



## NOTICE OF MEETING

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### EMPLOYMENT COMMITTEE

TUESDAY 3 JULY 2012 AT 12:30PM

EXECUTIVE MEETING ROOM, FLOOR 3, GUILDHALL, PORTSMOUTH

#### Committee Members

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

#### Standing Deputies:

Councillor Lee Hunt  
Councillor Jason Fazackarley  
Councillor Hugh Mason  
Councillor Robert New  
Councillor Steve Wemyss

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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](http://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 – 10 April 2012.**

...

**RECOMMENDED that the Minutes of the meeting of the Employment Committee held on 10 April 2012 be confirmed and signed by the Chair as a correct record.**

**4 NJC Letter from UNISON and response**

... For the Employment Committee to consider the response to a letter from UNISON in which they are asking the Council to:

- i) Pay £250 to NJC employees in the council from 1 April as a consolidated payment
- ii) Identify part-time employees who may be affected by the change in conditions for Working Tax Credit and seek to enhance their hours to 24
- iii) Resist making cuts to pay, hours and conditions at local level

**RECOMMENDED that:**

**(1) A response is sent to UNISON confirming the council's commitment to national collective bargaining, and**

**(2) Managers are asked to confirm that they have considered increased hours for part-time staff when putting forward a vacancy to the Members Recruitment Panel**

**5 Equal Pay Audit –**

...

The purpose of the report is to present the outcomes of the Equal Pay Audit 2011/12, ensuring the Council can fulfil its statutory obligations in respect of equal pay for its employees and deliver its corporate commitment to equalities.

**RECOMMENDED that Members**

**(1) Note the key findings of the Equal Pay Audit 2011/12 and**

**(2) Agree the recommendations set out within the Equal Pay Audit report.(page 13)**

**6 Health and Safety Annual Report**

... The purpose of the report is to update the Employment Committee on Portsmouth City Council's (PCC) health and safety (H&S) performance for the period 1 April 2011 - 31 March 2012.

**RECOMMENDED that the 2012/13 Health & Safety action plan be agreed and endorsed by the Employment Committee.**

**7 PCC Driving At Work Policy**

... The purpose of the report is to present the proposed Driving at Work policy to the Employment Committee.

**RECOMMENDED that the Employment Committee ratifies this policy for inclusion in to the PCC Health and Safety provision.**

## **8 Review of Leadership and Management Programme**

... The purpose of the report is to present a review of the Leadership and Management Programme (LAMP) which

- Reflects the underlying philosophy used in the creation of the programme
- Demonstrates the role as initiator of transformation of organisational culture
- Details the progress made in its delivery since its introduction in September 2011 and how feedback from participants has helped to shape the sessions.

## **9 Sickness, Wellbeing and Occupational Health Report (Qtr 4 – 1 Jan to 31 March 2012)**

... The purpose of the report is to provide an overall analysis of sickness absence within each service (excluding schools, internal agency and all casuals) and to inform Members of Occupational Health initiatives being undertaken.

### **RECOMMENDED that**

- (1) The sickness absence figures continue to be reviewed on a regular basis**
- (2) The Occupational Health Service and Employee Engagement teams continue to work on initiatives supporting employee wellbeing to reduce overall sickness absence levels.**

## **10 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.**

## **11 Report from the Chief Executive on proposals for changes to senior management structure**

...

The purpose of the report is to advise Members of the outcome of consultation on the proposed changes to the senior management structure of the Council and to seek Members' approval for changes to the structure at head of service and strategic director level.

### **RECOMMENDED that**

- (1) Members consider the responses to the consultation on the proposed senior management structure and the subsequent recommendations in the light of those representations and decide what changes they wish to implement.**
- (2) Members note the financial implications of the proposals as set out in section 11 and in the exempt financial Appendix 6, the costs of which will be funded from the MTRS Reserve.**
- (3) Members consider the HR advice and determine what process they wish to follow for any consequent recruitment at head of service level.**

## 12 Exclusion of Press and Public

That in view of the contents of the following item 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>
13	1,2, and 3

**\*Paragraph Exemption Nos:**

- 1. Information relating to any individual**
- 2. Information which is likely to reveal the identity of an individual**
- 3. Information relating to the financial or business affairs of any particular person (including the authority holding that information)**

- 13 Exempt appendix 6 to report from the Chief Executive on proposals for changes to senior management structure**  
(exempt appendix to be tabled on the day)

## **14 Date of next Employment Committee Meeting**

The date of the next scheduled meeting is 2 Oct 2012 at 12.15pm.