

District Offices
College Heath Road
Mildenhall
Suffolk
IP28 7EY

For further information
on any of the Part 1
items listed below,
please contact
Sharon Turner
(01638) 719237

West Suffolk House
Western Way
Bury St Edmunds
Suffolk
IP33 3YU

WEST SUFFOLK JOINT STAFF CONSULTATIVE PANEL

Forest Heath District
Council

(Employers' Side)

Councillor S J Edwards
Councillor G Jaggard
Councillor T Simmons

St Edmundsbury Borough
Council

(Employers' Side)

Councillor B Cockle
Councillor Mrs A Rushen
Councillor C Springett

Staff Representatives

(Employees' Side)

Vikki Austin
Lizzi Cocker
Howard Cook
Mark Johnson
Jane Orton
Samantha Rackham

Substitute Members:

Councillor W Hirst
Vacancy

Councillor Mrs R Hopfensperger
Councillor Mrs P Warby

Dawn Goss
Julie Roberts

DATE: Monday 23 September 2013

TIME: 3.00 pm -

PLACE: Meeting Room GFR14, St Edmundsbury Borough Council, West Suffolk House, Western Way, Bury St Edmunds

This meeting will be preceded at 2.30 pm by the usual pre-briefings for the Employers Side' (Meeting Room GFR14) and the Employees' Side (The Mayor's Parlour).

Interests - Declaration and Restriction on Participation

Members are reminded of their responsibility to declare any disclosable pecuniary interest not entered in the Authority's register or local non pecuniary interest which they have in any item of business on the agenda (subject to the exception for sensitive information) and to leave the meeting prior to discussion and voting on an item in which they have a disclosable pecuniary interest.

WHILST THESE AGENDA PAPERS ARE NOT COVERED BY THE LOCAL GOVERNMENT (ACCESS TO INFORMATION) ACT 1985, IN RESPECT OF THOSE ITEMS WHICH ARE LISTED ON THE AGENDA AS CONTAINING EXEMPT/CONFIDENTIAL INFORMATION, MEMBERS OF THE PANEL ARE REQUESTED TO TREAT THEM AS SUCH

PART 1 AGENDA

1. Apologies
2. Substitutes
3. Election of Chairman for 2013/2014
(Extract from the Panel's Terms of Reference:
"2.7 *The Panel shall elect a Chairman and Vice-Chairman from its members. When the Chairman is a member of one side of the Panel, the Vice-Chairman shall be a member of the other side. The Chairman of the Panel shall be rotated on an annual basis between the Employees' and Employers' side. The Chairman of the meeting shall not have a casting vote."*)

The Chairman and Vice Chairman for 2012/2013 were:

Howard Cook – Chairman (Employees' Side)

Councillor G Jaggard – Vice Chairman (Employers' Side)

4. Appointment of Vice Chairman for 2013/2014
5. To receive the schedule of recommendations from the meeting held on 13 May 2013 (attached)
- JSP13/004 6. Joint Grievance Policy and Procedure
- JSP13/005 7. Joint Appeal Policy and Procedure
- VERBAL 8. Shared Services
- VERBAL 9. The Role of the West Suffolk Joint Staff Consultative Panel
10. Any Other Business
11. Date of Next Meeting
(Extract from the Panel's Terms of Reference:
"5.1 *Meetings shall normally be held quarterly but, exceptionally, the Chairman may decide, after consultation with a Senior Human Resources Officer to convene an extraordinary meeting at any time or to cancel a scheduled meeting due to lack of business to transact. Meetings to alternate between a venue in SEBC and FHDC or as agreed by the Panel."*)

IAN GALLIN
Chief Executive
13 September 2013