



AGENDA PAPERS FOR STAR JOINT COMMITTEE MEETING

Date: Wednesday, 17 June 2020

Time: 2.00 pm

Place: Virtual meeting

<https://www.youtube.com/channel/UCjwbIOW5x0NSe38sgFU8bKq/videos>

A G E N D A	PART I	Pages
1. ATTENDANCES		
To note attendances, including Officers and any apologies for absence.		
2. MINUTES		1 - 8
To receive and if so determined, to approve as a correct record the minutes of the meeting held on 18 th September 2019 and on 17 th December 2019. As the meeting on 17 th December 2019 was inquorate, those present agreed to re-submit the reports for the approval of the Joint Committee at its next meeting.		
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 2019-20 Q2 PROGRESS REPORT		9 - 18
5. COVID19 UPDATE		19 - 24
6. Q3 Q4 5-STAR AND NEW MEASURES		25 - 36
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

The next meeting will take place on Wednesday 16th September 2020 at 2:00 p.m. This might be a virtual meeting.

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 Q2 1920 INCLUDING SUSTAINABLE GROWTH	Para. 3	37 - 40
11.	STAR PROCUREMENT BUDGET OUTTURN 1920	Para. 3	41 - 44
12.	COLLABORATION ACCREDITATION REVIEW CAR	Para. 3	45 - 54

SARA TODD
Chief Executive

Membership of the Committee

Councillors Ali, T. Ross, Ryan and McGee

Further Information

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

Fabiola Fuschi, Governance Officer,
Tel: 0161 912 2019
Email: fabiola.fuschi@trafford.gov.uk

This agenda was issued on **Tuesday, 9 June 2020** 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.

STAR Joint Committee - Wednesday, 17 June 2020

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

18 SEPTEMBER 2019

PRESENT

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

In attendance

Lorraine Cox	Director of STAR Procurement
Graeme Bentley	Deputy Director of Finance, Trafford Council
Candice Manifold	Solicitor, Commercial and Corporate
Elizabeth McKenna	Assistant Director STAR Procurement
Caroline Myers	Trainee Solicitor, Trafford Council
Tom Wilkinson	Assistant Director of Finance, Tameside Council
David Wilcock	Assistant Director Legal, Governance and Workforce, Rochdale Council
Fabiola Fuschi	Governance Officer, Trafford Council

1. ATTENDANCES

Apologies for absence were received from Councillor Ali. Councillor Brett attended the meeting as a substitute.

2. MINUTES

RESOLVED that the minutes of the STAR Joint Committee meeting held on 19th June 2019 be approved as a correct record.

3. DECLARATIONS OF INTEREST

There were no declarations of interest received.

4. URGENT BUSINESS (IF ANY)

There were no items of urgent business received.

5. 5 STAR 2019/20 QUARTER 1 PROGRESS REPORT

The Committee considered a progress report of the Assistant Director STAR Procurement on Quarter 1 performance measures for 2019/20. The report outlined that the figure for ratified savings was just short of the Q1 target. However, officers were confident that the target would be reached at the second quarter. With regard to Social Value, although this measure was not on target this quarter, officers reported an increase in the use of Social Value Portal which, together with training with Partners, would lead to a better performance on Quarter 2. Officers highlighted that this was the first year that Social Value TOMs (Themes, Outputs

STAR Joint Committee
18 September 2019

and Measures) were included in the performance report; a presentation on Local Spend and Social Value was one of the items of today's agenda. Officers went on to illustrate the other measures and related performance.

Members sought clarification on the return on investment. Officers explained that they would consider what had been delivered in the past five years and share it with the Joint Committee as part of 5 STAR Reporting in Quarter 3.

RESOLVED –

1. That the content of the Quarter 1 performance report for 2019/20 be noted;
2. That it be agreed that individual partner target for savings be at least two times return on investment.

6. QUALITY MANAGEMENT SYSTEM POLICY STATEMENT UPDATE

The Committee gave consideration to a progress report of the Assistant Director STAR Procurement which informed of the Quality Management System for the organisation. Officers explained that the STAR Quality Policy Statement had been updated to reflect Tameside Council joining STAR Procurement and the change in the Joint Committee membership.

RESOLVED –

1. That the content of the report be noted;
2. That the STAR Procurement Quality Policy Statement be endorsed.

7. DATE AND TIME OF NEXT MEETING

The Committee noted that the next meeting would take place on Wednesday 17th December 2019 at the Rochdale Town Hall's.

8. 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 three 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 PERMANENT STAFF STRUCTURE

The Committee considered a report of the Director of STAR Procurement which provided an overview of the current interim structure and proposed a new permanent structure with related business case and costing.

RESOLVED -

1. That the content of the report be noted;
2. That the new structure be approved and implemented during 2019/20.

10. LOCAL SPEND AND SOCIAL VALUE UPDATE

STAR Joint Committee
18 September 2019

The Director of STAR Procurement delivered a presentation on Local Spend Data 2018/19 and Social Value Portal Update 2019. Members sought and received clarification on some of the contents of the presentation.

RESOLVED –

1. That the content of the presentation be noted;
2. That a press release takes place on statistics and Local Spend.

The meeting commenced at 2.00 pm and finished at 2.54 pm

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STAR JOINT COMMITTEE

17 DECEMBER 2019

PRESENT

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

In attendance

David Wilcock	Assistant Director (Legal, Governance & Workforce), Rochdale Council
Michael Cullen	Corporate Director, Corporate and Support Services, Stockport Council
Tom Wilkinson	Assistant Director of Finance, Tameside Council
Lorraine Cox	Director of STAR Procurement
Nichola Cooke	Assistant Director STAR Procurement
Caroline Myers	Trainee Solicitor, Trafford Council
Fabiola Fuschi	Governance Officer, Trafford Council

11. ATTENDANCES

In the absence of Councillor Ryan, the meeting was not quorate. However, Members agreed to proceed and make their intentions known, subject to ratification of decisions at the next meeting of the Joint Committee in March 2020.

12. MINUTES

Members were minded to approve the minutes of the meeting held on 18th September 2020 as a correct record.

13. DECLARATIONS OF INTEREST

There were no declarations of interest received.

14. 5-STAR 2019/20 Q2 PROGRESS REPORT

The Committee gave consideration to a progress report of the Assistant Director of STAR Procurement which sought to inform of the Quarter 2 performance measures for 2019/20.

Members sought and received clarification on the percentage of contract let with a Social Value Key Performance Indicator (KPI). Officers explained that, in order to encourage bidders to fill the Social Value section, a clause could be included which, if not completed, would preclude progress to the next stage of the bidding process. Committee Members also commented on how well received the social value concept was amongst the other elected members in their authorities. Members queried about opportunities to offer STAR Procurement's services to other organisations and officers explained that there was already an interest at national level, with opportunities to go into specialist areas.

Members were minded to note the content of the report and agree the reporting of progress against Partner targets.

15. SOCIAL VALUE UPDATE

The Joint Committee received a presentation of the Director of STAR Procurement on Social Value and progress made in implementing this measure in the procurement process of the four constituent authorities.

The Director outlined the STAR Procurement's business plan and the five key performance indicators. In addition to traditional criteria such as quality and price, bidders' offers were evaluated considering their Social Value weighting which, for contracts over £25,000, was 20%. Bidders could choose which of the TOMs (Themes, Outputs and Measures) would be delivered as part of their social offer. However, STAR was taking a step further requesting that the bidders' social offer was aligned to the Councils' priorities or to the needs of a specific ward or area within one of the Councils.

The Director reported that Month 8 position had registered 146 tenders through the Social Value Portal; 39 contracts had been awarded and, for every pound spent, there had been a 26% returned added value. The Director also showed four case studies, one per each of the four constituent authorities. The case studies demonstrated the percentage of return in social value of each of the works completed.

Members sought and received clarification on how social value would link with Greater Manchester's green agenda. The Director explained that the environment was one of the Social Value's themes that bidders had to consider in the procurement process. However, an education campaign might be necessary to support embedding the Social Value concept. Members queried how STAR Procurement engaged with businesses in Greater Manchester and how social value was monitored. The Director explained that there was a strategy in place to engage with businesses in Greater Manchester; social value was monitored contractually, as the Councils had the power to enforce it.

Members were minded to note the update on Social Value.

16. URGENT BUSINESS (IF ANY)

There were no items of urgent business received.

17. DATE AND TIME OF NEXT MEETING

Members noted that the next meeting would take place on Wednesday 25th March 2020 at Trafford Town Hall.

18. EXCLUSION RESOLUTION

STAR Joint Committee
17 December 2019

Members agreed that 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 three 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.

19. STAR PROCUREMENT BUDGET POSITION Q2 2019/20 INCLUDING SUSTAINABLE GROWTH

Members considered a report of the Assistant Director STAR Procurement on the budget position quarter 2 2019/20 and sustainable growth. Members sought and received clarification on some aspects of the report.

Members were minded to consider the STAR Procurement budget position at quarter 2 2019/20 and support the ambition to secure sustainable growth.

The meeting commenced at 2.00 pm and finished at 3.10 pm

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Report to: STAR Joint Committee
Date: 17th December 2019
Report for: Information & discussion
Report from: Nichola Cooke, Assistant Director

Report Title

5-STAR 2019/20 Q2 Progress report

Summary

The purpose of this report is to:

- Inform STAR Joint Committee the Quarter 2 performance measures of STAR Procurement

Recommendations

The recommendation of this report is that the Joint Committee:

- Note the content of the report and discuss the performance to the end of Quarter 2 for 2019/20
- To agree the reporting of progress against Partner targets

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




Consultation

No public consultation required

1. 5-STAR Q2 KPI Progress Report 19/20

Measure	Q1	Q2	RAG Rating	Comments	Annual Target
Commercial					
Ratified Savings	£1,278,335	£3,691,224		This figure is above the Q2 target Includes: - £637,317 rollover savings from 2018-19 and - £251,388 - cost avoidance savings from this year	Year £5,200,000 Q2 £2,780,947
Income secured	£59,800	£144,559		Actual Income Received £32,904 Additional Income Secured for payment in this F/Y (excluding Income Received) £111,655 Total Income Secured for payment in this F/Y (Actual + Additional) £144,559	Year - £150,000
Communities					
Average Social Value weighting (above £25k and below OJEU limits)	15%	17%		Not on target this quarter but 2% up on last quarter. Increasing use of Social Value Portal and training with Partners will help this to increase next Quarter	20%

Page 10

Average Social Value weighting (above OJEU limits)	14%	13.8%		Nearly reached target this Quarter. Increasing use of Social Value Portal and training with Partners will help this to increase next Quarter	15%
% of contracts let with a Social Value KPI	57%	53.6%		Not on target this quarter but on track to deliver with an upward trajectory from last financial year. This is lower than last quarter due to changes in the way we record data within the contracts registers and new work plans. Having discussions with SV Portal about how to address nil responses from suppliers on Social Value	75%
Compliance					
Number of legal challenges	0	0		On target	0

2. 5 STAR Q2 Procurement Worth Progress Report

Measure	Q1 Figures and comments	Q2 Figures and comments
Commercial		
Non ratified savings	£157,775	£167,414
Cost avoidance savings	£222,667	£222,667

Procurement activity	54 contracts started in Q1 (including exemptions)	178 contracts started in Qs 1 & 2		
Communities				
Employment opportunities	7 local employment opportunities worth circa £87,500	22 local employment opportunities worth circa £275,000		
Apprentice and training opportunities	2 apprenticeship and training opportunities worth circa £13,600	43 apprenticeship and training opportunities worth circa £292,400		
Increase in GM Spend	Currently reported annually	Currently reported annually		
Page 12 SOMs achieved through procurement	Item	Q1	Q2	Accumulative
	No. of tenders awarded through the SV portal:	5	15	20
	No. of GM Suppliers Awarded Contract	3	12	15
	% No. of GM Suppliers Awarded Contract	60.00%	80.00%	75
	No. of tenders through the SV portal (Live and complete):	50	49	99
	Total contract values awarded through the portal:	£ 8,570,004.00	£ 52,109,378.00	£ 60,679,382.00
	Total committed/unlocked SV:	£3,116,407.00	£10,822,033.00	£ 13,938,440.00
	Social Value Increase from Previous Quarter	N/a	28.80%	
	Social Value Against Contract Value (%)	36.36%	20.77%	22.80%
	No. supplier organisations engaged with (bidders):	128	148	276
	No. local Bidders	50	60	110
	% Local Bidders	39%	40.50%	39.80%
	No. social enterprise Bidders	1	2	3

	No. voluntary/charity/community groups Bidders	15	20	35 or 9.75% of total bidders
		Total - SV per Theme Breakdown		Target £ SV
		Employment & Skills (JOBS)		£11,599,416
		Responsible, Regional Business Growth (GROWTH)		£2,083,780
		Improved Social & Community Benefits (SOCIAL)		£29,894
		Better Environment (ENVIRONMENT)		£104,971
		Social Innovation (INNOVATION)		£98,017
				£13,916,078

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Collaboration

<p>Number of SLAs</p> <p>3</p>	<p>4 SLA's secured:</p> <ul style="list-style-type: none"> - Shared Service Review for Basildon Council through LGA Shared Service Expert Programme - NW Libraries Consortium (Until August 2019) - GM Health & Social Care Partnership – Healthy Schools - Totally Local Company 	<p>Fulfilled SLAs: 2:</p> <ul style="list-style-type: none"> • Stockport Council, For: NW Libraries Consortium (ended Aug 2019) • Basildon <p>Additional Secured SLAs: 5:</p> <ul style="list-style-type: none"> • TLC • GMHSCP • Sandwell Council • GMCA x 2 <p>Total SLAs: 7</p>
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Number of live collaborative contracts categorised	35 contracts awarded 4 Collaborative - 1 STAR Collaboration - 3 Greater Manchester	57 contracts - 20 AGMA - 7 GMCA - 4 Libraries consortium - 18 STAR collaboration - 8 STAR external partner collaboration
Compliance		
Number of exemptions and modifications split by service area	See Appendix 2	See Appendix 1
Stakeholder training	9 events 127 attendees	16 events with 172 attendees
PSD 14 CPD STAR team	113 hours of training completed including Collaborative Business Management, GDPR: New data law Protection, communication skills, professional coaching and growing your team	129.5 hours of training completed including freedom of information, exemptions and modifications and suicide prevention
Champions		
Good news from the month about where we are championing STAR	Our Assistant Director Nichola Cooke took part in a panel discussion on collaboration and presented on Innovation in Procurement at Public Sector Solutions Expo. This then	We received this feedback from Shelley Heckman (Acting Director, I-Network) this quarter: "Honestly, I have to say that our confidence in procurement support is through the roof now that we're supported by STAR." Since STAR came to Tameside, the level of all round procurement advice and support has been phenomenal. Processes have been simplified, access to expertise is easier,

	<p>featured in CIPS Supply Management news in June.</p> <p>Nichola and Lorraine also spoke at the GM Commissioning Academy and were very well received.</p> <p>Daniel Hart and Natalie McCarthy were complimented by Paul James (Chief Digital officer, Trafford Council) for their work on a Microsoft tender which had very short timescales.</p>	
<p>social media reach</p> <p>page 15</p>	<p>49,000 Twitter impressions 17,216 website views</p> <p>26 company details forms completed this quarter using the new Sharpspring software.</p>	<p>20,200 Twitter impressions 14,944 website views</p> <p>292 Form submissions on the STAR website generating 233 unique leads</p>

3. Recommendations

It is recommended that STAR Joint Committee:

- 3.1. Note the content and discuss the performance to the end of Quarter 2 for 2019/20.

Appendix 1: Number of exemptions and modifications split by service area

Q2	Adults services	Children's services	Public health	Property services	Highways services	ICT	Consultancy	HR & Audit	Other	Total
Exemptions	7	2	9	1	1	9	2	3	15	49
Modifications	15	3	0	3	0	8	0	0	11	40
Totals	22	5	9	4	1	17	2	3	26	89

N.B. The exemptions figures are only for live and completed contracts

Appendix 2: Number of exemptions and modifications split by service area

Q1	Adults services	Children's services	Public health	Property services	Highways services	ICT	Consultancy	HR & Audit	Other	Total
Exemptions	0	2	0	0	0	14	3	5	3	27
Modifications	9	1	0	0	0	9	0	0	2	21
Totals	9	3	0	0	0	23	3	5	5	48

N.B. The exemptions figures are for all status types

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Report to: STAR Joint Committee
Date: 17th June 2020
Report for: Information
Report from: Director of Procurement

Report Title

COVID -19: Summary of STAR Procurement Response, Actions and Priorities

Summary

The purpose of this report is to:

- Provide background
- Provide a summary of the STAR immediate response to the COVID-19 crisis
- Provide framework to support re-mobilisation
- Highlight good news stories

Recommendations

The recommendation of this report is that Board:

- Note the contents

Contact person for access to background papers and further information:

Name: Lorraine Cox
 Phone: 07817 882169

Background

Financial Impact:	
Legal Impact:	New Procurement Policy Notes implemented
Human Resources Impact:	Workforce planning and HR policies of Trafford

	Council followed
Asset Management Impact:	
E-Government Impact:	
Risk Management Impact:	
Health and Safety Impact:	

Consultation

No public consultation required

Reasons for Recommendation(s)

The report provides information on the STAR procurement CPOVID-19 response for information only.

1. Background

- 1.1 STAR Procurement has an established Business Continuity Plan as part of Trafford Councils wider plan and this is maintained within our Quality Management System (QMS). The Business Continuity Plan (BCP) is updated quarterly and includes virtual 'grab Bags' for STAR Leadership Team to retain 'offsite'.
- 1.2 The Business Continuity Plan was reviewed in February to reflect the changing circumstances and imminent issues that were arising through COVID-19. A review of the BCP and associated documents will now be undertaken to ensure any lessons learnt are captured.
- 1.3 Our priorities from the outset remain the same: the wellbeing and safety of our staff and their loved ones, and supporting out partners to protect and deliver front line services in line with Trafford Council STAR host employer.

2. Immediate Actions

- 2.1. A number of immediate actions were undertaken with regard to workforce planning and HR:
 - Provided updates to the Trafford Business Impact Assessment, as our host employer, and provided details to the STAR Board
 - Followed and implemented Trafford guidance around working from home procedures and policies

- Provided daily updates for the STAR Team to keep them updated and informed in a fast moving environment
- Supported each Council with operational requests regarding ICT equipment etc
- Provided weekly updates to Trafford HR on staffing, pressures and availability
- Developed and implemented a communications plan to ensure all stakeholders kept updated and communications were managed and clear
- Wellbeing calls have been undertaken by Leadership team to all members of the STAR Team

2.2. A number of immediate actions were undertaken with regard to procurement operations

- Implemented new emergency procurement procedures for COVID-19 related activity (PPN 01/20), and we provide bi-weekly updates to STAR Board
- Supported each Council with the implementation of Supplier Relief (PPN 02/20)
- Circulated relevant information that was provided from national sources including Cabinet Office and Local Government Association (LGA)
- Established a STAR Task & Finish Group to provide dedicated support for PPE procurement, and to participate in the GM-wide Taskforce (See example of successes below)
- Reviewed future procurement activity to ascertain what procurement can be continued/delayed/extended/stopped but maintaining 'Business As Usual' where possible
- Prioritisation of vendor request approvals to ensure prompt payments to all businesses
- Took part in weekly GM procurement meetings
- Providing updates to businesses via Twitter/LinkedIn and our Website
- Continued to issue quotes and tenders, where our stakeholders and potential bidders had the capacity
- Reviewed ways to make procurement more flexible to allow for uncertainty in materials and costs etc.
- Implementing COVID-19 specific Social Value outputs through the Social Value Portal for new procurement activity and also reviewing existing contracts to see if contractors can offer different Social Value now to support the COVID-19 crisis

3. Re-Mobilisation

3.1 Business as Usual

A significant amount of procurement activity is now returning to 'Business as Usual' and procurement activity is increasing. Business development activity is now beginning to focus on future development rather than focussing on managing the COVID-19 crisis. Although the future is about managing the impact from COVID-19 in terms of business impact, such as financial, HR, differing demands of the operation and resource and ICT planning.

3.2 Local Businesses, SME and VCSE Support

We have focussed on support to our local business communities/VCSEs and SME's and therefore have developed our 10 point plan which was launched in May 2020. There will be continuing updates on these points as we roll them out and capture the impact and effectiveness.

<https://www.star-procurement.gov.uk/Suppliers/Docs/10-Point-Plan-Flyer.pdf>

3.3 Re-Mobilisation Framework

As with most organisations we do not foresee a return to 'normal' but instead we want to be dynamic and adapt to our changing world, by taking forward the positive developments and experiences that have occurred through COVID-19. Our re-mobilisation plan is being developed and is underpinned for 4 key questions:

- Can we adopt a new approach?
- Can we stop it altogether?
- Can we continue to improve?
- Can we afford the 'as-is'

4. Good New Stories

4.1. Whilst we have been busy contributing to the management of the COVID-19 crisis we have had a number of good news stories to report, both locally and nationally.

4.2. In terms of PPE, STAR has had some good successes working with local businesses on PPE. For example:

- **Green Cloud IT:** Green Cloud IT are a North West based company, providing IT Goods, Services & Support to companies ranging from Sole traders and SMBs to large corporate organisations, Local & National government departments including Education trusts & The NHS. Based in

Heywood they distributed circa 10,000 masks to Rochdale with more orders to come from other STAR Authorities.

- **Tibard:** Clothing and Fabric Manufacturer in Tameside. They have diversified from the Business as Usual Cleaning aprons/ Catering Gowns to manufacturing Clinical Gowns for Care Homes and Hospitals. They have tested the material against standards and are starting production of around 1000 a week with STAR Authorities signed up to purchase as soon as production begins
- **Schools:** A number of Schools in each Local Authority have been donating equipment that can help the PPE Supply. Visors are being made by School Technicians that are being accepted also.
- **Donations:** We have had donations from local businesses with an organisation called Makin Metal donating Visors and Masks.

4.3. James Hunter won a Trafford Council EPIC Award for his leadership of the STAR Procurement response to PPE procurement.

4.4. The Federation of Small Business has put Transport for London in touch with us, as the recognised national leaders in supporting local businesses/local spend improvement through procurement and Social Value. We have provided advice and guidance to TfL and we will continue to push our Ten Point Plan activities and successes through social media to share with the wider public sector and business communities.

4.5. We have been consulted by MHCLG on procurement guidance and are also in regular contact with the LGA which has led to contact from the Charities sector (Alzheimer's Society – representing the sector) for advice and guidance on a number of issues including the success of a shared service. A number of Cabinet Office representatives have also been in dialogue with us. The LGA have been promoting our work on local business support/Social Value and Shared Services as well as re-mobilisation planning.

5. **Recommendations**

It is recommended that Board note the contents of this report.

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Report to: STAR Joint Committee
Date: 17th June 2020
Report for: Information & discussion
Report from: Nichola Cooke, Assistant Director

Report Title

5-STAR 2019/20 Q3 & Q4 Progress Report and Proposed 20/21 5 STAR Measures

Summary

The purpose of this report is to:

- Inform STAR Joint Committee the Quarter 3 & 4 performance measures of STAR Procurement
- Recommend the 5 STAR Key Performance Measures for 20/21 for decision
- Inform definitions of savings

Recommendations

The recommendation of this report is that the STAR Board:

- Note the content of the report and discuss the performance to the end of Quarter 3 & 4 for 2019/20
- To agree the proposal for the new 5 STAR Measures for 20/21
- To note the definition of savings

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
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Consultation

No public consultation required

1. 5-STAR Q3 & 4 KPI Progress Report 19/20

Measure	Q1	Q2	Q3	Q4	RAG Rating	Comments	Annual Target
Commercial							
Ratified Savings	£1,278,335	£3,691,224	£4,997,628	£5,024,958 £1,901,333 awaiting ratification		A majority of the Q4 savings are awaiting ratification due to resource availability within Council finance teams	Year £5,200,000
Income secured	£59,800	£144,559	£315,703	£287,339		Exceeded target Slight decrease from Q3 due to delays from GMCA on their projects.	Year £150,000
Communities							
Average Social Value weighting (above £25k and below OJEU limits)	15%	17%	20%	18.4%		Close to achieving target. Q4 figure non-cumulative figure was 20%, showing this target is now being achieved.	20%
Average Social Value weighting (above OJEU limits)	14%	13.8%	20%	15.9%		Achieved target. Q4 figure non-cumulative figure was 20%.	15%
% of contracts let with a Social Value KPI	57%	53.6%	60%	79.6%		Exceeded target	75%
Compliance							
Number of legal challenges	0	0	0	0		Target achieved	0

2. 5 STAR Q3 & 4 Procurement Worth Progress Report

Page 28

Measure	Q1 Figures & comments	Q2 Figures & comments	Q3 Figures & comments	Q4 Figures & comments
Commercial				
Non ratified savings	£ £32,281	£ 41,920	£ 41,920	£41,920
Cost avoidance savings	£222,667	£222,667	£725,831	£754,552
Procurement activity	54 contracts started in Q1 (including exemptions)	178 contracts started in Qs 1 & 2	253 contracts started in Qs 1-3	364 contracts started in 2019-20
Communities				
Employment opportunities	7 local employment opportunities worth circa £87,500	22 local employment opportunities worth circa £275,000	340.35 local employment opportunities worth circa £4,254,375	363.5 local employment opportunities worth circa £4,543,750
Apprentice and training opportunities	2 apprenticeship and training opportunities worth circa £13,600	43 apprenticeship and training opportunities worth circa £292,400	93 apprenticeship and training opportunities worth circa £632,400	126 apprenticeship and training opportunities worth circa £856,800
TOMs achieved through procurement	Quarter 3			
	Measure		Q3 figures (accumulative)	
	No. of tenders awarded through the SV portal:		51	
	No. of GM Suppliers Awarded Contract		21	
	% No. of GM Suppliers Awarded Contract		50%	
	No. of tenders through the SV portal (Live and complete):		175	
	Total contract values awarded through the portal:		£80,993,099	
	Total committed/unlocked SV:		£22,251,487	
	Social Value Target Against Contract Value (%)		27.47%	
No. supplier organisations engaged with (bidders):		444		

	No. local Bidders		166	
	% Local Bidders		37.38%	
	No. Local VCSE Bidders		30	
	No. VCSE Bidders		59	
	Quarter 4			
	Measure		Q4 figures (accumulative)	
	No. of tenders awarded through the SV portal:		62	
	No. of GM Suppliers Awarded Contract		30	
	% No. of GM Suppliers Awarded Contract		57.2%	
	No. of tenders through the SV portal (Live and complete):		184	
	Total contract values awarded through the portal:		£126,994,688.	
	Total committed/unlocked SV:		£31,179,554.10	
	Social Value Target Against Contract Value (%)		24.6%	
	No. supplier organisations engaged with (bidders):		480	
	No. local Bidders		175	
	% Local Bidders		36.5%	
	No. social enterprise Bidders		3	
	No. voluntary/charity/community groups Bidders		27	
	No. VCSE Bidders		62	
Collaboration				
Number of SLAs	4 SLA's secured: - Shared Service Review for Basildon Council through LGA Shared Service Expert Programme - NW Libraries Consortium (Until	Fulfilled SLAs: 2: • Stockport Council, For: NW Libraries Consortium (ended Aug 2019) • Basildon Additional Secured SLAs: 5: • TLC	Fulfilled SLA: 3 • Mortuary & Pathology Review: Sandwell & Birmingham Councils • Healthy Schools: GMHSCP • Parking Review: Tameside Council	Fulfilled SLA: 3 • Procurement Services: Castleton Primary School • GM SUN: GMHSCP • Digital Skills: GMCA x 2 Additional Secured SLAs: 2 • Trafford CCG Renewal

	<p>August 2019)</p> <ul style="list-style-type: none"> - GM Health & Social Care Partnership – Healthy Schools - Totally Local Company 	<ul style="list-style-type: none"> • GMHSCP • Sandwell Council • GMCA x 2 <p>Total SLAs (Fulfilled + Additional): 7</p> <p>SLAs currently in discussion: 3:</p> <ul style="list-style-type: none"> • GMCA x 1 • Tameside CCG • Rochdale CCG 	<p>Additional Secured SLAs: 2</p> <ul style="list-style-type: none"> • GM SUN: GMHSCP • AEB ESF Funding: GMCA <p>In Progress SLAs: 4</p> <ul style="list-style-type: none"> • Digital Skills: GMCA x 2 • Castleton Primary School • TLC <p>Total SLAs (Fulfilled, In Progress, + Additional for year): 11</p> <p>SLAs agreed, awaiting sig: 1</p> <ul style="list-style-type: none"> • Tameside CCG <p>SLAs currently in discussion: 4</p> <ul style="list-style-type: none"> • Rochdale CCG • A NW Council • GMCA x 2 	<p>20/21</p> <ul style="list-style-type: none"> • Over 50's Employment Project <p>In Progress SLAs: 3</p> <ul style="list-style-type: none"> • AEB ESF Funding GMCA • TLC • Tameside CCG <p>Total SLAs (Fulfilled (8), In Progress (5), for year): 13</p> <p>SLAs currently in discussion: 3</p> <ul style="list-style-type: none"> • GMCA x 2 • Rochdale CCG
Number of live collaborative contracts categorised	<p>35 contracts awarded</p> <p>4 Collaborative</p> <ul style="list-style-type: none"> - 1 STAR Collaboration - 3 Greater Manchester 	<p>57 contracts</p> <ul style="list-style-type: none"> - 20 AGMA - 7 GMCA - 4 Libraries consortium - 18 STAR collaboration - 8 STAR external partner collaboration 	<p>67 contracts</p> <ul style="list-style-type: none"> - 21 AGMA - 11 GMCA - 3 NW Libraries consortium - 25 STAR collaboration - 7 STAR external partner collaboration 	<p>75 contracts</p> <ul style="list-style-type: none"> - 22 AGMA - 12 GMCA - 4- NW Libraries consortium - 28 – STAR collaboration - 9 – STAR external partner collaboration
Compliance				

Number of exemptions and modifications split by service area			See Appendix 2	See Appendix 1 1 COVID related modification for Highway services
Stakeholder training	9 events 127 attendees	16 events with 172 attendees	31 events with 424 attendees	37 events with 541 attendees
CPD STAR team	113 hours of training completed including Collaborative Business Management, GDPR: New data law Protection, communication skills, professional coaching and growing your team	129.5 hours of training completed including freedom of information, exemptions and modifications and suicide prevention	186.5 hours of training completed including EPIC you training, CIPS ethics online test and health and safety in the workplace	122 hours of training completed including legal/governance training and carbon literacy. 551 total hours of training for the year
Champions				
Good news from the month about where we are championing STAR	<p>Our Assistant Director Nichola Cooke took part in a panel discussion on collaboration and presented on Innovation in Procurement at Public Sector Solutions Expo. This then featured in CIPS Supply Management news in June.</p> <p>Nichola and Lorraine also spoke at the GM Commissioning Academy and were very well received.</p>	<p>We received this feedback from Shelley Heckman (Acting Director, I-Network) this quarter: "Honestly, I have to say that our confidence in procurement support is through the roof now that we're supported by STAR."</p> <p>Since STAR came to Tameside, the level of all round procurement advice and support has been phenomenal. Processes have been simplified,</p>	<p>Michael Sellors gave a talk at Bangor University to LL.M. students 'A Day In The Life Of A Procurement Professional'</p> <p>Lorraine presented at the two conferences/events on Social Value</p> <p>Nichola represented STAR at iNetwork's Executive Board.</p> <p>Elizabeth represented STAR at the GM NHS Procurement Board.</p>	<p>STAR were presented with our four star certificate for our shared service through the Collaboration Accreditation Review (CAR).</p> <p>STAR celebrated our 6th birthday on February 6th.</p> <p>Lorraine Cox won the award for Leadership in Social Value at the National Social Value Conference</p> <p>Delivered a well received presentation at the Greater Manchester Chamber event</p>

	Daniel Hart and Natalie McCarthy were complimented by Paul James (Chief Digital officer, Trafford Council) for their work on a Microsoft tender which had very short timescales.	access to expertise is easier,	We received great feedback from numerous providers from the Health and Social Care Partnership at an event recently - Providers were complimentary about Emily and STAR'S approach to market engagement and wished more organisations supported them as we did at the event.	on Social Value in March
Social media reach	49,000 Twitter impressions 17,216 website views 26 company details forms completed this quarter using the new Sharpspring software.	20,200 Twitter impressions 14,944 website views 292 Form submissions on the STAR website generating 233 unique leads	73,200 Twitter impressions 47,410 website views 468 form submissions on the STAR website generating 341 unique leads.	33,000 Twitter impressions 14,034 website views 607 form submissions on the STAR website generating 452 unique leads

3. 5 STAR Measures Proposal for 2020/21

3.1. Each year, STAR Procurement 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.

3.2. 5 STAR Key Performance Measures Proposal 2020/21

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 (Revenue)	2
	Income broken down by: <ul style="list-style-type: none">- Long-term SLA- One-off activity	£150k
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%

3.3. 5 STAR Procurement Worth Approach

STAR Procurement have reviewed the 'Procurement Worth' measures and whilst the measures are helpful in terms of reporting, there are no specific targets assigned to them. It is therefore proposed that updates on Procurement Worth will be provided through Quarterly reports to each Partner.

4. Reporting Savings & Savings Definition

4.1. An Internal Audit Report on Performance Management provided a recommendation that detailed discussions took place with Senior Finance staff to agree the position for definition of savings and how apportioned over multiple years.

4.2. The following definitions were agreed:

- **Ratified Saving** – cashable or non-cashable saving agreed by finance leads
- **Non-ratified Saving** – STAR believe there is a saving but finance doesn't agree. This is usually the case when it comes to cost avoidance or where there was no initial budget for the contract.

- **Cashable Saving** – where a procurement saving is achieved and can be taken from budget. The decision to remove budget lies with finance leads. The saving is taken from the service budget – there is no separate budget line for STAR savings.
- **Non-cashable Saving** – where procurement saving is achieved but cannot be taken from budget i.e. grant or capital spend
- **Carry Over** – where it is revenue spend and paid throughout the year rather than upfront, the saving needs to be pro-rata between the current finance year and next.

4.3. **Revenue Recurrent Saving** – STAR can currently only claim for one year's saving value as after that the budget should have been cut to reflect the saving made. However, if the contract is over a year, this does not demonstrate the full procurement saving over the lifetime of the contract.

5. Recommendations

It is recommended that STAR Joint Committee:

- Note the content and discuss the performance to the end of Quarter 3 and 4 for 2019/20
- To agree the proposal for the new 5 STAR Measures for 20/21
- Note the definition of savings

Appendix 1: Q4 Number of exemptions and modifications split by service area

Q4	Adults services	Children's services	Public health	Property services	Highways services	ICT	Consultancy	HR & Audit	Other	Total
Exemptions	16	3	8	1	2	11	8	7	28	84
Modifications	22	6	0	5	2	14	0	0	13	62
Totals	38	9	8	6	4	25	8	7	41	143

N.B. The exemptions figures are only for live and completed contracts

Appendix 2: Quarter 3 Number of exemptions and modifications split by service area

Q3	Adults services	Children's services	Public health	Property services	Highways services	ICT	Consultancy	HR & Audit	Other	Total
Exemptions	6	2	8	1	2	9	4	7	18	57
Modifications	19	6	0	3	1	12	0	0	12	53
Totals	25	8	8	4	3	21	4	7	30	110

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