
NOTICE OF MEETING

EMPLOYMENT COMMITTEE

TUESDAY, 12 SEPTEMBER 2017 AT 12.15 PM

THE EXECUTIVE MEETING ROOM - THIRD FLOOR, THE GUILDHALL

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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 Ryan Brent
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 Meetings held on 28 February and 28 March 2017 (Pages 5 - 16)**

RECOMMENDED that the minutes of the meetings held on 28 February and 28 March 2017 be confirmed and signed by the chair as a correct record.

4 **Appointment to Hampshire Pension Fund Panel and Board**

The purpose of this item is to make an appointment to the Hampshire Pension Fund Panel and Board to serve as substitute for the period up to the end of the 2017 - 18 Municipal Year. (Currently the Southampton appointee is the full member and the Portsmouth appointee is the substitute. This alternates at the end of each Municipal Year)

Councillor Hugh Mason has indicated his willingness to continue to be the Council's representative subject to formal appointment by the Employment Committee and his remaining an elected member. There is no remuneration for this role.

RECOMMENDED that Councillor Hugh Mason be appointed to serve on the Hampshire Pension Fund Panel and Board for the rest of the Municipal Year (subject to his remaining an elected member).

5 **Pay Policy Statement (Pages 17 - 26)**

Purpose of the report

The Council is required by section 38(1) of the Localism Act 2011 (openness and accountability in local pay) to prepare a Pay Policy Statement.

The Local Government Transparency Code 2014 further clarifies and describes the information and data local authorities are required to publish to increase democratic accountability.

A Pay Policy Statement must articulate the Council's policies towards a range of issues relating to the pay of its workforce, particularly its senior staff, Chief Officers and its lowest paid employees.

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. Following the presentation of the Pay Policy Statement in March 2016, the Employment Committee requested that, in order to increase transparency and public accountability, a draft Pay Policy Statement be presented at an earlier stage of the financial year forecasting the pay policy for that year.

This statement relates to the financial year 2017/18 and is therefore current, rather than retrospective.

RECOMMENDED that Employment Committee

(1) Approves the draft Pay Policy Statement attached as Appendix 1,

and notes that it will be made available to the public, in draft form, on the Council's website

- (2) Requests the Director of HR Legal and Performance to report to Members any changes to the statement that become necessary during the coming year, and pass the final statement forward for approval by the Full Council by 31st March 2018.

6 H&S Annual Report (1 April 2016 - 31 March 2017) (Pages 27 - 44)

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 2016 - 31 March 2017.

RECOMMENDED that the 2017/18 H&S action plan is endorsed by the Employment Committee.

7 Sickness Absence (Pages 45 - 54)

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

- **Continue to monitor sickness absence, and ensure appropriate management action is taken to address absenteeism.**

8 Substance Misuse - Drug and Alcohol Testing Policy - Port (Pages 55 - 82)

The purpose of the report is to recommend the introduction of a drug and alcohol testing policy for employees and third parties working at Portsmouth International Port (the Port).

RECOMMENDED that Members approve the policy to:

- i. **Introduce drug and alcohol testing for all roles at the Port with both "random" and "with cause" testing.**
- ii. **Adopt the Substance Misuse - Drug and Alcohol Testing Policy at Appendix 1, to implement the testing process fairly and consistently, in accordance with the Authority's approach to substance misuse.**
- iii. **Delegate authority to the Director responsible for HR and the Port Director, to review the Substance Misuse - Drug and Alcohol Testing Policy after an initial 1 year period and thereafter in line with all policy reviews.**

9 Disability Confident Scheme (Pages 83 - 96)

The purpose of this report is to advise Employment Committee about the Disability Confident standard, and seek members' approval to request accreditation under the scheme.

RECOMMENDED that Members

- (1) Seek immediate accreditation to be a Disability Confident *Committed* Employer as described in the sections below**
- (2) Upon completing the required self-assessment, seek accreditation to be a Disability Confident Employer within the next 12 months**

10 Gender Pay Gap reporting (Pages 97 - 116)

The purpose of the report is to present the outcomes of the Gender Pay Gap 2017, ensuring the Council can fulfil its statutory obligations in respect of the Gender Pay Gap Information Regulations, and note the recommended action plan to build on the council's inclusive working practices, to continue to reduce the gap.

RECOMMENDED that the Employment Committee

- (1) Note the key findings of the Gender Pay Gap Report 2017 (see section 5).**
- (2) Agree the action plan as set out in Appendix 1 of the Gender Pay Gap report**

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