

**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 G Jaggard
(Chairman)
Councillor S J Edwards
Councillor T Simmons

Substitute Members:

Councillor W Hirst
Councillor M J Jefferys

St Edmundsbury Borough
Council

(Employers' Side)

Councillor B Cockle
Councillor Mrs A Rushen
Councillor C Springett

Councillor Mrs R Hopfensperger
Councillor Mrs P Warby

Staff Representatives

(Employees' Side)

Vikki Austin
Lizzi Cocker
Mark Johnson
Jane Orton
Samantha Rackham
Julie Roberts

Dawn Goss
Vacancy

DATE: Thursday 16 January 2014

TIME: 3.00 PM - PLEASE NOTE TIME OF MEETING

PLACE: Council Chamber, District Offices, College Heath Road, Mildenhall

This meeting will be preceded at 2.30 pm by the usual pre-briefings for the Employers' Side (Committee Room, District Offices, Mildenhall) and the Employees' Side (Training Centre, District Offices, Mildenhall)

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. Appointment of Vice Chairman for 2013/2014
(Appointment to be made from the Employees' Side)
4. To receive the schedule of recommendations from the meeting held on 23 September 2013 (attached)
- JSP14/006 5. New Joint (West Suffolk) Human Resources Policies:
 - Travel Policy and Procedure
 - Maternity and Paternity Leave and Pay Policy and Procedure
 - Organisational Change and Redundancy Policy and Procedure
- VERBAL 6. Shared Services Update – Shaping the Organisation
7. Any Other Business
8. 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
8 January 2014**