

# NOTICE OF MEETING

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## EMPLOYMENT COMMITTEE

MONDAY, 11 MARCH 2024 AT 5.00 PM

COUNCIL CHAMBER - THE GUILDHALL, PORTSMOUTH

Telephone enquiries to Karen Martin, Tel: 023 9284 1704  
Email: karen.martin2@portsmouthcc.gov.uk

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

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### Membership

Councillor Stuart Brown (Chair)  
Councillor Darren Sanders (Vice-Chair)  
Councillor Dave Ashmore  
Councillor Simon Boshier  
Councillor Cal Corkery  
Councillor Charlotte Gerada

### Standing Deputies

Councillor Ryan Brent  
Councillor Graham Heaney  
Councillor Hugh Mason  
Councillor Steve Pitt  
Councillor Benedict Swann  
Councillor Matthew Winnington

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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/s). Email requests are accepted.**

## **AGENDA**

- 1 Apologies for Absence**
- 2 Declarations of Members' Interests**
- 3 Minutes of the meeting held on 25 January 2024 (Pages 5 - 6)**

RECOMMENDED that the minutes of the meeting held on 25 January 2024 be confirmed and signed by the Chair as a correct record.

- 4 Pay Policy Statement 2024/25 (Pages 7 - 16)**

### Purpose

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. It should be approved by Full Council no later than 31 March of each year, prior to the financial year to which it relates and be published on the council's website.

**RECOMMENDED that the Employment Committee approves the Pay Policy Statement attached as Appendix 1, to go forward for approval by the Full Council prior to 31 March 2024.**

- 5 Sickness Absence – Bi-annual Report (Pages 17 - 30)**

### Purpose

The purpose of this report is to update the Employment Committee about the levels and causes of sickness absence across the council and the actions being taken to improve attendance and promote employee health and wellbeing.

**RECOMMENDED that the Employment Committee:**

- 1) Notes the change in absence levels across the organisation.**
- 2) Notes the levels and causes of sickness absence across the council and by directorate.**
- 3) Notes the activities and interventions undertaken to support attendance and improve health and wellbeing.**

**6 Annual Health and Safety Report 2023-2024 (Pages 31 - 46)**

Purpose

To provide assurance to the Employment Committee that Portsmouth City Council is complying with health and safety legislation and is ensuring the health, safety, and wellbeing of those affected by the council's activities.

**7 Gender Pay Gap Report 2023/24 (Pages 47 - 74)**

Purpose

This information report presents the outcomes of the Gender Pay Gap 2023/24, 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.

At Employment Committee on 4 December 2018, Members requested that additional data on the age breakdown be included in the Gender Pay Gap Report. The Gender Pay Gap report now includes a breakdown of the workforce profile by age, gender and whether full time or part time. Appendix 1 includes this additional information, as well as the statutory data that the Council is required to publish in accordance with the Gender Pay Gap Information Regulations.

**8 Workforce Trend Analysis (Pages 75 - 96)**

Purpose of report

The purpose of this information report is to present to the Committee a more detailed workforce analysis on turnover, actions arising, age profile and succession planning.

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.