

Report to: STAR Joint Committee
Date: 20th July 2016
Report for: Decision
Report of: Head of Strategic Procurement

Report Title

STAR Business Plan 2016/17

Summary

The purpose of this report is to:

- Provide a summary of the process that has been followed to develop the STAR Business Plan for 2016/17
- Provide a summary of the vision and objectives

Recommendations

The recommendation of this report is that the Joint Committee:

- Approve the final version of the STAR Business Plan for 2016/17 to be posted on the STAR website and circulated to stakeholders

Contact person for access to background papers and further information:

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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)

The STAR Business Plan 2016/17 sets out the strategic direction and priorities for procurement for the participating partners of STAR. It is recommended that the Business Plan is approved and that STAR promote this via the STAR website and through our stakeholders

1. Introduction

- 1.1 The STAR Business Plan 2016/17 sets out the strategic direction and priorities for procurement for the participating partners of STAR. This is the first Business Plan for STAR Procurement and is an indication of how we are now establishing ourselves as a proactive service that is planning for the future. It has been developed in conjunction with all STAR staff the Board and Joint Committee.
- 1.2 The Business Plan will help STAR Procurement build on the positive work we have done to date and set out what we plan to achieve over the coming year. This is a positive message to present to both internal and external stakeholders. The Business Plan also aims to help stakeholders understand the vision and objectives for STAR, our priorities and how we intend to address them in practice.
- 1.3 The Business Plan states that the last two years have been challenging but ultimately successful for STAR. The Business Plan will help us to continue to develop, improve and strive towards our vision. As such, for 2016/17 the key themes for STAR will be "proactivity" and "value for money", and these themes runs through all our objectives for the year ahead.
- 1.4 The associated action plan is an ambitious plan as to how we are going to deliver the vision and objectives. The action plan will be used by STAR Management Team to monitor progress, maintain momentum and focus so that we are able to achieve the best possible results for STAR, Partner

Councils, Clients and the boroughs which we serve. Given the detailed nature of the action plan will be available to internal stakeholders only.

2. Business Plan Development

- 2.1 The process of developing this business plan has been interesting and thought provoking as we worked through where are we now?, where do we want to be? and fundamentally, what do we need to do to get there? Reflection and learning in terms of what has worked well and what has not, has further informed our thinking.
- 2.2 The process was initiated with high level discussions with the Board in November 2015 regarding the purpose of the Business Plan and overall timescales for development. As well as input from the Board, Customer Satisfaction and Staff Survey results were used to inform decision making. Key themes / objectives were developed by the Director of Procurement and the Senior Management Team in January 2016. These ideas were shared with all members of the STAR Team via workshop sessions. The workshops were interesting and interactive, and worked as team development sessions as well as business planning.
- 2.3 The outputs from these sessions, along with feedback from the Board were used to develop a final draft Business Plan and Action Plan which was subject to staff consultation in April 2016. The results of this feedback have been used to inform the final version. The plan now very much reflects the thoughts, ideas and input of the Board and the full STAR team. The process of developing this Business Plan has encouraged and enabled all team members to become more actively involved in determining the future for STAR Procurement.

3. Vision & Objectives

- 3.1 The STAR Business Plan includes a vision for the future, the values of STAR and the objectives for the coming year. This is supported by a detailed action plan.
- 3.2 The **STAR vision** is articulated below:
"STAR will be a recognised centre of excellence for collaborative procurement providing a professional, proactive service which delivers demonstrable value for customers".

3.3 The **STAR Values** are:

- ★ Commercial and commitment to value for money
- ★ Customer focussed
- ★ Collaborative
- ★ Being innovative and solutions focussed

3.4 Business Plan will help us to continue to develop, improve and strive towards our vision. As such, for 2016/17 the key theme for STAR will be proactivity and value for money, and this theme runs through all our objectives for the year ahead. The proposed **STAR objectives for 16/17** are:

- ★ Deliver the Procurement Strategy in practice
- ★ Proactive Procurement Delivery
- ★ Team Development to improve competency and productivity
- ★ Improved Communications
- ★ Implement robust quality management system
- ★ Secure New Partners

3.5 An Action Plan has been created which lists actions required, an associated implementation plan, key milestones and a lead identified. The action plan will be reviewed on a quarterly basis to ensure that momentum is maintained and to ensure it remains relevant and appropriate.

3.6 Once approved the Business Plan will be published on the STAR website and promoted to key stakeholders, both internally and externally. It will be used as part of the STAR promotional material and will help to provide evidence of the successes to date and the ambitious plans for the future. Given the detailed nature of the action plan it will be available to internal stakeholders only.

4. Recommendations

4.1 It is recommended that:

- 4.1.1 Approve the final version of the STAR Business Plan for 2016/17 to be posted on the website and circulated to stakeholders

Report Appendices

1. STAR Business Plan 2016/17



STAR Business Plan -
Final Draft for JCM.px