



NOTICE OF MEETING

EMPLOYMENT COMMITTEE

TUESDAY, 16 JUNE 2015 AT 12.15 PM

CONFERENCE ROOM B - CIVIC OFFICES

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Membership

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

Standing Deputies

Councillor Simon Boshier
Councillor Aiden Gray
Councillor Steve Hastings
Councillor Hugh Mason
Councillor Lynne Stagg
Councillor Sandra Stockdale
Councillor Steve Wemyss

(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 meeting held on 3 March 2015 (Pages 1 - 6)

RECOMMENDED that the Minutes of the meeting of the Employment Committee held on 3 March 2015 be confirmed and signed by the Chair as a correct record.

4 Contractual Notice Period Arrangements (Pages 7 - 12)

Members have asked for consideration to be given to revising the current policy for applying contractual notice periods when a member of staff leaves the organisation. Specifically, members have asked whether Pay in Lieu of Notice (PILON) should be the default position in the event of senior officers leaving the organisation through redundancy.

RECOMMENDED that Members

- i) Note the impacts detailed in section 4 of the report, and the legal implications detailed in section 6, and in light of these to maintain the current position whereby PILON remains available as an option that can be exercised when circumstances make it appropriate to do so**
- ii) Instruct the Chief Executive and/or Director of HR Legal and Procurement to consult with the Chair of this Committee whenever a chief officer departs the council, to decide whether PILON should be applied in that case. The relevant policy to be amended accordingly.**

5 Sickness Absence Update (Pages 13 - 24)

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 that

- (1) Employment Committee continue to monitor sickness absence, on a quarterly basis, and to ensure appropriate management action is taken to address absenteeism.**
- (2) Public Health co-ordinate the flu jabs vaccination campaign for 2015 to encourage the uptake of vaccinations, especially where Directorates have contact with NHS defined risk groups or have particularly low uptake in 2014. The cost of vaccinations to be covered by Directorates.**

6 Statutory Dismissal Procedures - verbal update

7 Exclusion of Press and Public

That in view of the contents of the following item on the agenda the Committee is RECOMMENDED to adopt the following motion:

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

The public interest in maintaining the exemption must outweigh the public interest in disclosing the information.

Under the Local Authorities (Executive Arrangements) (Meetings and Access to Information) England Regulations 2012, regulation 5, the reasons for exemption of the listed items is shown below.

Members of the public may make representation as to why the item should be held in open session. A statement of the Council’s response to representations received will be given at the meeting so that this can be taken into account when members decide whether or not to deal with the item under exempt business.

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

<u>Item</u>	<u>Exemption Para No.*</u>
8 Living Wage (exempt appendix 3) Paragraph Exemption Nos:	3, 4 and 5

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

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

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

8 Living Wage (Pages 25 - 32)

(NB Appendix 3 of this report is EXEMPT. If it is to be discussed at the meeting, provision has been made for this to take place in exempt session)

The purpose of this report is to provide the Employment Committee with an update following the implementation of a Living Wage for employees of the council.

**RECOMMENDED
that the Employment Committee:**

- i) Notes the progress made to implement the Living Wage, particularly with regards to schools.**
- ii) Agrees a report is presented to Employment Committee (following Living Wage week in November 2015), with the purpose of providing further information and recommendations about the Living Wage Allowance.**

9 Date of Next Scheduled Meeting

The date of the next scheduled meeting is 15 September 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.