



P R O C U R E M E N T

**Report to:** STAR Joint Committee  
**Date:** 15<sup>th</sup> April 2024  
**Report for:** Discussion/Decision  
**Report from:** Nichola Cooke – Assistant Director, Delivery

**Report Title**

**STAR Joint Committee Arrangements**

**Summary**

The purpose of this report is to:

- Provide options for the location of future STAR Joint Committee meetings
- Provide options for Chair and Vice-Chair of STAR Joint Committee

**Recommendations**

The recommendation of this report is that Board:

- Agree options on location of STAR Joint Committee to be presented to STAR Joint Committee for decision
- Agree options on appointment of Chair and Vice-Chair to be presented to STAR Joint Committee for decision
- Acknowledge the importance of Executive Member attendance and Quoracy requirements

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

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## 1. Background

- 1.1 A new Inter Authority Agreement was signed and sealed by all six Partners in October 2023.
- 1.2 As part of the discussions with Joint Committee Members, it was requested that options are provided for consideration and decision on location(s) of meetings and the appointment of Chair and Vice-Chair to the Joint Committee now that we are pan-Regional and represent six organisations.
- 1.3 The IAA sets out the Terms of Reference and the Constitution of STAR Joint Committee. IAA requires attendance by an Executive Member from all Partners to ensure quoracy. Decisions cannot be taken without this.

## 2. Location of STAR Joint Committee Options

- 2.1 The IAA sets out the agreed Constitution of the STAR Joint Committee. For location of meetings it states, "Meetings of the Joint Committee will be held at the venue or venues as agreed by the Joint Committee".
- 2.2 Prior to 1<sup>st</sup> October 2023, where STAR transitioned into a six-partner organisation, the location of meetings was allocated on a rotational basis with each partner hosting the STAR Joint Committee within their Borough. The location was determined by room availability. Each Partner was responsible for the catering costs when they hosted STAR Joint Committee, which comprised of drinks only. Under current legislation it is not an option for this meeting to be held remotely as it is an delegation from the Executive Committees of six partner organisations.
- 2.3 Options for consideration are:

<b>Option</b>	<b>Advantages</b>	<b>Disadvantages</b>
<u>Option 1</u> Continue with current rotational hosting arrangement x6 to be included	<ul style="list-style-type: none"><li>• It currently works.</li><li>• Spreads the associated costs or travel, time and refreshments across all Partners</li><li>• All Partners can take a turn in hosting and welcoming</li></ul>	<ul style="list-style-type: none"><li>• Would require some longer distance travel i.e. 41 miles from Knowsley to Rochdale and increased travel time</li><li>• Some offices have limited public transport options</li></ul>

	others to their Borough	<ul style="list-style-type: none"> <li>Does not support the 'green' agenda to reduce road travel</li> </ul>
<p><u>Option 2</u> Identify the most central Partner location and host all meetings in one place i.e. Trafford</p>	<ul style="list-style-type: none"> <li>Reduces the number of longer distance travel between offices saving time and reduces road travel/carbon emissions.</li> <li>Good public transport links to Sale/Stretford via Metrolink</li> <li>STAR, Legal and democratic services already based from these offices therefore reduces Officer travel time and costs</li> </ul>	<ul style="list-style-type: none"> <li>Costs of hosting would sit with one Partner (refreshments)</li> <li>Other Partners would have to travel for all Joint Committee meetings and not host.</li> </ul>
<p><u>Option 3</u> Identify a central location not hosted by Partner but with good public transport options i.e. Warrington or Manchester City Centre</p>	<ul style="list-style-type: none"> <li>A central location would have various public transport options including Metrolink, train and bus</li> <li>Location would need to have arrangements to allow public access as this is a public meeting</li> </ul>	<ul style="list-style-type: none"> <li>Additional costs to STAR budget to pay for an external venue</li> <li>All Partners and attendees would need to travel to attend</li> <li>May be viewed as an excessive cost at a time of financial pressures</li> </ul>
<p><u>Option 4</u> Alternate between GM and LCR location, identifying those that are most central i.e. Trafford and Knowsley</p>	<ul style="list-style-type: none"> <li>Reduces the number of longer distance travel between offices saving time and carbon emissions</li> <li>Good public transport links</li> <li>Would allow easier access for regular locations selected and car parking</li> </ul>	<ul style="list-style-type: none"> <li>Costs of hosting would sit with two Partners (refreshments)</li> <li>Other Partners would have to travel for all Joint Committee meetings</li> </ul>

### **3. Chair & Vice-Chair of STAR Joint Committee Options**

- 3.1 The IAA sets out the agreed Constitution of the STAR Joint Committee. For the appointment of Chair and Vice-Chair it states: "The first meeting of the Joint Committee will elect a Chair for the remainder of the Municipal Year in which the election took place and until the election of a Chair at the first meeting of the following municipal year whichever is later. Thereafter, the Chair will be elected at the first meeting of the municipal year and that member will remain Chair until the election of a Chair at the first meeting of the following Municipal Year unless he or she ceases to be a Member of the Joint Committee. The Joint Committee will elect a Vice Chair for the same periods as set out above.
- 3.2 Prior to October 2023, in the first meeting of the municipal year, STAR Joint Committee were asked to nominate the Chair and Vice-Chair for the next municipal year. This was agreed on a rotational basis and the Vice-Chair became Chair after one year. When Tameside joined in 2018 their Member was elected Vice-Chair for 2019/20 to allow them to be part of the rotation.
- 3.3 Options for consideration are:

#### Option 1

Continue with current Rotational Chair and Vice-Chair arrangements x6

#### Option 2

Vote each year for Chair and Vice-Chair based on nominations from the Joint Committee

### **4. Recommendations**

- 4.1 It is recommended that Board:
- Agree options on location of STAR Joint Committee to be presented to STAR Joint Committee for decision.
  - Agree options on appointment of Chair and Vice-Chair to be presented to STAR Joint Committee for decision.
  - Acknowledge the importance of Executive Member attendance and Quoracy requirements.