



# NOTICE OF MEETING

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## EMPLOYMENT COMMITTEE

TUESDAY, 18 JUNE 2013 AT 12.15 PM

THE EXECUTIVE MEETING ROOM - THIRD FLOOR, THE GUILDHALL

Telephone enquiries to Vicki Plytas  
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### Membership

Councillor Steven Wylie (Chair)  
Councillor Gerald Vernon-Jackson (Chair)  
Councillor Donna Jones  
Councillor Leo Madden  
Councillor Luke Stubbs  
Councillor Rob Wood

### Standing Deputies

Councillor Lee Hunt  
Councillor Hugh Mason  
Councillor Robert New  
Councillor Steve Wemyss

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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**      **Declarations of Interests**

**3**      **Minutes - 19 February (and exempt appendix) and 15 April 2013**

**RECOMMENDED that the Minutes of the meetings of the Employment Committee held on 19 February 2013 (and exempt appendix) and 15 April 2013 be confirmed and signed by the Chair as a correct record.**

**(Please note that if any discussion is needed on the exempt appendix this will have to be in exempt session)**

**4**      **Health and Safety Annual Report 1/04/2012 - 31/03/2013 (Pages 1 - 10)**

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 2012 - 31 March 2013.

**RECOMMENDED that the 2013/14 H&S action plan be agreed and endorsed by the Employment Committee.**

**5**      **Alcohol and Substance Misuse Policy - (Pages 11 - 32)**

The purpose of the report is to highlight the need for the Substance Misuse Policy in Part 6, Section 2 of the Manager's HR Handbook to be updated.

**RECOMMENDED that the Committee**

**(1) Adopt a no alcohol policy for all Council employees during the working day (including lunchtimes and breaks). The draft policy is attached at Appendix 1.**

**(2) Agree that the section relating to staff drinking alcohol at resident celebratory occasions in the Adult Social Care - Substance Misuse - Drugs, Smoking and Alcohol policy is removed in order to comply with the no alcohol policy.**

**6**      **Career Break Policy (Pages 33 - 42)**

The purpose of the report is to recommend the removal of the recently revised Career Break Policy and to reinstate the original Career Break Policy.

**RECOMMENDED that Employment Committee agree to reinstate the original policy but with a more robust authorisation process for career breaks.**

**7**      **Report on Q4 Sickness Scorecard for Members (Pages 43 - 48)**

This report 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.**

**8 Long Service Award (Pages 49 - 52)**

The purpose of the report is to provide the Employment Committee with an alternative option to the current Long Service Award, in order to reduce administration and cost for Portsmouth City Council.

**RECOMMENDED that the Employment Committee:**

**(i) Review its previous decision to remove the monetary long service award, in light of informal feedback from managers**

**(ii) Replace the current £255 Long Service Award and Certificate with a Gift Card for a value to be determined by the Employment Committee.**

**9 Senior Management Structure (to follow) (Pages 53 - 64)**

Update report.

**10 Standby Allowance Payments (Pages 65 - 74)**

The purpose of this report is to provide the Employment Committee with further information relating to Standby Allowance payments that are currently used throughout the Authority and to recommend a revised Standby Allowance payment scheme.

**RECOMMENDED that:**

**(1) A revised Standby Allowance payment scheme is implemented which takes account of the number of times a person is disturbed and the potential emotional impact of the disturbance.**

**(2) Any additional costs arising from amendments to standby allowances are funded from existing, approved budgets.**

**(Please note that if any discussion is needed on the exempt appendix this will have to be in exempt session).**

**11 Date of Next Employment Committee Meeting**

The date of the next scheduled meeting is 1 October 2013.

**12 Exclusion of Press and Public**

**That in view of the contents of the following items on the agenda the**

Committee is RECOMMENDED to adopt the following motion:

**“That, under the provisions of Section 100A of the Local Government Act, 1972 as amended by the Local Government (Access to Information) Act, 1985, the press and public be excluded for the consideration of the following item(s) on the grounds that the report(s) contain information defined as exempt in section 100I and by reference Part 1 of Schedule 12A to the Local Government Act, 1972”.**

**Although there is a public interest favouring public access to local authority meetings, given the legally privileged and commercially sensitive information contained in the report, the public interest in maintaining the exemption outweighs the public interest in disclosing the (exempt) information.**

**(NB The exempt/confidential committee papers on the agenda will contain information which is commercially, legally or personally sensitive and should not be divulged to third parties. Members are reminded of standing order restrictions on the disclosure of exempt information and are invited to return their exempt documentation to the Democratic Support Officer at the conclusion of the meeting for shredding.)**

<u>Item</u>	<u>Exemption Para No.*</u>
13	4
14	3, 4 and 5

**\*Paragraph Exemption Nos:**

**3.Information relating to the financial or business affairs of any particular person (including the authority holding that information)**

**4. Information relating to any consultations or negotiations, or contemplated consultations or negotiations, in connection with any labour relations matter arising between Portsmouth City Council and employees and**

**5.Information in respect of which a claim to legal professional privilege could be maintained in legal proceedings**

**13 Exempt appendix to minutes**

**14 Exempt appendix - (Standby Allowance Payments) Legal Advice**

Background list of documents: Section 100D Local government Act 1972 – None, other than where mentioned at the end of individual reports.