

ITEM 1 PREVIOUS MINUTES

STOCKPORT, TRAFFORD AND ROCHDALE (STAR) JOINT COMMITTEE

20 JANUARY 2015

PRESENT

Councillor A. Brett (Rochdale) (in the Chair).

Councillors P. Myers (Trafford) and I. Roberts (Stockport) (Vice-Chairman)

In attendance

S. Robson	-	Director of Procurement (STaR Shared Procurement)
J. Le Fevre		Director of Legal and Democratic Services (Trafford)
S. Houston	-	Director of Corporate and Support Services (Stockport)
I. Duncan	-	Director of Finance (Trafford)
P. Kane	-	Director of Finance (Rochdale)
N. Owen	-	Democratic and Scrutiny Officer

6. MINUTES

RESOLVED: That the minutes of the Stockport, Trafford and Rochdale (STaR) Joint Committee meeting held on 1st October 2014 be agreed as a correct record and signed by the Chairman.

7. JOINT COMMITTEE CONSTITUTION UPDATE - GOVERNANCE UPDATE

At the previous meeting the Joint Committee considered a report on the Constitution and asked for clarification about how scrutiny would work in practice.

The Director of Legal and Democratic Services (Trafford) informed the Committee that any key decisions taken by them would need to be published. Trafford Council would prepare the notices and Stockport and Rochdale Councils would provide links to the notice. The notices would be published by Trafford Council. The Committee were also informed that each Council had call in rules that were broadly similar and Trafford Council would prepare and publish a decision notice for any decisions and share with Stockport and Rochdale who would publish the notice via a weblink.

The decision would then be subject to call-in by each of the Council's in accordance with their procedures, if there is no call-in from any of the Councils, then the decision can be implemented. If any Council calls-in the decision, then they follow their internal processes. Any matters referred back would be reconsidered by the Joint Committee at its next meeting or a special meeting. If a decision is called-in by one Council, the decision could not be implemented until that Council had followed their internal call-in process.

Members were informed that substitute members needed to be appointed in the same method that their respective Committee member was appointed and that the substitute members had to be Executive members.

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RESOLVED: That the report be noted.

8. CONTRACT PROCEDURE RULES UPDATE REPORT

The Director of Procurement (STaR Shared Procurement) submitted a report to the Committee. The report outlined the Consultation Process regarding the proposed harmonised Contract Procedure Rules (CPRs) and the feedback/concerns which had been received.

The Director of Procurement (STaR Shared Procurement) asked the Committee to consider deferring the final ratification of the proposed CPRs until their meeting scheduled for April 2015. This would allow time to address all the issues raised and ensure that the revised CPRs are effective.

Actions were detailed in the report as to how the issues would be addressed.

In particular, it was acknowledged that to move to a £25,000 threshold for open advertising of all procurement opportunities would present challenges.

RESOLVED: That the ratification of the proposed CPRs be deferred until the meeting of the Joint Committee in April.

9. PERFORMANCE FRAMEWORK - CORPORATE REPORTS

(a) Budget Monitoring Report and 2015/16 Budget

The Director of Procurement (STaR Shared Procurement) submitted a report outlining the STaR Revenue Budget Monitoring 2014/15 – Period 8 (April 2014 – Nov 2014 inclusive).

RESOLVED: That the report be noted.

(b) Human Resources - Statistics

The Director of Procurement (STaR Shared Procurement) submitted a report outlining HR statistics (regarding absences and starters/leavers) and workforce matters. The report also highlighted the training plan put in place for STaR employees.

RESOLVED: That the report be noted.

(c) Risk Register

The Director of Procurement (STaR Shared Procurement) submitted a report regarding the risk register.

The report highlighted that communication regarding STaR needed to be improved as not all potential clients were not aware of STaR and the services it provides. The report also noted that considerable progress had been made regarding the population of the contracts register but that further focus on this area would continue.

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RESOLVED: That the report be noted.

10. PERFORMANCE FRAMEWORK - MILESTONE REPORTS

(a) The Transparency Code 2014 Implementation Update

The Director of Procurement (STaR Shared Procurement) submitted a report updating the committee on implementing the Transparency Code 2014 – Procurement Related Requirements.

It was noted that all three Councils were progressing well with compliance to the Code.

With regard to Invitations to Tender over £5,000, STaR Councils will provide a link to The Chest (the online advertising portal) so all information can be viewed “live”. Stockport and Trafford Councils’ link is now established and Rochdale’s link will be in place by end of January 2015.

RESOLVED: That the report be noted.

(b) Policy Update - Greater Manchester Combined Authority Social Value Policy and Framework

The Committee was informed that a GM Framework has been established through joint working of procurement leads including representatives from STaR, Manchester, Oldham and Salford. The Framework has been established to provide a consistent approach to embedding Social Value in procurement and commissioning processes across Greater Manchester.

The Star Procurement Team received specific training on the new policy in early January 2015 and will be looking to embed the framework into procurement activity going forward. It was noted that the format of the training would now be rolled out to other Councils in Greater Manchester.

A member queried how the framework would be applied in practice. The Director of Procurement (STaR Shared Procurement) clarified that the aim was to deliver at least two social value outcomes from each procurement activity.

RESOLVED: That the report be noted.

(c) Strategy Overview (Presentation)

The Committee received a presentation from the Director of Procurement (STaR Shared Procurement) which gave an overview of procurement, STaR’s vision and objectives and how STaR will contribute to the Corporate Priorities of each Council.

RESOLVED: That the presentation be noted.

11. PERFORMANCE FRAMEWORK - PERFORMANCE STATISTICS (KEY PERFORMANCE INDICATORS):-

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FINANCIAL BENEFITS, SOCIAL VALUE AND LOCAL SPEND AND COMPLIANCE

The Committee were informed that there are four key themes emerging in relation to how the performance of the STaR should be evaluated: Compliance, Financial, Social Value and Service & Customer Satisfaction.

A “balanced scorecard” approach is being developed which will include indicators as to how activities can be measured and reported for each of the themes.

Members were asked to comment on the appropriateness of the measures proposed, discussion took place and comments were noted. The Director of Corporate and Support Services (Stockport) explained that the role of STaR is not just about delivering new savings but is also about achieving best value and improved outcomes from a lower resource base.

It was noted that a base line position is core to demonstrating improvement and data will be captured at the end of the 2014/2015 financial year to populate the current position.

Members were supportive of the approach and requested further information at the next meeting.

RESOLVED: That the report be noted.

12. DATE AND TIME OF NEXT MEETING

The next meeting would be held on 13th April at Trafford Council.

The meeting commenced at 6.00 pm and finished at 7.20 pm