

# West Suffolk Joint Staff Consultative Panel

Forest Heath &amp; St Edmundsbury councils

**West Suffolk**  
working together

<b>Title:</b>	<b>Agenda</b>						
<b>Date:</b>	<b>Monday 24 September 2018</b>						
<b>Time:</b>	<b>3.00 pm</b>						
<b>Venue:</b>	<b>Council Chamber</b> District Offices Mildenhall						
<b>Full Members:</b>	<p style="text-align: center;"><b>Chairman</b> To be appointed <b>Vice Chairman</b> To be appointed</p> <table style="width: 100%; border: none;"> <thead> <tr> <th style="text-align: left;"><u>Forest Heath</u> <u>District Council</u> (3) (Employers' Side)</th> <th style="text-align: left;"><u>St Edmundsbury</u> <u>Borough Council</u> (3) (Employers' Side)</th> <th style="text-align: left;"><u>Staff</u> <u>Representatives</u> (6) (Employees' Side)</th> </tr> </thead> <tbody> <tr> <td>Ruth Bowman J.P. Rona Burt Stephen Edwards</td> <td>David Nettleton Clive Springett Patricia Warby</td> <td>Lizzi Cocker Mark Johnson Claire McKenna Jane Orton Julie Roberts Vacancy</td> </tr> </tbody> </table>	<u>Forest Heath</u> <u>District Council</u> (3) (Employers' Side)	<u>St Edmundsbury</u> <u>Borough Council</u> (3) (Employers' Side)	<u>Staff</u> <u>Representatives</u> (6) (Employees' Side)	Ruth Bowman J.P. Rona Burt Stephen Edwards	David Nettleton Clive Springett Patricia Warby	Lizzi Cocker Mark Johnson Claire McKenna Jane Orton Julie Roberts Vacancy
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Ruth Bowman J.P. Rona Burt Stephen Edwards	David Nettleton Clive Springett Patricia Warby	Lizzi Cocker Mark Johnson Claire McKenna Jane Orton Julie Roberts Vacancy					
<b>Substitutes:</b>	Dawn Goss Vacancy						
<b>The membership of this Panel needs not to be politically balanced.</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>	Four Members; comprising a minimum of one SEBC Councillor, one FHDC Councillor and two Staff Representatives						
<b>Committee administrator:</b>	<b>Emma Barrett</b> Administration 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>						

## 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: 2018/2019**

The approved Terms of Reference for the West Suffolk Joint Staff Consultative Panel, requires that Chairmanship of the Panel shall alternate between the Employers' 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 2018/2019, a Chairman is required to be elected from the Employees' Side.

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

**4. Appointment of Vice-Chairman: 2018/2019**

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

As the Chairman of the Panel shall be from the Employees' side, in 2018/2019, a Vice-Chairman is required to be appointed from the Employers' Side.

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

**5. Minutes**

To confirm the minutes of the meeting held on 29 January 2018 (copy attached).

**6. Unison Meeting Structure**

The Service Manager (Human Resources and Organisational Development) to give a verbal report.

**7. West Suffolk Workforce Development Annual Report 2017-2018** **5 - 22**

Report No: **JSP/JT/18/003**

**8. Single Council Update**

The Service Manager (Human Resources and Organisational Development) to give a verbal report.

**9. Workforce Strategy Update**

The Service Manager (Human Resources and Organisational Development) to give a verbal report.

**10. 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 29 January 2018 at 3.00 pm at GFR-14, West Suffolk House,**  
Western Way, Bury St Edmunds IP33 3YU

**Present:**

**Chairman** Rona Burt  
**Vice Chairman** Mark Johnson

Forest Heath District Council  
(Employer's Side)  
Cllr Stephen Edwards

St Edmundsbury Borough Council  
(Employer's Side)  
Cllr Patricia Warby

Staff Representatives  
(Employees' Side)  
Julie Roberts

**Substitutes attending:** Cllr Brian Harvey

**53. Councillor Resignation**

Following the publication of the West Suffolk Joint Staff Consultative Panel agenda for the meeting on 29 January 2018, Councillor Bob Cockle (St Edmundsbury Borough Council - Employers' Side) had tendered his resignation as a Borough Councillor and therefore did not attend the meeting.

**54. Apologies for Absence**

Apologies for absence were received from Councillors' Ruth Bowman (Forest Heath District Council - Employer's Side), Clive Springett (St Edmundsbury Borough Council - Employer's Side), Lizzi Cocker and Jane Orton (Staff Representatives - Employees' Side).

**55. Substitutes**

Councillor Brian Harvey attended the meeting as substitute for Councillor Ruth Bowman (Forest Heath District Council - Employer's Side).

**56. Minutes**

The minutes of the meeting held on 25 September 2017 were accepted as a correct record and signed by the Chairman.

**57. Update on Anglia Revenues Partnership HR Progress**

The HR Business Partner updated the Panel on the HR progress that had been made at Anglia Revenues Partnership (ARP) from October 2015 to present. The Panel were informed that there had been a large focus on developing the skills and knowledge of existing staff and this was being achieved by offering specialist training courses as well as encouraging staff to take up secondment opportunities, apprenticeships, job shadowing and job rotation. Flexible working arrangements had also been introduced whereby staff had the option to apply to work from a variety of work bases suitable for them. The feedback from staff in relation to these initiatives had been positive.

In response to queries raised by the Panel, the HR Business Partner explained that the HR processes for all of the host Councils at ARP were managed by herself. In addition, the HR Business Partner ensured that each host Council retained their original establishment of numbers and type of job posts, and any new posts would be appropriately allocated to each Council.

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

**58. Update on the Suffolk Workplace Wellbeing Charter**

The Service Manager (Human Resources and Organisational Development) presented Report No: JSP/JT/18/001 which updated the Panel on the progress towards achieving the Suffolk Workplace Wellbeing Charter.

The Council was assessed by a Panel of representatives from Suffolk County Council Public Health, Norfolk County Council Public Health and Public Health England on 25 October 2017. The assessment process was explained to the Panel by the Service Manager, and on 10 November 2017 the Council was advised that it had successfully achieved accreditation to the Charter. The Council achieved the standard of excellence in four of the eight categories and achievement with recommendations to reach excellence in the next six to nine months for the remaining four categories.

The Service Manager explained that the various health and wellbeing initiatives that had been offered to staff up until the point of achieving accreditation to the Charter would continue to be offered for the foreseeable future.

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

**59. Update on Assistant Director Recruitment Programme**

The Panel received an update from the Service Manager (Human Resources and Organisational Development) on the Recruitment Programme for the Assistant Director (HR, Legal and Democratic Services) post. The advert had been posted on the Council's website as well as other specialist publications on 15 January 2018 and would close on 12 February 2018 with an assessment centre arranged for 1 March 2018.

The Panel thanked the current Assistant Director for all her hard work during the 15 years employed by St Edmundsbury Borough Council, and more recently as part of the shared services arrangements for West Suffolk.

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

**60. West Suffolk Workforce Data**

The Service Manager (Human Resources and Organisational Development) presented Report No: JSP/JT/18/002 which set out the West Suffolk Workforce data for the period up to 31 December 2017. The report also provided a comparison between the data as it stood now and with that reported to previous meetings of the Panel from 2015 to 2017.

Overall there were no significant changes to the data since the previous reporting period; however, the Assistant Director (HR, Legal and Democratic Services) highlighted that the number of permanent, full time equivalent (FTE) employees had increased since 2015 and was forecasted to continue increasing. Councillor Stephen Edwards (Portfolio Holder for Resources and Performance, Forest Heath District Council) confirmed that the costs associated with the increase in FTE had been covered by the West Suffolk Councils without having to seek additional funding.

The Service Manager reported that the current sickness absence figures were the lowest they had been within the last two years.

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

**61. Any Other Business**

The Assistant Director (HR, Legal and Democratic Services) briefly updated the Panel on the current National Local Government Pay Negotiations that had been offered to Unison that would cover the period April 2018 to March 2020. The Panel were informed that Unison members would be voting on the offer during February 2018.

The Chairman of the Panel suggested that in the future it would not be necessary to hold pre-briefing meetings for either the Employer or Employees sides unless there were any items of particular significance on the agenda. This was agreed to by the rest of the Panel.

The Meeting concluded at 4.16 pm

**Signed by:**

**Chairman**

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# West Suffolk Joint Staff Consultative Panel



<b>Title of Report:</b>	<b>West Suffolk Workforce Development Annual Report 2017-2018</b>	
<b>Report No:</b>	<b>JSP/JT/18/003</b>	
<b>Report to and date/s:</b>	<b>West Suffolk Joint Staff Consultative Panel</b>	24 September 2018
<b>Portfolio holder:</b>	Councillor Stephen Edwards Portfolio Holder for Resources and Performance <b>Tel:</b> 01799 530325 <b>Email:</b> stephen.edwards@forest-heath.gov.uk	Councillor Ian Houlder Portfolio Holder for Resources and Performance <b>Tel:</b> 01284 810074 <b>Email:</b> ian.houlder@stedsb.gov.uk
<b>Lead officer:</b>	Wendy Canham Service Manager (Human Resources and Organisational Development) Tel: 01284 757006 Email: <a href="mailto:wendy.canham@westsuffolk.gov.uk">wendy.canham@westsuffolk.gov.uk</a>	
<b>Purpose of report:</b>	To provide an update on the published annual Workforce Development Data 2018 for West Suffolk councils.	
<b>Recommendation:</b>	<b>The West Suffolk Joint Staff Consultative Panel are requested to <u>NOTE</u> and support the contents of Report No: JSP/JT/18/003, being the West Suffolk Workforce Development Annual Data report for 2017/2018.</b>	
<b>Key Decision:</b>  (Check the appropriate box and delete all those that <b>do not</b> apply.)	<p><i>Is this a Key Decision and, if so, under which definition?</i></p> <p>Yes, it is a Key Decision - <input type="checkbox"/></p> <p>No, it is not a Key Decision - <input checked="" type="checkbox"/></p>	

<b>Consultation:</b>	• N/A
<b>Alternative option(s):</b>	• N/A
<b>Implications:</b>	
Are there any <b>financial</b> implications? <i>If yes, please give details</i>	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
Are there any <b>staffing</b> implications? <i>If yes, please give details</i>	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
Are there any <b>ICT</b> implications? <i>If yes, please give details</i>	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
Are there any <b>legal and/or policy</b> implications? <i>If yes, please give details</i>	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
Are there any <b>equality</b> implications? <i>If yes, please give details</i>	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
<b>Risk/opportunity assessment:</b>	N/A
<b>Ward(s) affected:</b>	None
<b>Background papers:</b> <i>(all background papers are to be published on the website and a link included)</i>	None
<b>Documents attached:</b>	<b>Appendix A</b> – West Suffolk Workforce Data 2017-2018

**West Suffolk  
Workforce Development Annual  
Data  
2017/18**

Contact: HR, Legal and Democratic Services  
Email: [Jennifer.Eves@westsuffolk.gov.uk](mailto:Jennifer.Eves@westsuffolk.gov.uk)  
Telephone: 01284 757015

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## 1. Headcount (permanent & temporary)

This data is based on permanent and temporary staff at 31 March 2018 including Apprentices and one zero hours contract.

Service area	Permanent headcount	Temporary headcount	Total	Headcount as % of whole staff	Full time equivalents
Anglia Revenues Partnership (ARP)	57	4	61	9.31%	55.34
Chief Executive including Corporate Directors	3	0	3	0.46%	3.00
Families & Communities including Projects	72	16	88	13.44%	74.90
Growth	26	3	29	4.43%	27.41
HR, Legal & Democratic including core PA's team	54	4	58	8.85%	52.92
Operations	263	11	274	41.83%	258.85
Planning and Regulatory	77	9	86	13.13%	76.84
Resources & Performance	48	8	56	8.55%	54.51
<b>Total</b>	<b>600</b>	<b>55</b>	<b>655</b>	<b>100.00%</b>	<b>603.77</b>

## 2. Headcount (casuals)

Service area	Casual headcount
Anglia Revenues Partnership (ARP)	0
Chief Executive including Corporate Directors	0
Families & Communities including Projects	8
Growth	0
HR, Legal & Democratic including core PA's team	43
Operations	110
Planning and Regulatory	6
Resources & Performance	0
<b>Total</b>	<b>167</b>

### 3. Age analysis

This data is based on full, part permanent and temporary staff and also includes one zero hours contract but **does not** include casual staff. It shows the age profile of staff on 31 March 2018.

Service Area	Head count	<20	20-30	31-40	41-50	51-60	61-65	>65	Average age
Anglia Revenues Partnership (ARP)	61	1	5	8	16	25	6	0	48
Chief Executive including Corporate Directors	3	0	0	0	3	0	0	0	49
Families & Communities including Projects	88	2	12	18	29	21	5	1	44
Growth	29	2	0	10	8	9	0	0	43
HR, Legal & Democratic including core PA's team	58	1	10	8	14	24	0	1	44
Operations	274	4	37	44	72	88	26	3	45
Planning and Regulatory	86	2	13	22	16	28	5	0	43
Resources & Performance	56	5	11	11	16	13	0	0	39
<b>Total</b>	<b>655</b>	<b>17</b>	<b>88</b>	<b>121</b>	<b>174</b>	<b>208</b>	<b>42</b>	<b>5</b>	<b>45</b>
<b>Total %</b>	<b>-</b>	<b>2.60%</b>	<b>13.44%</b>	<b>18.47%</b>	<b>26.56%</b>	<b>31.76%</b>	<b>6.41%</b>	<b>0.76%</b>	

## 4. Gender

This data is based on permanent and temporary staff and also includes one zero hours contract but does not include casuals. It shows the gender profile on 31 March 2018.

Service Area	Headcount	Male	Female	% Male	% Female
Anglia Revenues Partnership (ARP)	61	14	47	22.95%	77.05%
Chief Executive including Corporate Directors	3	2	1	66.67%	33.33%
Families & Communities including Projects	88	8	80	9.09%	90.91%
Growth	29	9	20	31.03%	68.97%
HR, Legal & Democratic including core PA's team	58	11	47	18.97%	81.03%
Operations	274	221	53	80.66%	19.34%
Planning and Regulatory	86	32	54	37.21%	62.79%
Resources & Performance	56	33	23	58.93%	41.07%
<b>Total</b>	<b>655</b>	<b>330</b>	<b>325</b>	<b>50.38%</b>	<b>49.62%</b>



## 5. Turnover

The figures shown below include permanent staff and temporary staff with 12 months service or more.

Turnover	March 2018
Voluntary	9.03%
All	12.48%

## 6. Reasons for leaving

Reason for leaving	Number	Percentage of leavers
Resignation	49	55.68%
Redundancy	1	1.14%
Retirement	9	10.23%
Dismissal	8	9.09%
Failed probation period	10	11.36%
Ill health retirement	4	4.55%
End of temporary contract	5	5.68%
Other reason	2	2.27%
<b>Total</b>	<b>88</b>	<b>100.00%</b>

## 7. Full Time v Part Time

This data is based on permanent and temporary staff and also includes one zero hours contract but does not include casuals. It shows the full and part time profile on 31 March 2018.

Service area	Headcount	Full time	Part time	% Full time	% Part time
Anglia Revenues Partnership (ARP)	61	45	16	73.77%	26.23%
Chief Executive including Corporate Directors	3	3	0	100%	0%
Families & Communities including Projects	88	49	39	55.68%	44.32%
Growth	29	22	7	75.86%	24.14%
HR, Legal & Democratic including core PA's team	58	44	14	75.86%	24.14%
Operations	274	237	37	86.50%	13.50%
Planning and Regulatory	86	60	26	69.77%	30.23%
Resources & Performance	56	51	5	91.07%	8.93%
<b>Total</b>	<b>655</b>	<b>511</b>	<b>144</b>	<b>78.02%</b>	<b>21.98%</b>

## 8. Full time v Part time by gender

Service area	Headcount	Full time male	Full time female	Part time male	Part time female
Anglia Revenues Partnership (ARP)	61	12	33	2	14
Chief Executive including Corporate Directors	3	2	1	0	0
Families & Communities including Projects	88	7	42	1	38
Growth	29	9	13	0	7
HR, Legal & Democratic including core PA's team	58	9	35	2	12
Operations	274	207	30	14	23
Planning and Regulatory	86	27	33	5	21
Resources & Performance	56	33	18	0	5
<b>Total</b>	<b>655</b>	<b>306</b>	<b>205</b>	<b>24</b>	<b>120</b>

## 9. Pay Bands by gender

Band	Male	Female	Male %	Female %
Apprentice	8	8	50.00%	50.00%
A	0	1	0.00%	100.00%
B	1	6	14.29%	85.71%
C	102	45	69.39%	30.61%
D	79	100	44.13%	55.87%
E	48	71	40.34%	59.66%
F	35	52	40.23%	59.77%
G	21	12	63.64%	36.36%
H	16	13	55.17%	44.83%
I	14	11	56.00%	44.00%
Assistant Director	2	4	33.33%	66.67%
Director/CEO	2	1	66.67%	33.33%
Other	2	1	66.67%	33.33%
<b>Total</b>	<b>330</b>	<b>325</b>	<b>50.38%</b>	<b>49.62%</b>

## 10. Disability

The figures below are for full time, part time and temporary staff and are based on data available on 31 March 2018.

Service area	Headcount	Recorded responses	No of staff who declare themselves disabled	% *
Anglia Revenues Partnership (ARP)	61	44	2	4.55%
Chief Executive including Corporate Directors	3	3	0	0.00%
Families & Communities including Projects	88	76	6	7.89%
Growth	29	28	0	0.00%
HR, Legal & Democratic including core PA's team	58	53	2	3.77%
Operations	274	216	8	3.70%
Planning and Regulatory	86	78	2	2.56%
Resources & Performance	56	49	1	2.04%
<b>Total</b>	<b>655</b>	<b>547</b>	<b>21</b>	<b>3.84%</b>

\* Percentage of staff declaring a disability where it is known

**11. Sickness absence**

<b>Reason for absence</b>	<b>Total days</b>
Working days lost due to industrial injury	62.34
Working days lost due to stress/depression/anxiety	396.68
Other	2983.52
Total working days lost	3442.54
Average days lost per FTE	5.84

## 12. Corporate Training

The figures below are based on permanent and temporary staff and **do not** include casual staff or leavers. It shows the data as at 31 March 2018 for training events attended.

Service area	Total number of events attended	Events per male	Events per female	Events per full Time	Events per part Time
Chief Executive including Corporate Directors	1	1	0	1	0
Families & Communities including Projects	301	26	275	198	103
Growth	26	13	13	23	3
HR, Legal & Democratic including core PA's team	113	16	97	92	21
Operations	270	181	89	246	24
Planning and Regulatory	175	38	137	125	50
Resources & Performance including ARP	160	56	104	139	21
<b>Total</b>	<b>1046</b>	<b>331</b>	<b>715</b>	<b>824</b>	<b>222</b>
<b>%</b>	<b>-</b>	<b>31.64%</b>	<b>68.36%</b>	<b>78.78%</b>	<b>21.22%</b>

### 13. Apprenticeships

This shows the number of apprentices in the organisation as at 31 March 2018.

<b>Service area</b>	<b>Apprentices</b>
Anglia Revenues Partnership (ARP)	1
Chief Executive including Corporate Directors	0
Families & Communities including Projects	1
Growth	1
HR, Legal & Democratic including core PA's team	2
Operations	6
Planning and Regulatory	3
Resources & Performance	2
<b>Total</b>	<b>16</b>



## 14. Ethnicity

The figures below are based on full time, part time and temporary staff and are based on date available on 31 March 2018.

Band	British	Black Caribbean /African	Asian	Mixed back ground	Any other white background	Irish	Not declared
Apprentice	6	0	0	0	1	0	9
A	1	0	0	0	0	0	0
B	5	0	0	0	0	0	2
C	115	1	0	2	3	0	26
D	149	0	0	0	6	0	24
E	97	0	1	1	4	0	16
F	70	0	0	1	8	0	8
G	28	0	0	1	0	1	3
H	25	0	0	0	1	0	3
I	25	0	0	0	0	0	0
Assistant Director	5	0	0	0	0	1	0
Director /CEO	3	0	0	0	0	0	0
Other	1	0	0	0	0	0	2
<b>Total</b>	<b>530</b>	<b>1</b>	<b>1</b>	<b>5</b>	<b>23</b>	<b>2</b>	<b>93</b>

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