
NOTICE OF MEETING

EMPLOYMENT COMMITTEE

TUESDAY, 28 FEBRUARY 2017 AT 12.15 PM

THE EXECUTIVE MEETING ROOM - THIRD FLOOR, THE GUILDHALL

Telephone enquiries to Vicki Plytas 02392 834058

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If any member of the public wishing to attend the meeting has access requirements, please notify the contact named above.

Membership

Councillor Donna Jones (Chair)
Councillor Luke Stubbs (Vice-Chair)
Councillor John Ferrett
Councillor Jim Fleming
Councillor Darren Sanders
Councillor Gerald Vernon-Jackson CBE

Standing Deputies

Councillor Simon Boshier
Councillor Steve Hastings
Councillor Leo Madden
Councillor Lynne Stagg
Councillor Linda Symes
Councillor Matthew Winnington

(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/s). Email requests are accepted.

AGENDA

- 1 Apologies for Absence

2 **Declarations of Members' Interests**

3 **Minutes of the Meeting held on 29 November 2016** (Pages 5 - 12)

RECOMMENDED that the minutes of the meeting held on 29 November 2016 be confirmed and signed by the chair as a correct record.

4 **Pay Policy Statement** (Pages 13 - 22)

The purpose of the report is to fulfil the requirement in section 38(1) of the Localism Act 2011 (openness and accountability in local pay) to prepare a Pay Policy Statement.

A Pay Policy Statement must be prepared for each financial year, approved by Full Council no later than 31st March of each financial year and published on the council's website. The attached Pay Policy Statement was presented as a draft statement in June 2016 and now is confirmed as the final Pay Policy Statement for the financial year 2016/17.

In March 2016, the Employment Committee requested that, in order to increase transparency and public accountability, a draft Pay Policy Statement for the relevant financial year, be presented at an earlier stage of the financial year. To achieve this, a further draft Pay Policy Statement will be published for 2017/18 using financial data from March 31st 2017.

RECOMMENDED that the Employment Committee agrees the draft Pay Policy Statement attached as Appendix 1 to go forward for approval by the Full Council by 31 March 2017.

5 **Sickness Absence** (Pages 23 - 34)

The purpose of this report is to update Employment Committee about levels of sickness absence across the council and actions being taken to manage absence.

RECOMMENDED that Members of Employment Committee:

- (1) Continue to monitor sickness absence, and ensure appropriate management action is taken to address absenteeism**
- (2) Note the actions detailed in section 3 of the report.**

6 **Employee Assistance Programme** (Pages 35 - 40)

The purpose of this report is to respond to members' request for further information about the Employee Assistance Programme (EAP) including;

- a. Details on the contract itself and options available
- b. Details of current low usage of EAP and potential reasons for the low take-up

c. Details of what is being done to increase awareness of EAP

RECOMMENDED that Members note the information regarding the Employee Assistance Programme and approve the continuation of this service to staff.

7 Performance Development Reviews - Verbal Update

A verbal update will be provided to the Committee by the Director of HR, Legal and Performance.

8 Apprenticeship Levy project plan (Pages 41 - 140)

The purpose of the report is to provide details of the city council's plan for using its apprenticeship levy allocation that was requested following the Apprenticeships report presented at the Employment Committee on 29th November 2016.

RECOMMENDED that Members note and agree the contents of the plan to maximise the use of the city council's apprenticeship levy allocation.

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