

WEST SUFFOLK JOINT STAFF CONSULTATIVE PANEL

MONDAY 13 MAY 2013

3.00 PM - 4.05 PM

Members Present

Forest Heath District Council
(Employers' Side)

St Edmundsbury Borough Council
(Employers' Side)

Staff Representatives
(Employees' Side)

Councillor S J Edwards
 Councillor W Hirst
 Councillor T Simmons

Councillor B Cockle
 Councillor Mrs A Rushen
 Councillor C Springett

H Cook (Chairman)
 V Austin
 L Cocker
 M Johnson
 J Orton

Also in attendance

G Page, Learning and Development Manager
 K Points, Head of Human Resources and Organisational Development
 S Turner, Committee Administrator (Team Leader)

Apologies

Apologies for absence were received from Councillor G Jaggard (Forest Heath District Council - Employers' Side).

Substitutes

Councillor W Hirst attended the meeting as substitute for Councillor G Jaggard (Forest Heath District Council – Employers' Side).

SCHEDULE OF RECOMMENDATIONS

	ITEMS OF BUSINESS	RECOMMENDATION
013	<u>SCHEDULE OF RECOMMENDATIONS FROM THE MEETING HELD ON 30 JANUARY 2013</u> The schedule of recommendations from the meeting held on 30 January 2013 were received and noted.	RESOLVED
014	<u>NEW PAY AND REWARD STRATEGY – UPDATE ON ROLL-OUT (VERBAL)</u> The Head of Human Resources and Organisational Development provided an update on the progress with the implementation of the new single Pay and Reward	

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	<p>Strategy which would cover both Forest Heath District Council (FHDC) and St Edmundsbury Borough Council (SEBC).</p> <p>The proposed new Strategy had been out to ballot with the UNISON Members, over both authorities. The results of the ballot had overwhelmingly accepted the proposals. The Head of Human Resources and Organisational Development wished to express her thanks to both UNISON and HR colleagues for all of the hard work which had been undertaken to achieve this successful outcome.</p> <p>The new Strategy had now also been approved by the FHDC Cabinet on 9 April 2013/Council on 8 May 2013 and would also be presented for approval to the SEBC Cabinet on 14 May 2013/Council on 16 May 2013.</p> <p>The Head of Human Resources and Organisational Development then provided the Panel with an outline of the briefing which had been given to staff during May 2013, which explained how the new Pay and Reward Strategy would be implemented, along with the restructuring and redesign of services which was also taking place between June and September 2013.</p> <p>Councillor Mrs A Rushen also commended both UNISON and Officers on the work which had been undertaken to achieve this successful outcome.</p> <p>That the update be noted.</p>	RESOLVED				
015	<p><u>YEAR END INDICATORS – STAFF TURNOVER AND SICKNESS ABSENCE (VERBAL)</u></p> <p>The Head of Human Resources and Organisational Development provided an update on the staff turnover and sickness absence figures for Forest Heath District Council (FHDC) and St Edmundsbury Borough Council (SEBC) as follows:</p> <p>(a) <u>Sickness Absence</u> The number of days lost through sickness in 2012/2013 per full-time equivalent (FTE) were:</p> <table data-bbox="427 1805 724 1877"> <tr> <td>SEBC</td> <td>7.39 days</td> </tr> <tr> <td>FHDC</td> <td>7.70 days</td> </tr> </table> <p>In future, this Key Performance Indicator (KPI) would be reported as a joint indicator for both workforces together (currently 7.33 days). The</p>	SEBC	7.39 days	FHDC	7.70 days	
SEBC	7.39 days					
FHDC	7.70 days					

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	<p>joint target set for 2013/2014 was 7.20 days. The average sickness absence rate for the public sector/local government was 10.90 days, with the average for the private sector being 6.50 days.</p> <p>(b) <u>Staff Turnover</u> The joint staff turnover figures for Forest Heath District Council (FHDC) and St Edmundsbury Borough Council (SEBC) were:</p> <ul style="list-style-type: none"> - Resignations 5.0% - Other Reasons for Leaving 14.4% <p>The modelling for the new single payline had been based on a turnover rate of 8.0%. The target turnover for 2013/2014 was 10-12%.</p> <p>(c) <u>Apprenticeships</u> The Head of Human Resources and Organisational Development also reported on the number of 'Apprentices on Apprenticeships', which were:</p> <table style="margin-left: 40px;"> <tr> <td>SEBC</td> <td>5</td> </tr> <tr> <td>FHDC</td> <td>2</td> </tr> </table> <p>The joint target for 2013/2014 was 9.</p> <p>That the update be noted.</p>	SEBC	5	FHDC	2	RESOLVED
SEBC	5					
FHDC	2					
016	<p><u>EVALUATION OF THE LEARNING AND DEVELOPMENT (L&D) PROGRAMME 2012/2013 (REPORT NO JSP13/003)</u></p> <p>The Learning and Development Manager presented this report which informed the Panel of the evaluation of the 2012/2013 L&D programme.</p> <p>It was explained that in 2012/2013, the corporate L&D programme was commissioned and delivered jointly across West Suffolk (FHDC and SEBC) resulting in reduced costs, greater flexibility and opportunities to meet colleagues from the partner Council to share experiences and knowledge. The programme provided both Employees and Members with generic development opportunities which aimed to meet the overall organisational development needs of the Council.</p> <p>The Shared Services agenda had continued to be supported with classroom events and specific 1-to-1</p>					

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	<p>support for those at risk and any employee who was given notice.</p> <p>At the end of each financial year, the L&D programmes were evaluated. Appendix 1 to this report, provided details of attendance, budget spend and employee satisfaction. This could be used to help quality assure the programmes commissioned and ensure value for money.</p> <p>Member learning and development was also now shared across both authorities and delivered by the Learning & Development Team. The majority of the programme for the Members had been delivered jointly in 2012/2013. A Joint Member Development Group had also now been established between both authorities, which met on a bi-monthly basis.</p> <p>The Learning and Development Manager also explained that the evaluation report (Appendix 1) focused on the L&D programme for employees. Evaluation of the L&D programme for Members would be made and reported to the Joint Member Development Group, Joint Leadership Team (JLT) and this Joint Panel. Further details on the evaluation outcomes were also set out in Appendix 1.</p> <p>That the evaluation of the evaluation of the Learning and Development (L&D) Programme for 2012/2013 be noted.</p>	RESOLVED
017	<p><u>ANY OTHER BUSINESS</u></p> <p>The following items of business were raised:</p> <p>(a) <u>Staff Representative – West Suffolk Joint Staff Consultative Panel</u></p> <p>The Chairman explained that with regard to the Staff Representative, Craig Young, as he was now directly employed by UNISON, he would no longer be able to act as a Staff Representative on the Panel. Therefore a replacement for Craig would be confirmed in due course.</p> <p>(b) <u>Future Working Relationships</u></p> <p>The Chairman referred to the positive working relationships which had been established over the past few months, particularly with regard to the introduction of the new single pay and reward strategy and the re-designing of the single staff</p>	RESOLVED

	ITEMS OF BUSINESS	RECOMMENDATION
	<p>restructures. The Chairman expressed his wish for this working relationship to be able to continue as it had demonstrated that the more that staff were involved and empowered, the more positive outcomes which could be achieved.</p> <p>The Panel also expressed their support for this positive way of working and hoped that this could continue in the future.</p>	
018	<p><u>DATE OF NEXT MEETING</u></p> <p>It was agreed that the next meeting of the Panel would be held in September 2013. Proposed dates for this meeting would be circulated to the Panel in due course.</p>	RESOLVED