

West Suffolk Joint Staff Consultative Panel

Title:	Agenda		
Date:	Monday 29 January 2018		
Time:	3.00 pm		
Venue:	SE GFR14 West Suffolk House Western Way Bury St Edmunds IP33 3YU		
Full Members:	<div><div>Chairman Rona Burt</div><div>Vice Chairman Mark Johnson</div><div><div><div><div><u>Forest Heath District Council</u> (3) (Employers' Side)</div><div>Ruth Bowman J.P. Stephen Edwards</div></div><div><div><u>St Edmundsbury Borough Council</u> (3) (Employers' Side)</div><div>Bob Cockle Clive Springett Patricia Warby</div></div><div><div><u>Staff Representatives</u> (6) (Employees' Side)</div><div>Lizzi Cocker Mark Johnson Claire McKenna Jane Orton Julie Roberts Vacancy</div></div></div></div></div>		
Substitutes:	Brian Harvey Carol Lynch	Carol Bull Beccy Hopfensperger	Dawn Goss Vacancy
The membership of this Panel needs not to be politically balanced.			

This meeting will be preceded at 2.30pm by the usual pre-briefings for the Employers' Side (GFR14) and the Employees' Side (GFR13)

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.
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Quorum:	Four Members; comprising a minimum of one SEBC Councillor, one FHDC Councillor and two Staff Representatives
Committee administrator:	Emma Barrett Administration Support (Democratic Services) Tel: 01284 757022 Email: emma.barrett@westsuffolk.gov.uk

Agenda

Page No

Procedural Matters

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

Part 1

- | | |
|---|----------------|
| 1. Apologies for Absence | |
| 2. Substitutes | |
| 3. Minutes | 1 - 6 |
| To confirm the minutes of the meeting held on 25 September 2017 (copy attached). | |
| 4. Update on Anglia Revenues Partnership HR Progress | |
| The HR Business Partner to give a verbal report. | |
| 5. Update on the Suffolk Workplace Wellbeing Charter | 7 - 12 |
| Report No: JSP/JT/18/001 | |
| 6. Update on Assistant Director Recruitment Programme | |
| The Service Manager (Human Resources and Organisational Development) to give a verbal report. | |
| 7. West Suffolk Workforce Data | 13 - 16 |
| Report No: JSP/JT/18/002 | |
| 8. Any Other Business | |

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West Suffolk Joint Staff Consultative Panel



Minutes of a meeting of the **West Suffolk Joint Staff Consultative Panel** held on

Monday 25 September 2017 at 3.00 pm in GFR-14, West Suffolk House,
Western Way, Bury St Edmunds IP33 3YU

Present:	<u>St Edmundsbury Borough Council</u> (Employers' Side) Cllr Bob Cockle	<u>Forest Heath District Council</u> (Employers' Side) Cllr Ruth Bowman J.P. Cllr Rona Burt Cllr Stephen Edwards	<u>Staff Representatives</u> (Employees' Side) Lizzi Cocker Mark Johnson
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Substitutes attending: Cllr Carol Bull

42. **Apologies for Absence**

Apologies for absence were received from Councillor's Clive Springett and Patricia Warby (St Edmundsbury Borough Council – Employers' Side) and Claire McKenna, Jane Orton and Julie Roberts (Staff Representatives – Employees' Side).

43. **Substitutes**

Councillor Carol Bull attended the meeting as substitute for Councillor Clive Springett (St Edmundsbury Borough Council – Employers' Side).

44. **Election of Chairman for 2017/2018**

It was proposed, seconded and

RESOLVED:

That Councillor Rona Burt be elected as Chairman of the West Suffolk Joint Staff Consultative Panel for the year 2017/2018.

45. Appointment of Vice-Chairman for 2017/2018

It was proposed, seconded and

RESOLVED:

That Mark Johnson be appointed Vice-Chairman of the West Suffolk Joint Staff Consultative Panel for the year 2017/2018.

46. Minutes

The minutes of the meeting held on 30 January 2017 were accepted as a correct record and signed by the Chairman.

47. Apprenticeship Strategy

The Panel received a presentation from the Assistant Director (HR, Legal and Democratic Services) which provided an outline of what had been achieved to date with the Council's apprenticeship programme. The presentation included case studies on the success of West Suffolk apprentices as well as information related to the amount of apprentices who went on to secure permanent employment with the Council and those that moved on to other employment or further education.

The Assistant Director then went on to explain how the introduction of the Apprentice Levy would have an impact on the Council's approach to apprenticeships. Organisations who pay a bill of more than £3 million per annum would no longer receive funding from the Government to pay for apprenticeship training, instead a levy of 0.5% (reduced by an annual allowance of £15,000) would be deducted from each Council monthly by HMRC and placed in a digital account. The money held in each Council's digital account would be available to take back and pay for training fees within 18 months and any money not spent within this time frame would no longer be available for use. However, in any month where training fees exceeded the digital funds the government could pay 90% of the overspend if the Council could pay the remaining 10%. Details of the anticipated Levy payments for St Edmundsbury Borough Council and Forest Heath District Council for the year 2016/2017 were outlined on page 10, Appendix A.

The Panel held a discussion related to the apprenticeship pay scheme as well as the support apprentices received from the organisation to which the Assistant Director responded to. Mark Johnson, Chairman of Unison, informed members that the union had an agreement with the Council that outlined the support they could provide to apprentices as well as expectations related to apprentice pay. The Chairman of Unison explained that he felt the agreement should be reviewed to take into consideration recent changes to the Council's apprenticeship programme.

In response to Members' questions relating to the future of the Council's apprenticeship programme, the Assistant Director explained that under the new Levy scheme the Council could offer degree level apprenticeships and had recently recruited one apprentice to a post of that level. The Panel were

also informed that other members of staff would continue to have the opportunity to take an apprenticeship.

There being no decision required, the Panel noted the report.

48. Employer Pledge 'Time to Change'

The Service Manager (Human Resources) presented Report No: JSP/JT/17/004 which informed the Panel of the Time to Change Employer Pledge for mental health that the Council, in conjunction with Unison, had signed and committed to on 13 September 2017. The Time to Change Employer Pledge had been led by Mind and Rethink Mental Illness and aimed to encourage organisations to sign a pledge of commitment towards supporting mental health in the workplace.

The Service Manager explained that the next step as part of the pledge would be to seek members of staff to become 'champions' in the organisation who would be committed to join the campaign and support the Council's commitment to help break down the stigma and discrimination related to mental health in the workplace.

There being no decision required, the Panel noted the report.

49. Suffolk Workplace Wellbeing Charter

The Service Manager (Human Resources) presented Report No: JSP/JT/17/005 which updated the Panel on the progress towards the Suffolk Workplace Wellbeing Charter. The Council had completed and submitted a self-assessed log of evidence (attached as Appendix B) in relation to the Charter's following standards:

- Leadership
- Absence Management
- Health and Safety
- Mental Health
- Smoking and Tobacco
- Physical Activity
- Healthy Eating
- Alcohol and Substance Misuse

For each standard there were three levels of achievement; Commitment, Achievement and Excellence.

From the cohort of Suffolk organisations listed on page 21, Appendix A, Forest Heath District Council and St Edmundsbury Borough Council were the first organisation to make a full submission which would be assessed by Public Health England in October 2017. The Service Manager explained that the Council were committed to providing support to the remaining organisations in the cohort towards completing their assessments.

The Panel held a brief discussion and asked questions of the Service Manager to which comprehensive responses were provided.

There being no decisions required, the Panel noted the report.

50. Joint People Strategy

The Assistant Director (HR, Legal and Democratic Services) presented Report No: JSP/JT/17/006 which informed the Panel of the Suffolk Joint People Strategy that the Suffolk-Wide Working (SWW) Organisational Development/Human Resources Group had recently been reviewing. The membership of the group was listed on page 53, Appendix A.

The Suffolk Joint People Strategy aimed to ensure that collaborative and joined-up working in the employment and people management arena would lead to an improvement of outcomes for the people of Suffolk. The Assistant Director explained that the group had recently supported some successful projects such as the application for Transformation Challenge Award (TCA) funding to implement the Suffolk Town Planning Apprenticeship programme.

It was explained to the Panel that in review of the collective HR strategic inputs and the group's progress over the past 12 months, the following objectives had been identified and applied to most or all of the partners:

- Attracting Skilled Resource to Suffolk
- Recruiting and Retention for Hard to Fill Roles

In previous meetings, all partners had raised similar issues and therefore the objectives covered common purpose and business benefits.

There being no decision required, the Panel noted the report.

51. Update on Single Council

The Assistant Director (HR, Legal and Democratic Services) updated the Panel on the progress of Single Council and explained that the Business Case would be going to both St Edmundsbury and Forest Heath Full Council meetings 26 and 27 September 2017 to seek approval.

It was highlighted that some members of staff would have concerns related to their employment if the Councils undergo the transition to become a single Council. The Assistant Director and the Chairman of the Future Governance Steering Group, Councillor Ruth Bowman, explained that the purpose of forming a single Council was not to make savings directly from employment and this would be communicated to staff again through staff briefings in October 2017.

The Panel held a brief discussion and asked questions of the Assistant Director to which comprehensive responses were provided.

There being no decision required, the Panel noted the update.

52. **West Suffolk Workforce Data**

The Service Manager (Human Resources) presented Report No: JSP/JT/17/007 which set out the West Suffolk workforce data for the period up to 30 June 2017. The report also provided a comparison between the data as it stood now and with that reported to previous meetings of the panel during 2016/2017.

Overall there were no significant changes to the data since the previous reporting period but the Service Manager did highlight that despite a small increase in staff turnover the figure was nothing to be concerned about. The amount of days lost for both short and long term absence had increased slightly however the average days absence per full time equivalent (FTE) was still significantly below the National Average for Local Authorities. The Service Manager explained that going forward they would expect the average age of employee's to decrease slightly due to the growth of the current apprenticeship programme and the introduction of the Suffolk graduate scheme.

There being no decision required, the Panel noted the report.

The Meeting concluded at 4.16 pm

Signed by:

Chairman

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West Suffolk Joint Staff Consultative Panel



Title of Report:	Suffolk Workplace Wellbeing Charter	
Report No:	JSP/JT/18/001	
Report to and date/s:	West Suffolk Joint Staff Consultative Panel	29 January 2018
Portfolio holder:	Councillor Stephen Edwards Portfolio Holder for Resources and Performance Tel: 01799 530325 Email: stephen.edwards@forest-heath.gov.uk	Councillor Ian Houlder Portfolio Holder for Resources and Performance Tel: 01284 810074 Email: ian.houlder@stedsbcc.gov.uk
Lead officer:	Wendy Canham Service Manager (Human Resources and Organisational Development) Tel: 01284 757006 Email: wendy.canham@westsuffolk.gov.uk	
Purpose of report:	The Workplace Wellbeing Charter, with the commitment of the Chief Executives to act as a champion project sponsor, is a statement of intent and commitment to supporting and improving the health and wellbeing of employees.	
Recommendation:	The West Suffolk Joint Staff Consultative Panel are requested to <u>NOTE</u> the contents of Report JSP/JT/18/001, being the Suffolk Workplace Wellbeing Charter and note the outcome of the submission for assessment in October 2017.	
Key Decision: (Check the appropriate box and delete all those that <u>do not</u> apply.)	Is this a Key Decision and, if so, under which definition? Yes, it is a Key Decision - <input type="checkbox"/> No, it is not a Key Decision - <input checked="" type="checkbox"/>	

Consultation:	<ul style="list-style-type: none"> Unison and Leadership Team had been consulted on the contents of Report JSP/JT/18/001.
Alternative option(s):	<ul style="list-style-type: none"> N/A
Implications:	
Are there any financial implications? <i>If yes, please give details</i>	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> •
Are there any staffing implications? <i>If yes, please give details</i>	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> •
Are there any ICT implications? <i>If yes, please give details</i>	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> •
Are there any legal and/or policy implications? <i>If yes, please give details</i>	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> •
Are there any equality implications? <i>If yes, please give details</i>	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> •
Risk/opportunity assessment:	N/A
Ward(s) affected:	None
Background papers: <i>(all background papers are to be published on the website and a link included)</i>	None
Documents attached:	Appendix A –Update on our submission for the Suffolk Workplace Wellbeing Charter Appendix B – Certificate of Accreditation

Update on our submission for the Suffolk Workplace Wellbeing Charter

Background

The Charter was commissioned as a 3 year commitment to achieve excellence in all 8 categories. We have been working alongside our neighbouring authorities, EELGA, ACAS, CCG and NHS Trusts. We took the decision to make our submission within 18 months to achieve excellence.

Process of assessment

We were the first organisation to submit our application for consideration against all 8 categories:-

Leadership
Absence Management
Health & Safety
Mental Health
Smoking & Tobacco
Healthy Eating
Physical Activity
Alcohol and Substance Misuse

On 25 October a panel of 4 assessors came on site to West Suffolk House to carrying out the interview assessment which included Chris Pyburn, Public Health, Suffolk County Council, Michele Taylor, Public Health, Norfolk County Council and Neil Wood and Claire Parker from Public Health England.

The process involved an initial assessment with Alex Wilson, Martin Hosker and Wendy Canham followed by a group session with a range of officers to gather evidence to support the submission and to test operational understanding of the evidence we had provided.

Outcome of assessment

On 10 November 2017 we were advised that we had successfully achieved accreditation to the Charter. We achieved the standard of excellence in 4 of the 8 categories. Excellence for Leadership, Absence Management, Health and Safety and Mental Health. The remaining 4 categories – Smoking and Tobacco, Healthy Eating, Physical Activity and Drug and Alcohol were given the standard of achievement with recommendations to enable us to reach excellence in these in the next 6-9 months.

We were commended for our strength in our range of people policies and strong leadership and staff involvement. We were also commended on our approach to supporting mental health, creating a culture and environment where employees feel valued and supported to maintain good health and wellbeing and making

positive steps towards being recognised as an employer of choice. We also showed good examples and evidence in how we manage absence and how flexibility was being applied to support long term conditions, family and/or caring responsibilities and facilitating early returns to work.

Future commitment

In order to achieve excellence in the 4 remaining areas we will be working with OneLife Suffolk. OneLife Suffolk is a partnership between Leeds Beckett University, MoreLife, Quit 51 and Healthier Futures, commissioned by Suffolk County Council. They offer a range of services including smoking cessation, weight management – adult and child, NHS health checks and training.

We offered a series of NHS health checks to our staff in 2017 and continuing to do so in 2018, these have been very well attended. The test is a 30 minute individual health advice and screening and the results give a clearer picture of health and risk of developing heart disease, stroke, kidney disease or diabetes.

We have committed to work with our Suffolk partners to support peer assessment to others prior to their submissions and to continue to be part of the Suffolk Workplace Wellbeing network.

CERTIFICATE OF ACCREDITATION

that

West Suffolk Councils

have successfully achieved accreditation to Suffolk's Wellbeing Charter

Following assessment against eight standards, **West Suffolk Councils** have achieved the following :

Leadership
Absence Management
Health and Safety
Mental Health
Smoking and Tobacco
Physical Activity
Healthy Eating
Alcohol and Substance Misuse

Excellence
Excellence
Excellence
Excellence
Achievement
Achievement
Achievement
Achievement



05.12.2017

Ian Gallin
Chief Executive



Prof. Aliko Ahmed,
Director PHE – East of England



Prof. Dame Carol Black
Expert Adviser on Health and Work to DH &PHE

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West Suffolk Joint Staff Consultative Panel



Title of Report:	West Suffolk Workforce Data	
Report No:	JSP/JT/18/002	
Report to and date/s:	West Suffolk Joint Staff Consultative Panel	29 January 2018
Portfolio holder:	Councillor Stephen Edwards Portfolio Holder for Resources and Performance Tel: 01799 530325 Email: stephen.edwards@forest-heath.gov.uk	Councillor Ian Houlder Portfolio Holder for Resources and Performance Tel: 01284 810074 Email: ian.houlder@stedsbcc.gov.uk
Lead officer:	Wendy Canham Service Manager (Human Resources and Organisational Development) Tel: 01284 757006 Email: wendy.canham@westsuffolk.gov.uk	
Purpose of report:	To provide an update on the comparison of the West Suffolk Workforce Data since last reported to the Panel in September 2017.	
Recommendation:	The West Suffolk Joint Staff Consultative Panel are requested to <u>NOTE</u> and support the contents of Report JSP/JT/18/002, being the West Suffolk Workforce Data report.	
Key Decision: <i>(Check the appropriate box and delete all those that <u>do not</u> apply.)</i>	<i>Is this a Key Decision and, if so, under which definition?</i> Yes, it is a Key Decision - <input type="checkbox"/> No, it is not a Key Decision - <input checked="" type="checkbox"/>	
Consultation:	<ul style="list-style-type: none"> N/A 	
Alternative option(s):	<ul style="list-style-type: none"> N/A 	

Implications:	
Are there any financial implications? <i>If yes, please give details</i>	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> •
Are there any staffing implications? <i>If yes, please give details</i>	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> •
Are there any ICT implications? <i>If yes, please give details</i>	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> •
Are there any legal and/or policy implications? <i>If yes, please give details</i>	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> •
Are there any equality implications? <i>If yes, please give details</i>	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> •
Risk/opportunity assessment:	N/A
Ward(s) affected:	None
Background papers: <i>(all background papers are to be published on the website and a link included)</i>	None
Documents attached:	Appendix A – West Suffolk Workforce Data

Workforce Data Headlines

Workforce data headlines, as incorporated in the Balanced Scorecard, up to 31 December 2017.

	As of 31/12/2015	As of 30/06/2016	As of 31/12/2016	As of 30/06/2017	As of 31/12/2017
Headcount (All)	629	634	624	641	650
Headcount (Permanent)	596	587	581	588	596
Full Time Equivalent (All)	573.91	584.07	576.00	589.88	600.70
Full-Time Equivalent (Permanent)	543.60	542.42	535.31	541.54	550.47
Full Time v Part Time	77.74% / 22.26%	79.34% / 20.66%	79.17% / 20.83%	78.00% / 22.00%	78.00% / 22.00%
Average Age	45	45	44	44	45
Gender	52.31% Male 47.69% Female	53.00% Male 47.00% Female	53.21% Male 46.79% Female	52.42% Male 47.58% Female	51.08% Male 48.92% Female
Staff Turnover (Voluntary)	10.65%	9.06%	8.74%	9.41%	9.57%
Sickness Absence					
Total days lost due to absence	3948	3988	3720	3864	3672
Average days absence per FTE	6.75	6.81	6.48	6.65	6.25
Short term absence (days)	2129	1862	1839	1901	1833
Long term absence (days)	1819	2126	1881	1963	1839
National Average - Local Authorities CIPD 2013	8.70 days	8.70 days	8.70 days	8.70 days	8.70 days

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