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# NOTICE OF MEETING

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## EMPLOYMENT COMMITTEE

**TUESDAY, 15 DECEMBER 2015 AT 12.15 PM**

**THE EXECUTIVE MEETING ROOM - THIRD FLOOR, THE GUILDHALL**

Telephone enquiries to Vicki Plytas 02392 834058

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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

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(NB This agenda should be retained for future reference with the Minutes of this meeting.)  
Please note that the agenda, minutes and non-exempt reports are available to view online on the Portsmouth City Council website: [www.portsmouth.gov.uk](http://www.portsmouth.gov.uk)

**Deputations by members of the public may be made on any item where a decision is going to be taken. The request should be made in writing to the contact officer (above) by 12 noon of the working day before the meeting, and must include the purpose of the deputation (for example, for or against the recommendation/s). Email requests are accepted.**

### A G E N D A

- 1 Apologies for Absence**
- 2 Declarations of Members' Interests**

**3 Minutes of the meeting held on 15 September 2015 (Pages 1 - 10)**

**RECOMMENDED** that the minutes of the meeting of the Employment Committee held on 15 September 2015 be confirmed and signed by the chair as a correct record.

**4 Volunteering Policy (Pages 11 - 42)**

The purpose of the report is to seek the Committee's approval of the PCC Volunteer Policy.

**RECOMMENDED** that the Committee

- (1) Approve the PCC Volunteer policy (attached as Appendix A) and**
- (2) Recognise the supporting PCC volunteer good practice guide to support the operational application of the policy (attached as Appendix B)**

**5 Sickness Absence Quarterly Report (Pages 43 - 50)**

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

**RECOMMENDED**

- (1) To continue to monitor sickness absence, on a quarterly basis, and to ensure appropriate management action is taken to address absenteeism.**
- (2) To continue to offer a range of interventions around the three main reasons for sickness absence to assist employees to manage their attendance at work.**

**6 Apprenticeships Update (Pages 51 - 64)**

The purpose of the report is to update members of the Employment Committee on the progress made in recruiting apprentices and plans for future work in this area.

**RECOMMENDED** that Members

- (i) note the positive progress to date in promoting and developing apprenticeships within the Council as detailed in this report**
- (ii) agree the use of pay band 3 for 'higher grade apprenticeship' posts where a higher calibre of applicant would be needed.**
- (iii) agree that PCC make the 'We Love Apprenticeships' pledge.**

**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.)**

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

**\*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.**

**Item**  
**9 Senior Management Structure**  
**(exempt appendix 5)**

**Exemption Para No.\***

**Paragraph Exemption Nos:**

**1 and 2**

**\*1.Information relating to any individual**

**\*2. Information which is likely to reveal the identity of an individual**

**8 Living Wage (Pages 65 - 72)**

**(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 in November 2014 for employees of the council and to seek Members' approval on how to proceed with the Living Wage in the future following the introduction of the National Living Wage and to update on the changes to the Living Wage Foundation rate.

**RECOMMENDED that the Employment Committee**

- i) Notes the ongoing progress made to the implementation of the Living Wage, particularly with regards to schools.**
- ii) Give consideration to the options below and give Officers a clear indication of which option they wish to adopt:**
  - 1. Continue to match the Living Wage Foundation rate as a non-consolidated payment (including for under 25's), thus increasing the rate to £8.25 with effect from 1 April 2016**
  - 2. Cease to pay the Living Wage Foundation rate and instead pay the National Living Wage rate (including for under 25's), reducing the payment to £7.20 with effect from 1 April 2016**
  - 3. Freeze the current Living Wage rate at £7.85 and allow the National Living Wage rate to catch up (including for under 25's), therefore neither increasing nor decreasing the current rate.**

**9 Senior Management Structure - Integration of Health and Social Care**  
**(Pages 73 - 108)**

**(NB Appendix 5 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 the report is to seek the Employment Committee's approval for the acceptance of an application under the Council's Voluntary Redundancy Scheme for the redundancy of one of the Council's Directors. Acceptance is recommended as it is considered that this will afford the opportunity for the Council and its partners across Health and Social care to further its desire to accelerate the integration of health and social care services in the city. This will have some implications for other senior post holders, and the report sets out the appropriate HR process for addressing the consequent issues as well as the process to be followed to create a joint post with NHS Portsmouth Clinical Commissioning Group (CCG).

**RECOMMENDED that the Committee**

- (i) Agrees to for voluntary redundancy of the Director of Adult Services on the basis set out in the report (and subject to a satisfactory arrangement being secured with regard to the statutory Director of Adult Social Services role);**
- (ii) Requests that the Chief Executive engages with the NHS Portsmouth Clinical Commissioning Group to secure the appointment of a joint post across the two organisations that can fulfil the statutory role of Director of Adult Social Services for the City Council;**
- (iii) Requests the Chief Executive to work with the joint DASS postholder and the CCG to design and implement a suitable senior management structure to support the DASS and the CCG, in accordance with the HR policies of the two organisations;**
- (iv) Subject to recommendation (iii) being approved, agree for the existing post of Director Integrated Commissioning Unit to be designated as a "third tier" management post as opposed to a chief officer post;**
- (v) Records its thanks to Mr Robert Watt for his long service to the city and the City Council and wishes him the very best for the future.**

**10 Date of Next Scheduled Meeting**

The next meeting is scheduled for 15 March 2016.

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.