



P R O C U R E M E N T

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:

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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.