



NOTICE OF MEETING

EMPLOYMENT COMMITTEE

TUESDAY, 15 MARCH 2016 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

(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/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 December 2015 (Pages 1 - 10)

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

4 Pay Policy Statement (Pages 11 - 20)

The purpose of the report is to fulfil the requirement in section 38(1) of the Localism Act 2011 (openness and accountability in local pay) to prepare a Pay Policy Statement.

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. The statement relates to the financial year 2015/16, and so is, in effect, retrospective.

RECOMMENDED that

the Employment Committee is asked to approve the draft Pay Policy Statement attached as Appendix 1 to go forward for approval by the Full Council on 22nd March 2016.

5 Sickness Absence Quarterly Report (Pages 21 - 30)

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 that

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

6 Corporate Covenant and MoD Employer Recognition Scheme (Pages 31 - 42)

The purpose of this report is to appraise members of work being undertaken, by the Council as an employer, to support the Armed Forces community and seek members' approval to apply for the MoD Employer Recognition "Silver Award" and then "Gold Award" as set out in Appendix 2 to this report.

Members are recommended to:

- (i) Note the support already provided to the Armed Forces through the Council's employment policies and practices**
- (ii) Commit to the Armed Forces Corporate Covenant (attached at Appendix 1), and request the Leader of the Council to sign the covenant on the Council's behalf**

- (iii) Instruct officers to apply for the MoD Employer Recognition Silver and Gold awards, and implement any changes necessary to meet the criteria for receiving those awards, subject to such changes not having financial implications that are not contained within existing agreed portfolio budgets**
- (iv) Instruct officers to explore, in conjunction with other councils in the region, opportunities to bid for funding from the Armed Forces Covenant Fund, as detailed in paragraph 3.6 of this report**

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.

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Agenda Item 3

EMPLOYMENT COMMITTEE

MINUTES OF THE MEETING of the Employment Committee held on Tuesday, 15 December 2015 at 12.15 pm in the Executive Meeting Room, The Guildhall, Portsmouth.

Present

Councillor Donna Jones (in the chair)
Councillor Luke Stubbs (Vice-Chair)
Councillor Darren Sanders
Councillor Gerald Vernon-Jackson
Councillor Steve Hastings (deputising for Councillor Linda Symes)

Officers Present

David Williams, Chief Executive
Michael Lawther, Deputy Chief Executive & Monitoring Officer
Jon Bell, Director of HR, Legal & Procurement
Rochelle Brown, HR Business Partner
Shaun Tetley, Payroll & Pensions Manager
Roland Bryant, Learning and Development Business Partner.

39. Apologies for Absence (AI 1)

Apologies for absence were received on behalf of Councillor John Ferrett. Apologies for absence were also received on behalf of Councillor Linda Symes and Councillor Steve Hastings deputised for her.

40. Declarations of Members' Interests (AI 2)

There were no declarations of members' interests.

41. Minutes of the meeting held on 15 September 2015 (AI 3)

RESOLVED 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.

42. Volunteering Policy (AI 4)

(TAKE IN REPORT)

Jon Bell introduced the report explaining that its purpose was to seek the committee's approval of the PCC volunteer policy attached to it. This would ensure consistency of approach to working with volunteers across the whole of PCC. . The Deputy Chief Executive advised that one of the purposes of

the policy was to ensure that volunteers would be required to comply with the council's agreed policies and procedures. The chair commented that the aim of the policy was not to create a quasi-employment relationship but to protect PCC.

During discussion the following matter was clarified:

- It was confirmed that with regard to item 11 of the policy - volunteers from abroad - there are no restrictions on volunteer work for nationals of European Union countries but those who are outside the European economic area are not allowed to take up voluntary work without a work permit unless they are within the concessions that have been made by the Home Office as mentioned in paragraph 11.1.

RESOLVED that the committee

- (1) approved the PCC volunteer policy (attached as Appendix A to the report); and**
- (2) recognised the supporting PCC volunteer good practice guide to support the operational application of the policy (attached as Appendix B to the report).**

43. Living Wage (AI 8)

(TAKE IN REPORT AND APPENDICES)

The chair agreed to vary the order on the agenda to accommodate the person making the deputation. She also advised that Appendix 2 of the report was exempt and that provision had been made to move into exempt session under item 7 of the agenda if any member wished to discuss that appendix. The chair advised that as far as possible this item would be considered in open session.

The Director of HR, Legal & Procurement, Jon Bell introduced the report which was 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' direction on how to proceed with the living wage in the future following the introduction of the national living wage. The report also updates the changes to the Living Wage Foundation rate. Mr Bell outlined the options set out in 1, 2 and 3 of part (ii) of the recommendations. He also explained that the exempt appendix sets out possible equal pay risks. He advised that schools generally were reluctant to follow the living wage as they felt it was unaffordable.

Mr Bell explained that the government had announced that there will be a new compulsory minimum wage premium, known as the National Living Wage for all workers aged 25 and over. This is being phased in from 1 April 2016 at £7.20 per hour with a projected aim of reaching 60% median UK earnings which is anticipated to be at least £9.00 per hour by 1 April 2020. Mr Bell

advised that paragraph 5 of the report outlines the pros and cons of each of the options with estimated costs.

The chair invited Lee Sprake of Unison to make his deputation which he then did, requesting members of the committee to choose option 1 in the recommendations. The chair thanked Mr Sprake for his deputation.

During discussion the following matters were raised:

- The chair said that there is a national commitment to allow wages to increase but there are constraints owing to having to balance the budget. This was set at the December council meeting and the assumptions made could accommodate option 3 but not option 1.
- It was clarified that the cost of the living wage was never a budgeted item. Any top up would have to be managed within existing budgets.
- Clarification was provided regarding variable costs such as sleeping in arrangements and how they affected the overall cost of the various options. Option 1 would cost £172,000 (being the total of £112,000 and £60,000 being the sleeping in payments) and Option 3 would amount to £99,000 (being £43,000 and £56,000 - being the sleeping in payments).
- It was confirmed that 84% of schools are currently paying the living wage. Paragraph 6.3.1 of the report states that at the time of writing the report, 23 out of a total of 46 schools had confirmed that they would retain the current living wage rate of £7.85 for their staff and 16 schools did not respond.
- It was estimated that schools have £11 million reserves.

There followed a discussion about the implications of the various options before members during which the following comments were made:

- Option 3 would mean that those on the lowest pay would not receive a pay increase as their pay would be frozen.
- The budget approved by council at its recent meeting did not allow for the increased costs that would be incurred by adopting Option 1.

In response to a query the City Solicitor advised that it was permissible for members to adopt Option 1 without providing details of how the costs would be achieved as this could be done at a later date. (This differed from an amendment put forward at full council meetings where it would be necessary to provide details of funding for any amendment at the time when the amendment was put forward.)

- It was confirmed that Option 1 would be increasingly expensive.

- It was confirmed that if the Housing Revenue Account (HRA) were to be used as an income stream to pay for Option 1 the costs would then be borne by council tenants.
- It was confirmed that any increased cost of Option 1 would eliminate any income generated through the Adult Social Care precept.
- A comment was made that a 2% increase in council tax in Portsmouth would generate approximately £1.25 million. The estimated worst case scenario of adopting Option 1 would be a cost of £2.4 million and the best case scenario would cost approximately £1.5 million so even with a 2% increase in council tax there would still be a shortfall in funding.
- Any additional money arising from the Better Care fund and Adult Social Care precept money would be useful, but local government funding was reducing at the same time.

The chair clarified that Option 3 would still mean that the city council was a living wage employer. She said that in her view whichever option is chosen would have to be affordable and responsible. A 6% pay rise implemented immediately would mean that services would have to be cut elsewhere.

It was proposed by Councillor Gerald Vernon-Jackson and seconded by Councillor Darren Sanders that Option 1 set out in the recommendations be adopted. Councillors Vernon-Jackson and Sanders voted for this option. Councillors Jones, Stubbs and Hastings voted against. There were no abstentions and therefore the proposal was LOST.

It was proposed by Councillor Donna Jones and seconded by Councillor Luke Stubbs that Option 3 outlined in the recommendations in the report be adopted. Three members (Councillors Jones, Stubbs and Hastings) voted for this option and two members voted against (Councillors Vernon-Jackson and Sanders). This was therefore CARRIED.

RESOLVED that the Employment Committee

- (i) notes the ongoing progress made to the implementation of the living wage, particularly with regards to schools.**
- (ii) gave consideration to the options set out in the recommendations and gave officers a clear indication that they wished to adopt Option 3 - to freeze the current living wage rate at £7.85 and allow the national living wage rate to catch up (including for under 25s), therefore neither increasing nor decreasing the current rate.**

The chair advised that items would now be dealt with in the order in which they appeared on the agenda.

44. Sickness Absence Quarterly Report (AI 5)

(TAKE IN REPORT AND APPENDICES)

The Director of HR, Legal & Procurement introduced this quarterly report which updates and informs Employment Committee about sickness absence. He advised that since the last quarterly update in June 2015 the level of sickness absence had decreased from 8.73 to 8.40 average days per person per year. This represents a reversal in trend from the first half of 2015 when an increase in sickness absence levels was reported. He advised that the overall trend over recent months is down.

During discussion the following matters were raised:

- Although members were pleased with the general downward trend, these statistics were still above the national average and concerns were raised particularly in relation to Adult Services, Children's Social Care, Community & Communication, and Portsmouth International Port as all of these showed an average per person per year of more than 10 days of sickness absence. It was confirmed that HR are continuing to work with directors to improve the situation.
- A comment was made that the Port sickness absence figures were worsening. The Director of HR, Legal & Procurement said that exposure to the elements was always a problem particularly during adverse weather conditions and this influenced the sickness absence figures.
- In response to a query about how effective flu jabs are, the Director of HR, Legal & Procurement advised that it was difficult to say whether there was a direct causal link between providing flu jabs and the sickness absence figures. He added that to withdraw the free flu jabs would in his view send the wrong message to employees. The Chief Executive added that to some extent the efficacy of the flu jabs depended on how well the medical profession predicted the likely virus to protect against.
- A query was raised about why the Finance & Information Service's sickness absence had increased by one day per person in a three month period. Mr Bell said that he was not aware of any specific issues but would investigate and report back.
- Members felt that Appendix 2 was very helpful in determining the wider trend. Members noted that the reasons for absence showed that psychological reasons figured much more highly than previously. It was confirmed that resilience training for managers was in place to help deal with this situation and this appeared to be successful. However the three most common reasons for absence (being muscular-skeletal, psychological and viruses) would always be a major cause of sickness absence and much supporting work was in force to minimise the impact of this across PCC.

RESOLVED that Employment Committee:

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

45. Apprenticeships - Progress Report (AI 6)

(TAKE IN REPORT AND APPENDICES)

The Director of HR, Legal & Procurement, Jon Bell introduced the report advising that it updated members on the progress made in recruiting apprentices and outlined plans for future work in this area. Mr Bell drew attention to paragraph 7 of the report covering national changes in apprenticeship programmes. He explained that the Enterprise Bill will introduce a power for the Secretary of State to set targets for apprenticeship numbers for employers in the public sector. The target for local authorities is likely to be around 80.

Mr Bell advised that the Department for Business Innovation & Skills has also undertaken a consultation regarding a change in the funding methods for apprenticeships and a proposed introduction of an apprenticeship levy.

In response to queries, the following matters were clarified:

- The apprenticeship levy will affect PCC whether or not the target apprenticeship level is reached.
- Roland Bryant advised that as a rough figure the cost of the new apprenticeship levy would amount to £45,000 but there would be an offset of approximately £15,000 giving a total expected cost of £30,000. However he stressed that this was just a rough estimate and that the Bill had not yet been enacted.

[*NB It later transpired that this was actually the forecast **monthly** cost. The full details of the levy are still being worked up, but, taking account also of the cost to schools and on the HRA, the annual cost is likely to be in the order of £700,000. It is not yet known how much any offset will be under the scheme.]

- It was confirmed that the levy was expected to begin in 2017.

RESOLVED that Employment Committee

- (i) **noted the positive progress to date in promoting and developing apprenticeships within the council as detailed in this report;**
- (ii) **agreed the use of pay band 3 for "higher grade apprenticeship" posts where a higher calibre of applicant would be needed;**

(iii) agreed that PCC make the "We Love Apprenticeships" pledge.

46. Exclusion of Press and Public (AI 7)

It was proposed by Councillor Donna Jones and seconded by Councillor Gerald Vernon-Jackson that in view of the contents of the following item on the agenda the committee move into exempt session as appropriate and this was agreed.

RESOLVED 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 on the grounds that Appendix 5 contains information defined as exempt in Part 1 of Schedule 12A to the Local Government Act 1972.

47. Senior Management Structure - Integration of Health and Social Care (AI 9)

(TAKE IN REPORT AND APPENDICES NOTING THAT
APPENDIX 5 IS EXEMPT)

The chair advised that although provision had been made for this item to take place in exempt session, the committee would endeavour to remain in open session for as long as possible.

The Chief Executive introduced the report and explained it seeks 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. He recommended that the committee accedes to the request for voluntary redundancy if a joint post could be created with NHS Portsmouth Clinical Commissioning Group. He advised that the voluntary redundancy scheme 2015 is attached as an appendix to the report. His rationale for the recommendations set out are contained in the body of the report. One consequence would be that the existing post of Director of Integrated Commissioning Unit would be affected as detailed in paragraph 6.4.

As a member wished to raise something that concerned the exempt appendix the committee **RESOLVED to move into exempt session.**

During exempt session a matter relating to financial savings was clarified.

The committee **RESOLVED to move back into open session.**

During discussion the following matters were clarified:

- The NHS Portsmouth Clinical Commissioning Group (CCG) and the council are both primarily "commissioning" organisations and already have mutual representation on a number of key partnerships including the Health & Wellbeing Board, Safer Portsmouth Partnership,

Children's Trust and Public Services Board as well as the Health & Care Executive Board.

- Members said that care needed to be taken concerning the differences in approach of the two organisations. For example medical and social models are often very different.
- Members acknowledged that the ICU would come within the management remit of the joint post as set out in paragraph 6.4 of the report.
- The Chief Executive said that it would be very disappointing if CCG and PCC could not secure the appointment of a joint post that can include fulfilment of the statutory role of Director of Adult Social Services for the city council.

The Chief Executive said that details of how the operational side of a joint post would work in practice have yet to be decided.

It was also confirmed that an interview process would be necessary and that an appointment would be made on the usual cross-party basis.

RESOLVED that

- (i) The Committee agrees to the request 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) The Committee requests that the Chief Executive, the Leader of the Council, and the Cabinet Member for Health and Social Care, engage 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 and that Opposition Spokespersons be kept informed;**
- (iii) The existing post of Director Integrated Commissioning Unit to be designated as a "third tier" management post as opposed to a chief officer post;**
- (iv) The Committee 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.**

48. Date of Next Scheduled Meeting (AI 10)

The next meeting is scheduled for 15 March 2016.

The meeting concluded at 1.40 pm.

Councillor Donna Jones
Chair

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Agenda item:

Decision maker:	Employment Committee
Subject:	Pay Policy Statement
Date of decision:	15 th March 2016
Report by:	Jon Bell - Director of HR, Legal and Procurement
Wards affected:	n/a
Key decision (over £250k):	n/a
Full Council Decision:	Yes

1. 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. The statement relates to the financial year 2015/16, and so is, in effect, retrospective.

2. Recommendations

The Employment Committee is asked to:

- 2.1 Approve the draft Pay Policy Statement attached as **Appendix 1** to go forward for approval by the Full Council on 22nd March 2016.

3. Background

3.1 Increased transparency about how taxpayers money is used, including the pay and reward of public sector staff is now a legislative requirement under section 38(1) of the Localism Act 2011. The Department for Communities and Local Government published a revised Local Government Transparency Code on 3rd October 2014. The code enshrines the principles of transparency and asks relevant authorities to follow these three principles when publishing the data they hold. These are as follows:

- Responding to public demand
- Releasing data in open format available for re-use; and
- Releasing data in a timely way

This includes data on senior salaries and how they relate to the rest of the workforce (pay multiple).

3.2 The Council must have regard to the Secretary of State guidance "Openness and accountability in local pay: Draft guidance under section 40 of the Localism Act". It is now essential that an authority's approach to pay, as set out in a Pay Policy Statement, is accessible for citizens and enables taxpayers to take an informed view of whether local decisions on all aspects of remuneration are fair and make the best use of public funds.

Approved statements must be published on the authority's website and in any other manner that the authority thinks appropriate, as soon as reasonably practical after they have been approved by Full Council.

3.3 The Act also requires that authorities include in their pay policy statement, their approach to the publication of and access to information relating to the remuneration of chief officers. Remuneration includes salary, expenses, bonuses, performance related pay as well as severance payments.

3.4 The definition of a chief officer as set out in the Act is not limited to Heads of Paid Service or statutory chief officers. It also includes those who report directly to them.

3.5 The draft Portsmouth Pay Policy statement is attached as **Appendix 1**.

3.6 Whilst the Pay Policy Statement relates to the year 2015/16, Members' attention is drawn to the changing shape of the council and the environment in which it operates, and the impact this may have in future on its pay structure. In particular:

- The need for officers to operate across organisational boundaries, e.g. with the health sector
- The increased commercialisation of the council and the need to recruit and retain suitably skilled staff (who may expect alternative reward packages)
- The council's role as accountable body for commercial or quasi-commercial bodies
- The increased specialisation of skills in some employment markets, driving pay inflation that the council's pay structure is not well suited to meet

Members approval will be sought for any significant changes to the Council's pay structure resulting from these, or other factors.

4. Conclusions

The Council is required by the Localism Act 2011, section 38(1) to publish a Pay Policy Statement on a yearly basis which is approved by Full Council.

5. Equality Impact Assessment (EIA)

An equality impact assessment is not required as the recommendation doesn't have a negative impact on any of the protected characteristics as described in the Equality Act 2010.

6. Legal Comments

6.1 The Director of HR, Legal and Procurement is satisfied the Pay Policy Statement at Appendix 1 meets the legislative requirements under Section 38 Pay Accountability, of

the Localism Act 2011 and is in line with the Local Government Transparency Code 2014.

6.2 The Council is required to prepare a Pay Policy Statement for the financial year 2015/16 and each subsequent year, which sets out the policies, remuneration and other benefits of its chief officers and lowest paid employees and the relationship between its chief officers and every other officer.

6.3 The Pay Policy Statement must be approved by Full Council before 31st March 2016 and can only be amended thereafter by a resolution to Full Council.

7. Finance Comments

There are no financial implications arising from the recommendations contained within this report.

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Signed by: Jon Bell - Director of HR, Legal & Procurement

February 2016

Appendices: Pay Policy Statement

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

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PAY POLICY STATEMENT FOR THE FINANCIAL YEAR 2015/16

Approved by Full Council on 22nd March 2016

INTRODUCTION

This policy statement has been produced in accordance with Sections 38 to 43 of the Localism Act 2011 (the Act), and is compliant with the Local Government Transparency Code 2014.

The pay policy statement will be reviewed on an annual basis, and a new version of the policy will be approved before the start of each subsequent financial year, which will need to be complied with during that year.

SECTION 1: REMUNERATION OF STATUTORY AND NON-STATUTORY CHIEF OFFICERS, DEPUTY CHIEF OFFICERS, AND MONITORING OFFICER

1.1 REMUNERATION COVERED IN THIS SECTION OF THE POLICY

This section covers the Council's policies in relation to the remuneration of its senior employees, including:

- Its Chief Executive (who is its Head of Paid Service);
- Its Deputy Chief Executive (and Monitoring Officer);
- The Directors, who report to and are directly accountable to the Chief Executive or Deputy Chief Executive These Directors fulfil the roles of statutory Chief Officers, Section 151 Officer, and non-statutory Chief Officers;
- The Port Manager;
- The managers who report to and are directly accountable to the Port Manager.

1.2 OVERALL POLICY ON REMUNERATION FOR SENIOR ROLES

The Council's remuneration policy complies with all equal pay, discrimination and other relevant legislation.

The Council's Job Evaluation Support Scheme (JESS) is used when setting pay levels for all posts within the Council. This system is a factor-based analytical job evaluation scheme designed to measure the relative responsibilities of all jobs fairly and accurately.

1.3 THE REMUNERATION OFFERED TO SENIOR EMPLOYEE

At Chief Executive, Deputy Chief Executive and Director level (and for the Port Manager and his direct reports), the Council offers only an annual salary, access to the Local Government Pension Scheme, and the payment of a small number of allowances, details of which are set out below. No other cash benefits or benefits in kind are offered. The Council does not offer performance related payments or bonuses to its senior employees.

All are employed on PAYE taxation arrangements. However in exceptional circumstances e.g. interim appointments, an alternative form of engagement/employment may if appropriate be used.

Annual salaries

Annual salary levels for senior employees are set in accordance with the overall principles set out in section 1.3, above. At Chief Executive and Director level, they consist of a grade range which is determined locally by the Council. This grade range consists of a number of incremental salary points, through which employees may progress until the top of the grade is reached.

The current pay ranges are:

Chief Executive	£134,705 to £148,885
Deputy Chief Executive	£100,987 to £109,430
Port Manager	£100,987 to £109,430
Director (upper band)	£100,987 to £109,430
Director (mid band)	£86,650 to £95,675
Director (lower band)	£74,195 to £82,006
Senior Managers	£67,432 to £74,033

Remuneration of senior employees on recruitment

The Council's policy is that any newly appointed senior employee will commence employment at the lowest pay point in the pay range for their job, other than in circumstances where it is necessary to pay at a higher point within the range in order to match the salary of their previous post with another organisation. Any decision to appoint a senior employee on a higher pay point within the relevant pay range would be made by the Members Appointment Committee.

Pay progression

Pay progression is by annual increment, payable from 1st April. Pay progression is based on the period of time the employee has served in that grade.

There is no scope for accelerated progression beyond one increment per annum, or for progression beyond the top of the grade's pay range.

Pay awards

The salaries of Directors will be increased in line with any pay increase agreed nationally in line with the Joint National Councils (JNCs) for Chief Executives and Chief Officers. Senior Managers pay will be increased with any pay increase agreed nationally in line with the National Joint Council (NJC).

Bonuses

The Council does not pay bonuses to any of its employees.

Other Allowances and Payments

Other payments and allowances that the Chief Officers may be eligible for are detailed in Section 4 – **POLICIES COMMON TO ALL EMPLOYEES**. This includes Market Supplements, Local Government Pension Scheme (LGPS), Payments on Termination of Employment, Allowances.

Election fees

Senior Manager salaries are inclusive and election fees are not paid.

Where a Director acts as the Deputy Returning Officer the appropriate fee at that time is paid.

SECTION 2: REMUNERATION OF LOWEST PAID EMPLOYEES

2.1 DEFINITION OF LOWEST PAID EMPLOYEES

The definition of the “lowest-paid employees” adopted by the Council for the purposes of this statement is as follows:

The lowest paid employees within the Council are those employees who are paid on the minimum salary point of the Council’s substantive pay structure, i.e. spinal column point 1, within Band 1 of its salary scales.

However, with effect from 1st November 2014, the Employment Committee made the commitment to Portsmouth City Council Employees (subject to agreement by governing bodies of schools) to pay the Living Wage rate as a supplement to base pay. Therefore, all employees from SCP1 to SCP12 will receive a minimum hourly rate of £7.85 per hour.

The current annual full-time equivalent value of this pay level, based on a 37-hour standard working week at £7.85 per hour, for the financial year 2015/16 is £15,144.

SECTION 3: PAY RELATIONSHIPS

Under the provisions of the Code of Recommended Practice for Local Authorities on Data Transparency, issued by the Department for Communities and Local Government under Section 2 of the Local Government Planning and Land Act 1980, the Council is expected to publish its “pay multiple”, i.e. the ratio between the highest paid salary and the median salary of the whole of the local authority’s workforce. This multiple, for the financial year ending 31 March 2015 was 6.4.

(The median salary figure is the salary value at which 50% of the salaries which apply to the whole of the local authority’s workforce are below that value and 50% are above it. The lowest pay point in the overall salary range which has been used by the Council in calculating the median salary is that which applies to its lowest paid employees, as defined in section 2 of this pay policy statement.)

The Council considers that the current pay multiple, as identified above, represents an appropriate, fair and equitable internal pay relationship between the highest salary and the pay levels which apply to the rest of the workforce. It will therefore seek to ensure that, as far as possible, the multiple remains at its current level.

The Council also considers that the relationship between the base salaries of its highest and lowest paid employees, which is currently a ratio of 10.9, represents an appropriate, fair and equitable internal pay relationship.

SECTION 4: POLICIES COMMON TO ALL EMPLOYEES

The following elements of remuneration are determined by corporate policies or arrangements which apply to all permanent employees of the Council (including its Chief Executive, Deputy Chief Executive, Directors and the lowest paid employees as defined above), regardless of their pay level, status or grading within the Council:

Market Supplements

A Market Supplement payment may be made if there is a clear business need, supported by effective market data, where a post is difficult to recruit to or to retain key members of staff, in addition to the normal reward package.

The supplement payment will be made in strict accordance with the Recruitment and Retention Policy and will be reviewed biennially. The full Recruitment and Retention Policy will be provided on request.

Payments on Termination of Employment

Other than payments made under the LGPS, the Council's payments to any employee whose employment is terminated on grounds of redundancy or in the interests of the efficiency of the service will be in accordance with the policy the Council has adopted for all its employees in relation to the Local Government (Early Termination of Employment) (Discretionary Compensation) (England and Wales) Regulations 2006. This policy (Early Termination of Employment Payments) has been published in accordance with the requirements of Regulation 7 of these regulations and is available on request.

Reimbursement of removal/relocation costs on appointment

The Council's relocation scheme is to enable financial assistance (within pre-defined limits) to be given to any employee who is required to relocate to the Portsmouth area to take up an appointment in a post deemed 'hard to fill' by the appropriate Director. Full details of the policy can be provided on request.

Honoraria

The Council pays honoraria to any employee only in accordance with its corporate scheme for such payments. This scheme provides that honoraria payments may be made to any employee who undertakes exceptional additional duties unrelated to those of a higher post, for example a special project. Such payments must be approved by a Director and will not normally exceed £999 per annum. The Council does not normally pay honoraria for posts graded above Director level.

Acting-up/additional responsibility payments

Where employees are required to "act-up" into a higher-graded post and take on additional responsibilities beyond those of their substantive post, for a temporary/time-limited period (which must exceed 4 weeks), they may receive an additional payment in accordance with the terms of the Council's policy. The payment will be based on the percentage of the higher duties and responsibilities undertaken and on the salary that would apply were the employee promoted to the higher post. (i.e. the lowest spinal column point of the higher grade).

Standby and call out allowances

Any employee who is required to undertake standby and call-out duties will be paid at the appropriate rate and in accordance with the policy. A full copy of the policy can be provided on request.

Mileage rates

The Council compensates employees who are authorised to use their own car, motorcycle or bicycle on Council business, in accordance with the mileage rates set out by HMRC.

Subsistence allowance

The Council reimburses expenditure on meals and accommodation and any other expenses necessarily incurred by employees who have to be away from home on Council business on the basis of actual expenditure incurred. These allowance rates are set out by HMRC.

Child care (salary sacrifice scheme)

Childcare is available to all employees via the HMRC-approved salary sacrifice scheme. There is no direct subsidy towards childcare costs by the Council.

SECTION 5: DECISION MAKING ON PAY

The provisions of this pay policy statement will apply to any determination made by the Council in the relevant financial year in relation to the remuneration, or other terms and conditions, of a Chief Officer of the Authority and of its lowest paid employees, as defined in this statement. The Council will ensure that the provisions of this pay policy statement are properly applied and fully complied with in making any such determination.

This pay policy statement has been approved by the Full Council of the Authority on 22nd March 2016.

Any proposal to offer a new chief officer appointment on terms and conditions which include a total remuneration package of £100,000 or more, which would routinely be payable to the appointee and any benefits in kind to which the officer would be entitled as a result of their employment (but excluding employer's pension contributions), will be referred to the Full Council for approval before any such offer is made to a particular candidate.

Additionally, any severance payments over £100,000 are referred to Full Council for approval.

SECTION 6: AMENDMENTS TO THIS PAY POLICY STATEMENT

This pay policy statement relates to the financial year 2015/16.

The Council may agree any amendments to this pay policy statement during the financial year to which it relates, but only by a resolution of the full Council.

A new policy statement will be agreed by the Council in March 2017 for the financial year 2016/17.

SECTION 7: PUBLICATION OF AND ACCESS TO INFORMATION

The Council will publish this pay policy statement on its website as soon as is reasonably practicable after it has been approved by the Council. Any subsequent amendments to this pay policy statement made during the financial year to which it relates will also be similarly published.

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Agenda Item 5



Portsmouth
CITY COUNCIL

Agenda item:

Title of meeting: Employment Committee

Date of meeting: 15 March 2016

Subject: Sickness Absence - Quarterly Report

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

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 an 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 continue to offer a range of interventions around the three main reasons for sickness absence to assist employees to manage their attendance at work.**

3. Background

- 3.1** The Chartered Institute of Personnel and Development (CIPD) survey 2015 states that the average sickness absence rate for the public sector is 8.7 days per person per year. This compares with 5.8 days per person per year in the private sector and 7.8 days per person per year in the voluntary sector. All figures show an increase on 2014 survey findings.
- 3.2** The annual survey from the Health and Social Care Information Centre (HSCIC) indicates that the NHS Sickness Absence rates have risen from 14.8 average days per person per year in 2013-14 to 15.5 average days per person per year in 2014-15.
- 3.3** In the period since the last quarterly update in December 2015 the level of sickness absence has decreased from 8.40 to 8.33 average days per person per year. This is against the new corporate target of an average 7 days per person per year. Members will note the improving trend since April 2015.

3.4 Absence levels by Directorates for the period from 01 February 2015 to 31 January 2016 are attached in Appendix 1.

3.5 Of the 14 Directorates, seven (excluding schools) are over the corporate target of an average 7 days per person per year. Four Directorates are over an average 10 days per person per year. This is unchanged from the previous quarter.

4 Health and Well-Being

4.1 Reasons for Sickness absence

A table of reasons for absence over the last two years is included in Appendix 2. The analysis of the data indicates that the main reasons for absence have adjusted, with the three main reasons; musculoskeletal; anxiety, stress and psychological and colds, flu and virus, accounting for 57.28% of absences in the last 12 months. This compares to 54.05% in the period 01 February 2014 to 31 January 2015. The main contributor to this change is due to the amount of sickness absence apportioned to musculoskeletal.

4.2 Flu vaccinations

The 2015 Flu Vaccination campaign ended on 29 February 2016. A table of uptake levels by Directorate is attached in Appendix 3. The initial indication is that 786 members of staff took advantage of the free vaccination via a clinic, from their GP, by using a voucher at a participating pharmacy or supermarket, or via Occupational Health daily drop-in sessions at QA Hospital. This equated to an uptake of 20.7%. This compares to a 22.7% uptake during the 2014 Flu Vaccination campaign.

Public Health has advised that the fall in uptake of vaccinations reflects the national picture where uptake rates are lower in all 'target sectors', apart from pregnant women, due to the press coverage last year about poor vaccine effectiveness.

4.3 Employee Assistance Programme (EAP)

Following a tender process, Right Management has been reappointed by the Council as provider of its Employee Assistance Programme from 01 January 2016. Available 24 hours per day, 365 days a year, the service provides free and confidential access to information, advice and support. This includes assistance to employees with concerns on life events, such as work/career, housing, relationships, children, money, health and wellbeing, legal rights and retirement.

5. 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.

6. Equality impact assessment (EIA)

A preliminary Equality Impact Assessment has been completed.

7. Legal implications

There are no immediate legal implications arising from this report.

8. 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.

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Signed by:

Appendices:

Appendix 1: Sickness Absence by Directorate 31 January 2016

Appendix 2: Summary of reasons for absence over the last two years

Appendix 3: Analysis of uptake of Flu Vaccinations in 2015 by Directorate

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
CIPD Absence Management survey 2015	CIPD website
Health and Social Care Information Centre - Absence statistics	HSCIC website

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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Appendix 1: Sickness Absence by Directorate 31 January 2016

Sickness Absence by Directorates - 01 February 2015 to 31 January 2016

Sickness - Working Days Lost														
Directorate	Headcount			Total			Direction	Long Term		Medium Term		Short Term		Average per Person per Year (Previously reported at EC)
	Headcount This Year	Headcount Last Year	Average Headcount	Working Days Lost To Sickness	% Working Days Lost To Sickness	Average per person per Year		Working Days Lost	Average per Person per Year	Working Days Lost	Average per Person per Year	Working Days Lost	Average per Person per Year	
Adult Services	736	788	762	8945	6.26%	11.74	↔	5003	6.57	1679	2.20	2263	2.97	11.74
Children's Services and Education	215	239	227	1600	3.98%	7.05	↓	893	3.93	168	0.74	539	2.37	7.41
Children's Social Care	322	386	354	3711	5.14%	10.48	↓	2140	6.05	691	1.95	880	2.49	10.74
Community and Communication	212	231	221.5	2181	4.61%	9.85	↓	1154	5.21	425	1.92	602	2.72	10.33
Culture and City Development	233	233	233	1160	2.58%	4.98	↑	599	2.57	75	0.32	486	2.09	3.86
Executive	19	24	21.5	66	1.39%	3.07	↑	0	0.00	25	1.16	41	1.91	1.71
Finance and Information Services	294	296	295	2055	3.09%	6.97	↑	1106	3.75	356	1.21	593	2.01	6.46
Human Resources, Legal and Procurement	133	146	139.5	606	1.97%	4.34	↑	198	1.42	169	1.21	239	1.71	4.23
Integrated Commissioning Service	34	35	34.5	69	1.02%	2.00	↓	0	0.00	26	0.75	43	1.25	2.53
Portsmouth International Port	80	83	81.5	867	4.35%	10.64	↓	600	7.36	95	1.17	172	2.11	10.92
Property and Housing	912	891	901.5	6995	3.45%	7.76	↓	3276	3.63	1204	1.34	2515	2.79	8.77
Public Health	136	54	95	511	1.77%	5.38	↑	179	1.88	113	1.19	219	2.31	4.41
Regulatory Services, Community Safety and Troubled Families	86	82	84	382	2.01%	4.55	↓	195	2.32	58	0.69	129	1.54	4.88
Transport, Environment and Business Support	322	415	368.5	3812	7.40%	10.34	↑	2520	6.84	480	1.30	812	2.20	9.44
PCC Schools	2723	2689	2706	20518	4.17%	7.58	↓	10258	3.79	3205	1.18	7055	2.61	7.85
Total (Including Schools)	6457	6592	6525	53478	4.21%	8.20	↓	28121	4.31	8769	1.34	16588	2.54	8.37
Total (Excluding Schools)	3734	3903	3819	32960	4.23%	8.63	↓	17863	4.68	5564	1.46	9533	2.50	8.74
Agency Workers	142	136	139	8		0.06	↓	0	0.00	0	0.00	8	0.06	0.56
Total (Excluding Schools but including Agency Workers)	3876	4039	3958	32968		8.33	↓	17863	4.51	5564	1.41	9541	2.41	8.4

Definition of periods of absence

Long-term absence: 21 days or more, Medium Term absence: 8 to 20 days, Short Term absence: 7 days or less

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Appendix 2: Summary of reasons for absence over the last two years

Summary of reasons for absence in period 01 February 2015 to 31 January 2016 compared to 01 February 2014 to 31 January 2015

Absence Reason	Current Year		Current Year - 1	
	% of Total Absence	Rank	% of Total Absence	Rank
Psychological - stress, anxiety and depression	21.29%	1	21.28%	1
Virus (inc colds, coughs and influenza)	12.27%	2	12.65%	2
Musculoskeletal (Lower limb)	9.96%	3	8.59%	4
Gastrointestinal (inc stomach and bowel)	8.85%	4	9.29%	3
Musculoskeletal (back and neck)	8.79%	5	6.27%	6
Neurology/Nervous system (inc headache, migraine and epilepsy)	6.17%	6	4.08%	10
Musculoskeletal (Upper limb)	4.87%	7	5.25%	7
Cancer and tumours	4.67%	8	6.52%	5
Respiratory Problems (inc chest and asthma)	3.94%	9	5.24%	8
Gynaecological (inc Reproduction organ disorders)	3.63%	10	2.54%	12
Reason Not Recorded	3.37%	11	2.99%	11
Ear/nose/throat (inc dental)	2.86%	12	4.09%	9
Heart Disorders	1.58%	13	0.96%	18
Genitourinary (inc Kidney and Bladder)	1.57%	14	1.77%	14
Family Bereavement	1.48%	15	1.32%	16
Pregnancy related disorders	1.36%	16	1.86%	13
Blood Disorders	0.97%	17	1.61%	15
Skin Disorders (inc burns)	0.87%	18	0.94%	19
Eye problems	0.71%	19	1.26%	17
Infectious Disease (inc Chicken pox, measles etc)	0.36%	20	0.45%	22

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Appendix 3 - Analysis of uptake of Flu Vaccinations in 2015 by Directorate

Table shows the initial analysis of flu vaccination uptake by Directorate

Directorate	Headcount	Clinic	GP	Voucher	TOTAL	Uptake
Adult Services	757	52	6	44	102	13.5%
Children's Services and Education	220	43	2	18	63	28.6%
Children's Social Care	334	54	0	7	61	18.3%
Community and Communication	209	45	0	20	65	31.1%
Culture and City Development	248	39	1	12	52	21.0%
Executive	19	0	0	0	0	0.0%
Finance and Information Services	290	61	2	14	77	26.6%
Human Resources, Legal and Procurement	131	26	0	6	32	24.4%
Integrated Commissioning Unit	35	11	0	1	12	34.3%
Portsmouth International Port	81	5	0	13	18	22.2%
Property and Housing	914	112	16	70	198	21.7%
Public Health	141	38	2	7	47	33.3%
Regulatory Services, Community Safety and Troubled Families	89	15	1	2	18	20.2%
Transport, Environment and Business Support	335	28	1	12	41	12.2%
TOTAL	3803	529	31	226	786	20.7%

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Agenda item:

Decision maker:	Employment Committee
Subject:	Corporate Covenant and MoD Employer Recognition Awards
Date of decision:	15 th March 2016
Report by:	Jon Bell - Director of HR, Legal and Procurement
Wards affected:	n/a
Key decision (over £250k):	n/a
Full Council Decision:	No

1. Purpose of report

The purpose of this report is to appraise members of work being undertaken, by the Council as an employer, to support the Armed Forces community and seek members' approval to apply for the MoD Employer Recognition "Silver Award" and then "Gold Award" as set out in Appendix 2 to this report.

2. Recommendations

Members are **recommended** to:

- (i) Note the support already provided to the Armed Forces through the Council's employment policies and practices
- (ii) Commit to the Armed Forces Corporate Covenant (attached at Appendix 1), and request the Leader of the Council to sign the covenant on the Council's behalf
- (iii) Instruct officers to apply for the MoD Employer Recognition Silver and Gold awards, and implement any changes necessary to meet the criteria for receiving those awards, subject to such changes not having financial implications that are not contained within existing agreed portfolio budgets
- (iv) Instruct officers to explore, in conjunction with other councils in the region, opportunities to bid for funding from the Armed Forces Covenant Fund, as detailed in paragraph 3.6 of this report

3. Background

- 3.1 In 2012 The Council signed an **Armed Forces Community Covenant**, which was a commitment by the Council, working with other service providers, to support existing and past service personnel and their families. A working group was established and has been taking forward a range of actions to support the Covenant.
- 3.2 Subsequently, an **Armed Forces Corporate Covenant** has been introduced (see Appendix 1) which is a commitment by employers to support the armed services. In particular, it relates to an employer's support for reservists, and for providing employment opportunities for people leaving the armed forces. The Council has not yet formally signed the Corporate Covenant.
- 3.3 Alongside the Corporate Covenant is an Employer Recognition Award scheme (see Appendix 2). Currently, only one local authority (Gateshead MBC) has received a Gold Award, and a brief description of the activities carried out by Gateshead MBC is included at Appendix 3.
- 3.4 The Council does already provide considerable support to the Armed Forces through its employment policies:

- (i) The flexible working policy ensures that the Council's legal responsibilities to reservists are fulfilled.
- (ii) An additional 2 weeks paid leave are allowed to reservists in order to attend training for their military duties
- (iii) Although not explicitly targeted at service families, the Council's flexible working and family-friendly policies generally support people in managing circumstances that service families are likely to face
- (iv) Job vacancies that may be suitable for people leaving the armed forces are advertised on armed forces websites
- (v) The Council has adopted a Volunteering Strategy, which embraces volunteering activity associated with military cadet organisations
- (vi) The Council has applied for the "bronze award" of the MoD Employer Recognition Scheme

3.5 In order to successfully apply for the Employer Recognition Gold Award, the Council will need to increase its activities to support the Armed Forces. Whilst not strictly prescribed, these activities may include:

- (i) Using the Council's internal communications media to encourage staff and their families to consider becoming reservists
- (ii) Publicising through recruitment materials (advertisements, job packs) that the Council supports reservists and welcomes applications from people who already are reservists
- (iii) Holding events to celebrate the contribution of reservists
- (iv) Providing advice to veterans and those about to leave the Armed Forces about working for the Council
- (v) Asking Council staff through employee opinion surveys whether they feel the Council does enough to support reservists, veterans and the families of serving Armed Forces personnel
- (vi) Demonstrating and publicising the Council's commitment, both locally and nationally, to supporting the Armed Forces as an employer

3.6 The Armed Forces Covenant Fund has recently announced the availability of funding for clusters of councils (working at least at county or regional level) to submit bids of between £20,000 and £500,000 to "share best practice and implement practical support for the local armed force community through the training of frontline staff and improved website information and presence, and to embed those improvements into their main stream services". At the time of writing, the funding had only just been announced and bidding criteria are still unclear, as are the intentions of other councils within the region. However, it is likely that the Council could lead or participate in a bid for funding to support its work on improving support for the Armed Forces community.

4. Equality Impact Assessment (EIA)

Equality impacts have been considered and no negative impacts on any groups are anticipated as a result of the the recommendations in this report

5. Legal Comments

There are no legal implications arising directly from the recommendations in this report.

6. Finance Comments

There are no financial implications arising directly from the recommendations in this report.

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Signed by: Jon Bell - Director of HR, Legal & Procurement

Appendices:

- Appendix 1 - Armed Forces Corporate Covenant
- Appendix 2 - MoD Employee Recognition Award Scheme
- Appendix 3 - Gateshead MBC work in support of Gold Award

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
Armed Forces Community Covenant	Integrated Commissioning Service
Volunteering Strategy	Integrated Commissioning Service
HR Policies	Human Resources

APPENDIX 1

**Company XYZ**

We, the undersigned, commit to honour the Armed Forces Covenant and support the Armed Forces Community. We recognise the value Serving Personnel, both Regular and Reservists, Veterans and military families contribute to our business and our country.

Signed on behalf of:

Company XYZ

Signed: _____

Name: _____

Position: _____

Date: _____

**[COMPANY XYZ
LOGO HERE]**

The Armed Forces Covenant

An Enduring Covenant Between

The People of the United Kingdom

Her Majesty's Government

– and –

All those who serve or have served in the Armed Forces of the Crown

And their Families

The first duty of Government is the defence of the realm. Our Armed Forces fulfil that responsibility on behalf of the Government, sacrificing some civilian freedoms, facing danger and, sometimes, suffering serious injury or death as a result of their duty. Families also play a vital role in supporting the operational effectiveness of our Armed Forces. In return, the whole nation has a moral obligation to the members of the Naval Service, the Army and the Royal Air Force, together with their families. They deserve our respect and support, and fair treatment.

Those who serve in the Armed Forces, whether Regular or Reserve, those who have served in the past, and their families, should face no disadvantage compared to other citizens in the provision of public and commercial services. Special consideration is appropriate in some cases, especially for those who have given most such as the injured and the bereaved.

This obligation involves the whole of society: it includes voluntary and charitable bodies, private organisations, and the actions of individuals in supporting the Armed Forces. Recognising those who have performed military duty unites the country and demonstrates the value of their contribution. This has no greater expression than in upholding this Covenant.

Section 1: Principles Of The Armed Forces Covenant

1.1 We **Company XYZ** will endeavour in our business dealings to uphold the key principles of the Armed Forces Covenant, which are:

- *no member of the Armed Forces Community should face disadvantage in the provision of public and commercial services compared to any other citizen*
- *in some circumstances special treatment may be appropriate especially for the injured or bereaved.*

Section 2: Demonstrating our Commitment

2.1 **Company XYZ** recognises the value serving personnel, reservists, veterans and military families bring to our business. We will seek to uphold the principles of the Armed Forces Covenant, by:

- *promoting the fact that we are an armed forces-friendly organisation;*
- *seeking to support the employment of veterans young and old and working with the Career Transition Partnership (CTP), in order to establish a tailored employment pathway for Service Leavers;*
- *striving to support the employment of Service spouses and partners;*
- *endeavouring to offer a degree of flexibility in granting leave for Service spouses and partners before, during and after a partner's deployment;*
- *seeking to support our employees who choose to be members of the Reserve forces, including by accommodating their training and deployment where possible;*
- *offering support to our local cadet units, either in our local community or in local schools, where possible;*
- *aiming to actively participate in Armed Forces Day;*
- *offering a discount to members of the Armed Forces Community;*
- *any additional commitments **XYZ** could make (based on local circumstances).*

*[We would encourage you to sign up to as many of the above as appropriate to your business.
Please amend to provide details of how you intend to meet each commitment.]*

2.2 We will publicise these commitments through our literature and/or on our website, setting out how we will seek to honour them and inviting feedback from the Service community and our customers on how we are doing. *[Amended as appropriate for your business.]*

APPENDIX 2

MOD Employer Recognition Awards (source <https://www.gov.uk/government/publications/defence-employer-recognition-scheme/defence-employer-recognition-scheme>)

Bronze award

Bronze award holders:

- are self nominated by employers who pledge to support the armed forces, including existing or prospective employees who are members of the community
- promote being armed forces-friendly and are open to employing reservists, armed forces veterans (including the wounded, injured and sick), cadet instructors and military spouses/partners
- receive an electronic certificate and logos to display on their website, stationery and other collateral

Silver award

Silver award holders:

- demonstrate support for service personnel issues and employ at least one member of the armed forces community
- actively communicate and uphold a positive stance to their employees via established HR policies and procedures
- show flexibility towards annual training commitments and mobilisation of reservist employees and support the employment of cadet instructors, armed forces veterans (including wounded, injured and sick) and military spouses/partners
- collect their certificate at a regional silver awards ceremony, receive silver logos to display and are themselves displayed on the list of Employer Recognition Scheme award winners
- must be nominated for a silver award by a third party using the online nomination form
- are required to sign the [armed forces covenant](#) and employ at least one individual from the covenant category that the nomination emphasises

Gold award

Gold award holders:

- proactively advocate and support defence, communicating their commitment both internally to employees and externally to the wider community through established policies and examples of support
- are positive to all service personnel during recruitment

- enable reservists to fulfil their annual training and mobilisation commitments and demonstrate significant support for cadet instructors, armed forces veterans (including wounded, injured and sick) and military spouses/ partners
- must be nominated for a gold award by a third party using the online nomination form
- collect their award at a prestigious national event, receive gold logos to display and are themselves displayed on the list of Employer Recognition Scheme award winners
- are required to sign the [armed forces covenant](#) and employ at least one individual from the covenant category that the nomination emphasises

Nomination and award process

Employers can sign up themselves for the bronze award. A wide range of individuals may nominate an organisation for either a gold or silver award, including that organisation's employees who are reservists, armed forces veterans, spouses/partners or cadet instructors.

External nominations may also be made from a variety of sources, including an account manager within the Defence Relationship Management (DRM) organisation, a Regional Employer Engagement Director or the military unit of a reservist employed within an organisation. The nomination process requires nominees to state their relationship with the employer they are proposing.

Nominations will be validated to determine the level of defence personnel employment within the nominated organisation and to check that the organisation has signed the [armed forces covenant](#).

Once the nomination has been validated it will be considered by a selection board at national level for gold awards and regional level for silver awards. The selection boards will be a panel chaired by a senior military officer and they will consider each nomination against the award criteria. Organisations selected for gold and silver awards will be formally notified in writing and invited to the relevant award event.

APPENDIX 3

Gateshead Council is now recognised as one of the most forward leaning Armed Forces authorities within the North East, if not the country, proactively supporting the Armed Forces Community.

In October 2014 they hosted two Reserve awareness events - the first for staff and young people 18+ within the Borough and the second for local businesses.

It has an inclusive HR policy offering reservists up to two weeks additional paid holiday for training and employs many ex-service personnel

It has links with the Career Transition Partnership (CTP) and Catterick's Early Leavers Project and has provided front line staff with information outlining employment and support services for veterans.

Since October 2012 the council has employed a dedicated Armed Forces Outreach worker and took the lead in launching the Tyneside Armed Forces Outreach Service in 2014 which it currently manages.

Gateshead Council showcased this 'good practice' at the MoD Regional Community Covenant Conference held in Manchester in 2014, provided the Outreach Service as a case study for Local Government publications and assisted in the Reserves 2020 Green paper consultation, facilitated employer focus groups and assessed online tool kits for the MOD.

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