

# Staff Consultative Panel



<b>Title</b>	<b>Agenda</b>		
<b>Date</b>	<b>Monday 31 January 2022</b>		
<b>Time</b>	<b>3.00 pm</b>		
<b>Venue</b>	<b>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.</b>		
<b>Full Members</b>	<p><b>Chair</b> Paul Davison</p> <p><b>Vice Chair</b> Birgitte Mager</p> <p><b>West Suffolk Council (7)</b> (Employer's side)</p> <p><b>Conservative Group (5)</b></p> <p><b>The Independent Group (1)</b></p> <p><b>Labour Group (1)</b></p>	<p><b>Staff Representatives (7)</b> (Employees' side)</p> <p>Lizzi Cocker Paul Davison Carys Frost Penny Mills (Vacancy) (Vacancy) (Vacancy)</p> <p>Ian Shipp</p> <p>David Smith</p>	
<b>Substitutes</b>	<p><b>West Suffolk Council (3)</b> (Employer's side)</p>	<p><b>Staff Representatives (2)</b> (Employees' side)</p>	
	<p><b>Conservative Group (1)</b></p> <p><b>The Independent Group (1)</b></p> <p><b>Labour Group (1)</b></p>	<p>Sara Mildmay-White (Vacancy) (Vacancy)</p> <p>Andy Neal</p> <p>Cliff Waterman</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>			
<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>Telephone</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**

To confirm the minutes of the meeting held on 15 November 2021 (attached).

**1 - 6**

### **4. Workforce Data Overview (Presentation)**

The Panel to receive an overview of the Council's workforce data

### **5. Staff Turnover Data (Presentation)**

The Panel to receive an overview of the data relating to staff turnover

### **6. COVID-19 Update (Presentation)**

The Panel to receive an update on how the Council continues to manage the effects of the pandemic on its own workforce

### **7. West Suffolk Workforce Strategy Update (Presentation)**

The Panel to receive an update on the actions within the strategic priorities of the West Suffolk Workforce Strategy

### **8. Staff Well-being Survey (Presentation)**

The Panel to receive an update from the most recent Staff Well-being Survey

**9. West Suffolk House: Re-organisation of Office Space (Verbal)**

A request has been received from the Staff Representatives for the Panel to discuss the re-organisation of the office space at West Suffolk House

**10. 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 28 March 2022