



AGENDA PAPERS FOR STAR JOINT COMMITTEE MEETING

Date: Wednesday, 16 June 2021

Time: 10.00 am

Place: Committee Room 2 and 3, Trafford Town Hall, Talbot Road, Stretford, M32 0TH.

Covid secure rules (please see <https://www.gov.uk/guidance/covid-19-coronavirus-restrictions-what-you-can-and-cannot-do>) including social distancing requirements, apply at Trafford Town Hall. Public attendance at meetings is limited. If you are a member of the public and wish to attend this meeting, please contact democratic.services@trafford.gov.uk or Fabiola Fuschi, Governance Officer on 07813 397611

| A G E N D A | PART I | Pages |
|--|---------------|--------------|
| 1. ATTENDANCES | | |
| To note attendances, including Officers and any apologies for absence. | | |
| 2. MEMBERSHIP OF THE COMMITTEE 2021/22 INCLUDING CHAIRMAN AND VICE-CHAIRMAN | | |
| To note the membership of the STAR Joint Committee and nominate the Chairman and Vice-Chairman | | |
| 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. MINUTES | | 1 - 4 |
| To receive and if so determined, to approve as a correct record the minutes of the meeting held on 24 th Mar 2021 | | |
| 5. QUARTER 4 5-STAR PERFORMANCE 2020/21 | | 5 - 8 |
| For noting | | |

6. STAR PROCUREMENT CONTINUOUS IMPROVEMENT UPDATE 9 - 16

For consideration

7. 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.

8. DATE AND TIME OF NEXT MEETING

To note dates and times of meetings in 2021/22:

10:00 a.m. Wednesday 15th Sep 2021, Rochdale Council

10:00 a.m. Wednesday 15th Dec 2021, Stockport Council

10:00 a.m. Wednesday 16th Mar 2022, Tameside Council

9. 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.

**10. STAR PROCUREMENT BUDGET POSITION YEAR
END QUARTER 4 2020/21**

For decision

Para. 3

17 - 22

SARA TODD
Chief Executive

Membership of the Committee

Councillors McGee (Stockport Council), Ross (Trafford Council), Ryan (Tameside Council) and Smith (Rochdale 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

STAR Joint Committee - Wednesday, 16 June 2021

This agenda was issued on **Tuesday, 8 June 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

24 MARCH 2021

PRESENT

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

In attendance

| | |
|-------------------|--|
| Lorraine Cox | Director, STAR Procurement |
| Nichola Cooke | Assistant Director (Delivery), STAR Procurement |
| Elizabeth McKenna | Assistant Director (Development), STAR Procurement |
| Julie Murphy | Chief Finance Officer, Rochdale Council |
| Jane Le Fevre | Corporate Director of Governance and Community Strategy, Trafford Council |
| Caroline Myers | Solicitor, Trafford Council |
| Fabiola Fuschi | Governance Officer, Trafford Council |

31. ATTENDANCES

All Elected Members were present

32. MINUTES

RESOLVED that the minutes of the meeting held on 16th Dec 2020 be agreed as a correct record

33. DECLARATIONS OF INTEREST

There were no declarations of interest received

34. QUARTER 3 5-STAR PERFORMANCE 2020/21 AND PROPOSED MEASURES

The Joint Committee gave consideration to a progress report of the STAR Assistant Director (Delivery) on the 2020/21 Quarter 3 key performance measures for STAR Procurement. The report also sought approval of the key performance measures for 2021/22.

The report author outlined the position on savings, return on investment, income, social value against contract value and verified spend.

Members commented on the positive results particularly with regard to income and ratified savings, especially after quarter 1 and 2 whose performance had been severely affected by the pandemic.

STAR Joint Committee
24 March 2021

The report author presented the proposed measures for 2021/22.

Members sought and received clarification and reassurance on the new measures for the income target in relation to the uncertainty caused by the pandemic.

RESOLVED: -

1. That Quarter 3 performance against key measures for 2020/21 be noted;
2. That the STAR key performance measures for 2021/22 be approved.

35. CONTINUOUS IMPROVEMENT UPDATE

The Joint Committee received a report of the STAR Assistant Directors (Delivery and Development) on the STAR Procurement improvements to date and future plans for both Delivery and Developments sides of the organisation.

The report authors informed Members of important organisational achievements such as winning the National Social Value Awards for Embedding Social Value into Procurement, the positive outcomes linked to Grown Your Own policy to retain and develop members of staff and being awarded the CIPS Corporate Ethics Mark for the third consecutive year.

With regard to development activity, the new Business Plan 2021-24 was launched in January, work was ongoing to develop a plan for income and potential growth opportunities for 2021/22, In-tend Contract Management System implementation for STAR was well underway. The 10 Point Plan to support local businesses during and post pandemic, for which STAR Procurement had been shortlisted for an award, had been embedded as “business as usual”.

Officers also reported on progress on the Social Value Action Plan, the embedding of Oxygen evaluation model, the appointment of a Senior Project Manager for the Commercial Contract Management role, the collective consultation response to the Green Paper on the proposed new Procurement Regulations and the seamless transition to the new legislation on advertising on contracts which came into place in January 2021.

Members commended the continuous improvement work carried out by the team during this difficult period, particularly the achievements of the “Grown Your Own” policy.

RESOLVED:-

1. That the content of the report be noted;
2. That the action plan and initial savings linked to the Commercial Contract Management role be brought to a future meeting of the Joint Committee.

36. URGENT BUSINESS (IF ANY)

There were no items of urgent business received.

37. DATE AND TIME OF NEXT MEETING

STAR Joint Committee
24 March 2021

The next meeting of the STAR Joint Committee would take place on 16th Jun 2021.

38. 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.

39. STAR PROCUREMENT BUDGET POSITION QUARTER 3 2020/21 STAR

The Joint Committee gave consideration to a progress report of the STAR Assistant Director (Development) on the STAR Procurement Budget Position at Quarter 3 for 2020/21.

RESOLVED that the STAR Procurement Budget Position at Quarter 3 for 2020/21 be noted.

The meeting commenced at 10:00 a.m. and finished at 10:53 a.m.

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Report to: STAR Joint Committee
Date: 16th June 2021
Report for: Information & discussion
Report from: Lorraine Cox – STAR Director

Report Title

Quarter 4 5-STAR Performance 2020/21

Summary

The purpose of this report is to:

- Inform STAR Joint Committee of the 2020/21 Quarter 4 key performance measures of STAR Procurement

Recommendations

The recommendation of this report is that STAR Joint Committee:

- Note the content of the report and discuss the performance to the end of Quarter 4 for 2020/21

Contact person for access to background papers and further information:

Name: Lorraine Cox
 Phone: 07817 882169

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 |

Consultation

No public consultation required

1. 5-STAR Quarter 4 Progress Report

1.1. The Quarter 4 results are included in Appendix 1

2. Recommendations

2.1. It is recommended that:

- Note the content of the report and discuss the performance to the end of Quarter 4 for 2020/21

Report Appendices

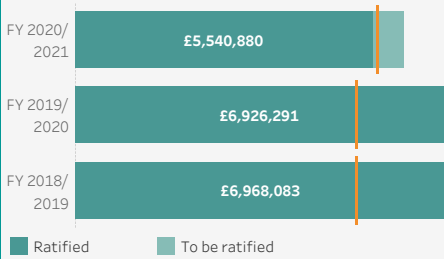
1. 5-STAR 2020/21 Quarter 4 Performance Management Results

Commercial

Ratified Savings:

£6,135,287 generated in this FY.
Target for this FY is **£5,600,000**

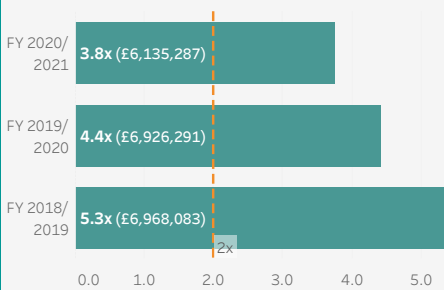
Annual Totals



Return on Investment:

ALL

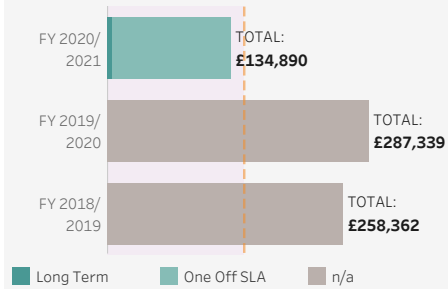
Annual target is **£3,261,120** (2x Investment).
3.8x the annual investment has been saved this year.



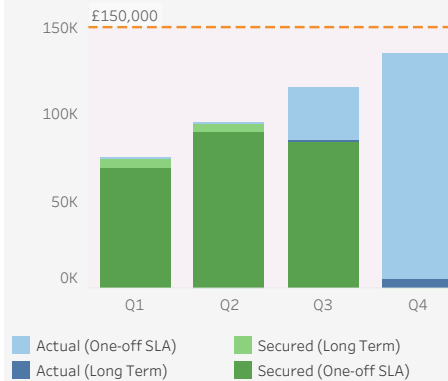
Income (STAR Total):

£134,890 of income has been secured this year.
Target for this year is **£150,000**

Annual Totals



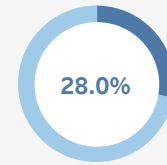
Cumulative position by Quarter



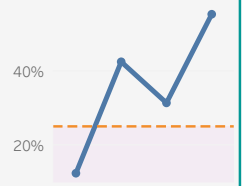
Communities

Social Value Target Against Contract Value:

% to date since launch April 2019

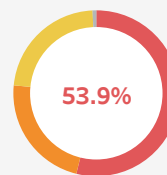


Quarterly %

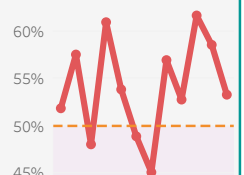


Local Spend:

FY % to date



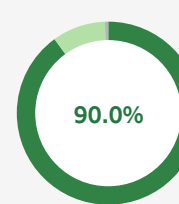
Monthly %



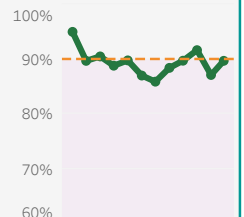
Compliance

Verified Spend:

FY % to date



Monthly %



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Report to: STAR Joint Committee
Date: 16th June 2021
Report for: Information/Discussion
Report of: Director of STAR

Report Title

STAR Procurement Continuous Improvement Update

Summary

The purpose of this report is to update STAR Joint Committee on the continuous improvements made against our STAR Business Plan 2021-24

Recommendations

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

- Discuss and give consideration of the continuous improvements made against our STAR Business Plan 2021-24 and future plans

Contact person for access to background papers and further information:

Name: Lorraine Cox
Phone: 07817 882169

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

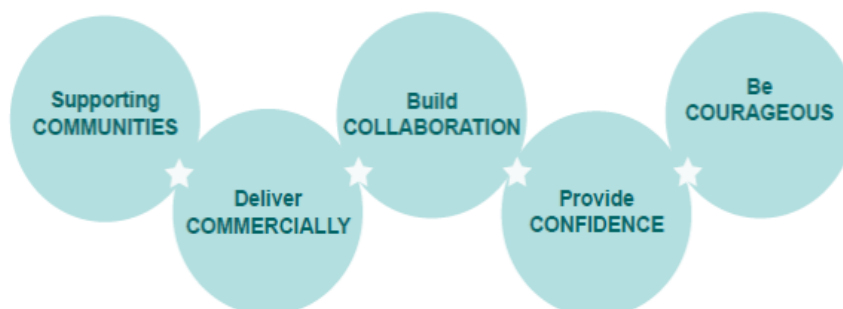
1. Background

- 1.1. The STAR Business Plan 2021-24 was launched in January 2021. This sets the strategic direction for STAR over the next three years, including our vision, objectives and enablers.

Our Vision

Leading Transformation Through
Procurement and Co-Operation

Our Objectives



Our Enablers



- 1.2. As part of our Continuous Improvement (CI) ethos we regularly review the delivery and development sides of STAR Procurement and implement plans and strategies to provide a more effective and efficient service to the STAR partners.
- 1.3. STAR will be creating a CI working group to aid better communication between STAR, the four partners, two CCGs and also STAR Legal. This would ensure all learning is shared and further improvements are delivered. Terms of Reference would need to be established as well as membership and to agree how this feeds into Board.

Suggested themes:

| |
|--|
| Planning – feeding into Medium Term Financial Plans (MTFP) |
| Communication |
| In-Tend Contract Management system rollout |
| Themes from the client survey |

2. Supporting Communities

2.1. Social Value

- 2.1.1. STAR wider leadership team held a Social Value Workshop in April to discuss the STAR Social Value commitment and priorities for the next 12 months including the Social Value Strategy. The outcome of the workshop will be fed into the STAR Delivery Plan and delivered throughout the year.
- 2.1.2. There are a number of working groups both within STAR and within our partner organisations as well as a national requirement to establish a regional SV Taskforce, Lorraine Cox has been asked to Chair this. Therefore, we will create a strategic action plan to outline progress and to bring all of these efforts together.
- 2.1.3. STAR will establish some cross-Council working/sharing to strategically steer this agenda to increase pace and focus as well as to ensure all four partners are moving at pace together and to create a 'one way' approach particularly to the concept of a 'Social Value as an Organisation' and then how this plays out across GM. Terms of Reference would need to be established, a clear map of how this fits into other groups and to agree how this feeds into Board and beyond. This is an ever increasing priority and with a particular focus on carbon neutrality by 2038. There are numbers of national activities and focus groups and it would help if we mapped all of this to build our local STAR organisations approach and ensure we learn and lead regionally and nationally.

2.1.4. A summary of the breadth of this agenda and current/planned activity:

| |
|---|
| <p>Local/Individual – our four Councils</p> <ul style="list-style-type: none"> • Map individual position and action/approach planned (share) • Link to Corporate Priorities/GMCA? • Undertake an individual assessment using the tool - Social Value Maturity Index (SVMi)/to create an action plan • Consider being a pilot a new tool for impact reporting as an organisation? (working with the Social Value Portal team - SVP) |
| <p>STAR as a cohort</p> <ul style="list-style-type: none"> • 'SV Organisation' as a concept. Develop an approach following individual SVMi assessments • Establish governance to work as a collective cohort. Areas for consideration: <ul style="list-style-type: none"> - Appoint a sponsor (CLT?/Exec?/Board?) - TOR? - Membership? (including policy) - Communication plan linking regionally and nationally? - Joint action plan (collective priorities and approaches)? - Consider a resource to lead this? - Feed into STAR Board/Joint Committee/ and into CLTs? • Continue with the procurement approach focus on performance and local businesses/VCSE engagement etc. |
| <p>Regional – SV Taskforce (LC asked to Chair)</p> <ul style="list-style-type: none"> • Consider how this supports/showcases our collective work? • Develop links with wider institutions/GM Councils? • Links to GMCA and SV Framework? Linking to GM Priorities? E.g. Environment? • Establish regional governance and a 'sponsor' approach? • Develop links with business communities/VCSEs to improve local spend improvement/supply chain etc. |
| <p>National – SV Taskforce (LC attends)</p> <ul style="list-style-type: none"> • Sub groups: <ul style="list-style-type: none"> - Planning - Place Based pilots - Possibly a carbon neutral group to be formed? <p>Ensure we are represented on each group from STAR Councils (e.g. a planning lead to attend the planning group etc.)</p> |

2.2 **Staff Wellbeing/ Customer satisfaction**

The team continue to work productively from home and are safe and well. Discussions are taking place with all Partners about the arrangements for returning to the office. A staff survey and client survey are due to take place this quarter, and will include questions about well-being and customer satisfaction so we can manage and support staff and ensure we are meeting

partner requirements and the continuous improvement focus works across all partners and findings can feed into the CI group as themes for improvement.

2.3 Resources: Recruitment and Retention

Our vacancies within the team have now been filled and all new starters have been through the STAR induction process. We have also recruited to the vacant Office Manager position. Demand for STAR services from Partners is currently very high.

3. Deliver Commercially

3.1. Income Plan for 2021/22

A number of commissions have been secured and are being delivered, as well as a number of opportunities are currently being scoped/proposals drafted.

3.2 Commercial Contract Management

As approved by STAR Board, we have appointed a Senior Project Manager on a 12 month basis, funded from STAR reserves on an 'Invest to save' basis. The successful candidate was an internal promotion. This role commenced on 4th May 2021 and we are developing an action plan and initial savings forecasts which will be brought to Board and Joint Committee.

3.3 Savings Strategy

The STAR Savings Strategy and Savings Protocol are embedded within the STAR team, procurement savings pipelines are agreed/in the process of being agreed across our partners and savings meetings scheduled quarterly with each finance team. This may be a topic for the CI group. And will also be aided by the use of the In-Tend system as this rolls out. This will be shared with Board and Finance teams across the partners.

4. Build Collaboration

4.1. In-tend

4.1.1. The implementation of In-tend system for the STAR Contracts Register and work planning is now live. The STAR Contracts Register has been uploaded in to the system and the STAR team have been trained in using. There are a number of manual uploads for frameworks and dynamic purchasing systems (DPS) that are currently being undertaken and will be complete by mid-June. The reporting processes and user guides are also now being updated to reflect out new processes, procedures and reporting.

- 4.1.2. Discussions are taking place with Trafford, Tameside and Rochdale Councils as to their approach for the use of the Contract Management elements of the system. Discussion are also continuing to take place with Stockport to ensure minimal duplication with their existing ways of working with In-Tend.
- 4.1.3. This will only be successful if we ensure it is embedded into practice within the four organisations and develop some protocols and ways of working that are consistent.

5. Provide Confidence

5.1. New Procurement Regulations

The Queens Speech included the proposals for the new Procurement Bill to replace to the current Public Contract Regulations 2015. The Green Paper consultation closed in March 2021, and current timescales for the Bill is to be introduced from September 2021.

5.2 Web Forms & Website

STAR Procurement is continuing to develop online forms using a piece of software available through a Trafford Council supplier IEG4. The STAR website review has been completed and the resources and guidance updated to ensure compliance. The website has also been refreshed and new information and guidance available for both suppliers and commissioners.

5.3 E-Learning

The e-learning package has been updated to make this more user friendly. The e-learning is now mandatory for all budget holders and those that raise invoices. The package is being re-launched via each of the Council's HR team.

5.4 Back to Basics Training

The Back to Basics training has also been refreshed and updated. This continues to be delivered to client departments.

5.5 Cyclical Reporting

A cyclical reporting plan is in draft and is currently been reviewed to ensure a more effective and efficient process of data reporting.

5.6 Simplify

The STAR internal Simplify Group have been focusing on updating documents and processes as well as the QMS based on audit recommendations and suggestions from the team to improve procedures as well as updates regarding Oxygen and the Social Value Portal.

6. Be Courageous

6.1. National & Regional Events

STAR Procurement have presented/delivered training at the following regional and national events:

- I-Network - Attracting a Talented and Diverse Workforce
- I-Network Showcase
- Social Value (Beever & Struthers SME Club webinar)
- 'BURN' (Black United Representation Network) Focus on VCSE Businesses – training and support

7. Recommendations

It is recommended that STAR Joint Committee:

- Discuss and give consideration of the continuous improvements made against our STAR Business Plan 2021-24 and future plans.

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

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