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# NOTICE OF MEETING

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## EMPLOYMENT COMMITTEE

TUESDAY, 3 MARCH 2015 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 Members' Interests
- 3 Minutes of Meetings held on 6 January and 19 February 2015 (Pages 1 - 12)

**RECOMMENDED** that the minutes of the meetings of the Employment Committee held on 6 January and 19 February 2015 be confirmed and

**signed by the Chair as correct records.**

**4 Performance Development Review and Mandatory Training Requirements** (Pages 13 - 30)

Purpose.

To update members following the Employment Committee of 6 January 2015, on the work being undertaken to increase the uptake of Performance Development Reviews (PDR) and provide further details of the new suite of training courses for managers. To also provide guidance on key principles for inclusion in the process for the Chief Executive Officer's PDR.

**RECOMMENDED that members:**

- 1. Note the work being undertaken to support services to increase the uptake and meaningfulness of PDRs.**
- 2. Note the new suite of management training courses (Appendix 2)**
- 3. Note the recommendations for the PDR process for the Chief Executive Officer and Directors.**

**5 Sickness Absence Update** (Pages 31 - 38)

Purpose

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

**RECOMMENDED that Members:**

- Continue to monitor sickness absence on a quarterly basis and to ensure appropriate management action is taken to encourage attendance.**
- Maintain the current corporate sickness absence target at 8 days per employee per year and to continue focusing on maximising employee attendance.**
- Note the introduction of the "Fit for Work" scheme.**

This report is to follow.

**6 Senior Management Restructure**

Members will consider a verbal update following a meeting with the Portsmouth Clinical Commissioning Group.

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