
NOTICE OF MEETING

EMPLOYMENT COMMITTEE

TUESDAY, 27 FEBRUARY 2018 AT 12.15 PM

THE EXECUTIVE MEETING ROOM - THIRD FLOOR, THE GUILDHALL

Telephone enquiries to Vicki Plytas 02392 834058
Email: vicki.plytas@portsmouthcc.gov.uk

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 James Fleming
Councillor Darren Sanders
Gerald Vernon-Jackson

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 12 September 2017 and 17 October 2017 (Pages 5 - 16)**

RECOMMENDED that the minutes of the meetings held on 12 September 2017 and 17 October 2017 each be confirmed and signed by the chair as a correct record.

4 **Apprenticeship Levy update (Pages 17 - 80)**

The purpose of the report is to update members on the progress made with regards to apprenticeships in the city council since the introduction of the apprenticeship levy in April 2017.

RECOMMENDED that the Committee notes the following progress made in relation to; the apprenticeship levy, the procurement of approved training providers, the recruitment of apprentices and the public sector target applied to PCC.

5 **Pay Policy Statement (Pages 81 - 90)**

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. 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 is now the final Pay Policy Statement for publication.

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 2018.

6 **Sickness Absence - Quarterly Report (Pages 91 - 100)**

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.

Members of the public are permitted to use both audio visual recording devices and social media during this meeting, on the understanding that it neither disrupts the meeting nor 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.

Whilst every effort will be made to webcast this meeting, should technical or other difficulties occur, the meeting will continue without being webcast via the Council's website.

This meeting is webcast (videoed), viewable via the Council's livestream account at <https://livestream.com/accounts/14063785>