

STOCKPORT, TRAFFORD AND ROCHDALE (STAR) JOINT COMMITTEE

19 JANUARY 2016

PRESENT

Councillor A. Brett (in the Chair).
Councillors P. Myers and I. Roberts (Vice-Chairman)

Also Present

Councillor Mrs Laura Evans (Trafford)

In attendance

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| Ian Duncan | - Director of Finance (Trafford) |
| Steve Houston | - Director of Corporate and Support Services (Stockport) |
| Pauline Kane | - Director of Finance (Rochdale) |
| Habib Khan | - Head of Legal (Trafford) |
| Sharon Robson | - Director of Procurement (STAR Shared Procurement) |
| Lynda Brookes | - Interim Senior Category Manager (People) (STAR) |
| Lesley Hilton-Duncan | - Head of Strategic Procurement (People) (STAR) |
| Chris Gaffey | - Democratic and Scrutiny Officer |

20. MINUTES

RESOLVED: That the minutes of the STAR Joint Committee meeting held on Wednesday 28 October 2015, be approved as a correct record.

21. DECLARATIONS OF INTEREST

No declarations of interests were made by Members.

22. PERFORMANCE FRAMEWORK - CORPORATE REPORTS

(a) Revenue Budget Monitor - Period 8 2015/16

The Committee received a report of the Director of Procurement (STAR Shared Procurement) providing an update on the STAR Budget for Period 8, 2015/16.

RESOLVED: That the report be noted.

(b) Proposed Budget 2016/17

The Committee received a report of the Director of Procurement (STAR Shared Procurement) detailing the proposed core budget for the 2016/17 financial year. A correction was made in relation to 'Note 1': the 'regraded' post was in fact downgraded.

RESOLVED: That the report be noted.

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(c) Human Resources Statistics

The Committee received a report of the Business Improvement Manager (STAR Shared Procurement) outlining the Human Resources statistics for STAR Procurement staff for the period April 2015 to December 2015.

RESOLVED: That the report be noted.

(d) Risk Register

The Committee received a report of the Business Improvement Manager (STAR Shared Procurement) providing an update on the organisational Risk Register for STAR Procurement. The report highlighted the movement of risk items as well as risk items added to / removed from the register.

Members discussed the risks involved with income generation, noting the competition from academies and the private sector for school services.

RESOLVED: That the report be noted.

23. PERFORMANCE FRAMEWORK - MILESTONE REPORTS

(a) STAR Audit Report (i) - STAR Procurement Service

The Committee received a report of the STAR Board summarising the outcome of the audit review of STAR Procurement Service. The report provided an update on the actions taken to date, as well as further recommended activities.

RESOLVED:

- (1) That the report be noted.
- (2) That the Committee approve the proposed actions.

(b) STAR Audit Report (ii) - Contract Register

The Committee received a report of the STAR Board summarising the outcome of the audit review of the STAR Contracts Register. The report provided an update on the actions taken to date, as well as further recommended activities.

RESOLVED:

- (1) That the report be noted.
- (2) That the Committee approve the proposed actions.

(c) Ethical Procurement

The Committee received a verbal update of the Director of Procurement (STAR Shared Procurement) regarding a new forum headed by Manchester City Council aiming to bring AGMA authorities together to discuss ethical procurement.

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The Committee was advised that ethical procurement differed to the 'Social Value' aspect of the balanced scorecard, and STAR did not currently have an ethical procurement policy. Members agreed on the benefits of sharing good practice, but questioned whether the attendance of a full Committee Member was required at these meetings. It was agreed that the Director of Procurement (STAR Shared Procurement) would attend as the Committee's representative and report back accordingly.

RESOLVED:

- (1) That the verbal update be noted.
- (2) That the Director of Procurement (STAR Shared Procurement) be named as the STAR Joint Committee representative on the new ethical procurement forum.

(d) New Business Partners

The Committee received a verbal update of the Director of Procurement (STAR Shared Procurement) on STAR's new business partners. STAR had just secured its first tender with confirmed contracts to supply the Business Growth Hub at an expected value of £150,000. It was hoped this success could be used as a catalyst for securing future contracts.

RESOLVED: That the verbal update be noted.

(e) iNetwork Awards

The Committee received a verbal update of the Director of Procurement (STAR Shared Procurement) on STAR's recent success at the iNetwork awards. STAR successfully claimed the award for Connecting Procurement in Greater Manchester. The Director of Procurement (STAR Shared Procurement) thanked the STAR Board and the Committee for their continued support which enabled this success.

Members were advised that STAR was in contention for another national award, with confirmation of nominations as finalists expected by the end of January 2016.

RESOLVED: That the verbal update be noted.

24. BALANCED SCORECARD

(a) Quarter 3 Performance

The Committee received a verbal update of the Director of Procurement (STAR Shared Procurement) on STAR's quarter 3 performance against the key performance indicators of the balanced scorecard.

RESOLVED: That the verbal update be noted.

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(b) Proposed 2016/17 Scorecard

The Committee received a report of the STAR Board providing a revised Balanced Scorecard for review, as well as providing the rationale behind the proposed changes.

A 5 per cent increase in Social Value weighting (from 15% to 20%) and a relative 5 per cent reduction in Performance / Customer Satisfaction (from 15% to 10%) was proposed. With the intention of separating strategic and operational measures, the report recommended the downgrading of some Key Performance Indicators (KPIs) to Performance Indicators (PIs). KPIs would continue to be reported to the Joint Committee on a quarterly basis, whereas the PIs would be reported monthly to the STAR Board.

Members discussed the proposed revisions and the rationale behind these. It was agreed that even though S3 and S4 (of appendix 1) were to be downgraded to PIs, these would be reported to the Joint Committee periodically.

RESOLVED: That the proposed changes to the Balanced Scorecard for 2016/17 be agreed.

25. MEETING DATES TO BE AGREED

The Joint Committee discussed future meeting arrangements. Going forward, it was agreed that meetings would start at the earlier time of 2:00pm. It was also agreed that the next meeting would be postponed until the end of May 2016 to allow for the election period. The Director of Procurement (STAR Shared Procurement) advised dates for future meetings would be agreed with the appropriate Executive Assistants from each authority and circulated to Members.

RESOLVED:

- (1) That meetings of the STAR Joint Committee be held at the earlier time of 2:00pm going forward.
- (2) That the next meeting of the STAR Joint Committee be held after the 2016 local elections in May.
- (3) That the dates of future meetings be arranged and circulated to Members.

26. EXCLUSION RESOLUTION

RESOLVED: That the public be excluded from this meeting during consideration of the remaining item of business because of the likelihood of disclosure of "exempt information" which falls within Paragraph 4 of schedule 12A of the Local Government Act 1972, as amended.

27. NEW PARTNERS AND STAR CONSTITUTION

The Committee received a report of the Director of Procurement (STAR Shared Procurement) providing a summary of the legal advice on the governance issues

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for integration with outside organisations. The STAR Board wished to discuss with, and ascertain the views of, Joint Committee Members in respect of the potential implications for the STAR governance arrangements of bringing in new partners.

The Head of Legal (Trafford) advised the Committee of the options available for incorporating new partners, including formal and informal arrangements.

Members discussed the potential implications of incorporating new partners (including potential costs and benefits both to existing STAR authorities and any new partners), in the context of the desire to grow the STAR brand whilst continuing to deliver benefits for the founding members. It was agreed that the Director of Procurement (STAR Shared Procurement) would provide a progress update to the Committee at a future meeting.

RESOLVED: That the report be noted and that the Director of Procurement (STAR Shared Procurement) would provide a progress update to the Committee at a future meeting.

28. MARKET MANAGEMENT

The Committee received a verbal update of the Director of Procurement (STAR Shared Procurement) on market management and how changes in Government policy could affect STAR and its partners.

RESOLVED: That the report be noted.

29. ACKNOWLEDGEMENTS

The Committee was informed that this would be Ian Duncan's (Director of Finance – Trafford) and Steve Houston's (Director of Corporate and Support Services – Stockport) final STAR Joint Committee meeting. Members thanked both for their services and commitment to the work of STAR Procurement, acknowledging that they had been instrumental to its creation and success to date.

The meeting commenced at 5.30 pm and finished at 7.10 pm