

Staff Consultative Panel



Title	Agenda														
Date	Monday 20 November 2023														
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 style="text-align: center;">Chair Paul Davison (Employees' Side) Vice Chair David Smith (Employer's Side)</p> <table style="width: 100%; border: none;"> <tr> <td style="width: 33%;"></td> <td style="width: 33%; text-align: center;">West Suffolk Council (6) (Employer's side)</td> <td style="width: 33%; text-align: center;">Staff Representatives (6) (Employees' side)</td> </tr> <tr> <td>Conservative Group (2)</td> <td>Birgitte Mager Margaret Marks</td> <td>Robert Cooper Paul Davison</td> </tr> <tr> <td>Independents (2)</td> <td>Victor Lukaniuk Phil Wittam</td> <td>Carys Frost Penny Mills</td> </tr> <tr> <td>Progressive Alliance Grouping (2)</td> <td>Donna Higgins David Smith</td> <td>Lisa Moss (Vacancy)</td> </tr> </table>				West Suffolk Council (6) (Employer's side)	Staff Representatives (6) (Employees' side)	Conservative Group (2)	Birgitte Mager Margaret Marks	Robert Cooper Paul Davison	Independents (2)	Victor Lukaniuk Phil Wittam	Carys Frost Penny Mills	Progressive Alliance Grouping (2)	Donna Higgins David Smith	Lisa Moss (Vacancy)
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By invitation	Gerald Kelly	Portfolio Holder for Governance and Regulatory													
<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.</p>															
Interests – declaration and restriction on participation	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, no later than when that item is reached and, when appropriate, to leave the meeting prior to discussion and voting on the item.														

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 democratic.services@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 - 8**

To confirm the minutes of the meeting held on 3 July 2023 (attached).
- 4. Declarations of interest**

Members are reminded of their responsibility to declare any pecuniary or local non pecuniary 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.
- 5. 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.
- 6. Learning and Development Review 2023 (attached)** **11 - 20**

To receive an update which details the recommendations from a review of Learning and Development within the Council.
- 7. Health and Wellbeing: Update (attached)** **21 - 22**

To receive an update on the continuing organisational conversation and focus on health and wellbeing within the Council.
- 8. National Pay Award 2023 Update (verbal)**

To receive an update on the recent agreement which has been reached between the National Employers and the NJC Trade

Union Side on the outstanding pay award effective from 1 April 2023 for local government employees.

9. Arrangements for Future Meetings

The date of the next meeting of the Panel is:

- Monday 12 February 2024 at 3pm

At the meeting of the Panel on 3 July 2023, it was discussed whether to continue to hold these meetings 'virtually' or whether it would be preferable to meet 'in-person'. The general consensus was to continue to meet 'virtually'. However, it was proposed that perhaps one meeting per year could be held 'in-person'.

Therefore, it was agreed to discuss further future arrangements.