
NOTICE OF MEETING

EMPLOYMENT COMMITTEE

TUESDAY, 14 JUNE 2016 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 Jim Fleming
Councillor Darren Sanders
Councillor Gerald Vernon-Jackson

Standing Deputies

Councillor Simon Boshier
Councillor Yahiya Chowdhury
Councillor Steve Hastings
Councillor Leo Madden
Councillor Lynne Stagg
Councillor Linda Symes
Councillor Matthew Winnington

(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 March 2016 (Pages 1 - 6)

RECOMMENDED that the minutes of the meeting held on 15 March 2016 be confirmed and signed by the chair as a correct record.

4 Corporate Health and Safety Annual Report (Pages 7 - 22)

The purpose of the report is to update the Employment Committee on Portsmouth City Council's (PCC) health and safety (H&S) performance for the period 1 April 2015 - 31 March 2016.

RECOMMENDED that the 2016/17 H&S action plan be agreed and endorsed by the Employment Committee.

5 Shared Cost Additional Voluntary Contribution Scheme (Pages 23 - 28)

The purpose of the report is to seek approval to implementing a shared cost salary sacrifice additional voluntary contribution (SSAVC) pension arrangement.

RECOMMENDED that Employment Committee

- (1) Approves the implementation of a shared cost salary sacrifice additional voluntary contribution (SSAVC) pension arrangement for members of the Local Government Pension Scheme (LGPS).**
- (2) Agrees that earnings related payments, such as overtime, pay rises and redundancy are calculated on the notional salary and not the reduced sacrificed salary. Section 3.6 of the report gives further details.**
- (3) Approves the inclusion of a new discretion in the Council's Discretionary Pension Policy Statement to authorise shared cost SSAVCs as one of our discretions. Section 3.7 of the report gives further details.**
- (4) Approves the implementation of a shared cost SSAVC scheme for members of the Teachers and NHS Pension Scheme, subject to this being approved by the relevant authorities**

6 Sickness Absence Quarterly Report (Pages 29 - 36)

The purpose of this report is to update Employment Committee about levels of sickness absence across the council and actions being taken to manage absence.

RECOMMENDED that Employment Committee

- (1) continues to monitor sickness absence and ensure appropriate management action is taken to address absenteeism**
- (2) approves the continuation of the flu jabs vaccination campaign, co-ordinated by Public Health, for a further year, to encourage the uptake of vaccinations, especially where Directorates have contact with NHS defined risk groups or have particularly low uptake in 2015. The cost of vaccinations to be covered by Directorates.**

7 Pay Policy Statement (Pages 37 - 46)

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.

RECOMMENDED that Employment Committee

- (1) Approves the draft Pay Policy Statement attached as Appendix 1, and notes that it will be made available to the public, in draft form, on the Council's website.**
- (2) Requests the Director of HR Legal and Performance to report to Members any changes to the statement that become necessary during the coming year, and pass the final statement forward for approval by the Full Council by 31st March 2017.**

8 Apprenticeships - Progress and update report (Pages 47 - 58)

The purpose of the report is to update members of the Employment Committee on the progress made in recruiting apprentices and to provide an update on the introduction of the Apprenticeship Levy, public sector targets and the financial implications for Portsmouth City Council.

RECOMMENDED that Members

- (i) Note the progress in recruiting apprentices across the City Council**
- (ii) Note the requirements of the Apprenticeships Levy, the planned public sector targets and the financial implications of these**
- (iii) Note the Actions from the project plan for the introduction of the Apprenticeship Levy and planned Public Sector Targets**

9 Changes to Senior Management Terms and Conditions to allow for shared management with Gosport Borough Council (Pages 59 - 62)

This report is attached following the Cabinet Meeting held on 9 June 2016.

10 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>
11 Senior Management Structure (exempt appendix) Paragraph Exemption Nos:	1 and 2

*1. Information relating to any individual

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

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11 Senior Management Structure - Director of Public Health (Pages 63 - 66)

The report is now attached.

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

12 Date of Next Scheduled Meeting

The next meeting is scheduled for Tuesday 13 September at 12.15pm.

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.