

**WEST SUFFOLK JOINT STAFF CONSULTATIVE PANEL**

**WEDNESDAY 30 JANUARY 2013**

**2.30 PM – 3.25 PM**

**Members Present**

<u>Forest Heath District Council</u> (Employers' Side)	<u>St Edmundsbury Borough Council</u> (Employers' Side)	<u>Staff Representatives</u> (Employees' Side)
Councillor W Hirst Councillor G Jaggard (Vice Chairman) Councillor T Simmons	Councillor R Cockle Councillor Mrs A Rushen Councillor Mrs P Warby	Vikki Austin Howard Cook (Chairman) Lizzi Cocker Dawn Goss Jane Orton Julie Roberts

**Also in attendance**

J Fulford, Human Resources Support Advisor (Learning and Development)  
K Points, Head of Human Resources and Organisational Development  
C Skoyles, Cabinet Officer (Interim)

**Apologies**

Apologies for absence were received from:

Councillors S J Edwards (FHDC) and C Springett (SEBC) from the Employers' Side and Mr M Johnson and Mr C Young from the Employees' Side.

Both Members and staff representatives present noted that Mr D Heslop was no longer a Member of the Panel and Ms V Austin would be replacing him on a permanent basis with immediate effect.

**Substitutes**

The following substitutions were declared:

Councillor W Hirst (FHDC Employers' Side) substituting for Councillor S Edwards (FHDC Employers' Side);

Councillor Mrs P Warby (SEBC Employers' Side) substituting for Councillor C Springett (SEBC Employers' Side); and

from the Employees' Side, Ms J Roberts and Ms D Goss were substituting for Mr M Johnson and Mr C Young respectively.

## SCHEDULE OF RECOMMENDATIONS

	<b>ITEMS OF BUSINESS</b>	<b>RECOMMENDATION</b>
008	<p><u>SCHEDULE OF RECOMMENDATIONS FROM THE MEETING HELD ON 29 OCTOBER 2012</u></p> <p>The Panel received and noted the schedule of recommendations from the above meeting.</p> <p>In respect of Item 004, the Chairman clarified that the proposed collective agreement was required to be submitted to National UNISON for agreement before being recommended to staff via a ballot.</p> <p>In response to a question regarding Item 005, Councillor Cockle was informed that drop-in training sessions would be provided for staff and Members to learn the basics of Microsoft Outlook 2010. The first session was on 11 February 2013 with additional sessions scheduled thereafter.</p>	RESOLVED
009	<p><u>SINGLE PAY AND REWARD STRATEGY – UPDATE</u></p> <p>The Head of Human Resources and Organisational Development (HROD) provided an oral update regarding the negotiations for the Single Pay and Reward Strategy across both Councils.</p> <p>Frequent meetings had been held between representatives of the West Suffolk branch of UNISON, the Chief Executive and the Head of HROD to achieve a collective agreement during the statutory consultation period.</p> <p>The 90 day period of negotiation had expired on 15 January 2013, which had resulted in a draft collective agreement on the new payline and also terms and conditions for both Councils. The draft had been submitted to National UNISON for agreement and its outline had been presented to the Employers' Side at the Joint Cabinet Planning meeting held on 24 January 2013. Having obtained agreement from National UNISON, a ballot would then be held with UNISON members of both authorities (approximately 40% of the workforce) and subject to a positive outcome, the new payline would be communicated and rolled out to staff.</p> <p>The Chairman reported that whilst the content remained confidential at the present time, he considered the collective agreement was the best agreement possible given the parameters available.</p> <p>That the update be noted.</p>	RESOLVED
010	<p><u>WORKFORCE DEVELOPMENT DATA REPORTS 2012 (REPORT NO JSP13/002)</u></p> <p>The Head of Human Resources and Organisational</p>	

	<b>ITEMS OF BUSINESS</b>	<b>RECOMMENDATION</b>
	<p>Development presented Report JSP13/002, which detailed the changes to the workforce across both Councils during 2012, and provided a starting point for the bringing together of the workforce for the next stage of shared services. The data detailed the reduction in head count and the impact of the first stage of restructuring, whilst also recording the involvement of staff in corporate learning initiatives.</p> <p>The following appendices were attached to the report:</p> <p>Appendix 1: St Edmundsbury Borough Council: Workforce Development Data – 1 January 2012 to 31 December 2012;</p> <p>Appendix 2: Forest Heath District Council – Workforce Development Data – 1 January 2012 to 31 December 2012; and</p> <p>Appendix 3: Workforce Planning Data Summary.</p> <p>The Joint Panel considered the issues highlighted in the summary attached as Appendix 3 in turn. Some areas created further discussion, which resulted in reference being made to the detailed data provided in Appendices 1 and 2.</p> <p>The Head of Human Resources and Organisational Development duly responded to questions raised on particular issues under discussion. Such topics included the positive number of apprentices employed at both Councils; staff employed that had declared a disability; staff attendance at training courses; staff turnover; sickness/absence rates; grievances and dismissals; and the number of redundancies at both authorities in the last year.</p> <p>The Joint Panel commended the recording of the data and considered the documents provided extremely useful information.</p> <p>That the information contained in Report JSP13/002 and its Appendices be noted.</p>	RESOLVED
011	<p><u>ANY OTHER BUSINESS</u></p> <p>The Chairman reported that Lord Adonis, Labour Peer and Matthew Hancock, Skills Minister and MP for West Suffolk, had attended an event on 15 December 2012 at West Suffolk House to nationally recognise West Suffolk's pioneering public sector apprenticeship scheme. The West Suffolk branch of UNISON and the two authorities were awarded with the Sarah Swane Workforce Development and Equality 2012 award for the West Suffolk Apprenticeship Scheme.</p> <p>Both Lord Adonis and Mr Hancock had been extremely</p>	

	<b>ITEMS OF BUSINESS</b>	<b>RECOMMENDATION</b>
	impressed by the calibre of young people appointed under the West Suffolk Apprenticeship Scheme.	NOTED
012	<p><u>DATE OF NEXT MEETING</u></p> <p>Following consultation with the Joint Panel, it was agreed that the next meeting would be held on Monday 13 May 2013 at 3.00 pm at Forest Heath District Council. Employer and Employee pre-briefings would be held at 2.30 pm.</p>	RESOLVED