

# Staff Consultative Panel



<b>Title</b>	<b>Agenda</b>		
<b>Date</b>	<b>Monday 1 July 2024</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> To be appointed by the Panel</p> <p><b>Vice Chair</b> To be appointed by the Panel</p> <p><b>West Suffolk Council (6)</b> (Employer's side)</p> <p><b>Conservative Group (2)</b> Birgitte Mager Margaret Marks</p> <p><b>Independents (2)</b> Victor Lukaniuk Phil Wittam</p> <p><b>Progressive Alliance Grouping (2)</b> Donna Higgins David Smith</p>	<p><b>Staff Representatives (6)</b> (Employees' side)</p> <p>Paul Davison Carys Frost</p> <p>Greg McGarr Penny Mills</p> <p><i>(Vacancy)</i> <i>(Vacancy)</i></p>	
<b>Substitutes</b>	<p><b>West Suffolk Council (2)</b></p> <p><b>Conservative Group (1)</b> Susan Glossop</p> <p><b>Independents (1)</b> Don Waldron</p>	<p><b>Staff Representatives (2)</b></p> <p><i>(Vacancy)</i> <i>(Vacancy)</i></p>	
<b>By Invitation:</b>	<b>Gerald Kelly</b>	Portfolio Holder for Governance and Regulatory	
<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></p>			
<b>Interests – declaration and restriction on participation</b>	<p>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.</p>		

<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>

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# 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: 2024 to 2025

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' 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 2024 to 2025 the Chair is required to be elected from the Employer's Side.

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

## 3. Election of Vice Chair: 2024 to 2025

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 Employer's Side for 2024 to 2025, the Vice Chair is required to be elected from the Employee'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 12 February 2024.

**6. 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.

**7. Workforce Data Overview (attached)**

**5 - 6**

This data is a snap-shot in time and is collated every quarter, looking at the previous twelve months.

**8. Long Term Sickness Data Breakdown (verbal)**

Following on from the request which was made at the last meeting of the Panel, further data will be provided on long term sickness absence.

**9. Neurodiversity Guidance (attached)**

**7 - 20**

The aim of this guidance is to outline West Suffolk Council's commitment to promoting equality and fairness throughout its workforce, recognising and celebrating the diversity that exists among our local communities. This guidance applies to both employees and potential employees, who are neurodivergent, or who believe that they may be neurodivergent and provides guidance to our managers. It is also sets out the Council's commitment, responsibilities of managers and responsibilities of employees.

**10. Neonatal Guidance - Update (attached)**

**21 - 22**

Proposed guidance with regards to neonatal care (leave and pay) for incorporation into the Council's wider Maternity, Adoption and Paternity Policy.

**11. Health and Safety - Update (attached)**

**23 - 34**

This update will be provided to the Panel under their responsibility for acting as a focus for employee participation in the promotion of health and safety at work, the prevention of accidents and incidents and the avoidance of work related ill health.

As part of this responsibility, the Panel have also been provided with the Health and Safety Annual Report for 2023 to 2024. This annual report has been produced to identify and document key aspects of West Suffolk Council's health and safety performance over the last year (1 April 2023 to 31 March 2024). This Annual Report was also presented to the Performance and Audit Scrutiny Committee on 30 May 2024.

**12. West Suffolk Internship Programme 2024 (presentation attached)**

**35 - 40**

The Panel will receive a presentation on the West Suffolk Internship Programme for 2024.

Each intern will work in their designated area of interest as part of that team, but they will also work closely together on a project on behalf of the organisation. The internship programme is designed to encourage young people to take up careers in the public sector and to provide paid opportunities for students to experience working for the Council during their summer break from university.

**13. General Update (verbal)**

**14. Dates of future meetings**

The following dates for future meetings of the Panel are listed below. All dates are Mondays starting at 3pm and will be held via Microsoft Teams:

- Monday 11 November 2024
- Monday 10 February 2025