



AGENDA PAPERS FOR STAR JOINT COMMITTEE MEETING

Date: Wednesday, 24 March 2021

Time: 10.00 am

Place: Virtual meeting:

<https://www.youtube.com/channel/UCjwblOW5x0NSe38sgFU8bKg>

	A G E N D A	Pages
1.	ATTENDANCES To note attendances, including Officers and any apologies for absence.	
2.	MINUTES To receive and if so determined, to approve as a correct record the Minutes of the meeting held on the 16 TH December 2020	1 - 4
3.	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.	
4.	QUARTER 3 5-STAR PERFORMANCE 2020/21 AND PROPOSED MEASURES For approval	5 - 10
5.	CONTINUOUS IMPROVEMENT UPDATE For noting	11 - 16
6.	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.	

7. DATE AND TIME OF NEXT MEETING

To confirm the arrangements for the next meetings in municipal year 2021/22:
Wednesday 16th June 2021 at 2:00 p.m.
Wednesday 15th September 2021 at 2:00 p.m.
Wednesday 15th December 2021 at 10:00 a.m.
Wednesday 16th March 2022 at 10:00 a.m.

8. 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.

**9. STAR PROCUREMENT BUDGET POSITION
QUARTER 3 2020/21 STAR**

For noting

Para. 3

17 - 22

SARA TODD
Chief Executive

Membership of the Committee

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

Further Information

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

Fabiola Fuschi, Governance Officer,
Tel: 07813 397611
Email: fabiola.fuschi@trafford.gov.uk

This agenda was issued on **Tuesday, 16 March 2021** 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.

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STAR JOINT COMMITTEE

16 DECEMBER 2020

PRESENT

Councillors Ali (Rochdale Council), T. Ross (Trafford Council), Ryan (in the Chair, Tameside Council) and McGee (Stockport Council)

In attendance

Lorraine Cox	Director, STAR Procurement
Nicola Cooke	Assistant Director (Delivery), STAR Procurement
Elizabeth McKenna	Assistant Director (Development), STAR Procurement
Julie Murphy	Chief Finance Officer, Rochdale Council
Tom Wilkinson	Assistant Director Finance, Tameside Council
Emma Sharples	Solicitor, Trafford Council
Fabiola Fuschi	Governance Officer, Trafford Council

21. ATTENDANCES

There were no apologies for absence received.

22. MINUTES

RESOLVED that the minutes of the meeting held on the 16th September 2020 be approved as a correct record.

23. DECLARATIONS OF INTEREST

There were no declarations of interest received.

24. 5-STAR 2020/21 QUARTER 2 PROGRESS REPORT

The Joint Committee considered a progress report of the STAR Assistant Director (Development) which informed of the 2020/21 Quarter 2 performance measures of STAR Procurement.

The report author informed that ratified savings were half way to target and work was ongoing with commissioning and finance to look at further savings. Despite the difficulties presented by the pandemic, Return on Investment and Income were also close to achieve target. Local spend was above target of 50%. In terms of Compliance, the team was working closely to Verified Spend.

Members sought clarification on performance on Social Value target against Contract Value. Officers explained that this was due to uncertainty in the market and suppliers not able to commit due to the pandemic. Consequently, STAR had

changed Social Value towards Covid-19 related activities which led to improved performance in Quarter 2.

Members commended the work of STAR team for the remarkable achievements and the resilience showed during this difficult time. Members stressed the importance of local spend during the pandemic and for the future and look forward to Quarter 3 and a successful year.

RESOLVED that the content of 2020/21 Quarter 2 report be noted.

25. STAR PROCUREMENT STRATEGIC RISK REGISTER

The Joint Committee considered a report of the STAR Assistant Director (Development) which sought to provide an update on the STAR Risk Register.

The author of the report informed that the STAR wider leadership team revised and updated this document on a regular basis in line with best practice. The document was presented to the Joint Committee and to the Board annually. New risks had been added to the register to reflect the impact of the pandemic on STAR service delivery and this was evident on the “heat map”. Other risks had been removed. Some risks had increased.

Members sought and received clarification on matters such as remote working, staff morale and impact on the organisations, securing income by carefully looking at procurement efficiency and collaboration, impact of the UK’s withdrawal from the European Union (Brexit) for STAR supplier network, for example the food contract for all schools across Greater Manchester.

RESOLVED:-

1. That the content of the report be noted;
2. That, STAR will keep Joint Committee informed of any changes or implications from BREXIT.

26. STAR PROCUREMENT CONTINUOUS IMPROVEMENT UPDATE

The Joint Committee considered a report of the STAR Assistant Directors (Delivery and Development) which sought to update on the Star Procurement improvements to date and future plans for both delivery and development side of the organisation.

The Officers informed of the full implementation of Tableau, the Financial Data Management and Performance Management system and related benefits and the Virtual Meeting Buyer event with over 600 bookings and positive feedback. Officers also outlined the ongoing work on a data protocol to ensure consistency and confidence in reporting and the collaboration with Trafford Communications Team to launch the new business plan in January 2021. STAR Procurement had delivered £1.1M of Social Value through its employees during a 12 month period. Officers also described further plans for continuous improvement.

STAR Joint Committee
16 December 2020

Members sought and received clarification on implementation and early progress on commitment to Councils for Fair Tax Declaration and implications for procurement. Members also expressed their support to the use of Tableau and necessary resources to maximise its implementation.

RESOLVED:-

1. That STAR Procurement improvements to date and future plans be noted.
2. That an update be provided from Councils for Fair Tax Declaration be presented in due course.

27. URGENT BUSINESS (IF ANY)

There were no items of urgent business received.

28. DATE AND TIME OF NEXT MEETING

The Joint Committee noted time and date of next meeting: 24th March 2021 at 10:00 a.m.

29. EXCLUSION RESOLUTION

RESOLVED 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.

30. STAR PROCUREMENT BUDGET POSITION QUARTER 2 2021 INCLUDING FUNDING REQUIREMENTS FOR 21/22, 22/23 AND PROPOSED RESERVES COMMITMENTS

The Joint Committee considered a report of the STAR Assistant Director (Delivery) which sought to update STAR Joint Committee on the STAR Procurement budget position at Q2 20/21, propose the forecast STAR Procurement funding requirements for 21/22, 22/23 for review and request approval of the STAR reserves commitments.

RESOLVED: -

1. That the STAR Procurement budget position at Q2 20/21 be considered;
2. That the forecast STAR Procurement funding requirements for 21/22 and 22/23 be reviewed;
3. That the proposed reserves commitments be approved.

The meeting commenced at 2:00 p.m. and finished at 2:50 p.m.

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Report to: STAR Joint Committee
Date: 24th March 2021
Report for: Information and Decision
Report from: Nichola Cooke, Assistant Director

Report Title

Q3 5-STAR Performance 2020/21 and Proposed 2021/22 5 STAR Measures

Summary

The purpose of this report is to:

- Inform STAR Joint Committee the 2020/21 Quarter 3 key performance measures of STAR Procurement
- Recommend the 5 STAR key performance measures for 21/22 for approval

Recommendations

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

- Note the content of the report and discuss the performance to the end of Quarter 3 for 2020/21
- Approve the new 5 STAR Measures for 21/22

Contact person for access to background papers and further information:

Name: Nichola Cooke
Phone: 07711 454555

Background

Financial Impact:	Savings secured
Legal Impact:	No legal challenges to report
Human Resources Impact:	None
Asset Management Impact:	None
E-Government Impact:	None
Risk Management Impact:	No significant risks to report
Health and Safety Impact:	None

1. 5-STAR Q1 Progress Report

1.1. The Quarter 3 results are included in Appendix 1

2. 5 STAR Measures Proposal for 2020/21

2.1 Each year, STAR Procurements review the 5 STAR Measures to ensure they remain fit for purpose and continue to drive continuous improvement through stretched targets that are relevant to Council Priorities.

2.2 As the last year has been a difficult year and there remains uncertainty over what may be achievable over the next 12 months, we propose that a majority of targets remain the same. We are required to deliver income into the STAR budget and Board recommend that this figure is the 'in-year income target' set at the start of the new financial year rather than the historic £150K.

2.3 5 STAR Key Performance Measures Proposal 2021/22

Measure	Description	Target
Commercial	Ratified savings to be broken down into: <ul style="list-style-type: none">- Revenue- Capital- Carry Over	£5.6m
	Return on Investment	2
	Income broken down by: <ul style="list-style-type: none">- Long-term SLA- One-off activity	Refer to Budget Report for £ as at Q3. This will alter slightly at Q4.
Communities	Social Value <ul style="list-style-type: none">- Social Value Target Against Contract Value	25%
	Local Spend: <ul style="list-style-type: none">- Local Authority spend as percentage of total controllable spend	50%
Compliance	Verified spend as percentage of total controllable spend	90%

3. Recommendations

3.1. It is recommended that:

- Note the content of the report and discuss the performance to the end of Quarter 3 for 2020/21
- Approve the 5 STAR Measures for 2021/22

Report Appendices

1. 5-STAR 2020/21 Q3 Performance Management Results

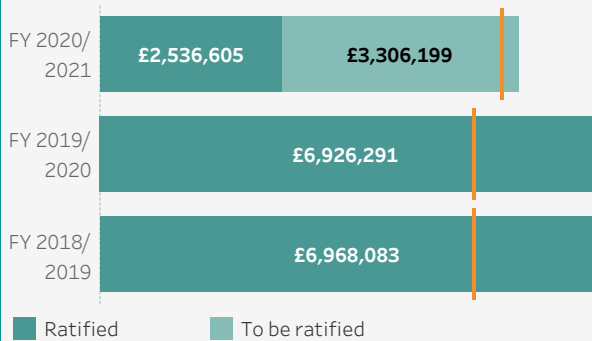
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Commercial

Ratified Savings:

£5,842,804 generated in this FY.
Target for this FY is **£5,600,000**

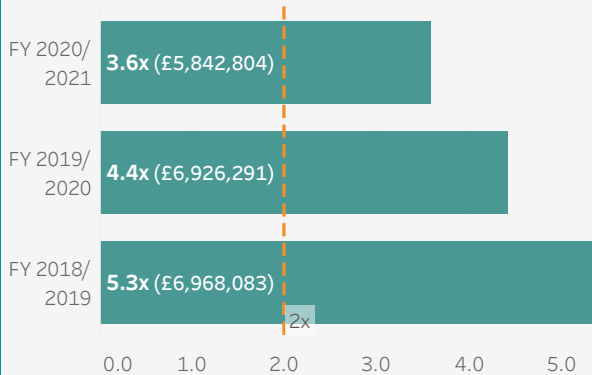
Annual Totals



Return on Investment:

ALL

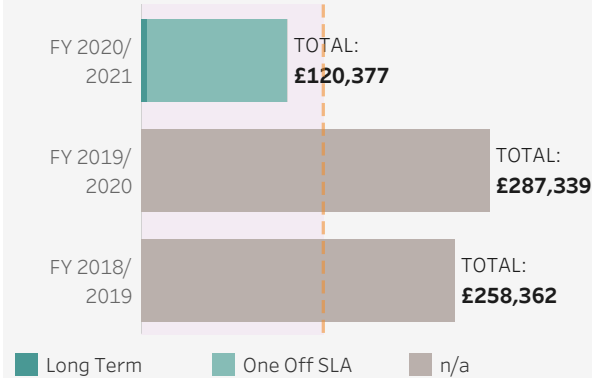
Annual target is **£3,261,120** (2x Investment).
3.6x the annual investment has been saved this year.



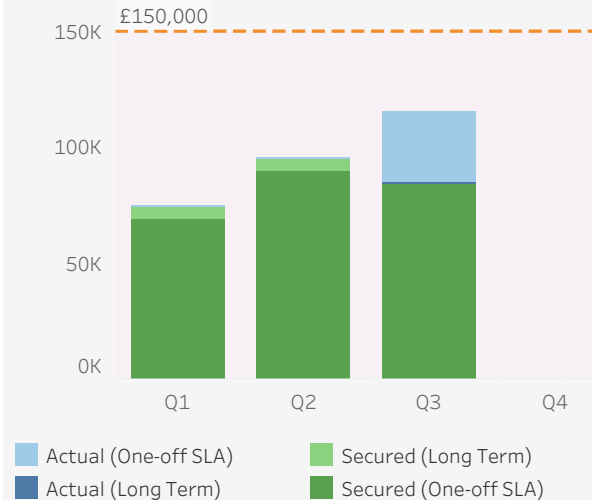
Income (STAR Total):

£120,377 of income has been secured this year.
Target for this year is **£150,000**

Annual Totals



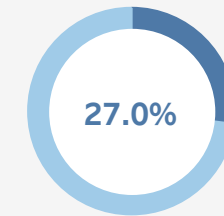
Cumulative position by Quarter



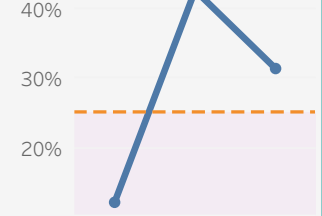
Communities

Social Value Target Against Contract Value:

% to date since launch April 2019

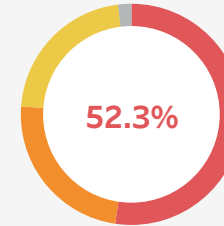


Quarterly %

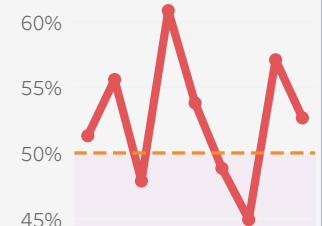


Local Spend:

FY % to date



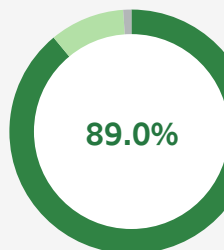
Monthly %



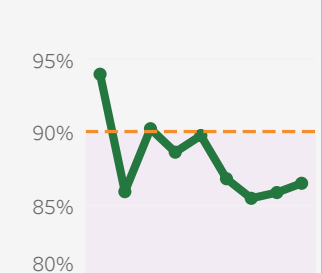
Compliance

Verified Spend:

FY % to date



Monthly %



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Report to: STAR Joint Committee
Date: 24TH March 2021
Report for: Information
Report of: Assistant Directors (Delivery and Development)

Report Title

STAR Procurement Continuous Improvement Update

Summary

The purpose of this report is to update STAR Joint Committee on the STAR Procurement improvements to date and future plans for both delivery and development sides of the organisation.

Recommendations

The recommendation of this report is that the Joint Committee:

- Consider the STAR Procurement improvements to date and future plans

Contact person for access to background papers and further information:

Name: Elizabeth McKenna and Nichola Cooke
Phone: 07811 983687 and 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

1. Background

STAR Leadership Team are constantly reviewing the delivery and development sides of STAR Procurement and implementing continuous improvement to provide a more effective and efficient service to the STAR partners.

2. Good News

2.1 Award Nominations

STAR Procurement have:

- Won the National Social Value Award for Embedding Social Value into Procurement. This was presented at the National Social Value Conference
- Finalists for the I-Network Innovation Award under three categories; the 'Connected Procurement & Commissioning' category, the 'COVID response' category and 'Most Innovative Video'.

The STAR People Team have also been nominated for an EPIC Team Award with Trafford Council for their proactive and planned approach to Brexit, border closures, testing centres and PPE procurement.

2.2 Resources: Recruitment and Retention

There has been a number of recruitment exercises over the past few months to fill vacant post and the new Senior Project Manager position. These vacancies are where staff have either moved to new opportunities elsewhere or to focus on their new business ventures. The recruitment process resulted in us being able to promote 5 staff internally to date, and we have good levels of interest in our remaining vacancies. Our 'Grow Your Own' policy has helped us to retain excellent members of the team, for example a member of the team joined us as an apprentice, then was promoted to trainee, and is now a Procurement Officer. Procurement is a difficult field to recruit from and

therefore this demonstrates our Grow Your Own policy is working and the external interest shows we are the 'Employer of Choice' in a difficult labour market.

One team member has utilised the Trafford Voluntary Redundancy Scheme which will reduce the staffing structure and make a saving over time.

2.3 Corporate Ethics Mark

We have successfully achieved the CIPS Corporate Ethics Mark for the third consecutive year. Retaining this award demonstrates our commitment in adopting ethical values in the way we source and manage suppliers, as well as our day to day activities. It also demonstrates that we are committed to accountability and self-governance, and our staff are trained in ethical sourcing and supplier management. It also supports each Partner with their commitment to the Co-operative Party Charter Against Modern Slavery.

2.4 Staff Well-Being

During this latest lockdown we have continued to work very hard to support our staff with their physical and mental well-being:

- Weekly updates and reminders
- Staff groups established, such as Parents Group, Book Club, a Runners Group and a Step Challenge
- More regular/shorter full team meetings
- Welfare calls to all staff from one of Leadership Team
- Provide details of Trafford initiatives and support

3 Continuous Improvement – Development Team

3.1 Business Plan 2021-24

Following discussions with STAR Board and STAR Joint Committee, the STAR Business Plan was finalised and launched in January 2021. The graphics and design were undertaken by Trafford Council. The Business Plan has been circulated to Partners, stakeholders, and the STAR Team, and we are posting a series of blogs on our website to raise wider awareness of the business plan content, and activities. Our other plans and strategies are now being updated to reflect the new vision and objectives, to ensure the plan is embedded in all that we do

<https://www.star-procurement.gov.uk/About-us/Business-Plan.aspx>

3.2 Income Plan for 2021/22

A number of commissions have been secured over the last year, despite COVID limiting the opportunities available. This has been a challenge in terms of reaching the income target required in-year.

STAR secured a position on an ESPO framework agreement to provide procurement to support to schools when buying their catering requirements.

As part of the delivery of the Business Plan, the STAR Development Team is now working with STAR Leadership Team to develop a plan for income and potential growth opportunities for 2021/22. STAR does already have a number of potential income streams secured or in the process of bidding. Therefore we hope that recovery is happening and our income target will be reached in 21/22.

3.3 In-tend

The implementation of In-tend Contract Management system is well underway. The implementation is divided into two stages, as we cannot rollout the contract management aspects until the contracts register is uploaded and we have undertaken all QA checks to ensure it is as accurate as possible to make the second phase run smoothly. This system is for STAR to ensure we have an automated system holding all the STAR contracts in one place and it offers a wider functionality to the four partners to develop an improved contract management function/operation in-house.

3.4 10 Point Plan

The 10 point plan to support local businesses and SME's during and post COVID has now been in place for nine months and has helped to deliver significant outcomes. As part of our Continuous Improvement ethos the plan is now embedded as 'Business as Usual' and data on impact is currently being collated by STAR.

3.5 Web Forms & Website

STAR Procurement is developing online forms using a piece of software available through a Trafford Council supplier IEG4. This is digitising the forms, allows them to be tracked and logged, and also facilitate the online authorisation process. This is also being done to help enable us to comply with new accessibility requirements.

As well as reviewing our web content to ensure compliance with accessibility requirements, STAR are also developing a new website with Trafford Council IT department. The initial design work has been completed and the new website is being populated.

Regular updates are now being made to the current website, including our new blog facility.

3.6 Ethics, Modern Slavery and Responsible Procurement

STAR have completed the annual training of Corporate Ethics in Supply Chains to ensure we maintain our Corporate Ethics Mark.

A review of our Responsible Procurement Strategy has been completed to reflect any new updates / requirements from our Partners.

STAR E-Learning package is being updated to include information on Modern Slavery.

3.7 E-Learning

The 'Introduction to Procurement' e-learning package has been updated to make this more user friendly for all STAR Partners

4 Continuous Improvement – Delivery Team

4.1 Social Value

The STAR Social Value Action Plan is well underway and a number of significant milestone actions have now been completed. This will be supported by the STAR Social Value Strategy that we are currently drafting which will set out the STAR strategic approach to Social Value. Incorporating the 6 themes from the GM Social Value Framework, corporate priorities, policies, strategies and commitments including the climate emergency and the carbon neutral 2038 ambition, poverty and equality. This will also develop a SV Strategy/policy/charter that can be used in-house for our partners. Social Value Mapping with Council priorities for Rochdale, Tameside, Stockport and Trafford has been completed. This will inform the Social Value measures we use (TOMs) in 21/22.

'Social Value Organisation' pilot for Trafford has commenced and an outline report was presented to Trafford's CLT during March with an action plan and the council wide steering group to be set up. The Social Value Maturity Index exercise that has been done for Trafford Council will now be rolled out to Stockport, Rochdale and Tameside.

Social Value Case studies update available on our STAR website and the Social Value pages have been updated generally.

<https://www.star-procurement.gov.uk/Suppliers/social-value.aspx>

STAR presented at the National Social Value conference and chaired a panel discussion on 'Awesome Case Studies' along with representatives from Trafford and Rochdale Councils.

STAR are also attending and supporting a group with representatives from across our STAR Partners to discuss and agree the approach for further

embedding of Social Value and links to Social Economy and Community Wealth Building.

4.2 Oxygen

The evaluation model is now agreed and issued to the team, Rochdale and Stockport have had their first sign up's via the procurement process. This is now embedded as Business as Usual.

4.3 Commercial Contract Management

As directed by STAR Board, we have appointed a Senior Project Manager on a 12 month basis, paid for via the STAR reserves on an 'Invest to Save' basis. The successful candidate was an internal promotion. The Commercial Contract Management role will commence late March early April. We will provide an action plan and initial savings forecasts at the next Board meeting.

4.4 New Procurement Regulations

A Green Paper has been issued by Cabinet Office on the proposed new procurement regulations. We have reviewed the green paper and provided a collective consultation response with GMCA. Overall, we believe the new regulations will provide us with more flexibility and opportunities to maximise local spend, and many of the draft regulations build on the work we have already implemented as part of Risk Based Sourcing. The new regulations are likely to come into force in 18-24 months. There are further implications to the new PCR's with the introduction of the 'Integrated Care System' which we are working with colleagues within STAR Partners to understand the impact.

4.5 Brexit

New regulations for the advertising on contracts came into place on 1st January 2021, and we have had a seamless transition to the new arrangements. STAR continues to work with the STAR Partners on Brexit planning and implementation. For example, STAR worked closely with partners across GM on food supplies contracts before Christmas to help ensure mitigation plans were put in place during the disruptions at the borders. STAR continues to monitor the situation for high risk contracts.

5. Recommendations

It is recommended that:

- STAR Joint Committee consider and comment on the STAR Procurement improvements to date and future plans

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

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