

# Staff Consultative Panel

<b>Title:</b>	<b>Agenda</b>																	
<b>Date:</b>	<b>Monday 4 November 2019</b>																	
<b>Time:</b>	<b>3.00 pm</b>																	
<b>Venue:</b>	<b>Council Chamber</b> <b>District Offices</b> College Heath Road Mildenhall																	
<b>Full Members:</b>	<p style="text-align: right;"><b>Chair</b> David Nettleton (Employer's Side)</p> <p style="text-align: right;"><b>Vice Chair</b> Mark Johnson (Employees' Side)</p> <table style="width: 100%; border: none;"> <tr> <td style="width: 33%;"></td> <td style="width: 33%; text-align: center;"><u>West Suffolk Council (7)</u> (Employer's Side)</td> <td style="width: 33%; text-align: center;"><u>Staff Representatives (7)</u> (Employees' Side)</td> </tr> <tr> <td><u>Conservative Group (4)</u></td> <td>Carol Bull John Griffiths James Lay Clive Springett</td> <td>Lizzi Cocker Mark Johnson Penelope Mills Jane Orton Julie Roberts Richard Smith (Vacancy)</td> </tr> <tr> <td><u>Spectrum Group (1)</u></td> <td>David Nettleton</td> <td></td> </tr> <tr> <td><u>The Independent Group (1)</u></td> <td>Ian Shipp</td> <td></td> </tr> <tr> <td><u>Labour Group (1)</u></td> <td>David Smith</td> <td></td> </tr> </table>				<u>West Suffolk Council (7)</u> (Employer's Side)	<u>Staff Representatives (7)</u> (Employees' Side)	<u>Conservative Group (4)</u>	Carol Bull John Griffiths James Lay Clive Springett	Lizzi Cocker Mark Johnson Penelope Mills Jane Orton Julie Roberts Richard Smith (Vacancy)	<u>Spectrum Group (1)</u>	David Nettleton		<u>The Independent Group (1)</u>	Ian Shipp		<u>Labour Group (1)</u>	David Smith	
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<p><b>Note: This Panel is not governed by the normal Access to Information rules (The Local Authorities (Executive Arrangements) (Meetings and Access to Information) (England) Regulations 2012) in the Council. Therefore these meetings are not open to attendance by the public.</b></p>																		
<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 at least two employee representatives and two Members of the Council.
<b>Committee administrator:</b>	<b>Sharon Turner</b> Democratic Services Officer <b>Tel:</b> 01638 719237 <b>Email:</b> <a href="mailto:sharon.turner@westsuffolk.gov.uk">sharon.turner@westsuffolk.gov.uk</a>

# Agenda

***Note: Whilst these agenda papers are not covered by the normal Access to Information Rules (see agenda front), where items are listed as containing exempt/confidential information, members of the Panel are requested to treat them as such.***

**1. Substitutes**

Any member (which includes councillors and staff representatives) who is substituting for another member should so indicate, together with the name of the relevant absent member.

**2. Apologies for Absence**

**3. Minutes**

**1 - 4**

To confirm the minutes of the meeting held on 8 July 2019 (attached).

**4. West Suffolk Workforce Strategy 2018-2020 - Update (Verbal)**

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

**5. West Suffolk Workforce Data Headlines (attached)**

**5 - 8**

Report No: **SCP/WS/19/003**

**6. Workforce Planning (Presentation)**

The Service Manager (Human Resources and Organisational Development) to provide a presentation

**7. West Suffolk Council Recruitment Website (Demonstration)**

The Service Manager (Human Resources and Organisational Development) will provide a demonstration of this Website at the meeting

**8. Apprentice Award (Verbal)**

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

**9. Dates of Future Meetings**

There are no further meetings of the Panel scheduled for 2019/2020. However, the Chair may decide, after consultation with a senior Human Resources Officer to convene an Extraordinary meeting at any time, if deemed required.