

Staff Consultative Panel



Title	Agenda		
Date	Monday 15 November 2021		
Time	3.00 pm		
Venue	Facilitated by Microsoft Teams virtual meetings platform only. Members and Officers attending this meeting are requested to see their separate Outlook meeting invitation to join the meeting.		
Full Members	<p>Chair To be appointed by the Panel</p> <p>Vice Chair To be appointed by the Panel</p> <p>West Suffolk Council (7) (Employer's side)</p> <p>Conservative Group (5)</p> <p>The Independent Group (1)</p> <p>Labour Group (1)</p>	<p>Staff Representatives (7) (Employees' side)</p> <p>Lizzi Cocker Paul Davison Penny Mills (Vacancy) (Vacancy) (Vacancy)</p> <p>Ian Shipp</p> <p>David Smith</p>	
Substitutes		<p>West Suffolk Council (Employer's Side)</p> <p>Staff Representatives (Employees' Side)</p>	
	<p>Conservative Group (1)</p> <p>The Independent Group (1)</p> <p>Labour Group (1)</p>	<p>Sara Mildmay-White (Vacancy) (Vacancy)</p> <p>Andy Neal</p> <p>Cliff Waterman</p>	
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 Telephone 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. Election of Chair: 2021/2022

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

In 2021/2022, the Chair is required to be elected from the Employees' Side.

Therefore, the Panel is requested to **ELECT** a Chair in accordance with this arrangement.

3. Election of Vice Chair: 2021/2022

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

As the Chair of the Panel shall be from the Employees' Side in 2021/2022, the Vice Chair is required to be elected from the Employer's Side.

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

4. Apologies for absence

5. Minutes

To confirm the minutes of the meeting held on 29 March 2021 (attached).

- 6. Workforce Data Overview (Presentation)** **9 - 10**
To receive an overview of the Council's workforce data.
- 7. COVID-19 Update (Presentation)** **11 - 12**
To receive an update on managing data, managing the Offices and the ending of the Government's Furlough Scheme
- 8. West Suffolk Workforce Strategy Update (Presentation/attached)** **13 - 50**
To receive an update on Learning and Development, Agile Working, the Intern Programme and the supporting of the Council's workforce.
- 9. Dates of future meetings**
The following dates for future meetings of the Panel are listed below. All dates are Mondays starting at 3pm. The venue will be determined nearer the time of each meeting:
- Monday 31 January 2022
 - Monday 28 March 2022