



NOTICE OF MEETING

EMPLOYMENT COMMITTEE

TUESDAY, 17 JUNE 2014 AT 3.30 PM

THE EXECUTIVE MEETING ROOM - THIRD FLOOR, THE GUILDHALL

Telephone enquiries to Vicki Plytas on 023 9283 4058

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Membership

Councillor Donna Jones (Chair)
Councillor Luke Stubbs (Vice-Chair)
Councillor John Ferrett
Councillor Darren Sanders
Councillor Lynne Stagg
Councillor Gerald Vernon-Jackson

Standing Deputies

Councillor David Fuller
Councillor Hugh Mason
Councillor Linda Symes
Councillor Rob Wood

(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). Email requests are accepted.

AGENDA

- 1 Apologies for Absence
- 2 Declarations of Interests

3 Minutes (Pages 1 - 6)

RECOMMENDED that the Minutes of the meeting of the Employment Committee held on 10 March 2014 be confirmed and signed by the Chair as a correct record.

4 Job Evaluation (Pages 7 - 24)

At a meeting of the Staff Joint Committee, it was agreed that the Trade Unions would submit a paper to Employment Committee putting forward their view on shortcomings of the existing system and what they would like to see.

This is attached as item 4A.

It was also agreed that the Employer would bring an officer report to the Employment Committee to include a review of the job evaluation system, Trade Union involvement in the process and recommendations to address what Trade Unions perceive to be a lack of transparency around the JESS scheme. It should also review Trade Union Facilities time for Trade Unions to attend the Felt Fair Panel. This is attached as item 4B.

RECOMMENDED That the Employment Committee consider the paper from the Trade Unions and the information in the Employers' report and decide on recommendations to adopt in light of the information before them.

5 Sickness Absence Quarterly Report (Pages 25 - 32)

The purpose of this quarterly report is to update and inform Employment Committee on actions being taken that have a positive effect on the levels of sickness absence across Services.

RECOMMENDED that the Employment Committee

- (1) continue to monitor sickness absence, on a quarterly basis, and to ensure appropriate management action is taken to address absenteeism.**
- (2) implement the actions for improving sickness absence at the Port.**

6 Discretionary Pension Policy Statement Review (Pages 33 - 46)

The purpose of the report is to inform Employment Committee that the introduction of the new Local Government Pension Scheme (LGPS) from 1 April 2014 requires all scheme employers to review their existing discretionary pension policy statements and publish new policy statements effective from 1 April 2014. This is required under Regulation 60(1) of the LGPS Regulations 2013 and Regulation 66 (1) of the LGPS (Administration) Regulations 2007.

This report summarises the pension policies that need reviewing and makes recommendations for the adoption of a new pension policy statement.

In addition, for information, the report also summarises the main provisions of the new LGPS and provides a comparison with the existing scheme.

RECOMMENDED that Employment Committee

- (1) approve the discretionary policy statement set out in Appendix 1 of this report with effect from 1 April 2014.**
- (2) Employment Committee note the main scheme changes arising from the introduction of the new LGPS from 1 April 2014. Appendix 2 of this report provides a summary of the changes.**

7 Portsmouth City Council and Staff Joint Committee - Constitution - Provision for Changes to the staff side union representation to allow Unison to give up one representative to Unite (Pages 47 - 50)

The purpose of this item is to seek authority to change the constitution of the Staff Joint Committee regarding the representation of the unions. At the meeting of the Staff Joint Committee on 3 April 2014 both Unite and Unison unions expressed their wish to change the representation of the unions as currently set out in the constitution so that Unison give up one representative to Unite. This would mean that instead of Unison having six representatives with a right to attend and vote they would in future have five and Unite would have two representatives rather than one. The Chair of the Staff Joint Committee put this to the membership and it was agreed that the suggested change be supported and taken to Employment Committee for ratification.

The suggested revised constitution is attached for formal approval.

RECOMMENDED that the constitution of the Portsmouth City Council and Staff Joint Committee be amended with immediate effect (as attached) to allow a change in the representation of the unions as currently set out in the constitution so that Unison give up one representative to Unite.

Background list of documents – Section 100D Local Government Act 1972 – none.

8 Hampshire Pension Fund Panel Appointment

The purpose of this item is to make an appointment to the Hampshire Pension Fund Panel (following Councillor Vernon-Jackson's request that he be replaced on this body) to serve for the period up to 30 September 2015.

The nominee must be an elected member and should have a grasp of financial issues and be prepared to commit time to the duties involved, including the requirement to undergo training on local government pension funds and their investment. There is no remuneration for this role. Expenses can be claimed under Portsmouth's scheme of allowances for meetings outside the city.

This vacancy will be circulated to group leaders and secretaries (at the same time as this agenda) seeking nominations.

RECOMMENDED that an appointment to serve on the Hampshire Pension Fund Panel to September 2015 (subject to the appointee remaining an elected member) be made.

9 Date of Next Meeting

The date of the next scheduled meeting is 16 September 2014.

Agenda Item 3

EMPLOYMENT COMMITTEE

MINUTES OF THE MEETING of the Employment Committee held on Monday, 10 March 2014 at 2.00 pm at The Executive Meeting Room - Third Floor, The Guildhall.

(NB These minutes should be read in conjunction with the agenda and reports for the meeting which can be found at www.portsmouth.gov.uk)

Present

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

Officers Present

David Williams, Chief Executive
Jon Bell, Head of HR, Legal & Performance
Gemma Limburn, Assistant Head of Human Resources - Strategy

Councillor John Ferrett was in the public gallery.

1. Apologies for Absence (AI 1)

There were no apologies for absence.

2. Declarations of Members' Interests (AI 2)

Councillor Rob Wood declared personal, non-prejudicial interests in that his son-in-law works for the city council and his wife is a member of Unison.

3. Minutes of the Meeting held on 1 October 2013 (AI 3)

RESOLVED that the minutes of the meeting of the Employment Committee held on 1 October 2013 be confirmed and signed by the chair as a correct record.

4. Localism Act - Pay Policy Statement (AI 4)

(TAKE IN REPORT)

Jon Bell introduced the report and said that it was a statutory requirement to prepare a pay policy statement for each financial year approved by full council no later than 31 March of that financial year and that it must be published on the council's website. He also explained that the pay multiple has to be included in the statement and this represents the relationship between the

base salaries of its highest and lowest employees and is currently a ratio of 12:1 which he advised was well within the limits of acceptability as compared with central government and other similar organisations. In response to a query Jon Bell undertook to find out whether or not central government abided by the same rules ie whether it also publishes the pay multiple.

RESOLVED that the Employment Committee approves the draft pay policy statement attached as Appendix 1 to go forward for approval by the full council on 18 March 2014.

5. Sickness Absence Quarterly Report (AI 5)

(TAKE IN REPORT)

Two deputations were made on this report. The first was from Mr Richard White of Unite the Union. The second deputation was made by Lee Sprake, of Unison. The chair thanked Mr White and Mr Sprake for their deputations.

Jon Bell introduced the report and said that it was part of the regular reporting to Employment Committee on actions being taken that have a positive effect on the levels of sickness absence across the services. He particularly drew members' attention to the increased accuracy of the source data and the introduction and consistency of sickness absence data from one source that had been introduced by HR in April 2013. He said that overall, levels are decreasing and though incremental, they are quite significant.

In response to questions, the following matters were clarified

- Mr Bell said that the dramatic drop in sickness absence levels was probably owing to a combination of factors for example much work had been done by HR working with managers across the organisation. HR had also targeted areas where sickness was higher than average both to provide support and also to introduce more robust management actions.
- Jon Bell said that the wellbeing week had not been withdrawn but it was decided whether or not to have a wellbeing week on a year by year basis. It had been noted that the number of people attending had declined steadily. However some aspects had continued for example offering health checks to employees. He said that consideration had to be given as to how best to use scarce resources. Consultation about wellbeing in the workplace was taking place at present.
- With regard to a query on the Oracle system, Jon Bell said that the bolt on that had been purchased had not been rolled out across all PCC as yet but it was expected to be phased in by the end of this year. However managers are using the system frequently and there was no reason in his view to think that accurate recording was not taking place.
- A Member commented that the staff opinion surveys over the last 12-18 months had shown that a fair proportion of staff had said that they

were not proud to be working for PCC and that this could have an influence over short term sickness. If staff were provided with more facilities (for example Wi-Fi areas) this could perhaps make a difference to feelings of positivity which may then be reflected in reducing short term sickness.

- It was confirmed that reducing long term sickness had a much more dramatic effect on the figures but that these were often the more difficult cases to deal with.
- It was agreed that instead of having a target expressed in numbers expressing the figure as a percentage might give a more accurate picture of sickness absence.
- Members felt that the offer of flu vaccinations to all Portsmouth City Council employees was a worthwhile initiative and felt that it would be worthwhile repeating the offer with improved publicity.

It was proposed by Councillor Le Madden and seconded by Councillor Rob Wood that an extra recommendation be included to thank all those services who have taken positive action to reduce sickness absence and this was agreed.

RESOLVED that

- (1) the committee continues to monitor sickness absence on a quarterly basis and to ensure appropriate management action is taken to address absenteeism; and**
- (2) to thank all those services who have taken positive action to reduce sickness absence.**

6. Living Wage for Portsmouth (AI 6)

(TAKE IN REPORT)

Two deputations were made on this report. The first was from Richard White of Unite the Union who was in favour of implementing the living wage but against this being done by way of a supplement. The second deputation was made by Lee Sprake of Unison who supported the comments made in the previous deputation.

The chair thanked the contributors for their deputations.

Gemma Limburn introduced the report and explained that to lift the whole grade structure sufficiently high to lift bands 1 to 3 above the living wage would be prohibitively expensive hence the recommendation for an unconsolidated payment which would also allow for annual review and reflected the approach of the majority of local authorities and assisted with potential equal pay implications. Gemma Limburn said that with regard to the financial implications the council will need to commit to an ongoing uplift of

salaries in line with any inflationary changes to the living wage rate which at present is projected to be 2% higher than the city council pay award. However this would not be a significant pressure on budgets after the initial implementation. If the living wage continues to increase at a higher rate than the national pay awards increase, then it is possible this could affect the pay structure further in the future where staff on spinal point 11 drop below the living wage and need to be moved to the next spinal column point. Gemma Limburn also said that she had begun discussions with the schools and had further schools forums to attend over the coming months but the response so far had been positive.

During discussion the following points were raised

- It was confirmed that PCC has no control over schools and school staff.
- Concern was raised that if the council commits to an ongoing uplift of salaries in line with any changes to the national rate, this could in effect be outsourcing its control over pay increases.
- Members felt that there would be ongoing inflationary issues in that staff would expect the differentials in pay grades to be maintained.
- It was confirmed that if the living wage were to be adopted then this would be pensionable but it was confirmed also that the financial comments have taken this into consideration.

It was proposed by Councillor Gerald Vernon-Jackson and seconded by Councillor Steve Wylie that under the provisions of section 100A of the Local Government Act 1972 as amended by the Local Government (Access to Information) 1985, the press and public be excluded for the consideration of the following item on the grounds that the report contains information defined as exempt in section 100L and by reference Part 1 of Schedule 12A to the Local Government Act, 1972

RESOLVED that the meeting move into closed session.

The Committee considered the implications of the legal advice given concerning the various scenarios relating to the concept of "living wage". Agreement was reached that a further report would be useful once the schools had indicated their preferred approach.

Following discussion in exempt session, it was proposed by Councillor Vernon-Jackson and seconded by Councillor Steven Wylie that the meeting moved back into open session.

RESOLVED that the meeting move into open session..

It was proposed by Councillor Gerald Vernon-Jackson and seconded by Councillor Steven Wylie that an additional recommendation be added that a

further report be brought back to this committee once schools have indicated their preferred approach. This was agreed.

RESOLVED that Employment Committee agree

- (1) A separate discretionary supplement/allowance to be paid as an addition to basic pay to achieve the living wage at £7.65 an hour for all those staff currently SCP11 (at this stage excluding agency and casual staff, and those employed in schools).**
- (2) An annual review of the continued payment of the supplement to staff in line with annual increases in the living wage.**
- (3) The initial implementation and launch of the living wage prior to the Living Wage Week in November 2014.**
- (4) That discussions should continue with PCC schools to encourage their implementation of the living wage.**
- (5) That further consideration be given to the implications of implementing the living wage for agency and casual staff.**
- (6) That the living wage is to be applied only to hours worked at base rate of pay and not to hours with any enhancement or additional allowances.**
- (7) That a further report be brought back to this Committee (once schools have indicated their preferred approach to Living Wage) to include a reassessment of the implications of possible implementation across PCC.**

7. Date of Next Meeting (AI 7)

The date of the next scheduled meeting is 17 June 2014.

The meeting concluded at 3.25 pm.

Councillor Steven Wylie
Chair

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Agenda Item 4

REPORT FROM UNIONS

Agenda item:

4A

Title of meeting: Employment Committee

Date of meeting: 17 June 2014

Subject: Job Evaluation

Report by: Unite/Unison

1. Purpose of report

Following the Joint Staff Committee on the 3rd April the Joint Unions were asked to produce a report highlighting issues arising from the current job evaluation system. The Joint Unions were also asked to indicate what they would want to change within the existing scheme or if they believe an alternative scheme should replace the JESS scheme.

2. Suggestions

- Provide greater levels of transparency around the scoring of job evaluation questionnaires (JEQs)
- Review the process of submitting JEQs
- Review the level of involvement of Felt Fair Panels in the evaluation process
- If greater levels of transparency cannot be achieved due to current contractual arrangements the future use of JESS should be reconsidered.

3. Background

Since the imposition of the JESS scheme on PCC staff in 2009, UNITE along with UNISON have experienced a number of issues regarding job evaluation. These issues mainly revolve around the transparency of the scheme, particularly in the scoring process.

ACAS advise that:

The aim of a job evaluation scheme is to provide a hierarchy of jobs that are free from discrimination and ‘felt to be fair’ by your employees.

Although many employees might feel that job evaluation should move them up the ‘pecking order’ at work, in reality jobs can move up, down or stay the same.

To ensure that job evaluation is ‘felt fair’ it is best to:

- involve employee representatives and communicate with employees
- be thorough and systematic about gathering information
- ensure employees have an understanding of the basis on which jobs are to be evaluated

- **ensure a consistent method of evaluation**

Some stand out cases that demonstrate our concerns involve a number of groups.

Window Cleaners

In September 2010 two members of Green and Clean Window Cleaners approached Unite to discuss their JEQ outcome. They had been told that they had been placed in band 4 and were 2 points below the threshold of moving into band 5. Having reviewed the JEQ they were advised to add information around outdoor working and risk assessing which had been missed from the original submission. Having done this the new JEQ was submitted and was returned with a score 18 points lower than the original.

A grievance was submitted asking for an explanation in relation to the score; the only response they received was that PCC could not reveal details of the JESS scoring system.

Cleaners and Craft Gardeners

Following discussions with Green and Clean management throughout 2012, JEQ's were submitted on behalf of Cleaners and Craft Gardeners. Both groups were unsuccessful with re-banding and in response a grievance was submitted by UNITE, which was signed by over 120 members of Green and Clean. The grievance was seeking more clarity around the scoring process and an explanation regarding the higher banding of a post within Green and Clean with a similar level of responsibility. Cleaners and Gardeners felt that they should be on the same band as Bulk Collections and wanted the difference in pay to be explained.

Following feedback from HR both sets of workers continue to be dissatisfied with the explanations given, and this was communicated in writing by UNITE in February 2013.

More recently, a further post has been added into the Green and Clean team. Green Waste collections collect and dispose of waste generated by Craft Gardeners. This work was formally part of the Craft Gardeners band 3 duties, however Green Waste Operatives are currently paid at band 4.

Civil Enforcement Officers (Parking)

CEO'S have had their post evaluated on a number of occasions since the LPR was imposed; this is mainly due to an error being made in April 2009 which placed them onto the wrong spinal point.

The latest evaluation began in the summer of 2012, when CEO's drafted a JEQ. After agreement between all teams, the completed JEQ was submitted to the Parking Manager in November 2012. CEO's were not advised of the outcome of the re-evaluation until September 2013 some 10 months later.

CEO's were unhappy at the outcome of the evaluation, as they feel their post has taken on numerous additional duties since the previous evaluation in 2010, and they believed their post was comparable to that of a Community Warden.

CEO's were given the opportunity to revisit the JEQ with an evaluator and re-submit the paperwork for evaluation, this was intended to be a form of appeal to be added to the current policy but has not yet been implemented. Following this review CEO's remained at band 5 but still feel their post is comparable to that of a Community Warden.

Portage Team

UNISON were contacted by the Portage team in late 2013 seeking advice on pay banding issues.

Portage management believe the Portage bandings need to be reviewed upwards as the job roles had expanded, making the current banding levels unrepresentative of the roles now carried out.

UNISON's advice was sought over how the re-banding of roles was carried out and what information would be of best use/needed. Unfortunately due to lack of transparency as to what information is required, UNISON could not be of much help. However the current process of re-banding was explained.

The overriding issue however for the Portage management and staff, was that due to the nature of funding for many elements of the service (such as outside funding, buying in of services, grants etc.), a re-banding up on the current income could not be sustained, as either services could not be provided (self-defeating), or possible redundancies incurred to an already stretched service.

4. Reasons for suggestions made

The joint unions believe that the examples given above, give a broad idea of the issues our members experience when using the current job evaluation process. The key areas that we feel need to be reviewed are:

Transparency

The current JEQ system is veiled in secrecy once the JEQ is submitted. Following submission, any queries from evaluators are discussed with the line manager, and there is rarely staff involvement at this stage. Once a decision is made, there is little or no feedback. This is highlighted in the case put forward from Green and Clean

Prior to submitting a JEQ, staff should have access to detailed information about the criteria for each pay band. We do not believe that the current generic band descriptors reflect the broad range of duties performed by PCC staff. An example of this is the lack of advice relating to skilled and technical manual work within the band descriptors.

The Joint Unions believe that there should be detailed explanations behind JEQ outcomes, including the release of factor scoring. Currently staff are only informed of the outcome of the evaluation. Scores or explanations are not given unless they are pursued.

A recent case involving Cat 1 Sheltered Housing Managers is a further example of this occurring. Following evaluation, staff have been advised that;

'The post of Scheme Manager Cat 1 has been analysed and I can confirm that the banding has not changed and therefore will remain at Band 5'

'The score range for band 5 is 254-275 and they have come out in the middle of this at 268. Their band will remain at band 5 unless there are significant changes to the roles and responsibilities of the post'

The current system provides no evidence or assurances to staff that their JEQ has been fully understood and marked appropriately.

Process

The current process places control of the JEQ with the line manager. Without any sign off from a line manager, a JEQ cannot proceed. This has led to occurrences where the staff are left with no choice but to accept amendments made by line managers. These disagreements normally revolve around the duties of the post. An appeals process at this stage could be used to resolve disputes over the content of a JEQ.

An issue highlighted in the CEO evaluation, is the lack of defined timescales for the JEQ to be progressed. We understand that the main focus should be to get the JEQ right, but once the JEQ is agreed there should be a set timescale for getting a final outcome. In the CEO's case, the JEQ was sat on the senior manager's desk gathering dust rather than being sent forward for scoring.

Some thought needs to be given to the need for regular re-evaluations of posts, as some posts within PCC haven't been evaluated since the LPR process first began in 2006. These posts may not have seen a single significant change, but may have evolved and developed in the 8 years since they were last looked at by an evaluator.

A formal appeals procedure needs to be introduced for staff that disagree with their JEQ outcome, but this will need a greater level of transparency in the scoring process to enable a fair and informed appeal to take place.

Felt Fair Panels

The current system of Felt Fair Panels needs to be re-thought, as often the panel has a limited understanding of the post being presented as well as a lack of knowledge of other comparable posts.

Felt Fair Panels need a greater understanding of the process of marking JEQs, they also need to be given more detail around the posts being put before them including job profile, service structure etc.

The circumstances under which a post is sent to Felt Fair also needs to be broader. Currently only posts that have been moved up a pay band or have no existing comparator are sent to Felt Fair. The joint unions view is that all posts that are evaluated should be presented to Felt Fair in some form.

The current criteria for sending posts to Felt Fair means none of the examples given in the report were discussed at Felt Fair.

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Signed by:

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Title of meeting: Employment Committee

Date of meeting: 17th June 2014

Subject: Job Evaluation

Report by: Jon Bell - Head of HR, Legal and Procurement

Wards affected: N/A

Key decision: No

Full Council decision: No

1. Purpose of report

At the Staff Joint Committee on 3rd April 2014, it was requested that a report be submitted to the Employment Committee to provide a review of the job evaluation system, Trade Union involvement in the process and recommendations to address what Trade Unions perceive to be a lack of transparency around the JESS scheme. It should also review Trade Union Facilities time for Trade Unions to attend the Felt Fair Panel.

2. Recommendations

The Trade Unions have requested greater transparency with regards to the job evaluation process. To meet this request, it is recommended that:

- (i) Managers are provided with guidance as to when it is appropriate to review a post that needs to be re-evaluated, to ensure that re-evaluations are undertaken within a relevant timescale and includes input from the appropriate people.
- (ii) Job Re-evaluations are taken to Felt Fair Panel for consideration, even if the evaluation has resulted in no change to the current band.
- (iii) Employees are offered feedback to explain the outcome of a re-evaluation where the outcome has resulted in no change to the band of the job.
- (iv) The communication process is improved to inform employees of the outcome of the re-evaluation request, via written communication to both the employee and line manager.
- (v) A wider review is undertaken of Trade Union Facilities time and how this is put to best use to enable Trade Union representatives to have the time to attend the Felt Fair Panel.

- (vi) Training is provided to the Trade Union representatives that will be present on the Felt Fair Panel process and the role of a Felt Fair Panel member.

3. Background

- 3.1 Following a dispute with the Civil Enforcement Officers regarding the outcome of a re-evaluation request, Unite the Union had requested a Staff Joint Committee meeting to be held so the matter of "Job Evaluation", amongst other subjects, could be raised as a whole.
- 3.2 It was agreed in the Staff Joint Committee meeting held on 3rd April 2014, that a paper be presented to the Employment Committee to address on-going concerns that the Trade Unions have regarding the Job Evaluation Scheme (JESS) currently in place at the City Council, namely around the following:
- a) The Trade Unions involvement in the process
 - b) How can the process be changed to make it more transparent
 - c) Facilitation time for Trade Unions to attend the Felt Fair Panel, which takes place fortnightly.
- 3.3 Full details of the Job Evaluation process are provided in Appendix A.

4. Reasons for recommendations

- 4.1 **Managers are provided with guidance as to when it is appropriate to review a post that needs to be re-evaluated, to ensure that re-evaluations are undertaken within a relevant timescale and includes input from the appropriate people**
- 4.1.1 The JEQ for each role is owned by the manager, as the manager dictates the type of roles and duties required within the team to provide the appropriate level of service. It is accepted that since 2009, following the amount of structural reviews that have taken place, and continue to take place across the organisation, changes in service provision, legislation, technology, etc. that some posts will inevitably change.
- 4.1.2. It is recommended that guidelines are written for managers to clearly outline when a post is likely to need re-evaluation and what the appropriate steps are to do this effectively.
- 4.1.3. In addition to the guidelines, further information regarding the JEQ re-evaluation process can be provided directly to managers via the HR Service, particularly for situations such as organisational change.
- 4.2 **Job Re-evaluations are taken to Felt Fair Panel for consideration, even if the evaluation has resulted in no change to the current band.**

- 4.2.1. At present, all new job evaluations and re-evaluations where the band has gone up or down are taken to the Felt Fair Panel to consider if this result "feels fair" compared to all other posts within the organisation.
- 4.2.2. It is recommended that job re-evaluations that result in "no change to the existing band" are also taken to the Felt Fair Panel for consideration to add a further level of transparency and robustness to the process. They are not currently taken as they have already been through the Felt Fair Process when the pay band was originally agreed.
- 4.2.3. If the Felt Fair Panel do not agree with the evaluation outcome, the post is deferred for further review by an evaluator and further information provided to the Felt Fair Panel until a conclusion is reached.
- 4.3 Offer employees feedback to explain the outcome of a re-evaluation where the outcome has resulted in no change to the band of the job.**
 - 4.3.1. Currently, once a post has been re-evaluated, the manager is informed of the outcome, whether the post has gone up, down or remains unchanged. It is the manager's responsibility to feedback the outcome to the employee(s). In most circumstances, this method of communication has proved to be adequate.
 - 4.3.2. However, it is recognised that some employee(s) require further information as to why a re-evaluation has resulted in no change to the existing band. In this event it is recommended that a trained evaluator provides comprehensive feedback as to why this is the case. Due to the number of re-evaluations received, it is recommended that this is provided on request and not routinely.
 - 4.3.3. The feedback provided will not include any reference to the matrices or calculations within the JESS system, as to do so would result in an infringement of the Licence Agreement between Portsmouth City Council and The Reward Partnership (TRP).
- 4.4 Improve the communication process to inform employees of the outcome of the re-evaluation request.**
 - 4.4.1. As detailed in 4.3 above, there is currently no formal communication process to notify the employee(s) of the outcome of the re-evaluation request from the HR Service. The outcome is communicated by the individual's line manager and this may be done verbally, via email or in writing, and very much depends on the manager's preferred methods of communication.
 - 4.4.2. It is recommended that a letter is sent (potentially via email) to the individual to confirm the outcome of the re-evaluation and what necessary action may be taken as a consequence. For example, if the post has been placed in a higher band, the letter would include details of the effective date of the change in salary. If there was no change, the letter would provide details of how to arrange for feedback.

4.5 A review to be undertaken of Trade Union Facilities time and how this is put to best use to enable Trade Union representatives to have the time to attend the Felt Fair Panel.

4.5.1 The Trade Union representatives are provided with "reasonable" facilities time in order to fulfil their trade union responsibilities. This may include Health and Safety or Training responsibilities, as well as the more traditional convenor role. The Trade Unions are responsible for managing their own diaries during the period of facilities time. However, they feel that they do not always have time to attend the Felt Fair Panel.

4.5.2 It is recommended that the Trade Union representatives complete a monthly timesheet that is submitted to the HR team, via the branch representatives, so that facilities time can be reviewed. This information has been requested previously but never provided but will be essential to conducting a meaningful review.

4.6 Provide training to the Trade Union representatives on the Felt Fair Panel process and the role of a Felt Fair Panel member.

4.6.1 On joining the Felt Fair Panel, panel members are given a brief training session, providing information on the role, the information provided to each panel, the running format, questions likely to be asked, etc. It is recommended that the trade union representatives that are likely to attend the Felt Fair Panel are provided with the same training and opportunities for refreshers can be requested where it is deemed necessary and appropriate. Whilst this has been provided in the past, there have recently been new members of the trade union attending who have not received this training to date.

5. Equality impact assessment (EIA)

An Equality Impact Assessment is not required as the recommendations in this report do not raise any equality issues.

6. Legal comments

Portsmouth City Council is contractually prohibited from disclosing in full, the matrices and calculation methods used within the JESS system. The scores, matrices and calculation methods will not therefore be disclosed to a third party as to do so would constitute a breach of contract on the part of the City Council.

7. Head of finance's comments

There are no financial implications arising from this report.

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Signed by:

Appendices:

Appendix A: Job Evaluation Process paper

Background list of documents: Section 100D of the Local Government Act 1972

The following documents disclose facts or matters, which have been relied upon to a material extent by the author in preparing this report:

Title of document	Location

The recommendation(s) set out above were approved/ approved as amended/ deferred/ rejected by on

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Signed by:

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JOB EVALUATION PROCESS

Introduction

In 1997 a Single Status agreement was made between local government and trade unions to streamline all pay scales into one and prevent inequalities in pay. 'Single Status' refers to this one pay scale. To get all workers onto the same pay scale for the purposes of Single Status, councils were required to evaluate every job type by the same set of factors to establish which jobs should be regarded as at the same level as each other and therefore should receive the same rate of pay.

Implementing Single Status at PCC had two main elements:

- A review of pay terms and conditions of service (known as the Local Pay Review)
- Implementation of a job evaluation scheme

The decision to select the JESS (Job Evaluation Support System) evaluation scheme was agreed by all members of the Joint Steering Group in 2005. The group unanimously agreed that the contract be awarded to The Reward Partnership and that a single scheme (JESS) would be used to cover all employees.

Portsmouth City Council is committed to the principles of equal pay for work of equal value and uses the JESS (Job Evaluation Support System) job evaluation scheme to measure the relative value of all jobs in its pay and grading structure.

During the Local Pay Review all job types in the City Council were evaluated using the JESS scheme and process. Jobs were placed in the band which containing their job's evaluation score. This scheme is now used by HR for managers to evaluate and grade all new or changed posts.

JESS is a factor-based analytical job evaluation methodology designed to allow trained analysts to evaluate all jobs within any organisation from the Chief Executive and Strategic Directors to the most junior positions.

Each of the seven factors that comprise the methodology contains a number of pre-determined levels from which the analyst must select the most appropriate one (based on a completed job questionnaire and interview) to truly represent the level at which the role sits.

Each factor has an individual matrix attached to it whereby the analyst can read off scores for each of the chosen levels. This provides a numeric number for each factor and in order to achieve the total "job score/weight" the sum of each of the individual numbers is determined.

The seven factors contained within JESS are:

- Knowledge, Skills and Breadth of Application
- Complexity and Mental Challenge
- Judgement, Independence and Impact
- Supervision of Resources and Influence
- Communication
- Physical Demands and Co-ordination
- Working Conditions and Emotional Demands

Transparency of the Job Evaluation Scheme

To ensure impartiality and consistency of evaluation the full details of the job evaluation scheme are held only by a small group of HR staff who have been trained as evaluators. However, the generic band descriptors are available on IntraLINK and provide a basic description of the type of role which would sit in each band.

The Job Evaluation process is a transparent process that includes the individual job holder(s) and the manager. All posts within Portsmouth City Council are job evaluated, without exception.

A list of "Jobs by Band" is published on IntraLink so all employees have access to see how their post is banded compared to others posts within the authority. A detailed summary of Generic Band Descriptors is also published on IntraLink so employees can see the typical level of skills, knowledge and responsibilities a post is likely to have in each pay band.

The license agreement between The Reward Partnership (TRP)'s and Portsmouth City Council states under paragraph 7.4 "TRP acknowledges and agrees that PCC may provide information relating to the system (JESS) to those persons whose jobs have been evaluated using the system PROVIDED ALWAYS THAT PCC does not disclose in full the matrices and calculation methods used within the system. The scoring and the matrices are intrinsically linked and therefore our position is that as we cannot divulge the scoring matrices the factor scores must not be released as;

- i) Without the matrices they are meaningless
- ii) The interpretation and advice from TRP is that the release of such material would potentially compromise our legal agreement

Grading Process

A Job Evaluation will now be undertaken where there is:

- A new unique post whereby no comparable post already graded exists within the organisation

- There has been a change to an existing post that has resulted in a **substantial** increase or decrease in responsibility and/or duties (these are known as re-evaluations).

For a post to be evaluated the job holder and/or Line Manager will submit a completed Job Evaluation Questionnaire (JEQ) in accordance with the guidance notes. The new/revised JEQ must be signed off for approval by the Head of Service or a nominated deputy.

Completed JEQ's and up-to-date structure charts must be forwarded to the Job Evaluation Inbox. The Pay and Policy Team will log the JEQ and arrange for this to be evaluated and moderated.

Evaluation and Moderation

The JEQ will be evaluated against the seven JESS Factors as detailed above.

If further clarification is needed regarding any of the information detailed in the JEQ, the JE Analyst will contact the manager of the post to gather further information. This may be a telephone call, meeting or via email.

Once the Analyst has evaluated the JEQ, structure charts and any other supplementary information gathered it is passed on to another trained analyst for moderation. The moderator considers the scores from the evaluation and either agrees the band outcome or gathers further information to ensure that the post is banded correctly. In addition, the moderator will compare the post with other posts already graded within the organisation.

Once the banding is agreed between the Evaluator and Moderator, the manager of the post will be informed of the provisional band outcome.

Felt Fair Panel Process.

Once a post has been through the evaluation process an analyst will take it to a Felt Fair Panel. As a minimum the Felt Fair Panel meetings are held fortnightly and it is here that the panel decide whether the pay band result 'feels fair' in comparison to other posts within the council.

The Felt Fair Panel is made up of an independent and variable cross section of employees (normally between 4 and 6) across services within the organisation. Trade Union representatives are also invited to be panel members at each Felt Fair panel; however they do not always attend. Each Felt Fair meeting has a different panel, depending on who is available to attend on that day.

Felt Fair panel members are given training in the Felt Fair Panel process and their role as a panel member. Most panel members have been attending regular FFP since the introduction of the JESS scheme.

The Felt Fair Panel will be given a job ranking list of all jobs across the council in band order. This is a list of posts that have already been through the job evaluation process and details a hierarchy of all posts within the authority.

The Felt Fair Panel are also given a list of the posts to be considered as part of the "felt fair" process which includes the following information:

- The post title
- Previous band outcome (if the post already exists)
- The new/revised band outcome
- Whether the post band has gone up or gone down
- A copy of the structure chart

The analyst provides the panel with a brief synopsis and main responsibilities of the role. The manager of the post is in attendance to answer any questions the panel may have.

The panel then considers the ranking order of all jobs in the council to assess whether the post being reviewed feels fairly banded in comparison. The panel is able to ask the manager additional questions about the post to aid them with the ranking. The panel will then either agree that it has been banded correctly or they will ask the analyst to gain further information prior to them agreeing the band outcome of the post. The decision about the banding of all posts will be determined by a majority vote of Felt Fair Panel members

The panel members' role on the Felt Fair panel is not to analyse or evaluate the post or the person in the post. Instead, they are asked to stand back and offer a common sense view to help re-assure both the council and the analysts that the results 'feel fair'.

Once an evaluation has been completed and moderated through the Felt Fair Panel, the line manager and the relevant HR teams will be notified of the outcome within 5 working days and issue any contractual changes as appropriate.

Grading Outcome

If a manager or employee is not happy with the outcome of an evaluation there is no recourse to a formal appeals panel as in the case of the organisations formal action policies. However, all posts are moderated by a separate evaluator and further moderation is undertaken by the Felt Fair Panel.

In addition if an employee feels their job role should be re-evaluated due to the fact that there has been a substantial change to the job role since the last time it was evaluated, or that something substantial has been overlooked from the original evaluation then the individual should raise this with their line manager and if the line manager agrees with the employee then the manager can complete a 'Request to Re-evaluate Form' (as per the grading policy), stating what the significant changes to the post are since it was last

evaluated. This should be sent to the Job Evaluation Inbox. Re-evaluations will only be undertaken where the Head of Service or a nominated deputy agrees.

An evaluator will assess the form and contact the Manager where details of the post will be discussed further. At this point it will be decided whether the changes since the last evaluation have been significant enough to justify a re-evaluation.

If there have not been significant changes the post remains at its current band. If the changes have been significant, the Manager or post holder are required to complete a new JEQ form and submit it to the 'Job Evaluation' inbox in HR.

Upon receipt, HR will set up an interview with the post holder or Manager details of the post will be discussed to enable the evaluator to have a full understanding of the job responsibilities.

The results will be forwarded to the Felt Fair panel who will review where the role sits in the wider PCC structure. Following the Felt Fair panel review, the manager and employee will be advised of the outcome of the evaluation.

If a manager does not support the employee's request for a re-evaluation the employee's recourse is to raise a grievance in line with the Formal Action Policy.

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Agenda Item 5



Portsmouth
CITY COUNCIL

Agenda item:

5

Title of meeting: Employment Committee

Date of meeting: 17 June 2014

Subject: Sickness Absence - Quarterly Report

Report by: Jon Bell - Head of HR, Legal & Performance

Wards affected: N/A

Key decision: No

Full Council decision: No

1. Purpose of report

The purpose of this quarterly report is to update and inform Employment Committee on actions being taken that have a positive effect on the levels of sickness absence across Services.

2. Recommendations

- To continue to monitor sickness absence, on a quarterly basis, and to ensure appropriate management action is taken to address absenteeism.
- To implement the actions for improving sickness absence at the Port.

3. Background

- 3.1** In the period from 01 June 2013 to 31 May 2014 the level of sickness absence has decreased from 9.92 to 8.21 average days per person per year. This is against a corporate target of an average 8 days per person per year.
- 3.2.** Absence levels by Services for the period from 01 June 2013 to 31 May 2014 compared to figures prepared in June 2013 are attached in Appendix 1.
- 3.3** 7 of the 16 Service areas are over the corporate target of an average 8 days per person per year. 2 Services are over 10 days per person per year.

4. International Ferry Port

At the previous Employment Committee on 10 March 2014, members asked for an analysis of the sickness absence at the Port. The outcome of the review of sickness absence levels and the activities being taken to reduce these levels is attached in Appendix 2. Highlights from the report are:

- i. The main reasons for sickness absence at the Port are; Accident/industrial injury, Musculoskeletal, Heart Disorder, Respiratory problems.
- ii. During the last 12 months, 13 formal warnings have been issued under the Managing Absence Policy.
- iii. There have been 9 long-term sickness absence cases; two were a year in duration. One individual was granted ill health retirement, one has been dismissed, three have retired and one resigned. Two cases are on-going.
- iv. It is expected that the number of days lost will reduce by 296 days (27.95%) in the next 6 months due to the intervention of Port Management.
- v. It is predicted that the average sickness absence levels will be within the range of 8.4 to 9.4 by November 2014.

The following actions will be implemented;

- The Managing Director to communicate with Port employees on the current levels of sickness absence and future expectations on how non-attendance will be managed and continuous monitoring of the now established robust sickness absence management system
- A member of HR to conduct a 'Sickness Absence Management' briefing with managers and supervisors to ensure a consistent and robust approach.

5. Discussions with Unions

Following the Staff Joint Committee on 03 April 2014, HR has provided responses to the Trade Unions concerns about HR involvement at stage 1 and managers' competency through the number of absence brief/workshops held and planned.

The Unions have indicated that they will be providing a joint response of their proposals for absence management to the regular monthly meeting with HR for discussion.

6. Occupational Health training

Both managers and HR staff have been given an opportunity to meet with our new provider (NHS) to discuss the service and how both parties can work together, commencing with the larger services such as Housing and Property Services and Adult Social Care.

The objectives of the session are outlined below and this will allow us to optimise the use of the Occupational Health Service.

1. Clarify the purpose of the Occupational Health Service
2. Discuss when and how to refer individuals to Occupational Health
3. Complete referral forms
4. Identify options to call or complete Occupational Health referrals
5. Interpret Occupational Reports and recommendations

7. Health and Wellbeing

7.1 Staff Health Checks

Working jointly with Public Health, 100 Health Checks were offered to staff and were conducted in March/April 2014. These checks have initially been offered to staff in The Port, Housing and Property Services, Adults Social Care, Revenues and Benefits.

Whilst it was imperative to ensure staff remained anonymous we have been provided with a summary of the results and recommendations and will be working with service managers to develop more detailed action plans where necessary. The recommendations will also be used as part of the overall Health and Wellbeing strategy.

7.2 Flu Jabs

In the winter of 2013/14 981 members of staff took advantage of the vaccination campaign which equated to a final uptake of 11.9% including school staff. The highest uptake rate was in Health, Safety and Licensing (42%) and the lowest in Children's Social Care and Safeguarding (7.5%).

Analysis of staff sickness figures showed a 49% decrease in the number of working days lost due to viral illnesses lasting 5 days or more (as flu is not recorded exclusively) in the period October 2013 to December 2013 compared to April 2013 to September 2013. This is compared to a 40% increase during the same periods in 2012. However, we can't say for definite that this is due to the flu vaccination campaign as there were very low levels of flu infection in the community and PCC have recently prioritised the reduction of staff absence.

The scheme was funded by Public Health but it is anticipated that services will be asked to pay for this in future years.

7.3 Health and Wellbeing Workshop

A Health and Wellbeing workshop was held on the 13th May attended by 13 Senior Managers across the authority and also Trade Union representatives. This was a very positive session to start the process of developing a strategy for health and wellbeing that will be embedded across the authority.

The outcomes of this session will be fed into Strategic Directors Board (SDB) and Corporate Transformation Board (CTB) and action learning sets will be offered to share good practice.

A steering group will also be set up to continue the work, a series of staff focus groups and a wellbeing newsletter.

8. Reasons for recommendations

The continued monitoring of sickness absence and the identification of good management practices is an important part of maximising attendance, which will in turn increase productivity, improve engagement and build resilience.

9. Equality impact assessment (EIA)

A preliminary Equality Impact Assessment has been completed.

10. Legal implications

There are no immediate legal implications arising from this report.

11. Finance comments

There is no significant cashable saving resulting from the reduction in sickness absence. However there will be an improvement in productivity in terms of total days worked.

.....
Signed by:

Appendices:

Appendix 1: Sickness Absence by Service

Appendix 2: Analysis of sickness absence at the Port

Background list of documents: Section 100D of the Local Government Act 1972

The following documents disclose facts or matters, which have been relied upon to a material extent by the author in preparing this report:

Title of document	Location

The recommendation(s) set out above were approved/ approved as amended/ deferred/ rejected by on

.....
Signed by:

Appendix 1 - Absence levels by Service.

Workforce Information Report

Employment Committee Summary for the Period 01/6/2013 to 01/6/2014

Monthly Absence Report	Avg/je Headcount	Working Days Lost To Sickness	Total		Long-Term		Medium-Term		Short-Term		Average Number Occasions per Person per year	Average per person per year from previous report
			% Working Time Lost	Average per person per year	Working Days Lost To Sickness	Average per person per year	Working Days Lost To Sickness	Average per person per year	Working Days Lost To Sickness	Average per person per year		
Service												
Adult Social Care	856.00	8000.99	5.12%	9.35	4575.55	5.35	1382.05	1.61	2043.40	2.39	1.52	9.64
Chief Executive Service	20.00	19.00	0.39%	0.95	0.00	0.00	10.00	0.50	9.00	0.45	0.35	0.81
Children's Social Care and Safeguarding	371.00	3985.92	4.91%	10.74	2323.59	6.26	647.47	1.75	1014.85	2.74	1.68	10.82
City Development and Cultural Services	231.00	887.42	2.19%	3.84	395.89	1.71	61.29	0.27	430.24	1.86	1.21	4.47
Corporate Assets, Business and Standards	180.00	1635.83	4.29%	9.09	1035.66	5.75	179.63	1.00	420.53	2.34	1.46	8.65
Customer, Community and Democratic Services	131.00	863.09	3.00%	6.59	468.20	3.57	162.87	1.24	232.01	1.77	1.07	7.20
Education and Strategic Commissioning	246.00	1373.59	2.91%	5.58	754.97	3.07	153.45	0.62	465.18	1.89	1.24	5.29
Finance	176.00	1381.34	3.68%	7.85	776.38	4.41	221.96	1.26	383.00	2.18	1.39	7.31
Health, Safety and Licensing	147.00	1037.98	3.25%	7.06	525.66	3.58	136.71	0.93	375.61	2.56	1.57	7.95
Housing and Property Services	781.00	7235.62	4.26%	9.26	4047.64	5.18	1262.38	1.62	1925.60	2.47	1.59	9.91
HR, Legal and Performance	143.00	611.71	1.87%	4.28	314.20	2.20	102.55	0.72	194.96	1.36	0.98	5.24
Information Services	118.00	430.53	1.52%	3.65	123.00	1.04	130.50	1.11	177.03	1.50	1.06	5.04
Integrated Commissioning Unit	33.00	78.81	1.13%	2.39	23.00	0.70	14.00	0.42	41.81	1.27	0.91	1.68
Port	85.00	1051.39	5.05%	12.37	755.03	8.88	120.31	1.42	176.05	2.07	1.18	14.20
Revenues and Benefits	144.00	1259.58	4.00%	8.75	435.93	3.03	321.51	2.23	502.14	3.49	2.09	8.54
Transport and Environment	333.00	2935.39	5.23%	8.81	1740.37	5.23	554.06	1.66	640.96	1.92	1.22	7.53
Schools	4227.00	27017.64	4.59%	6.39	11806.61	2.79	4467.05	1.06	10743.99	2.54	1.58	5.08
PCC Exc Schools	3995.00	32788.20	4.03%	8.21	18295.08	4.58	5460.75	1.37	9032.37	2.26	1.37	8.47
Total (inc Schools)	8222.00	59805.85	4.27%	7.27	30101.69	3.66	9927.80	1.21	19776.36	2.41	1.47	6.72

This table summarises absence information held on the Oracle EBS system. It excludes information held on Casual Workers, Agency Workers and Councillors.

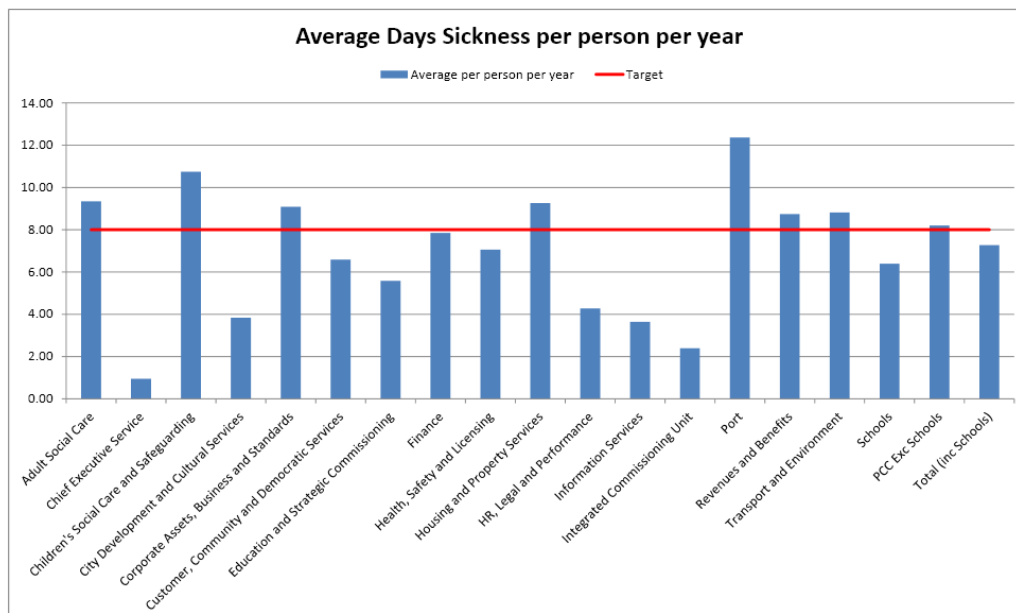
There are three absence measures used in the table above: % working time lost, Average Working Days lost Per Person per year and Number of incidents per person per year.

% Working time Lost takes the maximum Working Time available (Contractual FTE x Number of Days in Period) and shows the % of that time lost to Sickness. This measure takes into account actual working time lost.

Average Days per Person per Year divides the number of days lost in the period by the number of people in the group. (Long-Term are 21 days or longer, Short-term are 7 days and under). This measure is based on average headcount and so ignores FTE.

Number of Incidents per Person per Year is the number of separate incidents/occasions divided by the number of people in the group. This measure ignores the length of the absence to look at frequency (this helps 'level' the field for people with underlying medical condition and provides balance).

Workforce Information Report



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Appendix 2 - Review of Sickness Absence - Port

Current level of Sickness Absence

The average days lost per employee at the Port in the 12 months to 31/05/14 was 12.37 days. This compares to the average days lost per council employee of 8.54 days.

Background

- In January 2014, absence figures were realigned to ensure consistence of data input.
- The number of contracts that are over 37 hours per week is higher than in other Services. Thus, the sickness absence levels are inflated.
- Absence figures are currently input on 3 different systems, Oracle, time and attendance and a separate HR database.
- The current age profile for the Port is 48.2 years compared to corporate figure of 44.5 years. Age can be a contributing factor in type and length of sickness absence.
- 64% of the Port's workforce are shift workers. Shift working can be a contributing factor in type and length of sickness absence.
- The Port is engaging with employees regarding a push towards 8 days. They are still working on a figure of 10 days and 5 incidents as an indicator that an individual's attendance is a concern and worthy of closer monitoring.
- HR is developing a 'Sickness Absence' briefing to Port managers/supervisors.
- 'Return to Work' discussions have been conducted for all periods of sickness absence.
- The introduction of mooring machines will reduce the number of musculoskeletal injuries amongst Quay Assistants.
- Have started to operate Occupational Health referrals for stress and musculoskeletal within the first few days of absence rather than waiting for 21 days.
- 19 Port employees attended the Health Checks in March 2014.
- There have been two 'Manual Handling: Practical Training' courses in the last year.

Areas of High Sickness Absence

There are four areas of concern, where sickness absence levels are higher than the norm.

- Technical Services Group
- Traffic Supervisors
- Freight Security Assistants
- Quay Assistants

Reasons for Absence

The main reasons for sickness are;

- Accident/industrial injury 32%
- Musculoskeletal 18%
- Heart Disorder 12%
- Respiratory problems 11%

Psychological - Stress, anxiety and depression is the eighth highest reason for sickness absence and represents 4 % of the Port's sickness absence.

Sickness Absence Management

The number of warnings issued in the last 12 months;

- Stage 1 11
- Stage 2 1
- Stage 3 1

In addition, over the last 12-18 months there have been 9 long-term sickness absence cases, two were a year in duration. One individual was granted ill health retirement, one has been dismissed, three have retired and one resigned. Two cases are on-going.

Predicted future reductions in sickness absence levels.

The number of days lost in the 12 months to 31 May 2014 was 1051 days.

Over the next six months it is anticipated that 446 days (296 in reference to ex-employees) will be lost from total days lost due to sickness absence. All things being equal, it is predicted that the sickness absence levels will reduce by days, to an average range of 8.4 to 9.4 days per employee by November 2014.

MMD (Shipping Services) Ltd

The average days lost per employee at MMD in the 12 months to 30/04/14 was 7.58 days. There are 181 employees at MMD.

MMD are not a direct comparator to the Port, as MMD do not employ Quay Assistants. 28.70% of employees are office based.

The current age profile for MMD is 44.1 years compared to the Port figure of 48.2 years.

Terms and conditions at MMD are different to Portsmouth City Council. Specifically, MMD do not pay the first 3 days of any period of sickness absence.

Agenda Item 6

Agenda item:

Title of meeting: Employment Committee

Date of meeting: Tuesday, 17 June 2014

Subject: Discretionary Pension Policy Statement Review

Report by: Shaun Tetley, Payroll and Pension Manager

Wards affected: None

Key decision: No

Full Council decision: No

1. Purpose of report

The introduction of the new Local Government Pension Scheme (LGPS) from 1 April 2014 requires all scheme employers to review their existing discretionary pension policy statements and publish new policy statements effective from 1 April 2014. This is required under Regulation 60(1) of the LGPS Regulations 2013 and Regulation 66 (1) of the LGPS (Administration) Regulations 2007.

This report summarises the pension policies that need reviewing and makes recommendations for the adoption of a new pension policy statement.

In addition, for information, the report also summarises the main provisions of the new LGPS and provides a comparison with the existing scheme.

2. Recommendations

- 2.1 Employment Committee approve the discretionary policy statement set out in appendix 1 of this report with effect from 1 April 2014.
- 2.2 Employment Committee note the main scheme changes arising from the introduction of the new LGPS from 1 April 2014. Appendix 2 of this report provides a summary of the changes.

3. Background

- 3.1 The cost of providing public sector pension schemes has been increasing over many years and the previous Government was concerned over their long-term sustainability. Consequently it appointed Lord Hutton of Furness to chair an independent Public Services Commission to undertake a fundamental structural review of public sector pension provision.

3.2 The main recommendations of the Commission were that:

- All public sector schemes should change from final salary pension schemes to career average revalued earnings schemes
- Scheme retirement ages should be the same as state retirement pension ages
- There should be a cost sharing mechanism introduced whereby scheme members would share future scheme cost increases in providing public sector pension schemes rather than just the employers
- Existing rights of current scheme members should be protected based on the service built up to 31 March 2014, with some additional protections for staff 'nearing retirement'

3.3 The present Government accepted the Commission's recommendations and tasked the government departments responsible for each public sector pension scheme to negotiate with the relevant employer representatives and unions on the required changes to the respective schemes.

3.4 Agreement has been reached between CLG, the Local Government Employers Organisation and the trade unions on the new LGPS that will come into force on 1 April 2014. Appendix 2 provides a summary of the main provisions of the new LGPS 2014 compared with those of the current scheme.

4.0 Discretionary Pension Policy Statements

4.1 The following paragraphs provide further detail on the various discretions that the city council is required to review together with a recommendation on the policy that should be adopted. The pension regulations require that in preparing or making revisions to pension policy statements, the scheme employer must have regard to the extent to which the exercise of any of its policies could lead to a serious loss of confidence in the public service. Although the revised discretionary policy is effective from 1st April 2014, the Regulations provide a deadline of 30th June 2014 for agreement to be made on the new policy.

4.2 Power of employing authority to award additional pension (Regulation 31)

4.2.1 This provision currently enables an employer to award an additional pension of up to £5,000 per annum to a scheme member. Under the new scheme this amount will be increased to £6,500 per annum from 1 April 2014. This provision could be used for example as a staff recruitment and retention tool. The cost of awarding additional pension would be substantial and once awarded the pension could not be taken away. It is worth noting that employees can purchase additional pension up to the value of £6,500 at their personal cost if they wish. The council's current policy is that there should be no adoption of this provision.

It is recommended that there should be no change to the council's existing policy. On this basis the discretion to award additional pension under Regulation 31 is not approved.

4.3 Power to approve a regular or lump sum additional pension contribution (APC) under Regulation 16 (2) e and Regulation 16 (4) d

4.3.1 Regulation 16 provides the facility for a LGPS member to enter into a contract to buy additional pension contributions (APCs). There are 2 types of APCs:

- A scheme member can purchase additional pension of up to £6,500
- A scheme member can elect to pay APC's to cover a period of approved unpaid leave. With effect from April 2014, approved unpaid leave is no longer pensionable unless an election is made to cover the period as pensionable

Where a scheme member elects to purchase additional pension (of up to £6,500), Regulation 16 (2) e provides the discretion for the city council to fund the contributions in whole or part.

Where a scheme member elects to pay contributions to cover a period of approved unpaid leave, Regulation 16 (4) d provides the discretion for the city council to fund the contributions in whole or part. However it should be noted that provided a member has elected to cover a period of unpaid leave within 30 days of the return to work, then the pension contributions are paid under a shared cost arrangement where the Regulations require the employer to pay 2/3rds of the cost and the employee pays 1/3rd. Elections that are made after the 30 day deadline are at full cost to the employee. However Regulation 16(4) d provides the discretion to fund the contributions in whole or part.

The decision to purchase APCs under the above regulations is a personal employee decision and is designed to increase their pension benefits on retirement. On this basis it does not seem appropriate that the Portsmouth Council taxpayer contributes towards increasing the pension benefits of an employee.

It is recommended that the city council makes no contribution towards Additional Pension Contributions under Regulation 16 (2) e and Regulation 16 (4) d (other than under the shared cost arrangement where there is no discretion).

4.4 Power to approve the payment of pension benefits for staff over the age of 55 under the flexible retirement provisions contained in Regulation 30 (6)

4.4.1 The city council already has a policy covering flexible retirement and this requires applications from staff to be approved by the Head of Service. The policy requires a permanent reduction in hours (and or) pay of at least 50% for full time staff (with a proportionate reduction for part-time staff).

It is important to note that applications for flexible retirement from staff between the ages of 55 and 60 normally incur an employer pension strain charge. Applicants in this age range will not be approved unless a robust business case demonstrates that savings will accrue to offset the pension strain charge and this requires the approval of the Head of Financial Services.

It is recommended that the city council makes no change to the existing policy covering flexible retirement and that the policy is re-adopted under Regulation 30 (6).

4.5 Power to waive the actuarial pension benefits reduction under Regulation 30 (8) that affects some staff who apply for flexible retirement

- 4.5.1 The pension scheme benefits for a member of staff taking flexible retirement may be subject to an actuarial reduction depending on the age or service. Scope exists for the employer to waive the reduction resulting in the benefits being paid in full. However the pension strain cost associated with exercising this discretion would fall on the city council. Flexible retirement allows an employee to access their pension benefits and continue working (on reduced hours). Prior to the application and approval of flexible retirement the scheme member is provided with an estimate of pension benefits. This will include any actuarial reduction and the member will be aware of the financial consequences to allow them to consider whether retirement is still affordable. As the cost to waive any actuarial adjustment would need to be funded by the employer, this does not appear to be an appropriate use of council tax payers' money.

It is recommended that the city council does not exercise the discretion to waive any actuarial reduction for staff under Regulation 30 (8).

4.6 Power to waive the actuarial reduction under Regulation 30 (8) that affects staff who apply for early retirement from age 55

- 4.6.1 Under the current scheme (pre 1 April 2014), an employer has the discretion to allow an employee to retire voluntarily between the ages of 55-59 and receive immediate payment of their pension benefits. From the age of 60 the employer's permission is not required.
- 4.6.2 The council's current policy is to refer applications to members of the Employment Committee to consider individual cases on their merits in accordance with the provisions of the council's early retirement scheme. In most cases the council will have to pay a pension strain charge, which can be significant, and as a result we have had no applications under this provision for a number of years. In addition to the employer pension strain charge, the employee's pension scheme benefits may be subject to actuarial adjustment (unless the 'rule of 85' is met) and the employer can waive this reduction in exceptional circumstances.
- 4.6.3 Under the new scheme, employees aged between 55 and 59 will no longer need their employer's permission to retire and receive immediate payment of their pension benefits. However the pension benefits payable would still be subject to a reduction to allow for early payment and employers can exercise a discretion to waive the reduction but in most cases this would incur an employer charge.

- 4.6.4 As the new LGPS scheme provides member flexibility to retire between the ages of 55 - 59 there will be no need in future for scheme members to apply to the Employment Committee for early retirement in this age range. However as the pension benefits will in most cases be subject to an actuarial pension reduction, discretion exists for the employer to waive this reduction. It is proposed that this discretion is not applied for the following reasons:
- Approval of this discretion would incur a potentially significant employer pension strain charge
 - As LGPS members can now retire from age 55 and will be aware of the financial implications on their pension scheme benefits if they choose to retire 'early', it is their personal choice to decide whether to exercise this option.
 - If we were to exercise this discretion selectively, it would be difficult to ensure consistency of application

It is recommended that the power to waive the actuarial reduction under Regulation 30 (8) that affects staff who apply for early retirement from age 55 is not approved.

4.7 Power to approve the early payment of pension benefits before normal retirement age at the request of a former employee (a deferred pensioner) under Regulation 30 (8)

- 4.7.1 The council's current policy is to allow early payment of pension benefits to former employees where there is no cost to the council. It is recommended that there should be no change to the council's existing policy on this provision.

It is recommended that the power to approve the early payment of pension to a deferred pensioner under Regulation 30 (8) be approved provided that no pension strain charge falls on the council.

5.0 Non-compulsory items for inclusion in the Discretionary Policy Statement

- 5.1 There are a number of other matters that require employer decision and although it is not mandatory to include these in the Discretionary Policy Statement, it is recommended that these are included to avoid any potential appeals under the Internal Disputes Resolution Procedure.
- 5.2 **Power to extend the period to allow scheme members not to aggregate service under Regulation 22 (7b) and (8b)**
- 5.2.1 Regulation 22(7b) covers the situation where LGPS members have more than one LGPS pension account with Portsmouth City Council. The Regulation states that where one or more of the employments end with an entitlement to a deferred pension, but the member has a continuing employment with PCC, then the deferred pension account must be aggregated with one of the continuing pension account(s). The Regulations automatically aggregate pension accounts within 12 months unless the scheme member has specifically requested that the pension accounts are kept separate. Regulation 22 (7b) provides discretion for the employer to allow an employee to extend the period beyond 12 months. It is recommended that we do not extend the 12 month deadline because it will be very difficult for PCC to quantify

what costs will accrue on early retirements. The reason for this is that if we want to terminate employment at some date in the future and a member has disconnected service, they could connect the service at the point of termination and this would lead to additional pension strain costs completely out of our control.

It is recommended that the power to allow a scheme member not to aggregate service beyond a period of 12 months under Regulation 22 (7b) is not approved.

5.2.2 Regulation 22 (8b) covers the situation where a deferred LGPS member recommences employment and joins the LGPS and therefore becomes an active member again. The Regulations automatically aggregate pension accounts within 12 months unless the scheme member has specifically requested that the pension accounts are kept separate. Regulation 22 (8b) provides discretion for the employer to allow an employee to extend the period beyond 12 months. It is not recommended that this discretion is exercised as this could result in additional pension strain charges being imposed on the city council. Where an employee has deferred pension rights and is made redundant or retired on efficiency grounds at some stage in the future, if we were to exercise this discretion they could join the deferred service and the active service together and would be eligible for early payment of both sets of benefits. This could lead to a potential significant increase in pension strain costs completely outside of the control of the council.

It is recommended that the power to allow a scheme member not to aggregate a deferred pension account with an active pension account beyond a period of 12 months under Regulation 22 (8b) is not approved.

5.3 Power to accept inward transfers under Regulation 100

5.3.1 Regulation 100 covers the inward transfer of pension rights. When a new member of staff either commences with the city council or joins the LGPS, they have a period of 12 months to decide whether they want to transfer other pension rights into the LGPS. Regulation 100 gives the employer discretion to extend the period beyond 12 months. This discretion is not currently exercised and it is proposed that we make no change to the current policy. The reason for this is that it could result in a considerable increase in employer pension strain charges if the member of staff was to be made redundant or retire on efficiency grounds at some stage in the future. If we were to exercise the discretion a member of staff could on being made redundant (or efficiency retirement) request a transfer of pension rights from a previous employment. This would result in an increase in their LGPS benefits and as a result would increase the pension strain charge payable by the council.

It is recommended that the power to extend the period of accepting the transfer of inward pension rights beyond 12 months under Regulation 100 is not approved.

5.4 Assessment of pension deduction tier

- 5.4.1 The LGPS Regulations require the City Council to assess which pension deduction tier (i.e. employee pension contribution band) the employee should be entered into on 1 April 2014. The Regulations are not prescriptive in terms of how the assessment should be made and to avoid any appeals, it is good practice to document the method to be used not only for the initial assessment in April 2014 but also when pay varies during the year.
- 5.4.2 There have been discussions with a number of other employers both locally and nationally to ensure that the method of assessment is fair and equitable. Having considered all of the options available it is proposed that the following assessment rules are adopted.
- The initial assessment will be made in April 2014 and staff in the LGPS will receive a letter to explain the assessment method
 - Annual contractual pay will be used to determine the pension tier percentage to be deducted
 - Non contractual pay will be disregarded in the assessment. This is in line with the majority of other employers and is being disregarded due to the amounts of additional pay being relatively low. In addition it is worth noting that as the pension tier bands are wide, additional non contractual pay is unlikely to result in a tier change
 - A further assessment will be made at every payroll run to determine whether the contractual pay has varied (up or down) to the extent that it requires a revised pension deduction tier to be processed
 - Where the reassessment identifies the need to vary the pension deduction tier this will be processed in the following month to allow sufficient time for a letter to be sent to the LGPS member to explain why the deduction will be varied. This will also avoid mid-month changes. The only exception to this is that if the contractual change dates from the first of the month, in which case the change will be made in the same month
 - Staff employed on casual or zero hour contracts will be entered into the lowest pension deduction tier but this will be reviewed if it is clear that their level of remuneration deems this action inappropriate
 - Staff are able to appeal against the assessment under a process known as the Internal Disputes Resolution Procedure and this will be explained in the notification letter in April 2014 and any subsequent reassessment letter

6. Equality impact assessment (EIA)

A preliminary EIA has been undertaken and no negative impact on any of the equality groups has been identified.

7. Head of Legal Services comments

There are no legal implications arising from this report.

8. Head of Finance's comments

All of the relevant financial implications are contained within the body of the report.

.....
Signed by:

Appendices:

Appendix 1 - Discretionary Compensation & Benefits Policy Statement for Portsmouth City Council Employees (including annex1)

Appendix 2 - LGPS 2014/2008 Comparison and Employee contribution rate comparison

Background list of documents: Section 100D of the Local Government Act 1972

The following documents disclose facts or matters, which have been relied upon to a material extent by the author in preparing this report:

Title of document	Location
LGPS Regulations 2013	http://www.lgpsregs.org/index.php/regs-legislation/timeline-regulations-2014

The recommendation(s) set out above were approved/ approved as amended/ deferred/ rejected by on

.....
Signed by:



Discretionary Compensation & Benefits Policy Statement for Portsmouth City Council Employees

The introduction of the new Local Government Pension Scheme (LGPS) from 1 April 2014 requires all scheme employers to review their existing discretionary pension policy statements and publish new policy statements effective from 1 April 2014. This is required under Regulation 60(1) of the LGPS Regulations 2013 and Regulation 66 (1) of the LGPS (Administration) Regulations 2007.

This discretionary pension policy has been approved by Employment Committee and for completeness contains both the compulsory and non-compulsory discretions.

Portsmouth City Council will:

- Not exercise the discretion to award additional pension under Regulation 31
- Not exercise the discretion to make any employer contribution to regular or lump sum additional pension contribution (APC) under Regulation 16 (2) e and Regulation 16 (4) d
- Exercise the discretion to approve the payment of pension benefits for staff over the age of 55 under the flexible retirement provisions contained in Regulation 30 (6). Approval will be subject to the member of staff meeting the additional flexible retirement conditions contained in the HR policy entitled 'Flexible Retirement Policy'
- Not exercise the discretion in Regulation 30 (8) to waive any actuarial reduction in a scheme members LGPS benefits in cases of:
 - Flexible retirement
 - Voluntary retirement
- Exercise the discretion to approve the early payment of pension benefits before normal retirement age at the request of a former employee (a deferred pensioner) under Regulation 30 (8) provided that no pension strain charge accrues
- Only accept elections *not* to combine pension rights from previous local government employment with a current period of membership, which are made within 12 months of re-joining the scheme under Regulation 22 (7b)
- Only accept elections *not* to combine a deferred pension account with an active pension account, which are made within 12 months of re-joining the scheme under Regulation 22 (8b)

- Not exercise the discretion to extend the period of accepting the transfer of inward pension rights beyond 12 months under Regulation 100
- Calculate your redundancy pay using the Government statutory redundancy table to assess the number of weeks of redundancy pay. This will use actual week's pay and continuous local government service to calculate the total redundancy pay rather than using the Government statutory maximum weekly rate of redundancy pay
- Not enhance your statutory redundancy pay up to the maximum 104 weeks pay under Regulation 6 of the Local Government (Early Termination of Employment) (Discretionary Compensation) (England and Wales) Regulations 2006.
- Consider the award of compensation, in cases of early retirement on the grounds of efficiency of the service. Compensation would be calculated on your actual weeks pay and continuous local government service using the Government statutory redundancy pay table. Where compensation is agreed under this discretion your actual weekly rate of pay will be used instead of the Government statutory maximum weekly rate of redundancy pay. The decision to award compensation will be made by the Employment Committee following the recommendation of the relevant Strategic Director in consultation with the Head of Human Resources and Head of Financial Services
- At the end of a period of re-employment, reduce, according to a set formula, the added year's element of your pension to ensure you would be no better off in pension terms than if you had remained in the original job. Details of the formulas are available from the Hampshire Pension Services (Hampshire County Council)
- Assess your pension deduction using the rules set out in annex 1 at the foot of this Discretionary Compensation & Benefits Policy Statement
- Inform you if our policy on Discretionary Compensation and LGPS Benefits changes in the future by updating this policy statement and publishing it

If you have any questions or need further information please contact your HR Manager or the Financial Services Pensions Team.

Updated April 2014

Annex 1

Assessment of Pension Deduction Rate

Portsmouth City Council will apply the following policy in the assessment and review of the Local Government Pension Scheme (LGPS) pension deduction rate.

- The initial assessment will be made in April 2014 and staff in the LGPS will receive a letter to explain the assessment method. The letter will contain a table showing the pension deduction percentage rates and salaries and will explain the appeal process

- The annual contractual pay will be used to determine the pension tier deduction rate that will be applied
- Non contractual pay will be disregarded in the assessment. This is in line with the majority of other employers and is being disregarded due to the amounts of additional pay being relatively low. In addition it is worth noting that as the pension tier bands are wide, additional non contractual pay is unlikely to result in a tier change
- A further assessment will be made at every monthly payroll run to determine whether the contractual pay has varied (up or down) to the extent that it requires a revision to be made to the pension deduction
- Where the reassessment identifies the need to revise the pension deduction (up or down), this will be processed in the following month to allow sufficient time for a letter to be sent to the LGPS member to explain why the deduction will be varied. This will also avoid mid-month changes. The only exception to this is that if the contractual change dates from the first of the month, in which case the change will be made in the same month. Where a retrospective increase or decrease is made, the re-assessment will only take place in the month the variation is processed. Any arrears or recovery of pay made in that month will have pension contributions calculated on the appropriate pension deduction percentage rate.
- Staff employed on casual or zero hour contracts will be entered by default into the lowest pension deduction tier but this will be reviewed if it is clear that their level of remuneration deems this action as inappropriate
- Staff are able to appeal against the assessment under a process known as the Internal Disputes Resolution Procedure and this will be explained in the notification letter in April and any subsequent reassessment letter

LGPS 2014/2008 Comparison

	Proposed LGPS 2014	LGPS 2008
Scheme design	Career Average Revalued Earnings (CARE)	Final Salary
Pension age	State Pension Age (minimum 65)	65
Accrual Rate	1/49 th	1/60 th
Revaluation Rate	Inline with price index - currently Consumer Price Index (CPI)	Based on final salary
Employee Contribution Rate	Tiered contributions in line with salary - average 6.5% (see following table)	Tiered contributions in line with salary - average 6.5% (see following table)
Contribution flexibility	Option to pay 50% contributions for 50% benefit	No
Early/late retirement	55-75 on an actuarially neutral basis	55-75 on an actuarially neutral basis
Pension in payment adjustment	Inline with a price index - currently CPI	CPI (RPI for pre 2011 increases)
Optional lump sum commutation rate	£12 lump sum for £1 pension	£12 lump sum for £1 Pension
Death in service lump sum	3 x pensionable pay	3 x pensionable pay
Death in service surviving partner benefits	1/160 th accrual	1/160 th accrual
Ill health retirement	Tier 1 - immediate payment with membership enhanced to Normal Pension Age Tier 2 - immediate payment of pension with 25% membership enhancement to Normal Pension Age Tier 3 - temporary payment of pension for up to 3 years	Tier 1 - immediate payment with service enhanced to Normal Pension Age (65) Tier 2 - immediate payment of pension with 25% service enhancement to Normal Pension Age (65) Tier 3 - temporary payment of pension for up to 3 years
Vesting period	2 years	3 months
Transitional protection	Accrued rights protected and past benefits linked to final salary when members leave the scheme - Protection underpin for members aged 57 to 59 - Rule of 85 protection (as in 2008 Scheme)	N/A

Employee contribution rate comparison

<i>Pensionable allowance range</i>	<i>Contribution rate 2014 Scheme (%)</i>
Up to £13,500	5.5
£13,501 to £21,000	5.8
£21,001 to £34,000	6.5
£34,001 to £43,000	6.8
£43,001 to £60,000	8.5
£60,001 to £85,000	9.9
£85,001 to £100,000	10.5
£100,001 to £150,000	11.4
£150,001 or more	12.5

<i>Pensionable allowance range</i>	<i>Contribution rate 2008 Scheme (%)</i>
Up to £13,500	5.5
£13,501 to £15,800	5.8
£15,801 to £20,400	5.9
£20,401 to £34,000	6.5
£34,001 to £45,500	6.8
£45,501 to £85,300	7.2
£85,301 or more	7.5

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Agenda Item 7

PART THREE EMPLOYEE RELATIONS

SECTION 3
Date: June 2014

STAFF JOINT COMMITTEE CONSTITUTION

COUNCIL POLICY

- The following constitution defines the framework that must be adhered to when dealing with principle negotiations between the city council and its staff.
- The constitution applies to all staff excluding teachers

1 TITLE

The Committee shall be called and referred to as the “Portsmouth City Council and Staff Joint Committee for All Staff Excluding Teachers”.

2 REPRESENTATION

The Committee will comprise:-

- (i) the six members of the Employment Committee (but, for clarification, not the Standing Deputies)

The Leader of the Council (or the Deputy Leader if the Leader is already a member of the Employment Committee)

The Leader of the Opposition (or the Deputy Leader if the Leader is already a member of the Employment Committee)

In case of the Leader and Deputy Leader of the Council and/or the Leader and Deputy Leader of the Opposition being members of the Employment Committee, that the Employment Committee be authorised to appoint up to two other members from the appropriate political group(s), on the recommendation of the Leader(s) of the group(s) in question, to maintain the employer's representation at eight in the correct political proportion.

Should the Employer's side representation as set out above ever not include a representative of all the political groups on the City Council, the leader of any group omitted will be invited to attend or be represented by one person per group at Staff Joint meetings.

Any elected member of the Staff Joint Committee, or the Leader of the relevant group, may appoint a deputy from their group to stand in for a member unable to attend a meeting.

- (ii) Five elected representatives from within the employment areas covered by the Committee appointed annually by Portsmouth City Branch of UNISON.

- (iii) Two elected representative from within the employment areas covered by the Committee appointed annually by the relevant branch(es) of UNITE The Union (TGW Section).
- (iv) One elected representative from within the employment areas covered by the Committee appointed annually by the relevant branch(es) of GMB Trade Union.
- (v) One elected representative of any other Trade Union from within the employment areas covered by the Committee as agreed jointly by the Chair and Vice-Chair, subject to the items on the agenda.
- (vi) The representatives appointed under (ii), (iii), (iv) and (v) shall constitute the staff side.
- (vii) In attendance:-

Employer's Side

Head of Human Resources (or nominated deputy).
Other members or managers as appropriate.

Staff Side

Any full time officer of the trades unions required by the staff side.

If a member of the Committee ceases to be a member or employee of the City Council, they will thereupon cease to be a member of the Committee and the vacancy shall be filled by the body which appointed that person.

In addition, UNISON, UNITE The Union (TGW Section) and GMBU may each appoint one observer who may attend meetings of the Committee (without the right to speak). An observer may take the place of any other representative of that trade union who is absent from the meeting, in which case they shall have the right to speak.

In the event of a further trade union being invited to the Committee then that member may invite a trade union officer as an observer. Such observer will not have the right to speak.

3 CHAIR

The Chair will be the Leader of the Council or his/her nominated representative and the Vice-Chair shall be appointed from the Staff Side.

4 SECRETARY

The City Solicitor or nominated officer shall act as Secretary to the Committee, and the Staff Side shall similarly appoint a secretary to conduct correspondence on its behalf and liaise with the City Solicitor and/or Head of Human Resources, as may be appropriate, about all matters.

5 QUORUM

The quorum for meetings is two elected members from the employer's side and two representatives from the staff side.

6 FUNCTIONS

The functions of the Staff Joint Committee shall be:-

- (i) The establishment of regular methods of negotiation between the Council and its staff so as to prevent differences and to address them should they arise. Individual discipline, promotion, or efficiency issues are not within the remit of the Staff Joint Committee unless the Council wishes the Committee to consider questions affecting the staff as a whole or questions of principle in the relationship between the Council and its employees;
- (ii) to consider any relevant matter referred to it by a Committee of the City Council or by a trade union representing staff of the City Council;
- (iii) to make recommendations to the Employment Committee as to the application of the terms and conditions of service and the education and training of employees of the City Council;
- (iv) to discharge such other functions specifically assigned to the Committee;
- (v) any agreed recommendation of the Committee shall be reported for approval to the Employment Committee. If there is failure to agree the Chair and Vice-Chair of the Committee will submit a joint report to the Employment Committee for consideration;
- (vi) the Committee shall, through the Head of Human Resources, inform the Regional Employers' Organisation as representatives of the NJC of any recommendation of the Committee which appears to the Committee to be of more than local interest, always provided that such a recommendation shall be approved by the Employment Committee prior to its submission to the Regional Employers' Organisation.

Any matters being considered under the local grading/disciplinary and grievance appeals procedures shall be excluded from the foregoing functions.

7 FREQUENCY OF MEETINGS

The Committee shall meet as and when required but not less than once per year and may be postponed if all parties (i.e. members, officers and trade unions) agree there is no business. The Chair or Vice-Chair may direct the Secretary to call a meeting at any time with 14 days notice and an Extraordinary Meeting can be called within 7 days of a request signed by not less than one third of the members of either side.

8 AGENDAS, MINUTES AND PAPERS

- (i) Agendas and minutes will be prepared by the City Solicitor, in consultation with the Chair of the Committee, Head of Human Resources and trades unions, and the City Solicitor will distribute such agenda and minutes to all members of the Committee.
- (ii) Agenda items must be submitted at least 14 days prior to the date of the meeting unless otherwise agreed between the Chair and Vice-Chair of the Committee.
- (iii) The matters to be discussed at any meeting of the Committee shall be stated upon the notice of summoning the meeting.
- (iv) At any ordinary meeting any other business may be considered if admitted by a majority vote of those present on both sides at such meeting.

9 FACILITIES

The Council shall afford the necessary facilities for the trade union representatives to attend the meetings and the cost of stationery, postage and petty disbursements of the Committee shall be borne by the Council.