

# West Suffolk Joint Staff Consultative Panel

Forest Heath & St Edmundsbury councils

**West Suffolk**  
working together

<b>Title:</b>	<b>Agenda</b>											
<b>Date:</b>	<b>Monday 25 September 2017</b>											
<b>Time:</b>	<b>3.00 pm</b>											
<b>Venue:</b>	<b>SE GFR14 West Suffolk House</b> Western Way Bury St Edmunds IP33 3YU											
<b>Full Members:</b>	<p style="text-align: center;"><b>Chairman</b> To be elected <b>Vice Chairman</b> To be appointed</p> <table style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="text-align: left; border-bottom: 1px solid black;"><i>Forest Heath District Council</i></th> <th style="text-align: left; border-bottom: 1px solid black;"><i>St Edmundsbury Borough Council</i></th> <th style="text-align: left; border-bottom: 1px solid black;"><i>Staff Representatives</i></th> </tr> </thead> <tbody> <tr> <td style="text-align: center;">(3) (Employers' Side)</td> <td style="text-align: center;">(3) (Employers' Side)</td> <td style="text-align: center;">(6) (Employees' Side)</td> </tr> <tr> <td>Ruth Bowman J.P. Rona Burt Stephen Edwards</td> <td>Bob Cockle Clive Springett Patricia Warby</td> <td>Lizzi Cocker Mark Johnson Claire McKenna Jane Orton Julie Roberts Vacancy</td> </tr> </tbody> </table>			<i>Forest Heath District Council</i>	<i>St Edmundsbury Borough Council</i>	<i>Staff Representatives</i>	(3) (Employers' Side)	(3) (Employers' Side)	(6) (Employees' Side)	Ruth Bowman J.P. Rona Burt Stephen Edwards	Bob Cockle Clive Springett Patricia Warby	Lizzi Cocker Mark Johnson Claire McKenna Jane Orton Julie Roberts Vacancy
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<b>Substitutes:</b>	Brian Harvey Carol Lynch	Carol Bull Beccy Hopfensperger	Dawn Goss Vacancy									
<b>The membership of this Panel needs not to be politically balanced.</b>												
<b>This meeting will be preceded at 2.30pm by the usual pre-briefings for the Employers' Side (GFR14) and the Employees' Side (Mayor's Parlour)</b>												

<b>Interests – Declaration and Restriction on Participation:</b>	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.
<b>Quorum:</b>	Three Members; comprising a minimum of one SEBC Councillor, one FHDC Councillor and one Staff Representative

<b>Committee administrator:</b>	<b>Emma Barrett</b> Administrative Support (Democratic Services) <b>Tel:</b> 01284 757022 <b>Email:</b> <a href="mailto:emma.barrett@westsuffolk.gov.uk">emma.barrett@westsuffolk.gov.uk</a>
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## 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. Election of Chairman for 2017/2018**

The approved Terms of Reference for the West Suffolk Joint Staff Consultative Panel, requires that Chairmanship of the Panel shall alternate between the Employer's and Employees' sides. When the Chairman is a Member of one side of the Panel, the Vice-Chairman shall be a Member of the other side.

In 2017/2018, a Chairman is required to be elected from the Employers' Side.

The Panel is requested to **ELECT** a Chairman in accordance with this arrangement

**4. Appointment of Vice-Chairman for 2017/2018**

The approved Terms of Reference for the West Suffolk Joint Staff Consultative Panel requires that Vice-Chairmanship of the Panel shall alternate between the Employer's and Employees' side.

As the Chairman of the Panel shall be from the Employers' side, in 2017/2018, a Vice-Chairman is required to be appointed from the Employee's Side.

The Panel is requested to **APPOINT** a Vice-Chairman in accordance with this arrangement.

**5. Minutes**

**1 - 4**

To confirm the minutes of the meeting held on 30 January 2017 (copy attached).

**6. Apprenticeship Strategy**

**5 - 14**

Report No: **JSP/JT/17/003**

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| <b>7. Employer Pledge 'Time to Change'</b><br>Report No: <b>JSP/JT/17/004</b>  | <b>15 - 18</b> |
| <b>8. Suffolk Workplace Wellbeing Charter</b><br>Report No: <b>JSP/JT/17/005</b>   | <b>19 - 22</b> |
| <b>9. Joint People Strategy</b><br>Report No: <b>JSP/JT/17/006</b>   | <b>23 - 32</b> |
| <b>10. Update on Single Council</b><br>The Assistant Director (Human Resources, Legal and Democratic Services) to give an oral report. |                |
| <b>11. West Suffolk Workforce Data</b><br>Report No: <b>JSP/JT/17/007</b>  | <b>33 - 36</b> |