legal and Democratic Services Section, Trafford Council, Trafford Town Hall, Talbot Road, Stretford, M32 0TH.

**Stockport, Trafford and Rochdale (STAR) Joint Committee - Monday, 11 February 2019**

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

6 NOVEMBER 2018

### PRESENT

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

#### Also Present

Cllr. B. Fairfoull - Tameside Council  
Cllr. J. Hartley - Rochdale Council

#### In attendance

Graeme Bentley - Head of Financial Management, Trafford Council  
Nichola Cooke - Assistant Director, STAR  
Lorraine Cox - Director of Procurement, STAR  
Michael Cullen - Borough Treasurer, Stockport Council  
Elizabeth McKenna - Assistant Director, STAR  
Michael Sellors - Procurement Business Partner, STAR  
Dominique Sykes - Principal Solicitor (Corporate and Commercial), Trafford Council  
David Wilcock - Assistant Director (Legal, Governance & Workforce), Rochdale BC  
Chris Gaffey - Democratic and Scrutiny Officer, Trafford Council

#### Also in attendance

Tom Wilkinson - Assistant Director of Finance, Tameside MBC

### 10. MINUTES

RESOLVED: That the Minutes of the meeting held on 9 August 2018, be approved as a correct record and signed by the Chairman.

### 11. DECLARATIONS OF INTEREST

No declarations of interests were made by Members.

### 12. 5 STAR PERFORMANCE REPORT (2018-19 Q1)

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 Quarter 1.

The Joint Committee discussed the ratified savings on page 8 of the agenda. Members questioned whether the target was ambitious enough considering the majority of this had been achieved in the first quarter of the financial year. Officers advised that savings were categorised depending on when contracts were formally signed, and that a large portion of the achieved saving for 2018/19 quarter 1 was carried over from the previous financial year. It was suggested that an item to explain STAR's financial arrangements with respect to savings be brought to the next Joint Committee meeting to help Members better understand how this worked. When setting targets, Members and Officers agreed on the importance of engaging all partners at an early stage of the process.

Members also asked why no targets were set against the Communities section on page 11 of the agenda. Officers explained that this information was part of the wider Social Value (SV) target set out on page 9 of the agenda. Members were advised of the difficulty with measuring SV as no formal methodology currently existed for this. However, STAR hoped to be part of a Greater Manchester pilot scheme being considered to explore ways in which SV could be formally measured. Members were excited at the prospect of being able to quantify SV as part of the procurement process and looked forward to more information in relation to this.

Members asked about the relationship between STAR and the procurement services provided to the Greater Manchester Combined Authority (GMCA), and asked whether STAR had a charging policy for their services. The Director of STAR Procurement requested that an item on this be added to the agenda of the next Joint Committee meeting, as STAR would welcome Members' input on how its relationship with the GMCA should be developed. STAR currently led on a significant percentage of GMCA procurement activities, particularly in the Health and Social Care arena, and it would be important to ensure the relationship with GMCA was clearly defined as it was ad hoc at present. Members agreed that arrangements should ensure that STAR member authorities benefitted as fee paying members, and that STAR should take advantage of any other beneficial opportunities where available.

RESOLVED:

- 1) That the report be noted.
- 2) That an item explaining STAR's financial arrangements with respect to savings be brought to the next Joint Committee meeting.
- 3) That an item on STAR's charging policy and relationship with the GMCA be brought to the next Joint Committee meeting.

### **13. STAR NAME AND BRANDING**

The Joint Committee received a report of the Assistant Director, STAR Procurement summarising the previous decisions in relation to STAR's branding and style guide, as well as detailing proposals for future branding.

The Joint Committee agreed on the importance of retaining the current STAR name and branding. STAR's brand had been built up over time and was now well recognised within the procurement industry. It was agreed that any change to the name would be detrimental to STAR Procurement.

Members discussed the proposed new strapline. Members liked the proposal, but a request was made to amend the word "collaborative" to "cooperative". Following discussions, it was agreed that the new strapline should read "STAR – Leading transformation through procurement and cooperation".

RESOLVED:

- 1) That the current STAR Procurement branding and name be retained.
- 2) That the STAR 'strapline' be amended to "STAR – Leading transformation through procurement and cooperation", as per the discussion at the meeting.

#### **14. MODERN SLAVERY PROJECT POSITION UPDATE**

The Joint Committee received a report of the Procurement Business Partner providing an update on STAR's position in relation to the Charter Against Modern Slavery. All STAR member authorities had recently signed up to (or were in the process of signing up to) the charter, and the report detailed the procedures already in place at STAR to combat modern slavery prior to the charter's adoption. The report also summarised the activities and tasks required to be completed for STAR to be compliant with the charter.

Members welcomed the Authorities' adoption of the charter, and felt this was an opportunity for STAR to lead the way on an important issue. Referring to the minutes of the previous meeting which discussed lines of communication between Elected Members and STAR in relation to Council motions, Members were assured that STAR would enact any measures agreed by the Authorities. The request for lines of communication was to ensure STAR was aware of any impending changes so these could be implemented accordingly.

Referring to appendix 2 of the report, Members requested that the information presented be clearer. Some sections of the project had a status of 'not started', however these were highlighted in green which would suggest the action was either complete or on course for completion. Members advised of the importance of ensuring reports were clear for monitoring purposes and to ensure these were accessible for members of the public. Officers agreed with Members' assessment and would address the concerns raised.

RESOLVED: That the report be noted.

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

The next meeting of the STAR Joint Committee was scheduled to be held at Trafford Council at 2:00pm on Wednesday 13 February 2019. The Member from Tameside advised that this may clash with another meeting at their Authority, and asked whether alternative dates could be explored. Officers agreed to look into the possibility of rescheduling the meeting.

RESOLVED: That the meeting arrangements be noted.

**16. URGENT BUSINESS (IF ANY)**

(a) Local Investment Work Stream

[The Chairman agreed to accept this item as a matter of urgent business to allow a timely update on the situation to Board members]

Members requested an update on the progress of the Local Investment Work Stream. The pilot scheme conducted at Rochdale Council had been in operation for a year, and STAR had been successful in increasing the Authority's local spend from 12% to 23%. All STAR Authorities would be given the opportunity to implement the scheme, and discussions with Stockport and Trafford on their respective schemes would begin soon. The benefits of the scheme were highlighted, as well as the challenges in making local businesses 'match fit', ensuring that the appropriate benchmarking exercises were conducted, and that the schemes were within the legal parameters of EU legislation.

RESOLVED: That the update be noted.

The meeting commenced at 2.09 pm and finished at 3.10 pm



**Report to:** STAR Joint Committee  
**Date:** 11<sup>th</sup> February 2019  
**Report for:** For Decision  
**Report of:** Procurement Business Partner

**Report Title**

**Responsible Procurement Strategy 2019-22**

**Summary**

The purpose of this report is to seek agreement to the implementation of the proposed Responsible Procurement Strategy 2019-22

**Recommendations**

The recommendation of this report is that STAR Joint Committee agrees to the implementation of the Responsible Procurement Strategy 2019-22 set out in this report

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

Name: Michael Sellors  
 Phone: 07580 292661

**Background**

Financial Impact:	None
Legal Impact:	The strategy highlights the importance of national legislation such as Modern Slavery Act
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)**

This Responsible Procurement Strategy replaces the existing STAR Councils' Procurement Strategy 2017-20. It builds on and enhances the current strategy to make it more attuned to the ethics and principles of responsible procurement.

### **1. Procurement Strategy 2017-2020**

1.1. The Procurement Strategy 2017-20 was agreed by STAR Joint Committee on 9<sup>th</sup> August 2017.

1.2. STAR Procurement has achieved substantial outcomes and benefits for our partners through our 2017 strategy where we:

- Welcomed our 4<sup>th</sup> Full Partner, Tameside Council;
- Demonstrated the success of our Local Investment project with an 11% increase in Rochdale Councils spend with local businesses, resulting in an additional £13m of local money retained within the borough;
- Achieved savings totalling £10.56m for our partners<sup>1</sup>;
- Were awarded the CIPS Corporate Ethics Mark for our work on responsible and ethical procurement activities;
- Won the iNetwork – Connected Procurement and Commissioning Innovation Award for our Flexible Purchasing System (FPS) for Greater Manchester for Learning Disability (LD) and Autism;
- Conducted various supplier engagement and market awareness events on a number of tenders, including overarching Meet the Buyer events;
- Achieved commitments from suppliers to the STAR partners of 121 employment opportunities (worth £312k) and 269 apprenticeships / training opportunities<sup>2</sup> (worth £469k);

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<sup>1</sup> Across F/Y 2017/18 & up to Q3 FY 2018/19

<sup>2</sup> Across F/Y 2017/18 & up to Q3 FY 2018/19

## **2. Responsible Procurement**

2.1. Responsible Procurement is the act of sourcing services, goods, and/or works in a responsible way that takes into account ethical and sustainable considerations, including: economic, social, labour, and environmental factors, whilst always aiming to procure and act in a way that is morally right.

## **3. Responsible Procurement Strategy 2019-22**

3.1. This Responsible Procurement Strategy replaces the Procurement Strategy 2017-20. It builds on and enhances the current strategy to make it more attuned to the ethics and principles of responsible procurement.

3.2. This revised draft strategy aims to advance our achievements and looks to STAR Procurement to provide leadership by:

- Engaging regionally and nationally to understand areas of good practice;
- Providing a single voice for the STAR partners on procurement and supplier management issues;
- Engaging with our partners' strategic suppliers;
- Facilitating and supporting further collaborative and partnership working between our partners and the wider public sector;

3.3. This revised strategy continues to follow the STAR 5 STAR Objectives of Commercial, Communities, Collaboration, Compliance and Champions. It does however include commitments to ethical and sustainable procurement including Modern Slavery and environmental issues.

3.4. The draft Responsible Procurement Strategy is included in Appendix 1

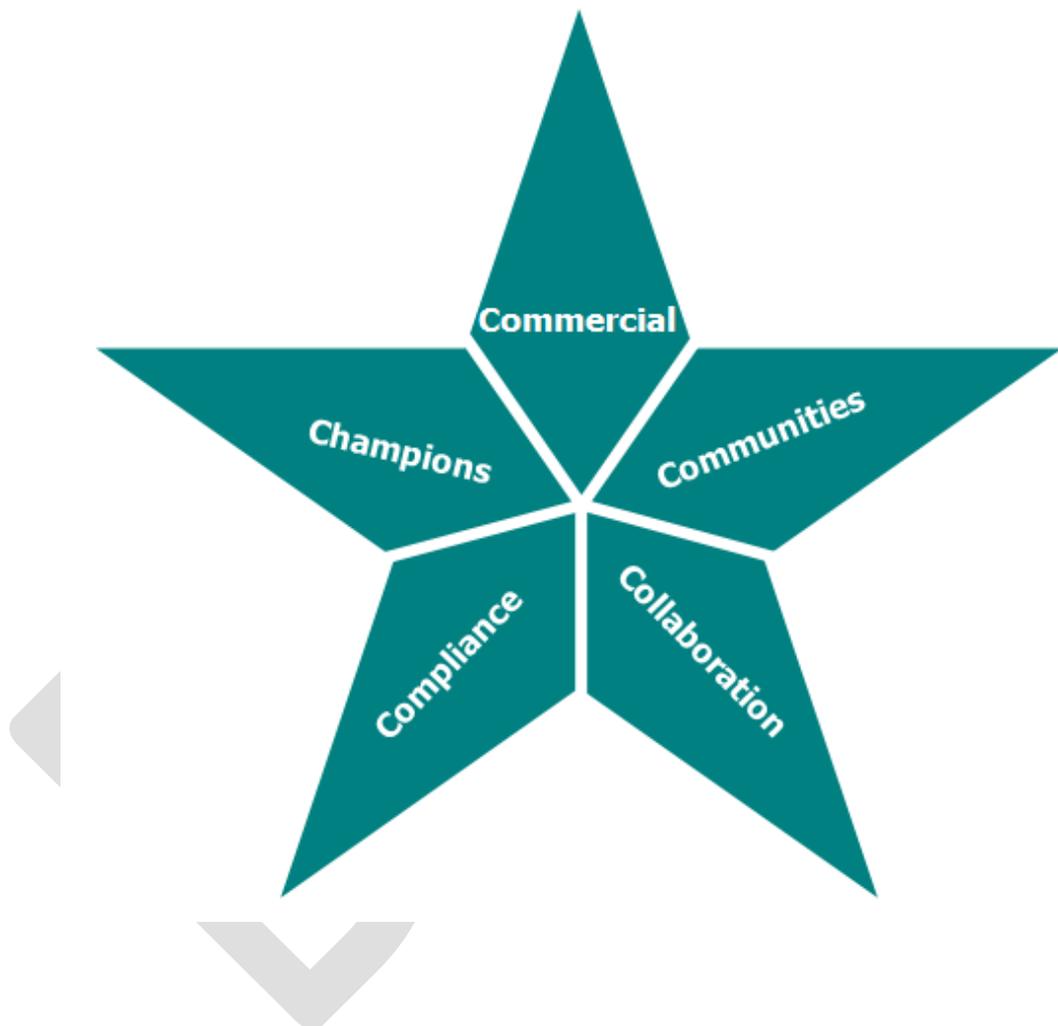
## **4. Recommendations**

4.1. It is recommended that Joint Committee agrees to the implementation of the Responsible Procurement Strategy 2019-22 set out in this report

## **Appendix 1: Responsible Procurement Strategy 2019-22**

# STAR

PROCUREMENT



## OUR RESPONSIBLE PROCUREMENT STRATEGY 2019-2022

# 1. Introduction

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STAR Procurement is the shared procurement service between Rochdale, Stockport, Tameside, and Trafford Councils. We also have relationships with a number of other partners for the provision of a variety of our procurement services. This Responsible Procurement Strategy outlines how we will conduct procurement on behalf of all of our partners.

## What is Responsible Procurement?

Responsible Procurement is the act of sourcing services, supplies, and/or works in a way that takes into account ethical and sustainable considerations, including: economic, social, labour, and environmental factors, whilst always aiming to procure and act in a way that is morally right, open, fair, and transparent.

Responsible Public Procurement:

- ★ Is about improving the quality and cost effectiveness of delivering public services to citizens
- ★ Is a mechanism to challenge current service arrangements and find new models for service delivery
- ★ Will achieve better realised savings that can be channelled back into priority services
- ★ Can achieve added value benefits to citizens through effective use of supply chains
- ★ Ensures that our partners deliver best value
- ★ Uses our professionalism and planning can help prevent financial loss to the Council and support our services and reputation

## Why is Responsible Procurement Important?

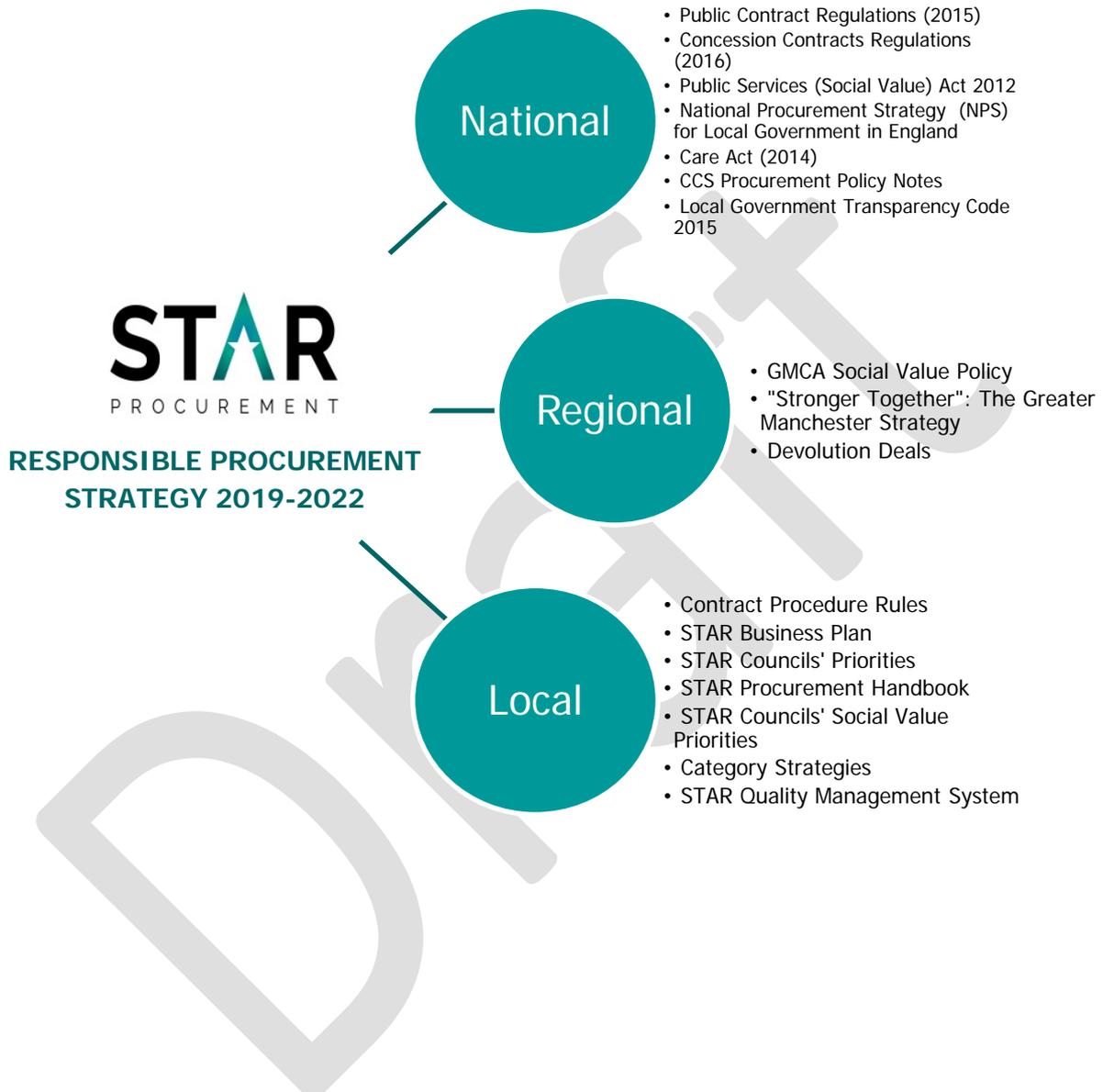
Local government has a total revenue budget of c.£44billion<sup>1</sup> per annum, STAR Procurement recognises that procurement decisions can have a major socio-economic and environmental implication, both locally and globally, now and for future generations. The associated procurement activity is critical to ensuring that not only is best value being obtained, but that public money is spent in a way that protects both people and the environment and is vital to:

- ★ Furthering Sustainable development
- ★ Stimulating innovation
- ★ Avoiding unnecessary costs

We recognise our responsibility to take a robust approach to ethical and sustainability issues, especially around modern slavery and human trafficking, which we are absolutely committed to preventing, within our partner's supply chains.

## Strategic Influence on Public Procurement

There is a complex and multi-layered influence on our procurement activity through global, national, regional, and local policies and legislation. Our Procurement Strategy is designed to provide clarity as to how we will embed this strategic context into what we do. The diagram below is not exhaustive but gives an indication of the strategic context in which we operate.



## 2. Our Strategy

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### Responsible Procurement Strategy 2019

This 2019 strategy aims to advance these achievements and looks to STAR Procurement to provide leadership by:

- ★ Engaging regionally and nationally to understand areas of good practice
- ★ Providing a single voice for the STAR partners on procurement and supplier management issues
- ★ Engaging with our partners' strategic suppliers
- ★ Facilitating and supporting further collaborative and partnership working between our partners and the wider public sector
- ★ Advancing our activities around ethical and sustainable behaviours, especially around Modern Slavery and the protection of the environment
- ★ Re-affirming our commitment to considering the social, economic, and environmental consequences of what is procured at all stages of the life-cycle

STAR Procurement will continue to promote the three key priorities set out in the National Procurement Strategy for Local Government in England (NPS) 2018:

- ★ Showing Leadership
- ★ Behaving Commercially
- ★ Achieving Community Benefit

The STAR Procurement Business Plan identifies five objectives which will underpin all of our activity over the coming three years. This strategy should be read in conjunction with our Business Plan, which collectively demonstrate how we will deliver these objectives through procurement activity, and deliver against the three priorities of NPS 2018.

### Objectives

#### Objective 1: Commercial

By adopting a wide range of approaches, as necessary, we will continue to:

- ★ Ensure we work to maximise the outcomes for, and value for money spent / received by, our partners
- ★ Deliver savings
- ★ Retain a category management approach
- ★ Analyse and identify spend
- ★ Conduct early market engagements
- ★ Undertake Risk Based Sourcing
- ★ Increase our partner's spend with local companies
- ★ Work collaboratively across all of our partners and across Greater Manchester
- ★ Ensure suppliers improve on their delivery of social value commitments
- ★ Create commercial opportunities (including income generation)



We will also further progress:

- ★ Driving efficiencies from our partners' current contractual bases by promotion of a planned approach to:
  - Managing risk
  - Compliance
  - Contract reviews
  - Commercial management, and
  - Supplier Relationship Management

## Objective 2: Communities



### Communities

There are a number of activities that we will continue to perform to give local suppliers and SMEs the best possible opportunity to supply and provide services to our partners. These activities will also ensure our partner's local community's benefit from their respective Councils spend.

We will help ensure that our partners enter into contracts with businesses that will add value and deliver benefits to local and global communities beyond the predominant purpose of the contract.

We will continue to:

- ★ Embrace Social Value in all procurement activity (where relevant and proportionate)
- ★ Make Social Value a Key Performance Indicator in contracts
- ★ Ensure both financial and non-financial outcomes are promised by bidders
- ★ Embrace e-procurement
- ★ Engage face to face with our stakeholders through events, drop in sessions, meet the buyer sessions, and training
- ★ Where appropriate and available, procure requirements in line with current best practice standards and technical and quality specifications, including [Government Buying Standards](#)
- ★ Require compliance with labour and sustainability requirements

We will advance and further improve:

- ★ Our identification of spend
- ★ The amount spent by our partners with local businesses and Small to Medium Enterprises (SME)
- ★ How contract management of Social Value outcomes is undertaken to ensure delivery
- ★ How suppliers to our partner's demonstrate their commitment to improving ethical and sustainability practices locally and globally, and uphold the core expectations set out in Annex 1 to this strategy, and how they will address the additional expectations, where relevant and proportionate, as set out in this annex.
- ★ Our proactive work to ensure that all supplies, works and services procured for our partners are sourced ethically and sustainably, throughout the supply chain, for e.g.

through procurement activity, contract management, risk assessments, action plans, investigations, and audits

### Objective 3: Collaboration



As a collaborative procurement service we have the skills and expertise to continue to help drive this agenda and secure measurable outcomes.

We already collaborate across our four partners as well as across other Local Authorities and health organisations across Greater Manchester, and value the fact that we are stronger together. We will advance on our activities to undertake:

- ★ More effective collaboration across Greater Manchester and the North West by engaging with our partner's "anchor institutions"
- ★ Better delivery of a wider range of outcomes across Greater Manchester and the North West
- ★ Better assurance that collaboration still supports our communities through the effective use of lotting strategies and through active engagement with our clients and suppliers.

We will continue with:

- ★ Supplier relationship management
- ★ Engaging with suppliers and markets to further drive innovation and collaborative work across the region.

### Objective 4: Compliance



Procurement is rarely "black and white", therefore we adopt a risk-based approach to ensure that we do not let the rules that focus on values stifle innovation and creativity.

We will maximise the opportunities for innovation by:

- ★ Ensuring we provide an appropriate amount of structure
- ★ Allowing for flexibility and agility of approach based around risk first
- ★ Ensuring simplicity and speed to market
- ★ Providing training to staff, our partners, and suppliers on various aspects of the procurement cycle, social value, ethics, and sustainability to ensure we work collaboratively to tackle compliance
- ★ Ensuring our partner's suppliers comply with specifications, standards required of them, and compliance with core expectations set out in Annex 1 to this strategy, and how they will address the additional expectations, where relevant and proportionate, as set out in this annex
- ★ Conducting robust data analysis so we can manage, plan, monitor, and report on our and our partner's suppliers activity
- ★ Use data to inform our strategic procurement and collaborative approach

## Objective 5: Champions



We champion procurement and collaboration to support public service reform and transformation. We will continue to:

- ★ Use our skills and expertise to develop our added value
- ★ Ensure that we promote the very best world-class strategic procurement to share and support wider partners
- ★ Ensure that we champion Social Value, sustainable and ethical behaviours in all that we do
- ★ Ensure that our partners (councillors and senior staff) are engaged and champion STAR, procurement and collaboration, and STAR activities and achievements

Draft

## Annex 1: Core Supplier Expectations

### Core Expectations

STAR Procurement expects all suppliers (and their sub-contractors) to our partners to:

- ★ Not engage in criminal conduct or activity;
- ★ Comply with labour and environmental laws;
- ★ Adopt and conduct their trading activities in accordance with the [Ethical Trading Initiative \(ETI\) Base Code](#), which is based on the International Labour Organisations (ILO) internationally recognised [Code of Labour Standards](#);
- ★ Confirm commitments as set out in the [Co-operative Party Charter Against Modern Slavery](#);
- ★ Ensure workers are aware they may join a trade union and are not to be treated unfairly for belonging to one;
- ★ Comply with labour and other appropriate laws (e.g. The Equality Act 2010);
- ★ Not engage in human rights abuses;
- ★ Not engage in environmental abuses;
- ★ Provide fair payment for supplies, works and services through the supply chain;
- ★ Provide workers with fair wages;
- ★ Not to blacklist workers;
- ★ Act Ethically and sustainably in how they manage and operate their business, including the provision of services, manufacture and/or delivery of supplies, or provision of works;

### Additional Expectations

STAR Procurement expects, where relevant and proportionate, all suppliers (and their sub-contractors) to:

- ★ Provide their services, manufacture and/or delivery of supplies, or provision of works that are accredited to recognised standards (or at least match the requirements of relevant accreditations without actually being accredited) across ethical considerations, for e.g.:
  - [International](#), [European](#), or [British](#) Standards;
  - [EMAS](#);
  - Good agricultural standards and practices ([GlobalG.A.P.](#));
  - Consumer facing standards (e.g. [Fairtrade](#), [Rainforest Alliance](#), [Tea Sourcing Partnership](#));
  - Furniture ([FSC](#) and [PEFC](#));
  - Social accountability [SA8000](#));

We also expect where relevant and proportionate, all suppliers (and their sub-contractors) to work with us and our partners to:

- ★ Contribute to the GM ambition of being a low carbon area by helping to create a more sustainable GM, UK, and globe by creating a lower carbon supply chain;
- ★ Contribute to the GM ambition to [dramatically reduce avoidable single use plastics](#) in the region;
- ★ Contribute to the GM ambition of [more local jobs and apprenticeships](#) in the region;

## **Annex 2: Useful Links**

### **General Links**

[Ethical and Sustainable Procurement pages](#) of the STAR website

[Social Value pages](#) of STAR Website

[STAR Website](#)

### **Labour Standards**

[Ethical Trading Initiative \(ETI\) Base Code](#)

[Co-operative Party Charter Against Modern Slavery](#)

[International Labour Organisations \(ILO\) internationally recognised Code of Labour Standards](#)

### **Technical Standards**

[British Technical Standards](#)

[European Technical Standards](#)

[International Technical Standards](#)

[EMAS](#)

[Good agricultural standards and practices \(GlobalG.A.P\)](#)

[Furniture \(FSC and PEFC\)](#)

### **Consumer Facing Standards**

[Fairtrade](#)

[Rainforest Alliance](#)

[Tea Sourcing Partnership](#)

[Social accountability SA8000](#)

### **GM Sustainability Priorities**

[Dramatically reduce avoidable single use plastics](#)

**Report to:** STAR Joint Committee  
**Date:** 11<sup>th</sup> February 2019  
**Report for:** Decision  
**Report of:** Assistant Director of Procurement

**Report Title**

**Offer of Extension of Trafford Council Partnership with STAR to Trafford CCG**

**Summary**

The purpose of this report is to inform STAR Joint Committee that Trafford CCG want to join STAR Procurement as an extension to the Trafford Council Partnership

**Recommendations**

The recommendation of this report is that the Joint Committee agrees to:

- to extend the Trafford Council partnership with STAR to Trafford CCG
- to the income fee of £55k per annum for the extension of the Trafford Council partnership with STAR to Trafford CCG
- that Trafford CCG will become an extension of the Trafford Council partnership with STAR from April 2019 onwards

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

Name: Elizabeth McKenna  
Phone: 07811 983687

## **Background**

Financial Impact:	Income
Legal Impact:	STAR Legal impact
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 wish to extend the partnership with Trafford Council to Trafford CCG from April 2019 onwards for a fee of £55kper annum.

### **1.0 INTRODUCTION AND BACKGROUND**

- 1.1 Trafford CCG had an internal dedicated procurement team which carried out all tendering activity for the CCG but over time and due to lack of procurement activity the team was dispersed elsewhere in the organisation.
- 1.2 In 2019 Trafford CCG will be tendering a number of high value services that will require expert procurement support and most notably this includes the planned tenders for the Integrated Urgent Care Service and Pennine Community Services. Therefore it is essential for Trafford CCG that procurement expertise is identified prior to the requirement to tender.
- 1.3 STAR procurement have already undertaken the Pennine Community Service Tender on behalf of Trafford CCG under a short term SLA. The procurement has been successful and a period of due diligence is being undertaken with the successful provider.
- 1.3 Trafford CCG and STAR procurement have had a number of meetings to discuss the option of Trafford CCG becoming an extension of the Trafford Council partnership with STAR Procurement from April 2019 onwards.

## **2.0 PROCUREMENT OPTIONS & COSTS**

- 2.1 Trafford CCG have taken 2 options to their Senior Leadership Team (SLT):
- Greater Manchester Shared Business Services (SBS) who offer services to the number of GM CCG's
  - STAR Procurement who are the shared procurement service for Trafford, Tameside, Rochdale and Stockport Councils
- 2.2 As STAR procurement have a track record of successful delivery of tenders for Trafford Council it was proposed that the STAR function is extended to support Trafford CCG. SLT agreed to pay £55k per annum to join STAR Procurement as an extension of the Trafford Council Partnership. Trafford CCG agree that aligning the procurement function will support the delivery of local health and social care commissioning.
- 2.3 STAR have reviewed requirements in terms of costs and can deliver the service for the £55k stated, this will be reviewed after 12 months and any further CCG partners will be reviewed on a case by case basis.

## **3.0 STAFFING**

- 3.1 The only role within the existing CCG team that remains unchanged is the band 4 Market Management Coordinator role. This role is currently filled by an agency member of staff, with a remit to support both the day to day transactional procurement activity of the organisation and administrative and project support to the Scheduled Care team. This role will be absorbed within Trafford CCG.
- 3.2 There are no TUPE implications.

## **4.0 BOARD AND JOINT COMMITTEE IMPLICATIONS**

- 4.1 As the agreement will be an extension of the partnership with Trafford Council and as there is an integrated service between Trafford Council and Trafford CCG Nikki Bishop will be the representative for both Trafford Council and Trafford CCG.

## **5.0 RECOMMENDATIONS**

5.1 It is recommended that the STAR Joint Committee agrees:

5.1.1 to agree to extend the Trafford Council partnership with STAR to Trafford CCG.

5.1.2 the income fee of £55k per annum for the extension of the Trafford Council partnership with STAR to Trafford CCG.

5.1.3 that Trafford CCG will become an extension of the Trafford Council partnership with STAR from April 2019 onwards.

**Report to:** STAR Joint Committee  
**Date:** 11 February 2019  
**Report for:** Decision  
**Report of:** Assistant Director of STAR

**Report Title**

**5 STAR 18/19 Quarter 2 & 3 Progress Report and 19/20 5 STAR Measures**

**Summary**

The purpose of this report is to:

- To inform STAR Joint Committee the Quarter 2 & 3 performance of STAR Procurement
- Recommend the 5 STAR Measures for 19/20 for decision

**Recommendations**

The recommendation of this report is that the Joint Committee:

- notes the content and discusses the performance to the end of Quarter 3 2018/19
- agrees the proposal for the new 5 STAR Measures for 19/20

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

Name: Elizabeth McKenna  
Phone: 07811983687

## **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 are proposing amendments to the 5 STAR Measures for 19/20 to enhance the reporting and to reflect the direction of travel for savings and social value.

### **1. 5 STAR Q2 & Q3 Progress Report 18/19**

#### **1.1 5 STAR KPI Summary**

<b>Measure</b>	<b>Q1</b>	<b>Q2</b>	<b>Q3</b>
1. Ratified Savings	£4,132,556.00	£5,337,243.17	£6,307,015.22
2. Income Received	£134,341	£142,626	£158,816
3. Average Social Value weighting in procurement activity above £25k	10%	10%	11%
4. Percentage of contracts let resulting in measurable social value from procurement reported in KPI 3	25%	44%	46%
5. Number of legal challenges	0	0	0

## 1.2 5 STAR Procurement Worth Summary

Measure	Q1	Q2	Q3
1. Non Ratified Savings	£18,486	£105,090	£105,090
2. Procurement Activity (Contracts started)	128	347	416
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)
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
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
3. Number of collaborative contracts let and categorised	37.5%	23%	21%
4. Number of STAR council employees registered on the STAR website	923	972	1055
1. Number of Exemptions and Modifications split by service area	See appendix 1	See appendix 1	See appendix 1
2. Stakeholder Training	34 hours	17 hours	18 hours
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 Regulations 2015, CIPS Future of Procurement, Equality Essentials	128 hrs CIPS Ethics test, Social Value in procurement, professional coaching, hostage negotiation, Public Sector Expo
1. Good news from the month about where we are 'championing STAR'	See appendix 1	See appendix 1	See appendix 1
2. Online reach website (views)	10,403	25,378	41,017
3. Online reach Twitter (Impressions)	40,200	86,700	147,600

1.3 Please see appendix 1 for Q2 & Q3 Report.

## 2. 5 STAR Measures Proposal for 19/20

### 2.1 5 STAR KPI Proposal 19/20

5 STAR	Measure	Target
<b>Commercial</b>	1. Ratified Savings	5.2M
	2. Income Received	£150
<b>Communities</b>	3. Average Social Value weighting in procurement activity above £25k and below OJEU limits	20%
	4. Average Social Value weighting in procurement activity above OJEU limits	15%
	5. Percentage of contracts let with a Social Value KPI	75%
<b>Compliance</b>	6. Number of legal challenges	0

### 2.2 5 STAR Procurement Worth Proposal 19/20

Procurement Worth / Local Investment / RBS	Measure
<b>Commercial</b>	1. Non Ratified Savings and cost avoidance
	2. Procurement Activity
<b>Communities</b>	1. Employment opportunities and Apprentice and Training Opportunities
	2. Increase in GM SPEND
	3. TOMS achieved through procurement
<b>Collaboration</b>	1. Number of SLA's
	2. Number of collaborative contracts let and categorised
<b>Compliance</b>	1. Number of Exemptions and Modifications split by service area
	2. Stakeholder Training
	3. CPD STAR Team

Procurement	Measure
<b>Champions</b>	1. Good news from the month about where we are 'championing STAR'
	2. Social Media Reach

### **3. Recommendations**

3.1 It is recommended that:

3.1.1 Note the content and discuss the performance to the end of Quarter 3 for 2018/19

3.1.2 Agree the proposal for the new 5 STAR Measures for 19/20

#### **Report Appendices**

1. Q2 & Q3 Update report

## Commercial

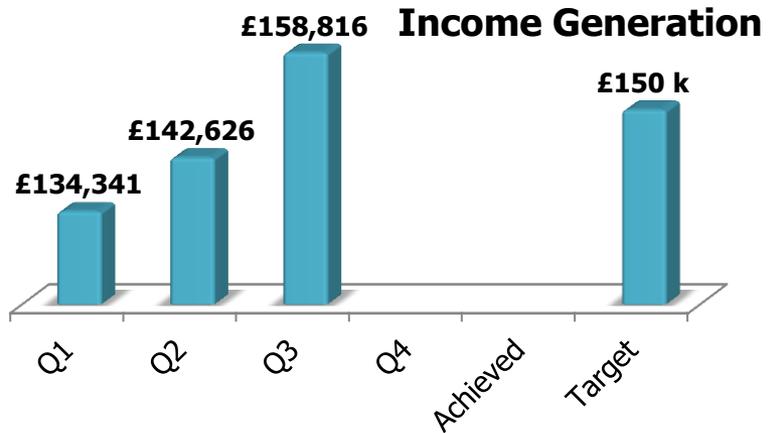
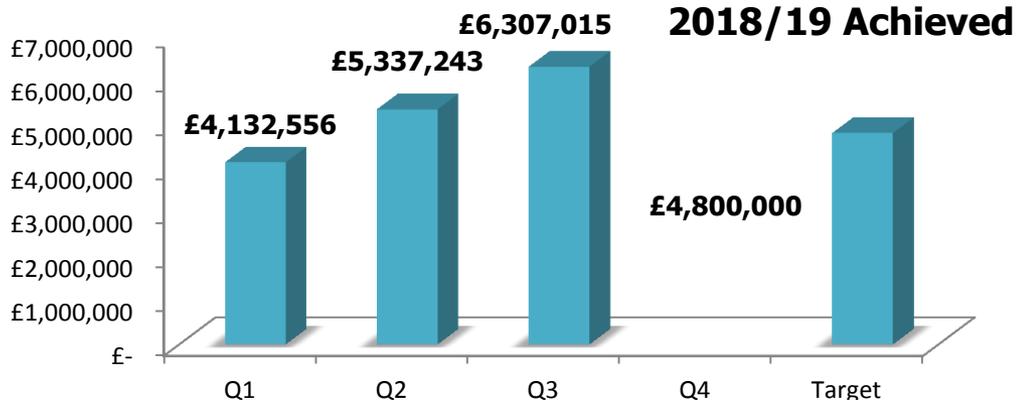
### 1. Ratified savings

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

### 2. Income Received

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

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# Communities

Social Value	Q1 Achieved	Q2 Achieved	Q3 Achieved	Q4 Achieved	2018-19 Target
Page 7 Average Social Value weighting in procurement activity above £25k	10%	10%	11%		15%
4. Percentage of contracts let resulting in measurable social value from procurement reported in KPI 3	25%	44%	46%		60%

# 5 STAR Procurement Worth Report Q3

## Commercial

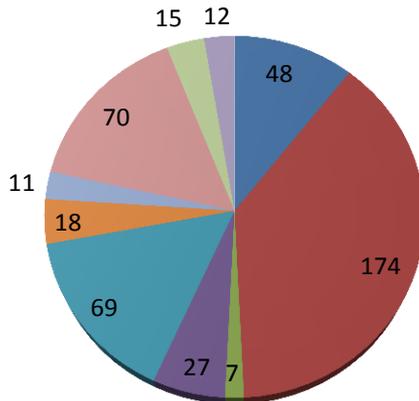
1. Non Ratified Savings

£ 105,090

2. Procurement Activity

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	Q1 Achieved	Q2 Achieved	Q3 Achieved	Q4 Achieved
<b>No of contracts started</b>	<b>153</b>	<b>347</b>	<b>416</b>	



- 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

# 5 STAR Procurement Worth Report Q3

## Communities

	Q1 Achieved	Q2 Achieved	Q3 Achieved	Q4 Achieved
<b>1. Employment &amp; Training</b>				
<b>No of employment opportunities</b>	<b>17</b> (worth circa £212,500)	<b>22</b> (worth circa £275,000)	<b>25</b> (worth circa £312,500)	
<b>No of apprenticeships/training opportunities</b>	<b>44</b> ( worth circa £299,200)	<b>58</b> (worth circa £394,400)	<b>69 (worth circa £469,00)</b>	

# 5 STAR Procurement Worth Report Q3

## Collaboration

### 3. Number of collaborative contracts let and categorised

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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	84	0	22	2	24	29%
Place	119	35		1	36	30%
Professional	168	2	14	2	18	11%
<b>Totals</b>	<b>371</b>	<b>37</b>	<b>36</b>	<b>5</b>	<b>78</b>	<b>21%</b>

# 5 STAR Procurement Worth Report Q3

## Compliance

### 1. Number of Exemptions and Modifications Split by service area

Q3	Adults	Childrens	Public health	Property services	Highways services	ICT	Consultancy	HR & Audit	Other	Total
Exemptions	8	24	3	3	1	84	15	12	32	182
Modifications	4	10	0	5	1	0	1	3	8	32
Totals	12	34	3	8	2	84	16	15	40	214

# 5 STAR Procurement Worth Report Q3

## Compliance

### 2. Stakeholder Training

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

Some Feedback from our Meet the Buyer event: ' Great to bring people together on this. In the current climate networking/info events have all but disappeared'

# 5 STAR Procurement Worth Report Q3

## Champions

### 1. Good news from Q3

- Liam Gilmore received two 'Apprentice of the Year' awards, one from the Altrincham and Sale Chamber of Commerce and another in Trafford Council's Employee Recognition Awards . He also had some good feedback for assisting at the Trafford Apprenticeship fair and from the NVQ assessor on completing his qualification.
- Mark Pearson volunteered at the 'Rochdale Literature & Ideas Festival 'Duties included meet and greet audiences and speakers, book selling and tweeting / publicising events. Feedback is in this tweet chain:  
<https://twitter.com/JohnRooRoch/status/1054484240069464064>

# 5 STAR Procurement Worth Report Q3

## Champions

### 1. Good news from Q3

- Mark Pearson from the Business Improvement team attended a business forum in Oldham and was able to network with local businesses sharing details of our website resources, The Chest and our Twitter account and spread the word about tendering techniques
- STAR became CIPS corporate ethics certified this quarter due to training the team successfully completed

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

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