
NOTICE OF MEETING

EMPLOYMENT COMMITTEE

TUESDAY, 6 JANUARY 2015 AT 12.15 PM

THE EXECUTIVE MEETING ROOM - THIRD FLOOR, THE GUILDHALL

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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 Members' Interests**

- 3 Minutes from meetings held on 4 November and 16 December 2014 (attached) (Pages 1 - 18)**

RECOMMENDED that the Minutes of the meetings of the Employment Committee held on 4 November and 16 December 2014 be confirmed and signed by the Chair as a correct record.

- 4 Sickness Absence Quarterly Report (Pages 19 - 26)**

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

RECOMMENDED to continue to monitor sickness absence, on a quarterly basis, and to ensure appropriate management action is taken to address absenteeism.

- 5 Personal Development Review and Mandatory Training Requirements (Pages 27 - 42)**

The purpose of the report is to update members of the Employment Committee on a review of the Personal Development Review (PDR) process and Mandatory Training requirements for employees of the City Council and make recommendations based on the findings.

RECOMMENDED that members agree to:

- (1) Adopt the revised PDR and recording process enabling the HR Learning & Development team to improve the uptake and meaningfulness of PDR's as follows:**
 - i. Supporting Services to develop a proportionate PDR process that meets the needs of their staff and job roles within it using the proposed template as a guide.**
 - ii. Supporting Services to link the PDR process more closely with the Workforce planning and Business planning process that they already carry out.**
 - iii. A requirement is applied to all staff to record their PDR on the HR self-serve system.**
 - iv. Members are further recommended to support a review of the PDR process for the Chief Executive Officer and Strategic Directors with a view to bringing a proposal to the next Employment Committee.**
- (2) Adopt a three strand process to raise compliance, reduce risk and provide the necessary knowledge to the workforce around key areas as follows:**
 - i. A one-day training course for all new starters that covers the key messages of mandatory training (in consultation with the Policy Holder) - including an assessment of learning**

- ii. **Create explicit statements in the PDR form to inform staff that they have a responsibility to drive their own learning and apply the key information delivered in training (e.g. what do the Data Protection principles mean in my role)**
- iii. **Mandate consequences for non-compliance (e.g. a condition of passing probation)**
- iv. **Mandate that all staff are required to pass periodic knowledge checks of mandatory training areas (process to be supported by training, e-learning, policy hub etc.)**

6 Localism Act - Pay Policy Statement (Pages 43 - 52)

Purpose of report:

The Council is required by section 38(1) of the Localism Act 2011 (openness and accountability in local pay) to prepare a Pay Policy Statement.

The Local Government Transparency Code 2014 further clarifies and describes the information and data local authorities are required to publish to increase democratic accountability.

A Pay Policy Statement must articulate the Council's policies towards a range of issues relating to the pay of its workforce, particularly its senior staff, Chief Officers and its lowest paid employees.

A Pay Policy Statement must be prepared for each financial year, approved by Full Council no later than 31st March of each financial year and published on the council's website.

RECOMMENDED that Employment Committee be asked to

- (1) approve the draft Pay Policy Statement attached as Appendix 1 to go forward for approval by the Full Council on 17th March 2015.**
- (2) Authorise the Head of HR, Legal and Performance to amend the Pay Policy Statement to take account of changes resulting from the senior management review, where such changes are confirmed in advance of agreement of the statement by Full Council.**

7 Date of Next Scheduled Meeting

The date of the next scheduled meeting is 5 March 2015

Members of the public are now permitted to use both audio visual recording devices and social media during this meeting, on the understanding that it neither disrupts the meeting or records those stating explicitly that they do not wish to be recorded. Guidance on the use of devices at meetings open to the public is available on the Council's website and posters on the wall of the meeting's venue.

