



# NOTICE OF MEETING

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## EMPLOYMENT COMMITTEE

TUESDAY, 16 SEPTEMBER 2014 AT 12.15 PM

THE EXECUTIVE MEETING ROOM - THIRD FLOOR, THE GUILDHALL

Telephone enquiries to Vicki Plytas 02392 834058

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### Membership

Councillor Donna Jones (Chair)  
Councillor Luke Stubbs (Vice-Chair)  
Councillor John Ferrett  
Councillor Darren Sanders  
Councillor Lynne Stagg  
Councillor Gerald Vernon-Jackson

### Standing Deputies

Councillor David Fuller  
Councillor Hugh Mason  
Councillor Linda Symes  
Councillor Rob Wood

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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 (Pages 1 - 8)**

**RECOMMENDED that the Minutes of the meeting of the Employment Committee held on 17 June 2014 be confirmed and signed by the Chair as a correct record.**

**4 Senior Management Structure (Pages 9 - 14)**

The purpose of the report is to seek Members' approval to conduct a review of the council's senior management structure.

**RECOMMENDED that the Committee asks the Chief Executive to carry out a review of the council's senior management structure, and report back to a future meeting with options for a new structure and a timetable for implementation.**

**5 Sickness Absence Quarterly Report (Pages 15 - 20)**

The purpose of this quarterly report is to update and inform the Employment Committee on actions being taken that have an effect on the levels of sickness absence across Services.

**RECOMMENDED that the Employment Committee continues to monitor sickness absence, on a quarterly basis, and to ensure appropriate management action is taken to address absenteeism.**

**6 Apprenticeships Progress Report (Pages 21 - 26)**

The purpose of the report is to update members of the Employment Committee on the progress of the action plan to recruit apprentices to the City Council.

**RECOMMENDED that Employment Committee**

- (1) note the positive progress to date in promoting apprenticeships within the Council**
- (2) approve the current Employment Committee target to recruit 25 new apprentices each year for the next 4 years, or suggest an alternative target.**

**7 Verbal update on the Living Wage**

The purpose of this item is to update the Committee.

**8 Date of Next Meeting**

The date of the next scheduled meeting is 4 November 2014.

Members of the public are now permitted to use both audio visual recording devices and social media during this meeting, on the understanding that it neither disrupts the meeting or records those stating explicitly that they do not wish to be recorded. Guidance on the use of devices at meetings open to the public is available on the Council's website and posters on the wall of the meeting's venue.