



AGENDA PAPERS FOR STAR JOINT COMMITTEE MEETING

Date: Tuesday, 6 November 2018

Time: 2.00 p.m.

Place: Reception Room, Rochdale Town Hall, The Esplanade, Rochdale, OL16 1AB

A G E N D A	P A R T I	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 9 August 2018.		
		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. 5 STAR PERFORMANCE REPORT (2018-19 Q1)		
To receive a report of the Assistant Director, STAR Procurement.		
		5 - 16
5. STAR NAME AND BRANDING		
To consider a report of the Assistant Director, STAR Procurement.		
		17 - 20
6. MODERN SLAVERY PROJECT POSITION UPDATE		
To receive a report of the Procurement Business Partner.		
		21 - 28
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 confirm the arrangements for the next meeting(s).

JIM TAYLOR

Interim Chief Executive

Membership of the Committee

Councillors M. Cordingley, L. O'Rourke and E. Wilson.

Further Information

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

Chris Gaffey, Democratic and Scrutiny Officer

Tel: 0161 912 2019

Email: chris.gaffey@trafford.gov.uk

This agenda was issued on **Monday, 29 October 2018** 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.

Agenda Item 2

STOCKPORT, TRAFFORD AND ROCHDALE (STAR) JOINT COMMITTEE

9 AUGUST 2018

PRESENT

Councillor M. Cordingley (in the Chair).

Councillors O'Rourke (Vice-Chair) and W. Wild (deputising for Cllr E. Wilson)

In attendance

Nikki Bishop	- Corporate Director of Finance & Systems, Trafford Council
Nichola Cooke	- Head of Strategic Procurement (Professional), STAR
Lorraine Cox	- Director of Procurement, STAR
Michael Cullen	- Borough Treasurer, Stockport Council
Elizabeth McKenna	- Head of Strategic Procurement (People), STAR
Mark Pearson	- Business Improvement Manager, STAR
Rob Smithson	- Corporate and Commercial Solicitor, Trafford Council
Andrew White	- Head of Strategic Procurement (Place), STAR
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

APOLOGIES

Apologies for absence were received from Councillor Wilson.

1. MINUTES

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

2. MEMBERSHIP OF THE COMMITTEE 2018/19, INCLUDING CHAIRMAN AND VICE CHAIRMAN

Members were advised of the ongoing arrangement of rotating the Chairmanship and Vice-Chairmanship annually amongst the member Authorities. The 2018/19 municipal year would see the Trafford Council Member as Chairman of the Joint Committee, with the Rochdale Council Member as the Vice-Chairman.

RESOLVED: That the Membership of the STAR Joint Committee for the 2018/19 Municipal Year be noted and the Chairmanship arrangements agreed:

Councillors Mike Cordingley (Chairman), Liam O'Rourke (Vice Chairman), and Elise Wilson.

3. DELEGATION AND JOINT COMMITTEE AGREEMENT

The Joint Committee received a verbal update of the Solicitor (Corporate and Commercial), Trafford Council. It was noted that all four authorities (Stockport, Trafford, Rochdale and Tameside) had agreed to Tameside becoming a fourth

member of STAR. Tameside were in the process of adopting STAR's Contract Procedure Rules (CPRs), and the new Inter Authority Agreement (IAA) was currently being drafted. The IAA would need to be agreed by all four Authorities, and once agreed and signed by all parties the formation of the new Joint Committee would be instantaneous. It was noted that Tameside would be contributing financially to STAR as of 1 September 2018.

RESOLVED: That the update be noted.

4. TERMS OF REFERENCE

RESOLVED: That the Joint Committee's Terms of Reference be noted.

5. DECLARATIONS OF INTEREST

No declarations of interests were made by Members.

6. STAR INTRODUCTION / OVERVIEW

The Joint Committee received a presentation of the Director of STAR Procurement providing new Members with an overview of STAR's work. It was agreed that the presentation would be circulated to Members following the meeting, as well as links to the various strategies listed on the third slide.

The Director of STAR Procurement welcomed the decision to add Tameside Borough Council as a fourth member of STAR. The mobilisation phase was underway, and the commencement of the implementation plan was set to begin on 3 September 2018, with a focus on ensuring that current standards were maintained whilst aligning with the new fourth partner.

The presentation outlined STAR's 'building blocks' and the move away from 'shared services' to 'collaborative transformation'. The presentation also highlighted current procurement trends and STAR's successes to date. Members were advised that STAR would give consideration to adopting the GMCA policy on social value (SV), which may require tenders to meet a 20% threshold for SV. Any decision relating to this would be brought to the Joint Committee for consideration.

STAR was also exploring new business in local markets and innovation, as well as collaboration with the NHS. To date, £20.2m worth of procurement savings had been delivered over 4 years, and 43% of procurement activity across the Greater Manchester authorities was undertaken by STAR, demonstrating how STAR were considered the procurer of choice.

Members discussed lines of communication between the STAR member Authorities and STAR Procurement regarding Council motions. Councils regularly adopted motions, agreed at full Council meetings, some of which could directly impact STAR's procurement strategy. A recent example of this was Trafford Council's adoption of a motion on the Charter Against Modern Slavery. It was agreed that Member Authorities should be mindful of STAR when drafting motions in future, and suggested that a formal line of communication with STAR Officers

be opened to advise of any motions which could affect procurement procedures. The Joint Committee acknowledged the difficulty with consulting with STAR on motions in a timely manner, as these were usually submitted only days before full Council meetings.

Further to the discussion on motions, it was noted that an appropriate balance would need to be struck when adopting motions which may affect STAR's Procurement Strategy. Councils would need to ensure local firms, who could find some of the requirements difficult to undertake, were not frozen out of the process. The Joint Committee was reminded that the Contract Procedure Rules (CPRs) allowed for local conditions where local frameworks could apply. The CPRs provided commonality, with the local conditions allowing Authorities to apply some local frameworks without falling foul of the CPRs.

Members discussed whether the local regulations would disappear following Brexit. It was expected that these would be replaced by something similar to the current regulations, and the Joint Committee were reminded that the UK was the main author of the European legislation, meaning it would be unlikely that these would change significantly.

RESOLVED:

- 1) That the update be noted.
- 2) That consideration be given to opening a formal line of communication between Elected Members / Officers who draft Council motions and the STAR Procurement Team to ensure STAR are aware of any motions which could affect procurement procedures.

7. 5-STAR PERFORMANCE REPORT (2017-18 Q4) & 5-STAR KPIS (2018-19)

The Joint Committee received a report of the Head of Strategic Procurement (People), detailing STAR Procurement's performance against its KPIs at the end of financial year 2017/18. The report also sought the Joint Committee's approval for the 5-STAR KPI measures proposed for STAR Procurement for 2018/19. The Vice-Chairman requested that future reports contain less jargon.

Members were advised of the performance against the 5-STAR performance measures during 2017/18. It was noted that the target for contracts capturing Social Value (SV) had not been achieved for the year. However, the intention was to raise this target from 50% to 60% for 2018/19. The target for the average SV weighting for contracts would also increase from 10% to 15%. Section 3 of the report detailed the proposed 5-STAR measures for 2018/19. It was proposed that these be split into KPIs and Management Indicators as set out in sections 3.1 and 3.2 of the report respectively.

The Chief Finance Officer, Trafford Council, asked whether a target would be considered for exemptions and modifications. The Director of STAR Procurement felt that an increase in exemptions and modifications could be seen as positive as this could be identifying non-compliance, which could then be addressed. Work

was ongoing to determine whether the process could be simplified, and once the process had been agreed, targets could then be set. When exemptions and modifications were reported to the Joint Committee at future meetings, they would be categorised to illustrate the reasons behind these.

Members discussed the online activity undertaken by STAR. Some Members felt that Facebook should be utilised, as a significant number of small businesses had a presence on this platform. The Director of STAR Procurement agreed to explore this with STAR's Senior Management Team at their next meeting. Members also felt that LinkedIn should be better utilised.

RESOLVED:

- 1) That the report be noted.
- 2) That the proposed 5-STAR KPI measures for 2018/19 be approved.

8. GROWTH UPDATE

The Joint Committee received a verbal update of the Director of STAR Procurement providing an update on growth. The recent focus on Tameside becoming a STAR member had been positive, and work would continue to explore appropriate opportunities for STAR to expand further. STAR was currently working closely with a number of Health & Social Care partnerships and Clinical Commissioning Groups (CCGs).

The Director of STAR Procurement sought clarity from Members on how STAR's relationship with the Association of Greater Manchester Authorities (AGMA) should be progressed. STAR currently led on a considerable amount of AGMA related procurement activity (43%). A report would be brought to the Joint Committee meeting in November 2018 providing further detail, and Members were asked to consider how STAR should develop its relationship with AGMA.

RESOLVED: That the update be noted.

9. DATE AND TIME OF NEXT MEETING

It was confirmed that the next meeting of the STAR Joint Committee would be held at Rochdale Council at 2:00pm on Tuesday 6 November 2018.

RESOLVED: That the meeting arrangements be noted.

The meeting commenced at 2.06 pm and finished at 3.01 pm



Report to: STAR Joint Committee
Date: 6th November 2018
Report for: Discussion
Report of: Assistant Director, STAR Procurement

Report Title

5-STAR Performance Report (2018-19 Q1)

Summary

The purpose of this report is to inform the STAR Joint Committee of STAR Procurement’s performance against its KPIs (5-STAR) and MIs (Procurement Worth) for the period 2018-19 Quarter 1

Recommendations

The recommendation of this report is that the Joint Committee notes the content and discusses performance for this Quarter

Contact person for access to background papers and further information:

Name: Elizabeth McKenna
 Phone: 07811 983687

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 reports against a series of annually set KPIs, termed 5-STAR Measures. The Joint Committee is responsible for approving these KPIs.

1. 5-STAR KPI Summary: 2018-19 Q1

5 STAR KPI's	Measure	Q1	Q2	Q3	Q4	Target
Commercial	1. Ratified Savings	£4,132,556.00				£4.8M
	2. Income Received	£134,341				£150K
Communities	3. Average Social Value weighting in procurement activity above £25k	10%				15%
	4. Percentage of contracts let resulting in measurable social value from procurement reported in KPI 3	25%				60%
Compliance	5. Number of legal challenges	0				0

2. Procurement Worth MI Summary: 2018-19 Q1

5 STAR Procurement Worth	Measure	Q1	Q2	Q3	Q4
Commercial	1. Non Ratified Savings	£18,486			
	2. Procurement Activity (Contracts started)	128			
Communities	1. Employment opportunities and Apprentice and Training Opportunities	Employment 18 (worth circa £225,000) Apprentice/Training 44 (worth circa £299,200)			
	1. Number of SLA's	14 including SSK, GMCA, Schools, Heritage Trust, North West Libraries			
Collaboration	2. Integration	Agreement moving forwards with Trafford CCG, Ongoing discussions with Tameside CCG			
	3. Number of collaborative contracts let and categorised	37.50%			
	4. Number of STAR council employees registered on the STAR website	923			
Compliance	1. Number of Exemptions and Modifications split by service area	See appendix 1			
	2. Stakeholder Training	34 hours			
	3. CPD STAR Team	53 hours General Data Protection Regulation (GDPR), Modern slavery, Care Act 2014, Assertiveness training, Transition into management			
Champions	1. Good news from the month about where we are 'championing STAR'	See appendix 1			
	2. Online reach website (views)	10,403			
	3. Online reach Twitter (Impressions)	40,200			

3. Recommendations

3.1 It is recommended that the Joint Committee notes the content and discusses performance for this Quarter

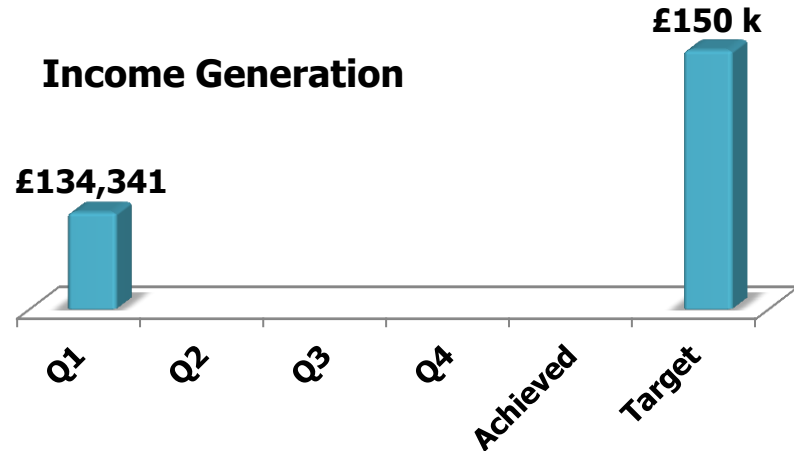
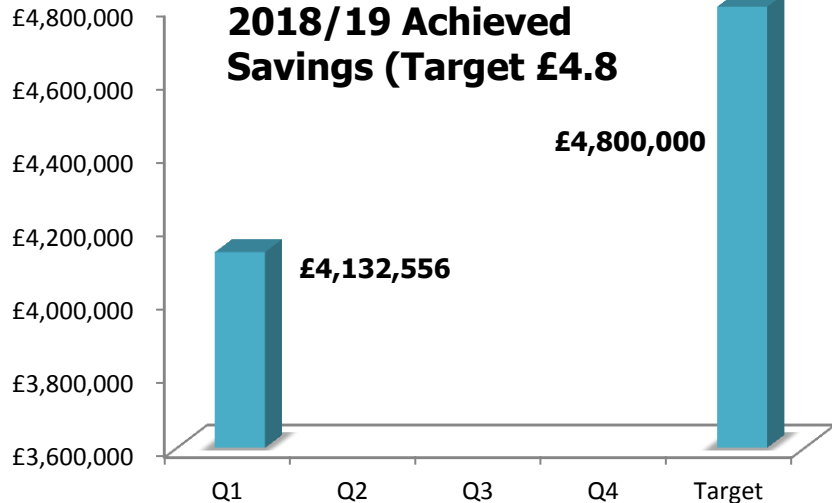
Commercial

1. Ratified savings

Q1 Achieved	Q2 Achieved	Q3 Achieved	Q4 Achieved	2018-19 Target
£4,132,556				£4.8M

2. Income Received

Q1 Received	Q2 Received	Q3 Received	Q4 Received	2018-19 Target
£134,341				£150K



Communities

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

5 STAR Procurement Worth Report Q1

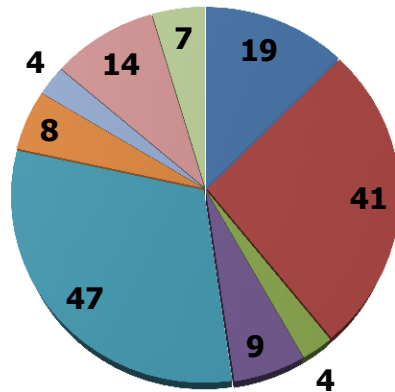
Commercial

1. Non Ratified Savings £18, 486

2. Procurement Activity

Page 10

	Q1 Achieved	Q2 Achieved	Q3 Achieved	Q4 Achieved
No of contracts started	153			



- External 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
- RBS - Low - Quick Quote/Simple RFQ
- Tender

5 STAR Procurement Worth Report Q1

Communities

	Q1 Achieved	Q2 Achieved	Q3 Achieved	Q4 Achieved
1. Employment & Training				
No of employment opportunities	17 (worth circa £212,500)			
No of apprenticeships/training opportunities	44 (worth circa £299,200)			

Page 11

5 STAR Procurement Worth Report Q1

Collaboration

3. Number of collaborative contracts let and categorised

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	44	0	19	2	21	48%
Place	33	3	0	1	10	30%
Professional	27	1	6	0	8	30%
Totals	104	4	25	3	39	37.5%

5 STAR Procurement Worth Report Q1

Compliance

1. Number of Exemptions and Modifications Split by service area

Q1	Adults	Childrens	Public Health	Property Services	Highways Services	ICT	Consultancy	HR&Audit	Other	Totals
Exemptions	3	3	2	1	1	6	2	4	3	25
Modifications	1	4	0	0	0	0	1	2	1	9
Totals	4	7	2	1	1	6	3	6	4	34

5 STAR Procurement Worth Report Q1

Compliance

2. Stakeholder Training

Page 14

Training/ Engagement Events	Q1	Q2	Q3	Q4
No. Events	14			
No. Attendees	263			

Stockport Local Investment Budget Holder Sessions -

Excellent feedback provided which will help shape further stakeholder engagement sessions

Social Value Workshops – comments from feedback forms included ‘Practical exercises were useful to develop on the social value theory’ and ‘The scenarios were very relevant to my area of work’

Rochdale Local Investment Budget Holder Sessions -

The subject matter was well received. It generated discussions between budget holders and STAR following the presentation. Some stakeholders wanted to know more on how the programme would apply to the Public Health and Social Care areas, as well as VCSEs

5 STAR Procurement Worth Report Q1

Champions

1. Good news from Q1

- Positive feedback received regarding the help received from a procurement officer in the team from Rochdale Clinical Commissioning Group.
- Page 11 Liam Gilmore the apprentice within the Business Improvement Team completed an NVQ in Business Administration receiving excellent feedback from the assessor, he also received one of the 'Celebrating Success' awards which Trafford Council use to recognise outstanding staff achievements. Finally Liam also volunteered at the 'Trafford Live' event on 8 July and was praised by the coordinator for his helpfulness, attitude and hard work which helped to make the day a big success.
- STAR attended the Go Public Procurement Awards, the Greater Manchester Learning Disability Flexible Purchasing System was a finalist for an Innovation Award. STAR were also finalists for team of the year and procurement initiative of the year.

This page is intentionally left blank

Report to: STAR Joint Committee
Date: 6th November 2018
Report for: Decision
Report of: Assistant Director, STAR Procurement

Report Title

STAR Name and Branding

Summary

The purpose of this report is to:

- Summarise previous decisions regarding branding and style guide
- Provide proposals for future branding

Recommendations

The recommendation of this report is that the Joint Committee:

- Notes previous decisions on branding and name
- Agrees to retain the current branding and name of STAR Procurement
- Changes the 'strapline' to one that will allow flexibility for future growth and wider SLA activity

Contact person for access to background papers and further information:

Name: Nichola Cooke
 Phone: 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

Reasons for Recommendation(s)

This report is being brought to STAR Joint Committee to re-confirm previous decisions taken on STAR branding and to agree future arrangements.

1. Previous Decisions

- 1.1 On 22nd July 2015, STAR Joint Committee approved the branding and style guide and confirmed that:
- 'STaR' would be changed to 'STAR'. The intention was to make the brand future proof and allow the organisation to attract and recruit new partners. The removal of the 'a' signified a move away from STAR being an acronym for Stockport, Trafford and Rochdale Councils.
 - The individual Council logos would not be used
 - Use of the following strapline - 'STAR Procurement is the shared procurement service for Stockport, Rochdale and Trafford Councils'

2. Current Proposal

- 2.1 On 1st September 2018, Tameside Council joined STAR Procurement as a fourth full partner. As part of the internal and external launch, a recurrent question posed has been the name and branding of STAR and whether it will be updated to incorporate Tameside Council.
- 2.2 As stated above, the STAR Branding and Style Guide was developed to allow for future growth and partners, and the removal of the 'a' meant that STAR was no longer an acronym for Stockport, Trafford and Rochdale Councils. We have worked hard to promote STAR Procurement and are now a well-recognised and trusted brand locally, regionally and nationally.
- 2.3 Any change to the name will require investment to develop a new brand, and it would then need to be incorporated into all our standard documents and promotional material. This may cause confusion in the market place and undermine the promotional work undertaken to date. Changing the branding and name may also appear to set a precedent that this will change when any new partners join STAR Procurement.

- 2.4 The strapline is currently, 'STAR Procurement is the shared procurement service for Stockport, Rochdale and Trafford Councils'. This does require updating to reflect our current growth, both with Tameside Council joining STAR Procurement, and also to reflect our increased SLA activity across the region. As with other branding, it is proposed to update this to allow for future growth but also to reflect the terminology used in the STAR Business Plan. A recommended strapline is, 'STAR - Leading collaborative transformation through procurement'.

3. Recommendations

- 3.1 It is recommended that:
- 3.1.1 Note previous decisions on branding and name
 - 3.1.2 Agree to retain the current branding and name of STAR Procurement
 - 3.1.3 Change the 'strapline' to one that will allow flexibility for future growth and wider SLA activity

This page is intentionally left blank



P R O C U R E M E N T

Report to: STAR Joint Committee
Date: 6th November 2018
Report for: Information
Report of: Procurement Business Partner

Report Title

Modern Slavery Project Position Update

Summary

The purpose of this report is to:

- Provide an introduction to the Modern Slavery project;
- Summarise what was in place at STAR regarding Modern Slavery prior to the Charter Against Modern Slavery;
- Summarise the activities and tasks required, and progress to date on the project.

Recommendations

The recommendation of this report is that the Joint Committee:

- Note the current activity and progress by STAR procurement on the project;
- Note the proposed next steps for the project.

Contact person for access to background papers and further information:

Name: Michael Sellors
Phone: 07580 292661

Background

Financial Impact:	Anticipated maximum impact on STAR budget of £1,000 per annum
Legal Impact:	Changes to documentation required to mandate compliance from suppliers in this area, and allow termination of contracts as appropriate, and audits of supply chains.
Human Resources Impact:	None
Asset Management Impact:	None
E-Government Impact:	None
Risk Management Impact:	The Charter Against Modern Slavery imposes obligations on active vetting and risk analysis on the signatories supply chains. This creates a risk to supply chains and continuance of contracts where slavery, human trafficking etc. is identified or there is a high risk of being present.
Health and Safety Impact:	None

Consultation

No public consultation required

Reasons for Recommendation(s)

1. Background

- 1.1 The Modern Slavery Act 2015 (The Act) became law on 26th March 2015. It is designed to tackle slavery, servitude, forced, or compulsory labour, human trafficking and exploitation (including sexual exploitation). Modern Slavery affects foreign nationals, but many of those exploited are from the UK and exploited within this country. In 2016 the third largest victim group came from the UK.
- 1.2 The Act contains a 'Transparency in Supply Chains' Section that aims to encourage businesses to be more transparent about what they are doing and increase their accountability for any slavery & human trafficking within their business and their supply chain(s). Under this section organisations with a turnover of £36 million or more must prepare and publish a 'Slavery & Human Trafficking' statement each financial year.

- 1.3 The Co-operative party has drafted a Charter Against Modern Slavery (The Charter)¹. The Charter goes further than existing law and guidance, committing councils to proactively vetting their own supply chain to ensure the risk of instances of modern slavery taking place are reduced and mitigated, regardless of the supplier's turnover. The full Charter provided at Appendix 1.
- 1.4 Trafford and Stockport Councils have signed up to The Charter in August and September respectively. Rochdale and Tameside Councils have indicated that they will be signing up to The Charter, Tameside wish to sign up in October; it is unclear when Rochdale will sign. Stockport Council is working on a Modern Slavery Statement which it shall publish on its website, STAR Procurement has provided input into this.
- 1.5 In terms of the GM context: Modern Slavery is a priority topic in the Police and Crime Plan for Greater Manchester (published by the GMCA by Baroness Hughes – Deputy Mayor for Policing and Crime), with GM achieving the highest number of modern slavery prosecutions in the UK². Outside of the STAR partners, we are aware that both Oldham and Manchester Councils have signed up to The Charter.

2. Pre-Charter: Position on Modern Slavery

- 2.1. Prior to The Charter, STAR Procurement had already been proactive in ensuring compliance with The Act. Key actions included:
- Published and promoted guidance to suppliers on our website and social media³;
 - Provided staff training and briefings via Team Meeting on what Suppliers must do to comply with the Modern Slavery Act;
 - Attended external training events covering this issue;
 - Adopted the standard documentation and wording provided by Government via Crown Commercial Services in our OJEU and high risk sub-OJEU procurement documentation – deals with companies over the £36m turnover threshold only;
 - Reject suppliers in these procurement exercises that do not meet these minimum standards required by law;
 - Challenging abnormally low tenders to ensure no breaches of labour laws or human trafficking is taking place – regardless of contract value;
 - The standard T&Cs used for the STAR Councils (excluding RFQs and Order T&Cs) contain provisions to terminate for a breach of Public Contracts Regulations 2015 (including child labour and other forms of trafficking human beings), and if there is a risk or a genuine belief that

¹ <https://party.coop/policy/modern-slavery-charter/>

² https://www.greatermanchester-ca.gov.uk/downloads/file/519/police_and_crime_plan_-_standing_together

³ <https://www.star-procurement.gov.uk/Suppliers/Docs/STAR-Introduction-to-Modern-Slavery-Act-2015-v1.pdf>

reputational damage to the Council will occur as a result of the contract continuing;

- Procurement Handbook advises regarding abnormally low tenders;

2.2. However, STAR Procurement did not vet Council supply chains, or suppliers in relation to the risks and occurrence of Modern Slavery, as a one-off, regular, or planned activity.

3. Post Charter: Position on Modern Slavery

3.1. A project to ensure the requirements of The Charter would be met in a timely manner and the benefits will be received by all the partners was set up and started in mid-August 2018. Michael Sellors, from within STAR, was appointed our Champion Against Modern Slavery to lead this project.

3.2. Signatory to The Charter requires the activities and actions listed in Appendix 2 to be addressed. STAR Procurement is working on adopting these across the STAR partners, regardless of whether or not they have signed up to The Charter. This Appendix 2 provides an update on progress of the tasks and activities required of this project.

3.3. Once all the necessary STAR Procurement staff pass the CIPS (Chartered Institute of Procurement and Supply) Ethics Test, STAR Procurement can apply to CIPS to be awarded their Corporate Ethics Mark.

- This Mark is free to apply for and can be used on:
 - The STAR website; Internal communications; Brochures; Business cards; And email footers;
- STAR Procurement will also be publically listed on the CIPS Global Corporate Ethical Register;

4.4. The CIPS Corporate Ethics Mark signals to suppliers, customers, and stakeholders that we: Have adopted ethical values in the way we source and manage suppliers; Are committed to accountability and self-governance; And our staff are trained in ethical sourcing and supplier management.

4. Recommendations

4.1. It is recommended that STAR Board:

- Note the current activity and progress by STAR procurement on Modern Slavery;
- Note the proposed next steps for the project.

Report Appendices

1. The Co-operative Party Charter Against Modern Slavery
2. Project Tasks and Timescales

Appendix 1: The Co-operative Party Charter Against Modern Slavery

the co-operative party

CHARTER AGAINST MODERN SLAVERY

[Your Council Name] will:

1. Train its corporate procurement team to understand modern slavery through the Chartered Institute of Procurement and Supply's (CIPS) online course on Ethical Procurement and Supply.
2. Require its contractors to comply fully with the Modern Slavery Act 2015, wherever it applies, with contract termination as a potential sanction for non-compliance.
3. Challenge any abnormally low-cost tenders to ensure they do not rely upon the potential contractor practising modern slavery.
4. Highlight to its suppliers that contracted workers are free to join a trade union and are not to be treated unfairly for belonging to one.
5. Publicise its whistle-blowing system for staff to blow the whistle on any suspected examples of modern slavery.
6. Require its tendered contractors to adopt a whistle-blowing policy which enables their staff to blow the whistle on any suspected examples of modern slavery.
7. Review its contractual spending regularly to identify any potential issues with modern slavery.
8. Highlight for its suppliers any risks identified concerning modern slavery and refer them to the relevant agencies to be addressed.
9. Refer for investigation via the National Crime Agency's national referral mechanism any of its contractors identified as a cause for concern regarding modern slavery.
10. Report publicly on the implementation of this policy annually.

Appendix 2: Project Tasks and Activities Positions

STAR Activities Necessary for Councils to comply with The Charter

Completion Date	Activities Required / Information	Lead	Status	Comments
26 th October 2018	<ul style="list-style-type: none"> - Staff Training – CIPS Ethics Test - Amend RfQ, SQ, & ITT to cover requirements of Charter, vetting requirements, and termination provision - Website guidance for suppliers updated - QMS guidance updated 	MS	Training 50% completed (as at 17/10/18) Documents – Drafts 100% completed Website – Draft 100% completed QMS – Draft 100% completed	Training anticipated to be 100% completed by Joint Committee meeting date
3 rd December 2018	<ul style="list-style-type: none"> - Handbook updated - QMS work instructions re: identification & vetting completed 	MS	Not started	
30 th January 2019	<ul style="list-style-type: none"> - Staff Training – Identification, vetting, sources etc. 	MS	Not started	

Signatory Councils Activities Necessary for Councils to comply with The Charter

Requirement of Charter	Activities Required / Information	Lead	Completion Date	Status	Comments
Publicise its whistle-blowing system for staff to blow the whistle on any suspected examples of modern slavery.	Council requirement for Council Intranet and Website (see Charter – Appendix 1)	Council	Council Activity	Council Activity	Not required until The Charter is signed. Council activity.
Report publicly on the implementation of this policy annually.	Councils requirement but STAR procurement can support	Council	Council Activity	Council Activity	Not required until The Charter is signed. Council activity.

This page is intentionally left blank