



NOTICE OF MEETING

EMPLOYMENT COMMITTEE

FRIDAY 2 DECEMBER 2011 AT 12.45 PM

EXECUTIVE MEETING ROOM, GUILDHALL, PORTSMOUTH

Committee Members

Councillor Gerald Vernon-Jackson (Chair)
Councillor Leo Madden (Vice Chair)
Councillor Lynne Stagg
Councillor Simon Boshier
Councillor Jim Fleming
Councillor Rob Wood

Standing Deputies:

Councillor Margaret Adair
Councillor Lee Hunt
Councillor Donna Jones
Councillor Hugh Mason
Councillor James Williams
Councillor April Windebank

Telephone enquiries to Vicki Plytas, Customer, Community & Democratic Services 023 9283 4058

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(NB This agenda should be retained for future reference with the Minutes of this meeting.)
Please note that the agenda, minutes and non-exempt reports are available to view online on the Portsmouth City Council website: www.portsmouth.gov.uk

Deputations by members of the public may be made on any item where a decision is going to be taken. The request should be made in writing to the contact officer (above) by 12 noon of the working day before the meeting, and must include the purpose of the deputation (for example, for or against the recommendation). Email requests are accepted.

AGENDA

1 Apologies for Absence

2 Declarations of Interests

3 Minutes –4 October 2011 and 20 October 2011 (and exempt appendix)

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RECOMMENDED that the Minutes of the meetings of the Employment Committee held on 4 October 2011 and 20 October 2011 (and exempt appendix), be confirmed and signed by the Chair as a correct record.

(Please note that if any discussion is needed on the exempt appendix this will have to be in exempt session)

HR **4 Performance Development Review**

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To consider a report on how staff performance will be measured and improved through a revised performance development review policy (PDR).

RECOMMENDED that Members

- (1) Approve the attached PDR policy and agree the purpose and principles on which the future management of performance assessment and development will be based within PCC.**
- (2) Agree that the success of the implementation of this policy be reviewed on an annual basis and reported to Employment Committee.**
- (3) Agree that each Strategic Director will review the quality of implementation from both the organisation and staff perspective for the services that report to them as part of their line management of each Head of Service.**
- (4) Agree each Manager must ensure the completion and quality for their own section and for monitoring the implementation including quality achieved by those managers who report to them.**

5 Employment Law Update

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The purpose of the paper is to update the committee on developments in Employment Law.

RECOMMENDED that the employment law update be noted.

**6 Report on Severance Scheme
(This is to follow)**

7 Date of next Employment Committee Meeting

The next scheduled meeting is 10 January 2012 at 12.45pm.

8 Exclusion of Press and Public

That in view of the contents of the following items on the agenda the Committee is RECOMMENDED to adopt the following motion:

“That, under the provisions of Section 100A of the Local Government Act, 1972 as amended by the Local Government (Access to Information) Act, 1985, the press and public be excluded for the consideration of the following item(s) on the grounds that the report(s) contain information defined as exempt in Part 1 of Schedule 12A to the Local Government Act, 1972”.

The public interest in maintaining the exemption must outweigh the public interest in disclosing the information.

(NB The exempt/confidential committee papers on the agenda will contain information which is commercially, legally or personally sensitive and should not be divulged to third parties. Members are reminded of standing order restrictions on the disclosure of exempt information and are invited to return their exempt documentation to the Democratic Support Officer at the conclusion of the meeting for shredding.)

<u>Item</u>	<u>Exemption Para No.*</u>
9	3 and 5

***Paragraph Exemption Nos:**

3.Information relating to the financial or business affairs of any particular person (including the authority holding that information)

5.Information in respect of which a claim to legal professional privilege could be maintained in legal proceedings

9 Review of the Formal Action Policy and the application of Special Precautionary Leave

To consider a report which is to inform members of a review of the Formal Action policy and the application and monitoring of Precautionary Special Leave requested by the Governance and Audit Committee and to seek Employment Committee approval of the review and recommendations.

RECOMMENDED that the review is noted and the revised procedures for monitoring PSL are agreed.

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VJP