



## NOTICE OF MEETING

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### EMPLOYMENT COMMITTEE

TUESDAY 4 OCTOBER 2011 AT 12.15 PM

CONFERENCE ROOM A, CIVIC OFFICES, PORTSMOUTH

#### **Committee Members**

Councillor Gerald Vernon-Jackson (Chair)  
Councillor Leo Madden (Vice Chair)  
Councillor Lynne Stagg  
Councillor Simon Boshier  
Councillor Jim Fleming  
Councillor Rob Wood

#### **Standing Deputies:**

Councillor Margaret Adair  
Councillor Lee Hunt  
Councillor Donna Jones  
Councillor Hugh Mason  
Councillor James Williams  
Councillor April Windebank

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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 Declaration of Interests**

**3 Minutes –27 June 2011, 26 July 2011 and 13 September 2011**

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**RECOMMENDED** that the Minutes of the meetings of the Employment Committee held on 27 June 2011 (and exempt appendix), 26 July 2011 and 13 September (and exempt appendix) be confirmed and signed by the Chair as a correct record.

**(Please note that if any discussion is needed on the exempt appendices, the meeting will have to move into exempt session)**

**HR 4 Performance and Engagement**

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To consider a report on how staff performance will be measured and improved through engagement and a revised performance and development review policy (PADR).

**RECOMMENDED** that Members

**(1) Agree the attached PADR policy and approve the purpose and principles on which the future management of performance assessment and development will be based within PCC.**

**(2) Commend the use of regular supervision or interaction between staff and managers to ensure both are fully aware of the quality of work delivered, the standards required and of any development needs.**

**(3) Agree that the success of the implementation of this policy be reviewed on an annual basis and reported to Employment Committee.**

**(4) Agree that each Head of Service must develop with their management team, and gain approval of their Strategic Director, a system suited to the needs of their service.**

**(5) Agree that each Head of Service must devise a system of measures to ensure the quality of the method adopted which can be used to inform their Strategic Director and on an annual basis the Employment Committee.**

**(6) Agree that the basis for the annual report to Employment Committee be the review undertaken by each Strategic Director and that each director will review quality from both the organisation and staff perspective.**

**(7) Agree that the Employee Opinion survey continue to be undertaken biannually from within existing budgets as it remains a major source of feedback on staff satisfaction and employee engagement.**

**HHR 5 Sickness Scorecard for Members**

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To consider a report which is designed to provide an overall analysis of

sickness absence within each service and Portsmouth City Council overall. This report excludes schools, internal agency and all casuals.

**RECOMMENDED that the sickness absence figures continue to be reviewed on a regular basis**

CX      **6      Oral update on Terms and Conditions**

To receive an oral update on terms and conditions negotiations.

**RECOMMENDED that the oral update is noted.**

HR      **7      Invitation Letter to Leaders and Elected Mayors from Local Government  
...      Group to attend Regional Pay Briefings.**

To consider an invitation from the Local Government Group to Leaders and Elected Mayors to attend regional pay briefings in November/December 2011.

**RECOMMENDED that consideration is given by the Leader to the invitation extended by the Local Government Group to attend regional pay briefings in November/December 2011.**

**8.      Date of next Employment Committee Meeting**

The next scheduled meeting is Friday 2 December 2011 at 12.45pm. Please note this is a change from the usual day and time.

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VJP