

# Staff Consultative Panel



<b>Title</b>	<b>Agenda</b>														
<b>Date</b>	<b>Monday 3 July 2023</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 style="text-align: center;"><b>Chair</b> To be appointed by the Panel</p> <p style="text-align: center;"><b>Vice Chair</b> To be appointed by the Panel</p> <table style="width: 100%; border: none;"> <tr> <td style="width: 30%;"></td> <td style="width: 35%; text-align: center;"><b>West Suffolk Council (6)</b> (Employer's side)</td> <td style="width: 35%; text-align: center;"><b>Staff Representatives (6)</b> (Employees' side)</td> </tr> <tr> <td><b>Conservative Group (2)</b></td> <td>Birgitte Mager Margaret Marks</td> <td>Lizzi Cocker Robert Cooper</td> </tr> <tr> <td><b>Independents (2)</b></td> <td>Victor Lukaniuk Phil Wittam</td> <td>Paul Davison Carys Frost</td> </tr> <tr> <td><b>Progressive Alliance Grouping (2)</b></td> <td>Donna Higgins David Smith</td> <td>Penny Mills (Vacancy)</td> </tr> </table>				<b>West Suffolk Council (6)</b> (Employer's side)	<b>Staff Representatives (6)</b> (Employees' side)	<b>Conservative Group (2)</b>	Birgitte Mager Margaret Marks	Lizzi Cocker Robert Cooper	<b>Independents (2)</b>	Victor Lukaniuk Phil Wittam	Paul Davison Carys Frost	<b>Progressive Alliance Grouping (2)</b>	Donna Higgins David Smith	Penny Mills (Vacancy)
	<b>West Suffolk Council (6)</b> (Employer's side)	<b>Staff Representatives (6)</b> (Employees' side)													
<b>Conservative Group (2)</b>	Birgitte Mager Margaret Marks	Lizzi Cocker Robert Cooper													
<b>Independents (2)</b>	Victor Lukaniuk Phil Wittam	Paul Davison Carys Frost													
<b>Progressive Alliance Grouping (2)</b>	Donna Higgins David Smith	Penny Mills (Vacancy)													
		<b>West Suffolk Council (3)</b> (Employer's Side)	<b>Staff Representatives (2)</b> (Employees' Side)												
<b>Substitutes</b>	<b>Conservative Group (1)</b>  <b>Independents (1)</b>  <b>Progressive Alliance Grouping (1)</b>	Susan Glossop  Don Waldron  <i>(To be confirmed)</i>	<i>(Vacancy)</i> <i>(Vacancy)</i>												
<b>By invitation</b>	Gerald Kelly	Portfolio Holder for Governance and Regulatory													
<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, other registerable or non-registerable interest which they have in any item of business on the agenda, <b>no later than when that item is reached</b> and, when appropriate, to leave the meeting prior to discussion and voting on the item.														

<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:democratic.services@westsuffolk.gov.uk">democratic.services@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. Staff Consultative Panel: Terms of Reference (attached)

**1 - 4**

To receive the Terms of Reference for the Staff Consultative Panel, as contained within the Council's Constitution.

### 3. Election of Chair: 2023 to 2024

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

For 2023 to 2024, 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.

### 4. Election of Vice Chair: 2023 to 2024

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

As the Chair of the Panel shall be drawn from the Employees' Side for 2023 to 2024, 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.

- 5. Apologies for absence**
- 6. Minutes 5 - 8**  
 To confirm the minutes of the meeting held 27 March 2023 (attached).
- 7. Declarations of interest**  
 Members are reminded of their responsibility to declare any disclosable pecuniary interest, other registerable or non-registrable interest which they have in any item of business on the agenda, **no later than when that item is reached** and, when appropriate, to leave the meeting prior to discussion and voting on the item.
- 8. Workforce Data Overview (attached) 9 - 10**  
 This data is a snap-shot in time and is collated every quarter, looking at the previous twelve months.
- 9. Fostering Friendly Guidance (attached) 11 - 14**  
 The purpose of this guidance is that, at present, there is no statutory right for paid time-off for employees who foster a child, except in a foster to adopt situation. This guidance would assist to support the Council's approach to the well-being of the Council's employees and to its agile working agenda.
- 10. Introducing the West Suffolk Workforce Strategy 2022 to 2028 (attached) 15 - 32**  
 The Council's Workforce Strategy focuses on five key workstreams: Skills and Behaviours; Recruitment and Retention; Pay, Reward and Recognition, Health and Wellbeing and Future Planning. These workstreams are the pillars to the Strategy setting out the Council's priorities in each area and its approach to delivering on those priorities.
- 11. Workforce Strategy Priorities for 2022 to 2028 - Action Plan (attached) 33 - 40**  
 The Action Plan sets out the priority actions in each of the five workstreams and monitors and records the progress of outcomes against those. It is a working document and is adaptable to change and review of how those actions are delivered.
- 12. Dates of future meetings**  
 The following dates for future meetings of the Panel are listed below. All dates are Mondays starting at 3pm and the venue will be indicated nearer the time:
- Monday 20 November 2023
  - Monday 12 February 2024