

Staff Consultative Panel



Title:	Agenda																	
Date:	Monday 4 November 2019																	
Time:	3.00 pm																	
Venue:	Council Chamber District Offices College Heath Road Mildenhall																	
Full Members:	<p style="text-align: right;">Chair David Nettleton (Employer's Side)</p> <p style="text-align: right;">Vice Chair 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 style="vertical-align: top;"><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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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.																		
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.
Quorum:	Four members, comprising at least two employee representatives and two Members of the Council.
Committee administrator:	Sharon Turner Democratic Services Officer Tel: 01638 719237 Email: sharon.turner@westsuffolk.gov.uk

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.

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Staff Consultative Panel



Minutes of a meeting of the **Staff Consultative Panel** held on **Monday 8 July 2019** at **3.00 pm** in the **Room GFR-14, West Suffolk House**, Western Way, Bury St Edmunds, IP33 3YU

Present: **Councillors**

**Members
(Employer’s Side)**

John Griffiths
David Nettleton
Ian Shipp
David Smith

**Staff Representatives
(Employees’ Side)**

Lizzi Cocker
Mark Johnson
Penny Mills
Julie Roberts
Richard Smith

**Substitutes
(Employer’s Side)**

Sara Mildmay-White

1. Substitutes

The following substitution was declared:

Councillor Sara Mildmay-White was substituting for Councillor Carol Bull (Employer’s Side).

2. Election of Chair: 2019/2020

The approved Terms of Reference for the Staff Consultative Panel required that the Chair of the Panel be rotated between the Employer’s and Employees’ Sides. When the Chair was a Member of one side of the Panel, the Vice Chair shall be a Member of the other side.

In 2029/2020, the Chair was required to be elected from the Employer’s Side and therefore, it was proposed, seconded and

RESOLVED:

That Councillor David Nettleton be elected as Chair of the Staff Consultative Panel for the year 2019/2020.

3. Election of Vice-Chair: 2019/2020

The approved Terms of Reference for the Staff Consultative Panel required that the Vice Chair shall alternate between the Employer’s and Employees’ Sides.

As the Chair of the Panel was from the Employer's Side in 2019/2020, the Vice Chair was required to be elected from the Employees' Side and therefore, it was proposed, seconded and

RESOLVED:

That Mark Johnson be elected as Vice Chair of the Staff Consultative Panel for the year 2019/2020.

4. Apologies for Absence

Apologies for absence were received from Councillor Carol Bull (Employer's Side) and from Jane Orton (Employees' Side).

Councillors James Lay and Clive Springett (Employer's Side) were also unable to attend the meeting.

5. Maternity and Paternity Leave and Pay (Report No: SCP/WS/19/001)

The Service Manager (Human Resources and Organisational Development) presented this report which informed the Panel of amendments which had been made to the Maternity and Paternity Leave and Pay Policy and Procedures.

The Service Manager outlined the following changes which had been made:

12. Statutory paternity leave and pay

The policy had now enhanced the entitlement to statutory paternity leave, if an employee had at least 52 weeks' service at the end of the qualifying period, allowing them to be able to take up to two weeks' leave on full pay.

27. Parental Bereavement Leave

Taking into account Government legislation which was to be introduced from April 2020, the Policy had also been amended to reflect that parents and primary carers who suffered the loss of a child would be entitled to two weeks' paid parental bereavement, under the Parental Bereavement (Pay and Leave) Act. People's eligibility to receive the entitlement had been widened beyond just parents, following feedback from a consultation that had been held in 2018.

In response to queries raised by the Panel, the Service Manager also explained that the Council would be looking to also introduce policies around premature birth and miscarriages.

There being no decision required, the Panel **noted** the amendments which had been made to this Policy.

6. West Suffolk Workforce Development Annual Data 2018/2019 (Report No: SCP/WS/19/002)

The Service Manager (Human Resources and Organisational Development) presented this report which set out the West Suffolk Workforce Development

Annual Data for the period up to 31 March 2019. This data was also published on the Council's website on an annual basis, as part of the Equality Act 2010 and the public sector equality duty.

The main discussion of the data by the Panel centred around:

- The **Headcount (Permanent and Temporary)** had increased from 655 to 710. This was due to extra resourcing which had been required in the Families and Communities service area and the Operations service area due to project/legislative work. Additional staffing resources had also been required with regards to the implementation of the new West Suffolk Council. In terms of the requirements around the legislative work, funding had been sourced from the Government for these additional resourcing costs.
- The **Headcount (casuals)** was also discussed and the Service Manager outlined the reasons for the requirement of casual employees in those service areas listed within the report. The Panel requested that in future reporting, whether more detail could be included regarding the types of employment of casuals in service areas. The Service Manager confirmed that when next reported, this further information would be included.
- **Sickness absence** - the average days lost per FTE had reduced to 4.81 (in 2018/19) from 5.84 (in 2017/18). The Panel also stated that they would also like to see included in future reporting, data regarding long term sickness absence, alongside the short term sickness absence data.
- **Corporate training** - The Panel noted that the corporate training events attended by part time employees was significantly lower than for full time employees. This was acknowledged and the Service Manager stated that liaison would take place with the Learning and Development Service to see if this imbalance could be addressed.

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

7. **Workforce Strategy 2018-2020 - Update (Verbal)**

The Service Manager (Human Resources and Organisational Development) informed the Panel that the Workforce Strategy, approved in April 2018, set out the necessary actions to support, develop and achieve the priorities of the Council. The Strategy had set out five strategic priorities which focussed on:-

- Skills and Behaviours
- Recruitment and Retention
- Pay, Reward and Recognition
- Health and Well-being
- Workforce Planning and Data

The Action Plan for the Strategy was also circulated at the meeting and the Service Manager went through these actions and provided an update on progress on the delivery of the strategic priorities to the Panel.

The Panel commended the work which was being undertaken to deliver this Strategy, along with the acknowledgement of the continued increasing demand on the provision of services.

There being no decisions required, the Panel **noted** the update.

8. **Dates of Future Meetings**

The Panel noted the dates for future meetings, as listed below. All dates were Mondays starting at 3.00 pm and would be held in the venues, as indicated:

- Monday 4 November 2019; College Heath Road, Mildenhall

The meeting concluded at 4.13 pm

Signed by:

Chair

West Suffolk Workforce Data Headlines

Report No:	SCP/WS/19/003	
Report to and date:	Staff Consultative Panel	4 November 2019
Cabinet Member:	Councillor Carol Bull Portfolio Holder for Governance Tel: 01953 681513 Email: carol.bull@westsuffolk.gov.uk	
Lead officer:	Wendy Canham Service Manager (Human Resources & Organisational Development) Tel: 01284 757006 Email: wendy.canham@westsuffolk.gov.uk	

Decisions Plan: This item is not included on the Decisions Plan

Wards impacted: None

Recommendation: It is **RECOMMENDED** that the West Suffolk Staff Consultative Panel **NOTES** and supports the contents of Report No: SCP/WS/19/003.

1. Background / Context

- 1.1 The workforce data is published on the council's website on an annual basis as part of the Equality Act 2010 and the public sector equality duty.
- 1.2 This report provides a snapshot of the workforce data for the last three quarters from 1 January 2019 to 30 September 2019.
- 1.3 This information is regularly reported to both the bi-monthly Joint Negotiating Consultative meeting and the Joint Staff Consultative Committee. Information regarding turnover, headcount, absence and apprentices are also reported in the balanced scorecard for the service, reported at the Performance and Audit Scrutiny Committee.

2. Proposals

- 2.1 The information is noted.

3. Alternative Options

- 3.1 Published as part of legislation and good practice.

4. Consultation and engagement

- 4.1 Not applicable.

5. Risks

- 5.1 Not applicable.

6. Appendices

- 6.1 Appendix A – West Suffolk Workforce Data Headlines

West Suffolk Workforce Data Headlines

	As of 31/03/2019	As of 30/06/2019	As of 30/09/2019
Headcount (All)	710	714	712
Full Time Equivalent (All)	650.37	655.65	656.30
Headcount (Permanent)	656	654	653
Full-Time Equivalent (Permanent)	601.20	600.56	602.12
Full Time v Part Time	76.90% / 23.10%	76.75% / 23.25%	77.95% / 22.05%
Average Age	45	45	45
Gender	50.42% Male 49.58% Female	49.72% Male 50.28% Female	50.28% Male 49.72% Female
Staff Turnover (Voluntary)	9.69%	10.30%	10.53%
Sickness Absence			
Total days lost due to absence	3011.19	3212.34	3613.48
Average days absence per FTE	4.81	5.01	5.57
Short term absence (days)	1958.90	2104.33	2166.53
Long term absence (days)	1052.29	1108.01	1446.95

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