



NOTICE OF MEETING

EMPLOYMENT COMMITTEE

TUESDAY, 14 JUNE 2016 AT 12.15 PM

CONFERENCE ROOM B - CIVIC OFFICES

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 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.)

Item

Exemption Para No.*

**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.

Agenda Item 3

EMPLOYMENT COMMITTEE

MINUTES OF THE MEETING of the Employment Committee held on Tuesday, 15 March 2016 at 12.15 pm at The Executive Meeting Room - Third Floor, The Guildhall

Present

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

Officers Present

David Williams, Chief Executive
Peter Baulf, Deputy Monitoring Officer
Jon Bell, Director of HR, Legal & Procurement
Delyth Horsley, VCS Project Officer
Morven Banks, Commissioning Project Manager

1. Apologies for Absence (AI 1)

There were no apologies for absence.

2. Declarations of Members' Interests (AI 2)

There were no declarations of members' interests.

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

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

An update was provided on Apprenticeships (minute 45 of the previous meeting). It was confirmed that no extra money would be provided to meet the cost of the levy that was expected to begin in 2017. The chair of the committee said she may raise this at the key issues board meeting that she would be attending shortly. It was also confirmed that responsibility for the apprenticeships levy through the schools would reduce as more became academies.

The chair advised that Innes Richens had been appointed in a joint role as Chief Operating Officer NHS Portsmouth CCG and Director of Adult Services, Portsmouth City Council. She also confirmed that Rob Watt's retirement date had been agreed.

Councillor Vernon-Jackson asked that his thanks be recorded that the appointment was made following an interview process.

4. Pay Policy Statement (AI 4)

(TAKE IN REPORT AND STATEMENT)

Jon Bell introduced the report explaining that this fulfils the requirement in section 38(1) of the Localism Act 2011 (Openness and Accountability in Local Pay). A pay policy statement must be prepared for each financial year, approved by full council no later than 31 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. He explained that the pay policy statement includes data on senior salaries and how they relate to the rest of the workforce (pay multiple). The multiple for the financial year ending 31 March 2015 was 6.4 which was slightly higher than the majority of district councils but lower than the county council.

During discussion the following matters were clarified:

- Although this pay policy statement was effectively retrospective, Mr Bell confirmed there were no significant changes going forward.
- It was confirmed that currently where there were proposed severance payments in excess of £100,000, these are referred to full council for approval. It was confirmed that there was a possibility that in October 2016 new legislation may be brought in to cap severance payments at £95,000 for those leaving the organisation and that this would include pension strain. This change would be covered when the pay policy statement came before council in March 2017.

During discussion members considered that the pay policy statement should be published earlier in the year so that members of the public could challenge the provisions of the statement which would not be possible retrospectively. The chair suggested that the pay policy statement for 2016/17 could be brought to the committee at its June meeting and asked Jon Bell to look into this.

RESOLVED that the Employment Committee approved the draft Pay Policy Statement attached as Appendix 1 to go forward for approval by the Full Council on 22 March 2016.

5. Sickness Absence Quarterly Report (AI 5)

(TAKE IN REPORT)

Jon Bell introduced the report saying that the headline figure of sickness absence continues to reduce but that there are variations across the organisation. Of the 14 directorates, seven (excluding schools) are over the corporate target of an average seven days per person per year. Four directorates are over an average ten days per person per year. This is

unchanged from the previous quarter. During discussion the following matters were raised:

- The chair said she was pleased that there had been a reduction in overall absence.
- Members noted that the appendix showed that the same directorates were showing high absence rates. Members were concerned about the increase in absence in the Customer and Communication directorate. Mr Bell advised that Revenues & Benefits (where absence had consistently been high) had been transferred into that service. Louise Wilders was looking into this and was taking steps to reduce sickness absence levels. Jon Bell said that the sickness absence figures per service changed when different groups of people moved into different directorates. This could be seen in particular in relation to Customer & Communication as this used to be much lower prior to Revenues & Benefits being moved into that service.
- With regard to the flu vaccine members said that they were concerned about the low take-up rate in Adult Services. They felt this was surprising given the nature of their work and wondered whether the fact that they were often not based in the Civic Offices meant that they were not receiving publicity about the availability of the vaccine. Mr Bell said that the availability of flu vaccines was publicised in care homes and that there were several different means of accessing the flu vaccine such as 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.

RESOLVED 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 (AI 6)

(TAKE IN REPORT)

Jon Bell introduced the report explaining that its purpose was to apprise members of work being undertaken by the council as an employer to support the armed forces community and to seek members' approval to apply for the MoD Employer Recognition "Silver Award" and then "Gold Award" as set out in Appendix 2 of the report. The chair of the committee, Councillor Donna Jones explained that she had met with Morven Banks and invited her to talk through what had already been done in this area. Morven Banks explained that the council already provides considerable support to the armed forces through its employment policies as listed in 3.4 of the report.

During discussion the following matters were raised:

- Members felt there was a need to promote its support to the armed forces on the city council's website.
- Members felt that given the city's obvious connections to the armed forces, it was important to strive to achieve the gold award as quickly as possible.
- It was confirmed that this covers schools and that the city council would like all its suppliers to adopt the same principles as the city council in this regard.

Member were interested in paragraph 3.6 of the report concerning the availability of funding for clusters of councils to submit bids of between £20,000 and £500,000 to share best practice and implement practical support for the local armed forces community through the training of front line staff and improved website information and presence and to embed those improvements into their mainstream services.

The chair of the committee, Councillor Donna Jones said that she was attending a meeting of the Local Enterprise Partnership that evening and if there was an opportunity she would seek to raise this at the meeting.

Members were very supportive of the recommendations in the report.

RESOLVED that Members

- (i) Noted the support already provided to the Armed Forces through the Council's employment policies and practices;**
- (ii) Committed to the Armed Forces Corporate Covenant (attached at Appendix 1), and requested the Leader of the Council to sign the covenant on the Council's behalf**
- (iii) Instructed 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) Instructed 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.**

The meeting concluded at 1.00 pm.

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Councillor Donna Jones
Chair

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Agenda Item 4

Title of meeting:	Employment Committee
Date of meeting:	14 June 2016
Subject:	H&S Annual Report (1 April 2015 - 31 March 2016)
Report by:	Owen Buckwell – Director of Property & Housing Service
Wards affected:	All
Key decision:	No
Full council decision:	No

1. Purpose of report

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.

2. Recommendations

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

3. Background

3.1 Introduction:

3.1.1 The corporate health and safety (H&S) management system is maintained and monitored by the H&S Unit, who are accountable to the Chief Executive via the Director of Property & Housing Service. The H&S Unit team (comprising 1 x full time specialist advisor/trainer, 1 x part time specialist advisor and 1 x part time administrator) are directly employed by the council and their role is to provide advice, guidance, training and support to members, managers and employees to enable them to fulfil their legal H&S responsibilities and comply with UK H&S legislation.

3.1.2 Health and Safety Executive (HSE) involvement with the Council continued to be pro-active and there were no formal prohibition/improvement notices or 'fee for intervention' charges served on the council in this 2015/16 reporting period. Unannounced visits by HSE inspectors were carried out on several Council managed construction and refurbishment projects and feedback from the HSE inspectors on every occasion was complimentary with no H&S management issues identified.

3.1.3 No work related deaths involving council employees in council managed services and local authority schools occurred and no serious management failings (trends) were identified by the H&S Unit.

3.1.4 No legionella outbreaks (incidents or exposures) were reported to the HSE or the H&S Unit and legionella management throughout all council managed workplaces and the PCC property portfolio continued to be pro-active. Capital bid funding was secured in this reporting period to enable re-designing of the council's only remaining cooling tower (central library) and eliminate any potential risk of legionella bacteria associated with cooling towers.

3.1.5 Following the latest in-house review of the legionella management policy (April 2015), the Director of Property and Housing Service engaged an external consultant to carry out an

independent audit of the policy and associated council management systems to verify compliance with legislation and gain independent advice where improvements can be achieved. The audit result was positive and recommendations identified by the external auditor were incorporated into the corporate legionella action plan managed by Property and Housing Service.

3.1.6 No asbestos incidents relating to council work activities (including schools) were reported to the HSE or the H&S Unit. The corporate Asbestos management policy was reviewed and republished in April 2016 and asbestos management continued pro-actively throughout all council services and local authority schools/academy schools that purchased traded services from the H&S Unit and Property and Housing Service.

3.1.7 The corporate incident reporting policies were pro-actively adopted throughout all council services and those schools signed up to the H&S Unit's traded service. The process facilitated compliance with law and the opportunity for the H&S Unit to assist management teams in collating factual evidence in lieu of any post incident intervention by external authorities or future litigation claims brought against the council. The associated database also provided meaningful data which was readily available to internal service/department management teams and external parties i.e. freedom of information requests.

3.1.8 The H&S Unit continued to work closely with other corporate specialists including the fire safety advisor, environmental health team, HR/Legal and Performance team, Property & Housing Service, Adult/ Children's social care, etc. on H&S related issues/incidents within the city, particularly where the HSE, Environment Agency, Hampshire Fire and Rescue Service or other external enforcement bodies requested information or intervened.

3.1.9 Information relating to specific work undertaken by the H&S Unit during this reporting period is detailed in the remainder of this report. The proposed 2016/17 H&S Unit action plan is attached as Appendix 1 and a review of the 2015/16 action plan is detailed at Appendix 2.

3.2 Communication channels:

3.2.1 The Joint Health Safety and Wellbeing (JHSW) forum continued as the corporate meeting for reviewing and addressing H&S management issues and communicating H&S related policy and procedural changes council-wide. The forums membership remained constant with quarterly meetings being well attended and the associated e-newsletter produced by the H&S Unit (Making your Workplace Safer) proved a popular means of ensuring important corporate H&S information was cascaded council-wide, including schools (issue 20 was issued in March 2016).

3.2.2 The sixteen corporate H&S policies and associated corporate forms, guidance documents, etc. were maintained by the H&S Unit and were accessible council-wide and in all schools via Policy Hub, the staff intranet and the schools' google-based website hosted by the H&S Unit.

3.2.3 The H&S Unit continued pro-active working relationships with union safety representatives within the council and schools, which included consultation on new and revised corporate H&S policies and regular attendance at JHSW forum meetings.

3.3 Health and safety training:

3.3.1 A record total of **5313** H&S training courses (facilitated by the H&S Unit and the 'People Handling and Back Care Advisor') were undertaken by council members, council staff and school employees. These mandatory and statutory training courses were delivered cost-effectively and the positive annual increase in uptake evidences the council's continued improvement in corporate and legal compliance.

3.3.2 The H&S Unit 'stand-alone' portable training kit proved a popular alternative training tool, for managers of staff groups where e-learning was not a viable option for undertaking corporate H&S training courses. Schools in particular pro-actively engaged via this option, a key factor in the significant rise in corporate training statistics, when compared with previous totals (see figure 1 below).

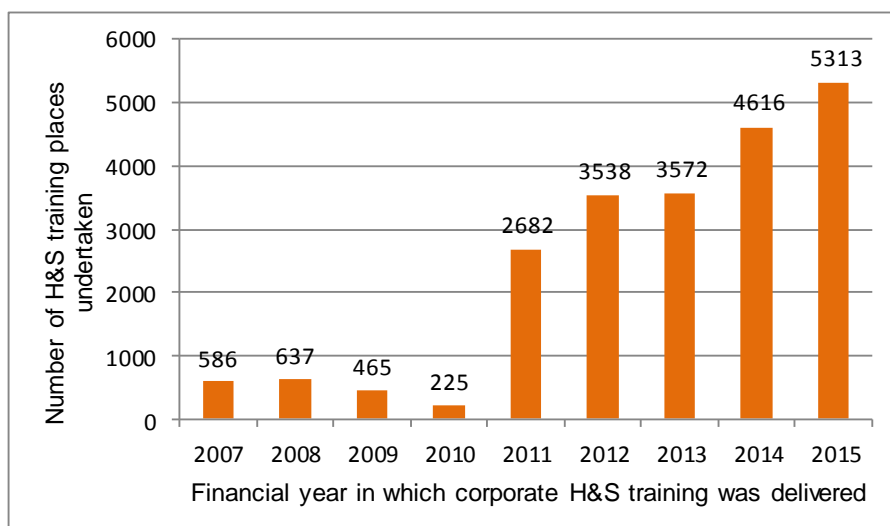
3.3.3 In addition to maintaining the 8 x corporate e-learning courses, the H&S Unit routinely delivered two 'classroom based' corporate training courses to council and school employees, booked via the council's 'managed learning environment' (MLE) system i.e. 'work activity risk assessment' and 'practical load handling' courses.

3.3.4 People handling training continued to be developed and delivered to council employees by the corporate 'People Handling and Back Care Advisor'.

3.3.5 A breakdown of training facilitated by the H&S Unit and 'People Handling and Back Care Advisor' (PHBCA) in financial year 2015/16 is as follows:

H&S e-learning courses (via MLE):	
H&S Induction	909
H&S Induction for Members	95
Using computers and DSE safely	670
Manual handling	466
Incident reporting and Investigation for managers	106
Legionella awareness	101
Asbestos awareness	82
Fire safety awareness	1321
subtotal:	3750 (3359)
Management e-learning briefs using stand-alone kit:	
H&S induction	283
Fire safety awareness	255
Manual handling	66
Using computers and DSE	6
Asbestos awareness	2
subtotal:	612 (371)
Classroom based courses:	
Work activity risk assessment	58
Practical load handling	78
Various 'people handling' courses (by PHBCA)	690
Fire warden training	125
subtotal:	951 (886)
Overall total	5313 (4616)

Note: totals for 2014/15 in brackets



3.4 Incident reporting statistics for 2015/2016:

3.4.1 No fatalities or serious workplace accidents involving council/school employees were reported to PCC H&S Unit or the HSE. 'Overall' incidents reported were 9% fewer than in the previous year, with RIDDOR reports significantly reduced by 47%. No negative trends were highlighted by the H&S Unit and statistics reflect the expected industry norm, taking into account the type of work activities undertaken by council and school employees.

Note: RIDDOR is the 'Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013'

3.4.2 The total number of incidents (accidents and acts of violence) reported to the H&S Unit in 2015/16 was 597 (316 PCC services + 281 schools), compared with 655 in 2014/15 (441 PCC services + 214 schools).

3.4.3 RIDDOR reports accounted for 15 of the total incidents reported (11 PCC services + 4 schools), compared with 28 in the previous year (20 PCC services + 8 schools). All the 15 reports involved employees (no members of public/clients/pupils) in the following RIDDOR categories:

- 12 x 'over 7 day absence' (9 x PCC/3 x schools)
- 3 x 'specified injury' - fractures (2 x PCC/1 x schools)

3.4.4 RIDDOR reportable incidents remained low, attributable to safe working practices throughout the council/schools and a better understanding of the legal reporting requirements (see figure 2 below for comparable years).

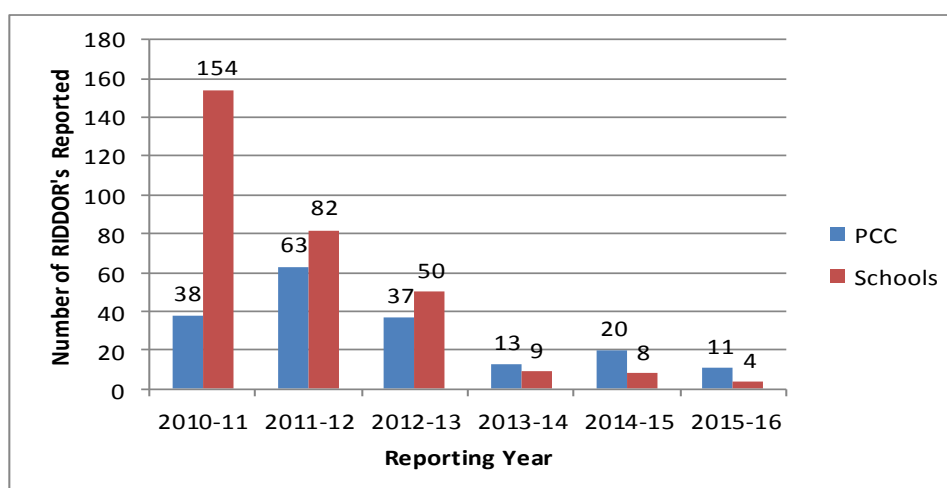


Figure 2: RIDDOR incidents reported to the HSE: 2010 - 2016

3.4.5 Violent incident reports (VIRs) accounted for 476 of the 597 incidents reported to the H&S Unit (228 PCC services + 248 schools), comparable with the previous year's total of 484 (305 PCC services + 179 schools). VIR's can be broken down as follows:

- 82 reports non-physical i.e. verbal and property damage (75 x PCC/7 x schools)
- 394 reported as physical acts (153 x PCC/241 x schools)
- 200 resulted in minor injuries (55 x PCC/145 x schools) - no major injuries reported
- 3 x RIDDOR incidents (all 'over 7 day absence')

The above breakdown clarifies the volume of violent incidents reported to the H&S Unit was a result of pro-active reporting, as opposed to a serious issue of violence in the workplace, and demonstrated the council's 'zero' tolerance approach to violence targeting employees.

3.4.6 Accidents accounted for 121 of total incidents reported (88 x PCC/33 x schools) and the majority were attributable to 'slip and trip' incidents (12 RIDDOR's but no serious accidents reported).

3.4.7 Graphical representation of 'accidents' and violent incidents' taken direct from the corporate incident database (and further analysis of violent incidents specific to 'schools' and 'PCC services') are detailed at Appendices 3 and 4.

3.5 Corporate H&S Audit and Inspection Policy:

The corporate H&S Audit and inspection programme managed by the H&S Unit was well-received throughout council managed services/departments and schools. The process provided management teams with documented evidence of compliance with the Council's H&S policies and UK legislative requirements, whilst facilitating a 'user-friendly' review of their current procedures with the assistance of the H&S team. All management teams engaged in the audit process benefitted from the process and improvements were implemented. In summary:

- 50 x 'self-assessment' audits were submitted to the H&S Unit
- 21 x H&S management audits facilitated by the H&S Unit (14 x Council sites/7 x schools)
- All 21 audit reports confirmed compliance with corporate H&S management policies

3.6 H&S Unit Service Level Agreement (SLA) with LA Schools and Academies:

The H&S Unit continued to work positively with schools within the city. At time of writing this report, in addition to 100% buy-in from all local authority schools offered the service, several local academies have also opted-in or have shown an interest in purchasing the H&S Unit traded service.

3.7 Policy reviews:

The following corporate policies and guidance documents were produced and/or reviewed by the H&S Unit:

- Legionella Management Policy (revised April 2015)
- H&S Audit and Inspection Policy (April 2015)
- Schools Asbestos Management Plan Log Book (April 2015)
- Corporate H&S Policy Statement (revised August 2015)
- Health & Safety Training Policy (revised October 2015)
- Asbestos Management Plan & Log Book (April 2016)
- PCC Work Activity Risk Assessment Guidance (Feb 2016)

3.8 Corporate H&S Unit Action Plans:

The 2016/17 H&S Unit action plan, submitted for approval, is attached at Appendix 1 and the 2015/16 H&S Unit action plan was reviewed and is attached as Appendix 2.

4. **Reasons for recommendations**

These recommendations are put forward for approval to assist the council in complying with UK H&S legislation, PCC H&S policies and to strive for continual improvement of the corporate H&S management system

5. **Equality impact assessment (EIA)**

An equality impact assessment is not required for this report.

Signed

Date

(Owen Buckwell, Director of PHS)

6. Legal Implications

There are no legal implications in this report and it ensures that the council meets its statutory duties and also supports the council's policies on H&S.

7. Director of Finance's comments

There are no additional financial costs arising from the recommendations in this report.

Appendices:

Appendix 1: H&S Unit corporate action plan for 2016/17

Appendix 2: Update of H&S Unit corporate action plan 2015/16

Appendix 3: Portsmouth City Council incident statistics

Appendix 4: School incident statistics

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

The recommendation(s) set out above were approved/ approved as amended/ deferred/ rejected

by on

Signed by:

Portsmouth City Council: H&S Unit Corporate Action Plan 2016/17

Action	Objective	Target date	Lead person	Update/ outcome
1. Annual review of the corporate H&S policy and statement of intent	To ensure compliance with H&S legislation and council policies and strategies	31/08/16	H&S Manager	
2. Produce the annual report for employment committee	For compliance with corporate H&S policy	31/05/16	H&S Manager	
3. Deliver traded services with schools and other partners, as agreed in TSA contracts.	To ensure compliance with H&S policy/legislation and generate income to support the H&S Unit staffing levels	31/03/17	H&S Manager	
4. Manage and facilitate the corporate H&S management audit and inspection program	To provide corporate assurance by verifying service/workplace-specific compliance with corporate H&S policies and UK H&S legislation	31/03/17	H&S Manager	
5. Facilitate 4 x JHSW forums and distribute minutes and associated e-newsletter	For compliance with corporate H&S policy and UK legislation	31/03/17	H&S Manager	
6. Produce, facilitate and deliver the H&S Unit's 2016/17 H&S 'classroom-based' training program	Programming, advertising and delivering corporate 'risk assessment' and 'load handling' training courses to assist managers and staff in complying with corporate H&S training requirements and UK legislation	31/03/17	H&S Manager	
7. Maintaining the corporate incident reporting database and reviewing accident and incident reports submitted to the H&S unit	To assist managers and staff in complying with corporate 'post-incident' management requirements and UK legislation. To assist service managers in documenting evidence for future reference, in case of legal/civil litigation claims	31/03/17	H&S Manager	
8. Review and re-launch the 8 x corporate e-learning courses on MLE and the H&S Unit's stand-alone training kits.	To ensure up to date H&S advice and training is available to all council employees and 'others' signed up to the H&S Unit's TSA.	31/03/17	H&S Manager	
9. Review the 16 x corporate H&S policies and associated guidance documents/forms.	For compliance with corporate H&S policy	31/03/17	H&S Manager	
10. maintain corporate records of all H&S training facilitated by the H&S team	For compliance with corporate H&S policy	31/03/17	H&S Manager	
	End of action plan			

Portsmouth City Council: H&S Unit Corporate Action Plan 2015/16

Action	Objective	Target date	Lead person	Update/ outcome
1. Annual review of the corporate H&S policy and statement of intent	To ensure compliance with H&S legislation and council policies and strategies	28/02/16	H&S Manager	Action complete
2. Produce the annual report for employment committee	For compliance with corporate H&S policy	30/05/16	H&S Manager	Action complete
3. Review corporate asbestos management policy	To reflect current legislative requirements and council policy/procedures	31/10/15	H&S Manager	Action complete
4. Deliver schools services in accordance with the SLA	To ensure compliance with H&S policy/legislation and generate income to support the H&S Advisor post	31/03/16	H&S Manager	Action complete
5. Implement and facilitate a corporate H&S management audit and inspection program	To provide corporate assurance by verifying service/workplace-specific compliance with corporate H&S policies and UK H&S legislation	31/7/15	H&S Manager	Action complete
6. Facilitate 4 x JHSW forums and distribute minutes and associated e-newsletter	For compliance with corporate H&S policy and UK legislation	31/03/16	H&S Manager	Action complete
7. Facilitate and deliver the H&S Unit's 2015/16 H&S 'classroom-based' training program	Programming, advertising and delivering corporate 'risk assessment' and 'load handling' training courses to assist managers and staff in complying with corporate H&S training requirements and UK legislation	31/03/16	H&S Manager /H&S Advisor	Action complete
8. Maintaining the corporate incident reporting database and reviewing accident and incident reports submitted to the H&S unit	To assist managers and staff in complying with corporate 'post-incident' management requirements and UK legislation. To assist service managers in documenting evidence for future reference, in case of legal/civil litigation claims	31/03/16	H&S Manager	Action complete
9. Undertake the day-to-day duties associated with the role of corporate H&S team	To assist managers and staff in complying with legislative and corporate H&S policy requirements.	31/03/16	H&S Manager	Action complete
	End of action plan			

Portsmouth City Council 'Accident' Reports (tabular format):
1 April 2015 - 31 March 2016

Number Of Accidents Reported	88
Accident Types	
Accident Resulting In Injury	88
Dangerous Occurrence	0
Occupational Disease	0
Others	0

Number of RIDDOR's	11
---------------------------	-----------

RIDDOR Category	
Not applicable	77
Death	0
Major Injury	2
MOP to Hospital	0
Over 7 Days Absent Injury	9
Disease	0
Dangerous Occurrences	0

Injury Types	
Amputation	0
Bite	2
Bruise/Scratch/Abrasion/Cut	30
Burn/scald	8
Crushing injury	0
Dislocation	0
Foreign body in eye	1
Fracture	4
Puncture/Stab Wound	1
Sprain/Strain	41
Other	1

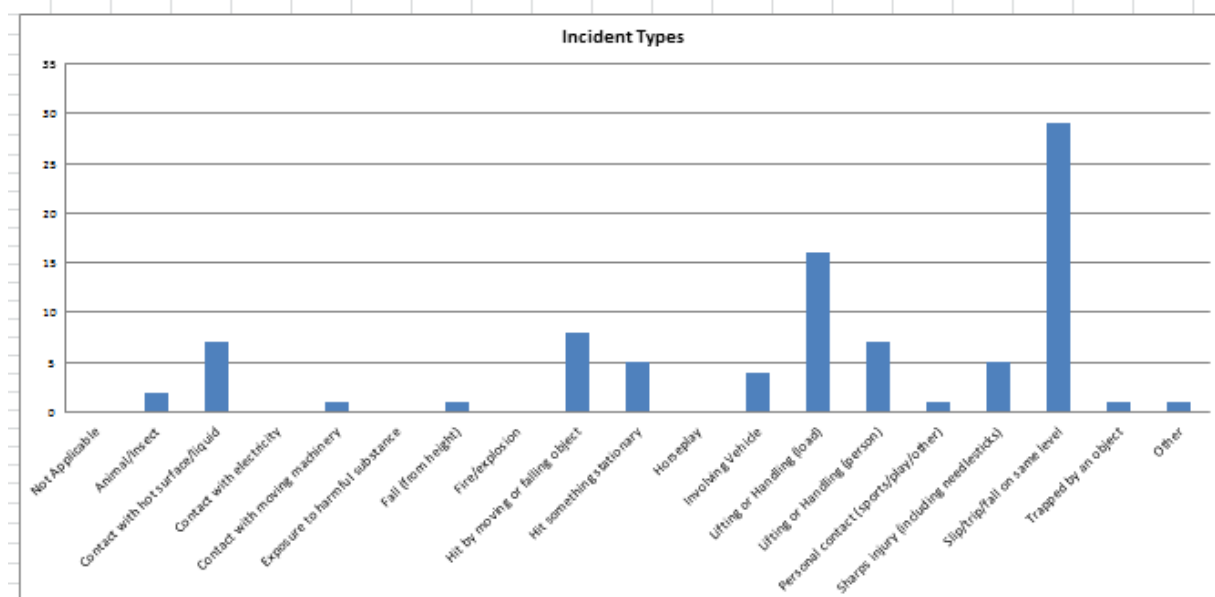
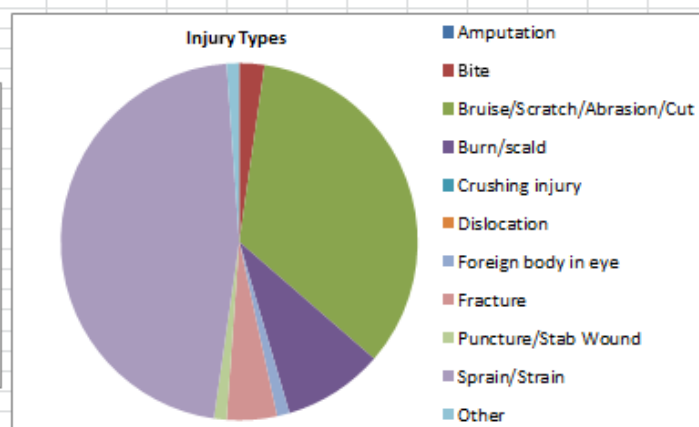
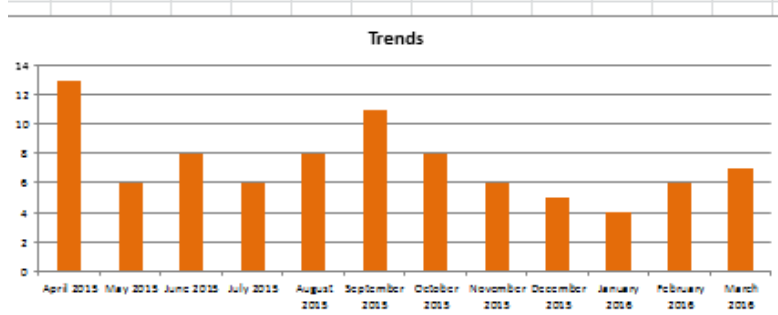
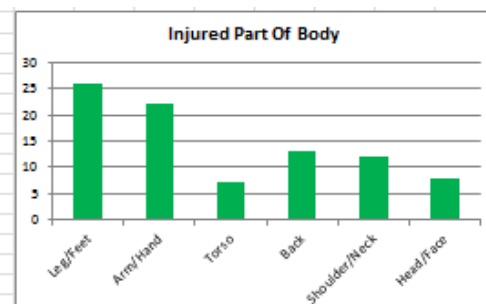
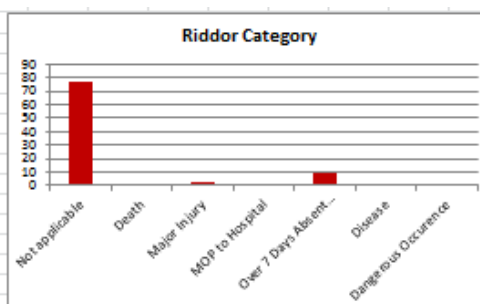
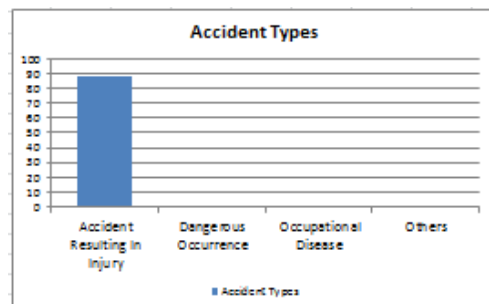
Trends	
April 2015	13
May 2015	6
June 2015	8
July 2015	6
August 2015	8
September 2015	11
October 2015	8
November 2015	6
December 2015	5
January 2016	4
February 2016	6
March 2016	7

Incident Type	88
Not Applicable	0
Animal/Insect	2
Contact with hot surface/liquid	7
Contact with electricity	0
Contact with moving machinery	1
Exposure to harmful substance	0
Fall (from height)	1
Fire/explosion	0
Hit by moving or falling object	8
Hit something stationary	5
Horseplay	0
Involving Vehicle	4
Lifting or Handling (load)	16
Lifting or Handling (person)	7
Personal contact (sports/play/other)	1
Sharps injury (including needlesticks)	5
Slip/trip/fall on same level	29
Trapped by an object	1
Other	1

Injured Part of Body	
Leg/Feet	26
Arm/Hand	22
Torso	7
Back	13
Shoulder/Neck	12
Head/Face	8

Portsmouth City Council 'Accident' Reports (graphic format)

1 April 2015 - 31 March 2016



Portsmouth City Council 'Violent Incident' Reports (tabular format):
1 April 2015 - 31 March 2016

Number Of Incidents Reported	228
Total Number of RIDDOR	0

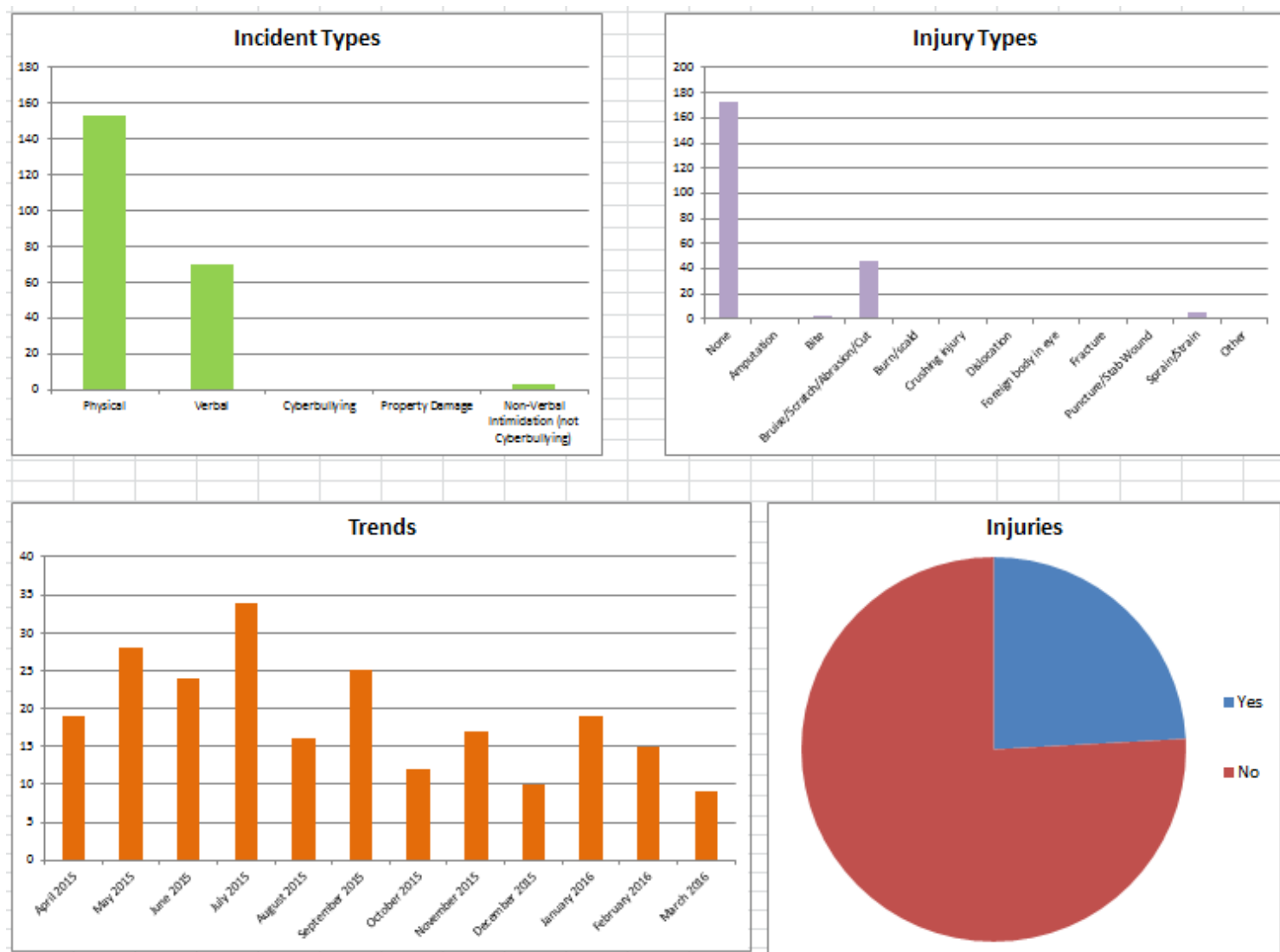
Incident Types	
Physical	153
Verbal	70
Cyberbullying	1
Property Damage	1
Non-Verbal Intimidation (not Cyberbullying)	3

Injuries	
Yes	55
No	173

Injury Types	
None	173
Amputation	0
Bite	3
Bruise/Scratch/Abrasion/Cut	46
Burn/scald	1
Crushing injury	0
Dislocation	0
Foreign body in eye	0
Fracture	0
Puncture/Stab Wound	0
Sprain/Strain	5
Other	0

Trends	
Month	No'
April 2015	19
May 2015	28
June 2015	24
July 2015	34
August 2015	16
September 2015	25
October 2015	12
November 2015	17
December 2015	10
January 2016	19
February 2016	15
March 2016	9

Portsmouth City Council 'Violent Incident' Reports (Graphic format):
1 April 2015 - 31 March 2016



Additional analysis of PCC violent incidents reported to the H&S Unit:

Of the 228 violent incidents reported:

- 153 were physical - 75 were non-physical incidents
- 173 resulted in no injury - 55 resulted in minor injury
- 187 incidents were by service users (includes residents) - 41 were by members of public
- 0 x RIDDOR reportable incidents

Member of public incidents:

- 8 were physical - 33 were non-physical incidents
- 38 resulted in no injury - 3 resulted in minor injury
- 22 incidents targeted civil enforcement officers, estates officers and community wardens
- 0 x RIDDOR reportable incidents

Schools 'Accident' Reports (tabular format):
1 April 2015 - 31 March 2016

Number Of Accidents Reported	33
Accident Types	
Accident Resulting In Injury	33
Dangerous Occurrence	0
Occupational Disease	0
Others	0

Number of RIDDOR's	1
---------------------------	----------

RIDDOR Category	
Not applicable	0
Death	0
Major Injury	1
MOP to Hospital	0
Over 7 Days Absent Injury	0
Disease	0
Dangerous Occurrences	0

Injury Types	
Amputation	0
Bite	0
Bruise/Scratch/Abrasion/Cut	21
Burn/scald	1
Crushing injury	3
Dislocation	0
Foreign body in eye	0
Fracture	2
Puncture/Stab Wound	0
Sprain/Strain	4
Other	1

Trends	
April 2015	1
May 2015	6
June 2015	6
July 2015	3
August 2015	0
September 2015	3
October 2015	3
November 2015	1
December 2015	3
January 2016	2
February 2016	1
March 2016	4

Incident Type	33
Not Applicable	0
Animal/Insect	0
Contact with hot surface/liquid	1
Contact with electricity	1
Contact with moving machinery	0
Exposure to harmful substance	0
Fall (from height)	0
Fire/explosion	0
Hit by moving or falling object	8
Hit something stationary	3
Horseplay	0
Involving Vehicle	0
Lifting or Handling (load)	1
Lifting or Handling (person)	0
Personal contact (sports/play/other)	4
Sharps injury (including needlesticks)	0
Slip/trip/fall on same level	12
Trapped by an object	3
Other	0

Injured Part of Body	
Leg/Feet	9
Arm/Hand	10
Torso	0
Back	1
Shoulder/Neck	1
Head/Face	12

Schools 'Accident' Reports (graphic format):
1 April 2015 - 31 March 2016



Schools 'Violent Incident' Reports (tabular format):
1 April 2015 - 31 March 2016

Number Of Incidents Reported	248
Total Number of RIDDOR	3

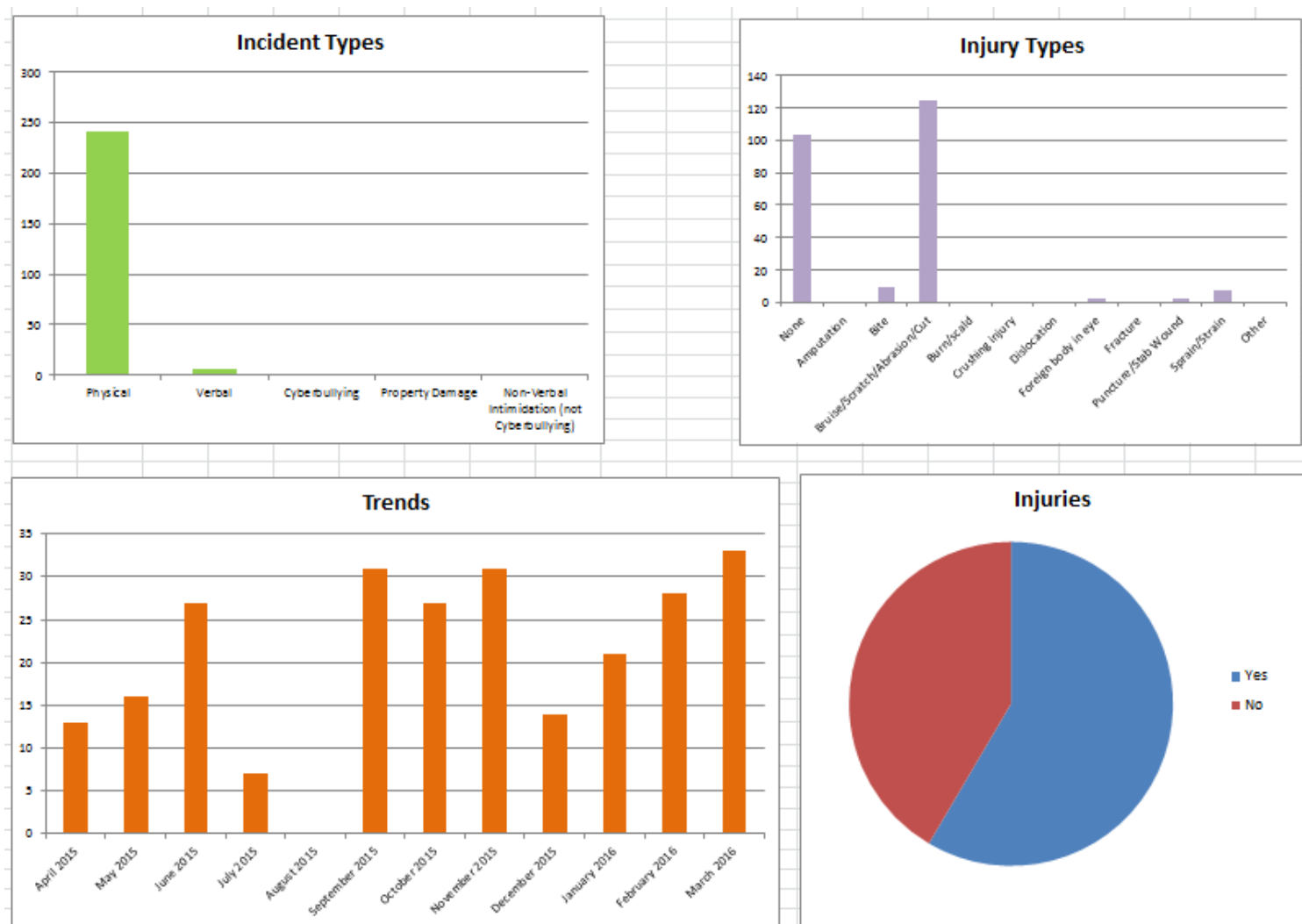
Incident Types	
Physical	241
Verbal	6
Cyberbullying	0
Property Damage	1
Non-Verbal Intimidation (not Cyberbullying)	0

Injuries	
Yes	145
No	103

Injury Types	
None	103
Amputation	0
Bite	9
Bruise/Scratch/Abrasion/Cut	125
Burn/scald	0
Crushing injury	0
Dislocation	0
Foreign body in eye	2
Fracture	0
Puncture/Stab Wound	2
Sprain/Strain	7
Other	0

Trends	
April 2015	13
May 2015	16
June 2015	27
July 2015	7
August 2015	0
September 2015	31
October 2015	27
November 2015	31
December 2015	14
January 2016	21
February 2016	28
March 2016	33

Schools 'Violent Incident' Reports (graphic format):
1 April 2015 - 31 March 2016



Additional analysis of schools' violent incidents reported to the H&S Unit:

Of the 248 violent incidents reported:

- 241 were physical - 7 were non-physical incidents
- 104 resulted in no injury - 144 resulted in minor injury
- 246 incidents were carried out by pupils - 2 were carried out by members of public (parents)
- 3 x RIDDOR reportable incidents

Pupil incidents:

- 246 incidents were reported from 26 individual schools (93 from 1 school, 24 incidents involved the same pupil, aged 10)
- More than 50% of schools under the H&S Unit traded service agreement recorded **zero** violent incidents
- 196 of the 'pupil incidents' were carried out by children between 4 - 10 years old (80%)
- Only 35 incidents were carried out by teenagers
- 3 x RIDDOR reportable incidents were carried out by pupils (aged 6, 12 and 15)

Agenda Item 5

Agenda item:

Title of meeting: Employment Committee

Date of meeting: Tuesday, 14 June 2016

Subject: Shared Cost Additional Voluntary Contribution Scheme

Report by: Shaun Tetley, Payroll and Pension Manager

Wards affected: None

Key decision: No

Full Council decision: No

1. Purpose of report

- 1.1 This report seeks approval to implementing a shared cost salary sacrifice additional voluntary contribution (SSAVC) pension arrangement.

2. Recommendations

- 2.1 Employment Committee approve the implementation of a shared cost salary sacrifice additional voluntary contribution (SSAVC) pension arrangement for members of the Local Government Pension Scheme (LGPS).
- 2.2 Employment Committee approve 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 below gives further details.
- 2.3 Employment Committee approve 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 below gives further details.
- 2.4 Employment Committee approve 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.

3. Background

- 3.1 Members of the LGPS already have the option to contribute to additional voluntary contributions (AVCs) and receive tax relief on the amount they pay through their payslip. AVCs are effectively a long term savings plan that runs alongside the mainstream LGPS that allow a member to build up a capital sum with flexible drawdown options at retirement.

- 3.2 The Council (through Hampshire Pension Fund) administers two AVC schemes and the providers are Prudential and Zurich and this arrangement would not change with the introduction of a shared cost SSAVC scheme.
- 3.3 The Council has recently identified that scope exists to implement a shared cost SSAVC scheme for members of the LGPS. The advantages of implementing this new arrangement over the current scheme is that in addition to the tax relief that is currently received, the employee will pay lower national insurance contributions. In addition the Council will benefit from a reduction in the employer national insurance contributions.
- 3.4 The Chancellor of the Exchequer has recently said that he is concerned over the proliferation of salary sacrifice schemes and there may legislation enacted to restrict schemes of this nature. However, in the March 2016 budget, the Chancellor indicated that salary sacrifice pension arrangements are unlikely to be affected by any legislative change and this is another good reason to proceed with the new scheme.
- 3.5 To ensure that the arrangement is compliant with the LGPS regulations, the SSAVC has to be set up as a shared cost scheme which means that both the employee and employer has to contribute to the SSAVC. Although this suggests that the Council has to actually pay its own contribution into the shared cost SSAVC plan, in reality this is not the case. How it actually works in practice is that the employee agrees to take a contractual reduction in salary, equivalent to the amount of SSAVC's they would like to contribute and the Council then pays this amount into the shared cost SSAVC plan on their behalf. This does not meet the shared cost requirement as effectively it is only the Council who is paying into the SSAVC plan. To ensure compliance with the LGPS Regulations, the employee would also need to pay at least a nominal £1 a month into the AVC fund via a payroll deduction. Appendix 1 of this report provides an example of how the current and new SSAVC scheme operate and the savings available.
- 3.6 Recommendation 2.2 covers the treatment of earnings related payments for staff who opt for shared cost SSAVCs. Members can decide whether earnings related payments such as overtime, pay rises and redundancy are calculated on the notional salary or the reduced sacrificed salary. If we use the reduced sacrificed salary, staff will see a reduction in their pay on earnings related payments and it is strongly recommended that we use the notional salary. Without this approach the incentive for staff to move to the new salary sacrifice scheme will be significantly diminished and we will not make the anticipated employer savings.
- 3.7 The current Pension Discretionary Pension Policy Statement will need to be amended and published to give the Council the necessary discretion to implement a shared cost SSAVC. Details of the new discretion are shown in the table below.

New discretion	Under Regulation 17 of the LGPS Regulations 2013, Portsmouth City Council will exercise the discretion to allow Local Government Pension Scheme members to contribute to a shared cost salary sacrifice additional voluntary contribution scheme.
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- 3.8 An amendment will need to be made to the statement of particulars for any member of staff who signs up for a shared cost SSAVC to ensure that their LGPS pensionable pay is not affected. Without this change there could be a significant reduction in a members retirement benefits.
- 3.9 There are a number of advantages of implementing a shared cost SSAVC and these are:
- Staff who contribute to a LGPS shared cost SSAVC scheme will see a reduction in national insurance contributions (NICs). For most staff this will result in a 12% reduction in their NIC contributions on the SSAVC amount and this will act as an important incentive to help save towards pension provision for both existing and new SSAVC contributors.
 - Some salary sacrifice schemes reduce pensionable pay and ultimately reduce the scheme member's main pension benefits on retirement. This does not apply however to shared cost SSAVCs as long as we make appropriate amendments to the statement of particulars.
 - There will be a reduction in employer NICs of approximately 13.8% on the total value of the SSAVCs. Provided that the majority of staff who pay into the existing arrangement transfer to the new shared cost SSAVC, it is estimated that this will result in a saving of £150,000 per annum in employer NIC contributions. We expect that most staff will transfer to the new scheme on the basis that it will result in an increase in take home pay.
 - The savings that are available to both the employee and employer will depend on the shared cost SSAVC amount the employee chooses to pay and the amount an employee earns. As an example, staff who receive less than £43,000 salary and pay £100 each month into a shared cost SSAVC will save £144 each year in NIC contributions and the employer will save £166. The saving for staff on pay of greater than £43,000 is lower due to reductions in the NIC percentage thresholds.

4. Implementation issues

- 4.1 The key to a successful SSAVC implementation will be to communicate the changes effectively to all existing LGPS AVC contributors to help them understand the financial benefits of transferring to the scheme. This will be achieved by a comprehensive set of frequently asked questions, personal letters, presentations and intranet content. We expect that most members of staff will opt for the new shared cost SSAVC scheme on the basis that they will see an increase in their take home pay.
- 4.2 The Council is working in partnership with the Local Government Pensions Committee and the main national AVC provider (Prudential) to ensure that the shared cost SSAVC scheme is compliant with the LGPS Regulations.
- 4.3 The new shared cost SSAVC scheme will act as an important incentive for staff to contribute to AVCs. This is likely to lead to an increase in the number of new AVC contributors and existing AVC contributors increasing the amount they pay. This in turn will lead to greater NIC savings for both staff and the Council. We currently present regular pension talks to staff and AVCs are covered during these sessions.

The content will be modified to highlight the additional financial advantages of shared cost SSAVCs but we will not provide any financial advice.

- 4.4 The new shared cost SSAVC will require some additional employer checks to ensure that the AVC deduction do not reduce the employee's income below the appropriate minimum level for that individual. The HMRC website states: "A salary sacrifice arrangement cannot reduce an employee's cash earnings below the National Minimum Wage rates." This likely to affect very few staff, if any.
- 4.5 We have identified only two employers in the UK who have to date implemented shared cost SSAVCs and it is critical that we ensure that the scheme documentation is HMRC compliant. Without a compliant scheme we will have to repay the savings we have made in employee's and employer's NIC contributions to HMRC and will face interest and penalties charges. To ensure that the scheme is HMRC compliant, we intend to use the Council's tax advisors to construct the scheme and obtain HMRC approval. We have negotiated a fixed charge of £4,500 for this work.
- 4.6 HMRC will not provide approval of any salary sacrifice scheme until it is 'live'. This adds an element of risk if we undertake a full scale launch without the necessary clearance. If for some reason HMRC reject the shared cost SSAVC scheme, we would need to repay the employee and employer NIC savings, and close the scheme down. To avoid this we will go live with a single member of staff and apply for clearance before doing a full scale launch.
- 4.7 When the scheme is fully live, any member of staff who applies for an AVC in the future will automatically be entered into the new shared cost SSAVC arrangement by default but they will have the option to join the original standard AVC scheme if they wish.
- 4.8 We are currently investigating the scope to implement a shared cost SSAVC for members of the NHS and Teachers Pension schemes. If we are successful in obtaining clearance we propose to implement SSAVC's for these schemes. This should lead to the same benefits outlined above for both the employee and employer.

5. Equality impact assessment (EIA)

A preliminary or full equality impact assessment is not required as this report does not result in any equality issues .

6. Legal implications

The legal implications and requirements are critical to ensure that:

:

- The scheme, frequently asked questions and salary sacrifice contractual documentation meets HMRC salary sacrifice legislation to ensure that the SSAVC scheme is compliant. To avoid any complications, the scheme will be submitted to HMRC for approval.

- The Council's discretionary policy is amended and published to include a new discretion to allow shared cost AVCs
- An amendment is made to the statement of particulars for staff that elect to join SSAVCs to indicate that the AVC contributions are considered to be a pensionable emolument. This will ensure that there is no reduction to a members pensionable pay.
- The report clearly identifies the risks and makes appropriate recommendations to avoid any potential loss to contributors with regard to the LGPS and seeks to maximise tax efficiencies to be delivered to both the employee and employer. This comment is set against the additional reassurance that all current AVC holders will receive full briefing and the current proposal is being reviewed by external tax advisors to ensure current HMRC compliance.

7. Finance comments

The estimated employer NIC savings based on the likely take up of staff that transfer from the existing AVC arrangement to a shared cost SSAVC is expected to be £150,000 in a full year. To ensure that the scheme is constructed in a legally compliant manner, it is proposed that we use the Council's tax advisors to provide the necessary advice and documentation and they will also organise the HMRC approval of the scheme. The cost of this will be £4,500 and it is critical that we utilise their professional support to avoid compliance issues. The advantage of using our current tax advisors is that they have experience of implementing and obtaining HMRC approval of salary sacrifice schemes in the public sector.

.....
Signed by:

Background list of documents: Section 100D of the Local Government Act 1972

Local Government Pension Scheme (LGPS) Regulations 2013

The recommendation(s) set out above were approved/ approved as amended/ deferred/ rejected by on

Appendix 1

Example of shared cost AVC

Richard wants to pay £5000 a year into the LGPS AVC scheme and earns £40,000 a year.

The current AVC scheme
Under the current AVC arrangements Richard would agree to pay £5000 by regular monthly deductions from his pay and he would get tax relief on his AVC payments, but his National Insurance would be calculated on gross earnings of £40,000. For tax deduction purposes his salary would be £35,000 For NIC purposes his salary would be £40,000

The new shared cost SSAVC scheme
Under the new shared cost SSAVC scheme, if Richard agrees to his salary being reduced to £35,000 a year and the Council pays £5000 into the AVC fund on his behalf, he would get the same tax relief but also pay less NICs For tax purposes his salary would still be £35,000 But for NIC purposes his salary would now be £35,000 so he would pay lower NICs The Council would also make a NIC saving on the £5,000 reduction in pay. As the AVC is required to be established on a “shared cost” basis, this means that both the employer and employee have to pay into the arrangement. Where Richard accepts a reduction in pay from £40,000 to £35,000, the Council would agree to pay £5000 into his AVC plan which is effectively the employer contribution and this makes the scheme compliant with the “shared cost” requirement. Richard would also need to pay at least £1 a month into the AVC fund via a payroll deduction. This would be in addition to the £5000 AVC payment made by the Council.

The effect on take home pay and employer NIC saving on the example above is as follows:

<u>The current AVC scheme</u>		<u>The new shared cost SSAVC scheme</u>	
Monthly Pay	£3,333	Monthly Pay	£2,916
Income Tax	£354	Income Tax	£354
NI	£319	NI	£269
LGPS	£226	LGPS	£226
AVC	£417	AVC	£1
<u>Net pay per month</u>	<u>£2017</u>	<u>Net Pay</u>	<u>£2066</u>
<u>Net pay per annum</u>	<u>£24,204</u>	<u>Net pay per annum</u>	<u>£24,792</u>

As you will see the take home pay has risen from £2,017 to £2,066, an increase of £49 every month. He has still had £417 (£5,000 ÷ 12 + £1) paid into his AVC fund for that month and their LGPS contribution is still based upon the reference pay of £3,333 (£40,000 a year).

In this example the Council would save £691 per annum in employer NIC contributions.

Agenda Item 6



Portsmouth
CITY COUNCIL

Agenda item:

Title of meeting: Employment Committee

Date of meeting: 14 June 2016

Subject: Sickness Absence - Quarterly Report

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

Wards affected: N/A

Key decision: No

Full Council decision: No

1. Purpose of report

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.

2. Recommendations

Members are recommended to:

- **Continue to monitor sickness absence, and ensure appropriate management action is taken to address absenteeism.**
- **Approve 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.**

3. Background

- 3.1 In the period since the last update in March 2016 the level of sickness absence has increased from 8.33 to 8.42 average days per person per year. This is against the new corporate target of an average 7 days per person per year.
- 3.2 Analysis of data indicates that since the last report there has been a slight increase in the amount of long term absence from 4.51 to 4.72 average days per person per year. Short term absence has been stable at 2.38 average days per person per year over the same period.

- 3.3 Absence levels by Directorates for the period from 01 June 2015 to 31 May 2016 are attached in Appendix 1.
- 3.3 Of the 14 Directorates, eight (excluding schools) are over the corporate target of an average 7 days per person per year. The number of Directorates that are over an average 10 days per person per year has decreased from four to three in the last quarter.
- 3.4 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 remained the same, with the three main reasons; musculoskeletal; anxiety, stress and psychological and colds, flu and virus, accounting for 57.47% of absences in the last 12 months. This compares to 55.27% in the period 01 June 2014 to 31 May 2015. The main contributor to this change is due to the amount of sickness absence apportioned to musculoskeletal conditions.
- 3.5 Members should note that, for statistical reasons, the Council's declining headcount is having a distorting effect on the average sickness days per employee. This is because the absence is calculated over a rolling 12 month period. Therefore, the absence of departed employees remains "in the system" for up to a year after the employees leave. This effect is relatively neutral during periods when the headcount remains stable, but becomes more pronounced during periods of continual headcount reduction.

4.0 Future Actions

- 4.1 Overall, it is fair to say that, following a period during which absence levels were successfully and substantially reduced, levels have now bottomed-out, with relatively small changes now reported from month to month. The approaches that have been successful so far are continuing to be pursued, namely:
- timely and proportionate action by managers
 - proactive and robust support from HR
 - the use of flexible working arrangements
 - programmes, campaigns and interventions to improve employee wellbeing
 - targeted support to address particular absences, e.g. back-care advice, resilience training for managers, 'flu jabs

By continuing with these approaches (and, where necessary, re-invigorating them) it is likely that further incremental reductions in absence will be possible. In particular, it is proposed that HR further increases the support provided to managers in managing absence, and ensures that there is adequate accountability where absence is not being managed effectively.

In addition, a scheduled health and wellbeing survey will provide feedback from staff about the Council's existing wellbeing support and help to inform the support and interventions that will be effective in future. Employees who have been absent recently will be especially encouraged to participate in the survey to

provide a better understanding of the adequacy of support provided to staff to ensure that their return to work is as speedy as possible.

4.2 Flu vaccinations

Public Health advice has indicated that over time, protection from the injected 'flu vaccine gradually decreases and 'flu strains often change. Therefore, new 'flu vaccines are produced each year which is why people are advised to have the 'flu jab every year.

The Public Health team carried out a survey of staff in January 2016 to gauge how employees have or have not responded to the previous offer of free 'flu vaccinations.

It is recommended that the Council continues with the offer of free 'flu vaccinations in 2016 to improve on the uptake of 'flu jabs in previous years; 15.4% in 2013, 21.8% in 2014 and 21.4% last year. Advice from the Public Health team suggests the take-up of 'flu vaccinations should be nearer to 40% for an organisation such as the Council.

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.

A range of marketing provisions to increase awareness of the services the programme are being undertaken. The key figures (see figure 1 below) from the quarter 01 January 2016 to 31 March 2016 indicates an increase in usage compared to the same period last year, although overall usage remains relatively low.

Figure 1. EAP usage April 2016 compared to April 2015

Counselling	appointment face to face	Counselling EAP Enquiry	Emotional support / Telephone counselling	referred to session Based Counselling	Did not attend	online usage visits to the site	downloads	guide viewings	onward referrals GP's	onward referrals NHS's
Apr-15	8	2	9	4	0	7	6	10	2	0
Apr-16	11	2	14	3	0	30	39	53	1	1

4.4 Occupational Health

The Council's current provider of Occupational Health services is Portsmouth Hospital NHS Trust located at the Queen Alexandra Hospital in Cosham. The contract is due to end on 18th July 2016. A tender process has commenced and the new supplier will be announced during June 2016.

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.

.....
Signed by:

Appendices:

Appendix 1: Sickness Absence by Directorate 31 May 2016

Appendix 2: Summary of reasons for absence

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
NHS Choices - The Flu Jab	http://www.nhs.uk/conditions/vaccinations/pages/flu-influenza-vaccine.aspx

The recommendation(s) set out above were approved/ approved as amended/ deferred/ rejected by on

.....
Signed by:

Appendix 1: Sickness Absence by Directorate 31 May 2016

Sickness Absence by Directorates - 01 June 2015 to 31 May 2016

Sickness - Working Days Lost																
Directorate	HeadCount			Total				Long Term		Medium Term		Short Term			Total Average Per Person Per Year (Previously Reported)	
	Head Count at End of May 2016	Head Count at End of May 2015	Average HeadCount	Working Days Lost To Sickness	% Working Time Lost	Average Per Person Per Year	Trend	Working Days Lost To Sickness	Average Per Person Per Year	Working Days Lost To Sickness	Average Per Person Per Year	Working Days Lost To Sickness	Average Per Person Per Year			
Agency Workers	141	139	140	1		0.01	↓	0	0.00	0	0.00	1	0.01		0.06	
Adult Services	688	775	731.5	9753	7.10%	13.33	↑	5971	8.16	1574	2.15	2208	3.02		11.74	
Children's Services and Education	216	314	265	1536	3.88%	5.80	↓	743	2.81	222	0.84	570	2.15		7.05	
Children's Social Care	305	348	326.5	3974	5.69%	12.17	↑	2485	7.61	643	1.97	847	2.59		10.48	
Community and Communication	199	235	217	1624	3.53%	7.49	↓	740	3.41	327	1.51	557	2.57		9.85	
Culture and City Development	223	205	214	1168	2.63%	5.46	↑	612	2.86	102	0.48	453	2.12		4.98	
Executive	19	22	20.5	73	1.48%	3.55	↑	0	0.00	37	1.80	36	1.74		3.07	
Finance and Information Services	309	290	299.5	2293	3.14%	7.66	↑	1493	4.99	260	0.87	540	1.80		6.97	
Human Resources, Legal and Performance	124	165	144.5	542	1.99%	3.75	↓	221	1.53	154	1.06	167	1.16		4.34	
Integrated Commissioning Service	32	35	33.5	107	1.54%	3.21	↑	31	0.93	36	1.06	41	1.22		2.00	
PCC Schools	2925	3964	3444.5	28242	7.15%	8.20	↑	15331	4.45	3885	1.13	9027	2.62		7.58	
Portsmouth International Port	80	84	82	827	4.03%	10.09	↓	578	7.05	45	0.55	204	2.49		10.64	
Property and Housing	906	830	868	6541	3.17%	7.54	↓	2944	3.39	1063	1.22	2534	2.92		7.76	
Public Health	133	55	94	745	2.58%	7.93	↑	296	3.15	181	1.93	267	2.84		5.38	
Regulatory Services and Customer Service	79	123	101	372	2.02%	3.68	↓	151	1.49	70	0.69	152	1.50		4.55	
Transport, Environment and Business Support	304	493	398.5	3563	7.12%	8.94	↓	2298	5.77	459	1.15	805	2.02		10.34	
Total (Including PCC Schools)	6542	7938	7240	61362		8.48	↑	33895	4.68	9058	1.25	18408	2.54		8.20	
Total (Excluding PCC Schools)	3617	3974	3795.5	33119		8.73	↑	18564	4.89	5173	1.36	9382	2.47		8.63	
Total (Excluding PCC Schools but including Agency Workers)	3758	4113	3935.5	33120		8.42	↑	18564	4.72	5173	1.31	9383	2.38		8.33	

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

Summary of reasons for absence, figures for last four years

Sickness - Reasons Rank comparisons by Year															
Directorate	Year to May 2016				Year to May 2015				Year to May 2014				Year to May 2013		
	Working Days Lost	% of Total	Rank	Direction	Working Days Lost	% of Total	Rank	Direction	Working Days Lost	% of Total	Rank	Direction	Working Days Lost	% of Total	Rank
Musculoskeletal	7656	23.12%	1	↔	7318	21.51%	1	↔	7488	21.95%	1	↔	9317	22.90%	1
Psychological	7264	21.93%	2	↔	7134	20.97%	2	↔	6933	20.32%	2	↔	8973	22.06%	2
Virus	4114	12.42%	3	↔	4350	12.79%	3	↔	3738	10.96%	3	↔	5765	14.17%	3
Gastrointestinal	3033	9.16%	4	↔	3077	9.05%	4	↔	2742	8.04%	4	↔	3677	9.04%	4
Neurology/Nervous System	1970	5.95%	5	↑	1689	4.97%	6	↑	1448	4.24%	7	↔	1517	3.73%	7
Respiratory Problems	1309	3.95%	6	↑	1529	4.50%	7	↓	1698	4.98%	6	↔	1762	4.33%	6
(blank)	1243	3.75%	7	↑	930	2.73%	9	↑	1075	3.15%	10	↓	1194	2.93%	9
Cancer and Tumours	1224	3.70%	8	↓	2297	6.75%	5	↔	1894	5.55%	5	↔	2359	5.80%	5
Gynaecological	1171	3.54%	9	↑	883	2.60%	10	↓	1156	3.39%	9	↓	1493	3.67%	8
Dental/Oral	1000	3.02%	10	↓	1261	3.71%	8	↔	1309	3.84%	8	↑	1173	2.88%	10
Family Bereavement	698	2.11%	11	↑	538	1.58%	14	↑	245	0.72%	18	↓	559	1.37%	13
Pregnancy Related	550	1.66%	12	↔	558	1.64%	12	↑	439	1.29%	16	↓	340	0.84%	14
Genitourinary	527	1.59%	13	↔	540	1.59%	13	↓	695	2.04%	12	↓	604	1.48%	11
Heart Disorders	367	1.11%	14	↓	562	1.65%	11	↔	789	2.31%	11	↑	576	1.42%	12
Blood Disorders	295	0.89%	15	↔	434	1.27%	15	↓	606	1.78%	13	↑	208	0.51%	18
Skin Disorders	246	0.74%	16	↑	286	0.84%	17	↑	232	0.68%	19	↓	279	0.69%	17
Eye Problems	197	0.59%	17	↓	348	1.02%	16	↑	398	1.17%	17	↓	314	0.77%	16
Infectious Disease	97	0.29%	18	↔	126	0.37%	18	↑	185	0.54%	20	↓	200	0.49%	19
Accident	96	0.29%	19	↑	61	0.18%	20	↓	458	1.34%	15	↔	316	0.78%	15
Endocrine/Hormonal	55	0.17%	20	↓	66	0.20%	19	↓	558	1.64%	14	↑	51	0.12%	20
Substance Misuse	8	0.02%	21	↔	17	0.05%	21	↑	8	0.02%	22	↔	1	0.00%	22
Violence At Work	0	0.00%	22	↔	8	0.02%	22	↓	20	0.06%	21	↔	5	0.01%	21

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Agenda item:

Decision maker: Employment Committee
Subject: Pay Policy Statement
Date of decision: 14th June 2016
Report by: Jon Bell - Director of HR, Legal and Performance
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. Following the presentation of the Pay Policy Statement in March 2016, the Employment Committee requested that, in order to increase transparency and public accountability, a draft Pay Policy Statement for 2016/17 be presented at an earlier stage of the financial year. This statement relates to the financial year 2016/17 and is therefore current, rather than retrospective.

2. Recommendations

The Employment Committee is recommended to:

- 2.1 Approve the draft Pay Policy Statement attached as **Appendix 1**, and note that it will be made available to the public, in draft form, on the Council's website.
- 2.2 Request 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.

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 2016/17, 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 and other local authorities
 - 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 Performance 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 2016/17 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 2017 and can only be amended thereafter by a resolution of 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 & Performance

3rd June 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 2016/17

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 EMPLOYEES

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	£136,052 to £150,374
Deputy Chief Executive	£101,997 to £110,524
Port Manager	£101,997 to £110,524
Director (upper band)	£101,997 to £110,524
Director (mid band)	£87,426 to £96,632
Director (lower band)	£74,937 to £82,826
Senior Managers	£68,106 to £74,773

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 Portsmouth Living Wage rate as a supplement to base pay. Therefore, all employees* from SCP1 to SCP7 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 2016/17 is £15,144.

(*This excludes Apprentices and temporary staff employed via Portsmouth City Council’s temporary staff agency).

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 2016 was 6.4 with a median salary of £23,293. Based on the agreed national pay awards for 2016/17, it is predicted that this multiple will be 6.3 for the financial year ending 31st March 2017 with a median salary of £23,935.

(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. This is predicted to drop to 10.4 for the financial year ending 2016/17 having applied the agreed national pay awards.

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

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.

N.B: With effect from 1st October 2016, there will be a cap of £95,000 on all Public Sector Exit Payments.

SECTION 6: AMENDMENTS TO THIS PAY POLICY STATEMENT

This pay policy statement relates to the financial year 2016/17.

The Council may agree any amendments to this pay policy statement after it has been approved, but only by a resolution of the full Council.

A new policy statement will be agreed by the Council in March 2018 for the financial year 2017/18.

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 8



Portsmouth
CITY COUNCIL

Agenda item:

Title of meeting: Employment Committee

Date of meeting: 14th June 2016

Subject: Apprenticeships - Progress and update report

Report by: Jon Bell - Director of HR, Legal & Performance

Wards affected: N/A

Key decision: No

Full Council decision: No

1. Purpose of report

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.

2. Recommendations

Members are **recommended** to:

- (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

3. Background

- 3.1 Members agreed the content of the apprenticeships report presented to the Employment Committee on 4th November 2014 and since then Officers have been working with all Directorates within the City Council to identify apprenticeship opportunities and encourage the recruitment of apprentices to all posts advertised at pay band 5 and below.
- 3.2 The current pay bands for apprentices as previously agreed are pay band 1 for level 2 qualifications, pay band 2 for level 3 and where applicable pay band 3 for higher grade apprenticeships, where there would be difficulty recruiting at a lower pay band, as detailed and agreed in the report presented to Employment Committee on 15th December 2015.

4. Progress to date

- 4.1 The 'We Love Apprenticeships' pledge was made at a full council meeting earlier this year following agreement at the Employment Committee on 15th December 2015 (Appendix 3)
- 4.2 The PCC apprenticeships officer is linked with the PCC Post 16 Advisor and the work being undertaken within PCC is reflected in the Portsmouth Apprenticeships Strategy to ensure collaboration, consistency and sharing of best practice models.
- 4.3 There are currently 38 Apprentices that have been recruited directly and 9 existing staff who have converted to an apprenticeship for their personal development. We have a further 21 apprenticeship opportunities that are either in the recruitment stage or being developed which, when delivered, will bring the PCC figure to 68 apprentices. We now have every Directorate in PCC engaged in supporting the recruitment of apprentices. Appendix 1 has a breakdown of apprentices by Directorate, detailing the employing team and the qualification being undertaken. Appendix 1 also includes quotes from PCC apprentices on their experience.

5. Current work and development

- 5.1 Work is being undertaken to gather case studies from PCC apprentices so as to provide useful resources to schools, colleges, businesses and the public to promote apprenticeships. In conjunction with this 'apprenticeship ambassadors' are also being recruited to support this marketing.
- 5.2 A project plan and working group has been established to support the introduction of the Apprenticeship Levy and the Public Sector targets. The working group consists of representatives from HR, Finance, Procurement and Education. Appendix 2 lists the actions and the reasons behind them from the project plan.
- 5.3 A recruitment event has been planned for 30th June 2016 to promote careers in social care and support the introduction of apprenticeships in PCC adult social care residential units. Funding was secured from Skills for Care to support this event which has fully covered the costs of the venue and the marketing to supporting it.

6. Introduction of the Apprenticeship Levy and Public Sector Targets

- 6.1 April 2017 will see the introduction of the Apprenticeship Levy with a Levy rate of 0.5% for all employers with a pay bill over £3 million. The Levy will be paid to HM Revenue and Customs (HMRC) through the PAYE process and will be based on the total amount of earnings subject to Class 1 secondary National Insurance contributions (NIC's). It is worth noting that although earnings below the secondary threshold are not counted when calculating an employer's NIC's

they **will be included** for the purposes of calculating the amount of Levy the employer needs to pay.

- 6.2 Accessing Levy funds for the purchase of training to support apprenticeships will be via a 'Digital Account' (DA) and employers will be able to register to create an account in January 2017. Levy-paying employers will be able to use accounts from April 2017 to pay for training and assessment of apprentices. Funds will arrive in the DA monthly with the first funds appearing in late May 2017. These funds expire 18 months after they enter the digital account unless used within that period. The funds in the PCC DA can only be used for training and assessment costs for PCC apprentices.
- 6.3 Training to support Apprenticeships from April 2017 must be through an approved provider and Public Sector employers must comply with the Public Contracts Regulations 2015 when commissioning these. Payments to training providers will be made through the DA on a monthly basis for the duration of the apprenticeship.
- 6.4 Every apprenticeship standard and framework will be placed in a funding band which will set out the maximum amount of funding available for assessment and training costs over the length of the apprenticeship. These bands will apply to all employers but the employer will be able to negotiate and agree the costs of apprenticeships with training providers on the approved register.
- 6.5 There will be extra support for apprentices aged 16-18 years and for those with additional needs. A payment will be made to the employer via the training provider to support the extra costs in recruiting 16-18 year olds. These same rules apply if an apprentice is 19-24 years old and has an Education and Health Care Plan or has been in Local Authority Care. If an apprentice has additional learning needs e.g. Dyslexia, other learning difficulties or disabilities the training provider will receive additional funds to support the extra costs of supporting learning. Apprentices must work towards level 2 qualifications in Maths and English if they haven't already achieved them. If required, this will be provided through the appointed training provider.
- 6.6 The Department for Business Innovation and Skills is planning to introduce public sector employer apprenticeship targets from April 2017. A consultation on this ended in January 2017 and we currently await the final details. The consultation proposed an apprenticeship target of 2.3% of the total headcount for each public sector employer. For the City Council (excluding Schools) and based on a headcount of 3,656 this would require 84 apprentice starts per year. Local Authority Schools (excluding Academies) have a current headcount of 2,779 requiring 63 apprentice starts per year. This gives an overall target for PCC of 147 based on the headcount figures at the time of this report.
- 6.7 The Department for Business Innovation and Skills will be releasing further information in June 2016 that will cover the following:
- Provisional funding bands which will set the maximum amount of funding available for each apprenticeship qualification from April 2017

- The provisional level of extra payment employers can get for hiring 16-18 year old apprentices from April 2017
- The provisional amount that will be paid for English and Maths training for apprentices who need it, from April 2017
- Eligibility rules that set out who employers are able to spend apprenticeship funding on and where
- More information on who can provide apprenticeship training and how organisations can set themselves up to deliver apprenticeship training

In October 2016 there will be information about:

- The final levels of funding, Government support, payments for 16-18 year olds and English and Maths payments for apprentices starting from April 2017
- A full draft of funding and eligibility rules

In December 2016 there will be information about;

- A final detailed set of funding and eligibility rules
- Further employer guidance from HMRC on how to calculate and pay the apprenticeship Levy

7. Legal implications

- 7.1 PCC must comply with the Public Contracts Regulations 2015 when commissioning training providers to deliver Apprenticeship qualifications.

8. Finance comments

- 8.1 The introduction of the Apprenticeship Levy will place a financial burden on the City Council which, based on our current annual pay bill, will be up to £740,000 per year. This may be offset to some extent if current apprenticeship training costs can be met from levy funds. The levy may also be reduced by £15,000 for a "levy allowance", and potentially by a further £70,000 in respect of voluntary aided, voluntary controlled and foundation schools (further clarification is awaited on this point).

This will need to be considered by Members as part of the annual budget setting process.

- 8.2 The Council has written to HMRC to specifically ask for clarification on how schools and other external clients are to be treated in respect of the levy. It is possible that a significant amount of work will be required to the Council's payroll and tax reporting systems ahead of the 2017 implementation date.

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Signed by:

Appendices:

Appendix 1 - Tables showing the Apprenticeships in recruitment and recruited by Service, Qualification and Number.

Appendix 2 - Apprenticeships Levy and Public Sector Targets; list of Actions

Appendix 3 - 'We Love Apprenticeships' Pledge

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
Shaping the Future of Portsmouth	Strategy Unit
Business Growth & Skills Plan	Strategy Unit
Apprenticeship Strategy	Strategy Unit
Apprenticeship Employment Committee Report 15 th December 2015	Employment Committee
Enterprise Bill: Public sector apprenticeship targets and preventing misuse of the 'Apprenticeship' term	Department for Business Innovation & Skills https://www.gov.uk/government/collections/enterprise-bill
Apprenticeships Levy	Department for Business Innovation & Skills https://www.gov.uk/government/publications/apprenticeship-levy-how-it-will-work/apprenticeship-levy-how-it-will-work
Public Sector Apprenticeship Targets	Department for Business Innovation & Skills https://www.gov.uk/government/consultations/public-sector-apprenticeship-targets
Public Contracts Regulations 2015	Legislation.gov.uk http://www.legislation.gov.uk/ukxi/2015/102/contents/made

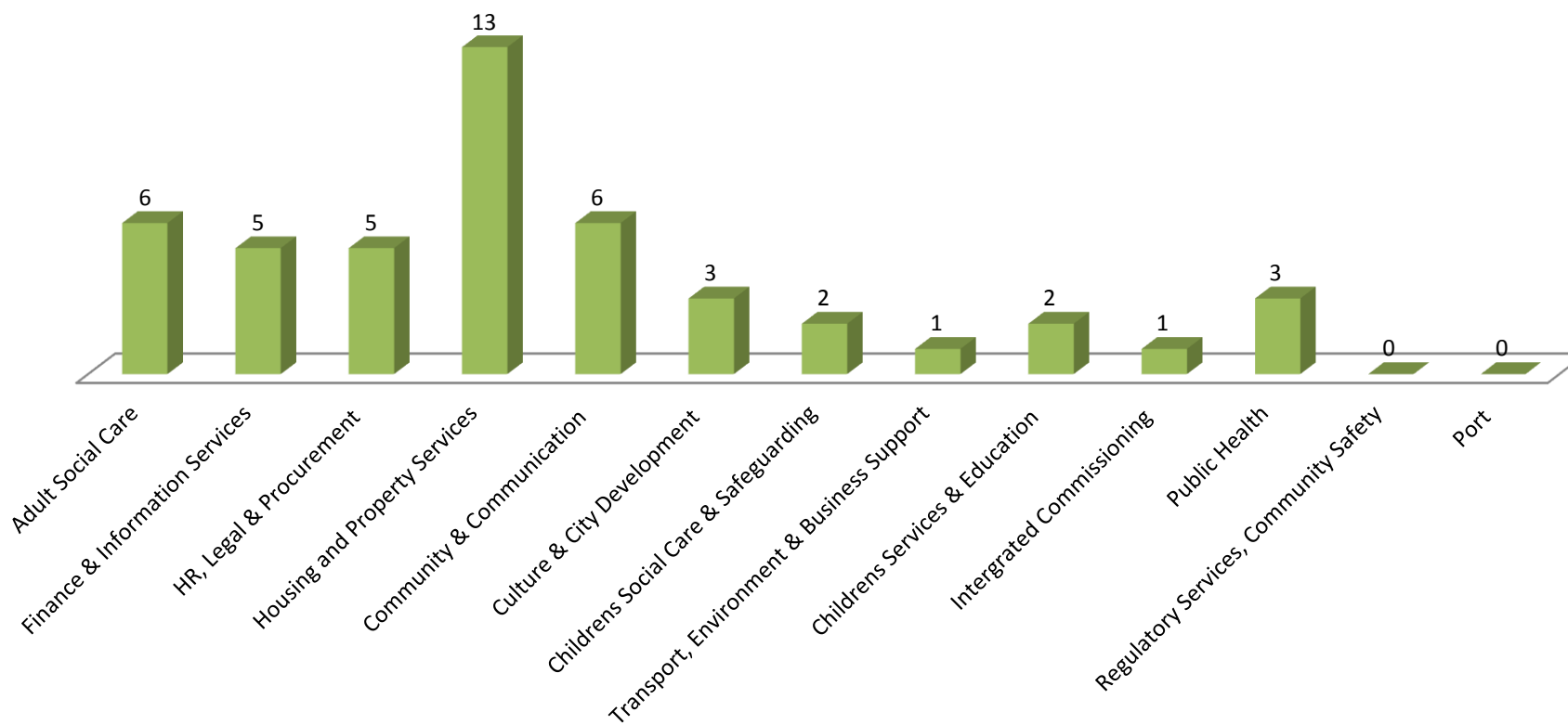
The recommendation(s) set out above were approved/ approved as amended/ deferred/ rejected by on

.....Signed by:

Apprentice statistics

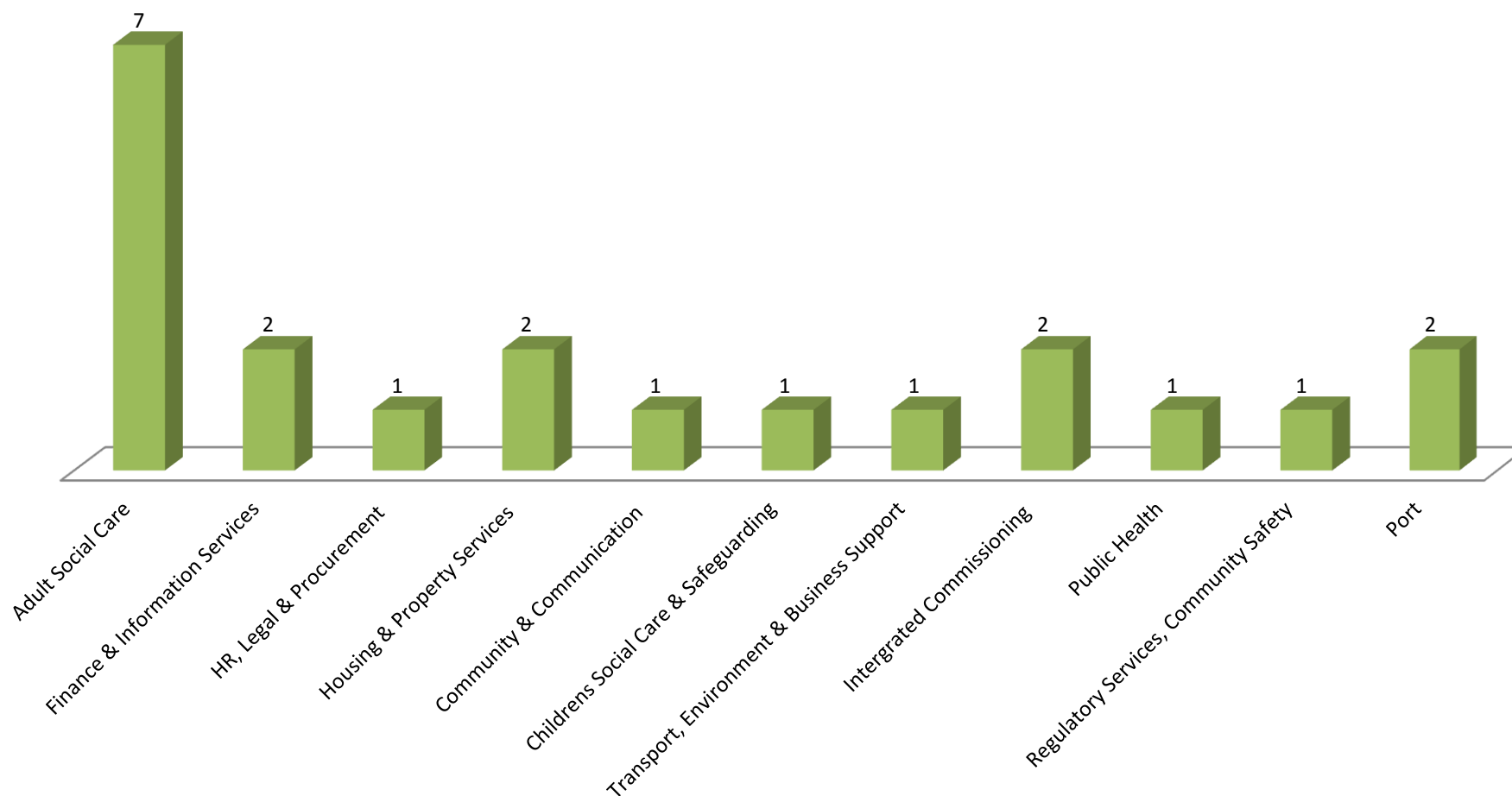
Portsmouth City Council currently has 38 new apprentices and 9 existing staff that are completing an apprenticeship to increase their personal development, giving a total of 47 apprentices. The graph below shows which Directorates they are in.

Apprentices numbers by Directorate



Currently there are 21 apprenticeships either in recruitment or currently in the pipeline for the next few months. The graph below shows where these opportunities will be, it also shows that every directorate will recruit an apprentice this year.

Apprenticeships in the pipeline by Directorate



Apprenticeships in recruitment / discussion or in development			
Directorate	Team	Qualification	Number of Apprentices
HR, Legal & Procurement	L&D & CSC	Business Administration	1
Transport, Environment & Business Support	Pest Control	Exploring suitable frameworks	1
Children's Social Care	Business Support	Business Administration	1
Community & Communication	City Helpdesk	Customer Services	1
Finance & Information Services	Finance	Business Administration	2
Adult Social Care	Across teams	Health & Social Care, Catering	7
Housing and Property Services	Housing Offices	Housing	2
Integrated Commissioning		Procurement	2
Port	Across teams	Mechanical/ electrical, ICT	2
Transport, Environment & Business Support	Enterprise Centres	Business Administration	1
Public Health	Wellbeing	Customer Service	1

Current Apprenticeships			
Directorate	Team	Qualification	Number of Apprentices
Adult Social Care	Various teams	Business Administration	3
Children's Services & Education	Various teams	Business Administration	2
Community & Communication	City Helpdesk	Customer Services	5
Culture & City Development	Planning, licensing & libraries	Business Administration	3
Finance & IS	Finance	AAT & Business Administration	3
Finance & IS	IS	ICT	2
Integrated Commissioning		Business Administration	1
Property & Housing Services	Various team - Green & Clean, Housing Offices	Housing, Business Administration, Horticulture	10
Public Health	Wellbeing	Gym instructor	3
HR, Legal & Procurement	HR, Legal & Procurement	Legal Services, Business Administration	5
Transport, Environment & Business Support	The Learning Place	Business Administration	1

Existing Staff that have been converted to an apprenticeship			
Service	Team	Qualification	Number of Apprentices
Adult Social Care	Various Teams	Health & Social Care, Hospitality	3
Childrens Social Care	Various Teams	Health & Social Care, Business Administration	2
Property & Housing Services	Green & Clean, Housing Office	Cleaning, Housing	3
Finance & IS	EBS	ICT	1

Quotes from PCC Apprentices

I enjoy the diversity of my job, no two days are the same and I seem to be learning something new every day. It's fast paced and I was treated as a valuable member of the team straight away - **Election Apprentice**

As a Housing Apprentice I had the opportunity to learn from a wealth of experienced and knowledgeable members of staff which hugely increased my confidence going into work - **Housing Apprentice**

The biggest benefit of doing an apprenticeship is learning whilst on the job. I have found doing an apprenticeship enables me to feel more confident as I am still learning every day. Having team members, a manager, apprenticeship officer and an assessor to help and guide you as an apprentice makes it possible to succeed - **Education Apprentice**

With doing an apprenticeship I have benefitted from first hand training from experienced gardeners and gained highly recognisable qualifications and valuable experience - **Green & Clean Apprentice**

Apprenticeships Levy and Public Sector Targets; list of Actions

Action	Why we are doing this
Create a Dynamic Purchasing Framework of training providers that are approved to deliver Apprenticeship training	To enable PCC to show compliance with the Public Contracts Regulations 2015. Enables PCC to purchase apprenticeship training requirements effectively and in a transparent way from approved training providers.
Implement the payroll requirements for paying the Apprenticeship Levy to HMRC	It is a legal requirement to pay the Levy. The Department for Business, Innovation and Skills will produce a specification to enable payroll software suppliers to update their systems in order for employers to pay the Levy; PCC cannot pay the Levy without this work being undertaken.
Identify Higher Apprenticeship Programmes that are available locally and on the approved list	This will enable PCC to identify opportunities for existing staff to undertake higher qualifications appropriate to their role (under an apprenticeship) using funding from the PCC Digital Account. This will enable staff a higher level of staff development. This action could also reduce the amount Directorates' spend on qualifications and make the best use of our Levy pot
Work with all PCC staff to get their current highest qualification recorded onto HR Self-Serve	This will support the action above and give a better picture of the skill levels of staff employed in PCC.
Develop a communications plan	To provide clear communication to staff and managers in PCC on the changes to apprenticeships and the opportunities this presents. To communicate clearly the requirements for Public Sector employers to work towards the apprenticeship targets set by Government.
Update the existing PCC Apprenticeships Policy.	To reflect the introduction of the Levy and the changes in procedure resulting from it.
Identify and commission relevant Business Information reports	To enable PCC to meet any reporting requirements that result from the introduction of the Levy and the Public Sector Employer apprenticeship targets.
Develop a plan to engage Local Authority Schools	To provide support, advice and guidance to Schools on the introduction of the Levy and Public Sector employer targets.

'We Love Apprenticeships' pledge

1. Be a job with a productive purpose - Apprentices should have parity of terms and conditions with all other employees. All quality apprenticeships will have progression opportunities to genuine employment.

2. Be paid a fair Wage & Supplied with a contract of Employment and paid at least min apprentice wage - (Employers can pay more than the min wage).

3. Ensure high quality training and clear individual development - Apprenticeship programmes must identify a clear programme of training that is relevant to the job and recognisable in the sector. Apprentices must be given sufficient paid time off the job to study in colleges/training provider centres, or in dedicated training centres at the workplace. On the job training should be fundamental to the apprenticeship. There should be a clear system for supervision, support and mentoring, by appropriately trained work colleagues.

4. Be accessible to, and achievable by all - A good apprenticeship programme will include strategies to ensure that Apprenticeships are accessible to the widest possible demographic and diverse spread of people. Particular attention should be given to enabling people from disadvantaged groups to take up any opportunities offered and support given to complete them successfully, thereby achieving the full benefit of apprenticeship.

5. Be part of, and contribute to, a Healthy and Safe environment - Employers and Training Providers should work together to ensure a safe environment. Particular attention should be given to the unique needs of apprentices and young workers. Apprentices should be given sufficient training on health and safety, including relevant legislation, and the programme should be regularly reviewed from a health and safety perspective.

6. A commitment from the employer to complement the workforce, not supplement it - Apprentices should not be recruited for job substitution, but to fill genuine skills shortages and plan for future skills gaps.

<http://www.weloveapprenticeships.com/>



Agenda Item 9



Portsmouth
CITY COUNCIL

Agenda item:

Title of meeting: Employment Committee

Date of meeting: 14th June 2016

Subject: Changes to Senior Management Terms and Conditions to allow for shared management with Gosport Borough Council

Report From: Director of HR, Legal and Performance

Report by: Paddy May, Corporate Strategy Manager

Wards affected: All

Key decision: No

Full Council decision: No

1. Purpose of report

- 1.1. Gosport Borough Council on 8th June agreed to approach Portsmouth City Council with a view to sharing senior management posts. The City Council Cabinet on 9th June agreed to look positively at such a request and to seek to reach an agreement with Gosport about these shared leadership and management arrangements. This is the first phase of the joint arrangements and if this works well there will be opportunities for more joint arrangements and shared services between the two councils.
- 1.2. Cabinet agreed that a report should be taken to Employment Committee to allow for the terms and conditions of our senior management posts to be modified so that they can work for both councils. This report seeks to gain Employment Committee approval to these changes.

2. Recommendations

- 2.1. Employment Committee is recommended to agree that employees filling the posts identified through the emerging Section 113 Agreement between Gosport Borough Council and Portsmouth City Council should have their terms and conditions modified to allow them to work for both Gosport Borough Council and Portsmouth City Council.

3. Background

- 3.1. In the current financial context of extremely tight budgets for local authorities the need to find savings has become increasingly important. One way that a number of authorities have approached this is to look at developing shared services and sharing senior staff. Portsmouth City Council has already undertaken this approach in a number of ways with examples including the joint building control service with Fareham and Gosport Borough Councils, the recent appointment of a Director of Adult Services as a shared post with the Portsmouth Clinical

Commissioning Group and the shared S151 post with Isle of Wight Council. Portsmouth City Council is also working with Gosport Borough Council to provide support and advice to the Gosport housing services.

- 3.2. There are a number of examples nationally of authorities that have shared management teams or shared services, and whilst there are challenges with this approach they have led to significant cost savings. Locally Havant Borough Council and East Hampshire District Council have a shared management team to the 4th tier of management whilst still retaining clear identities as individual councils. The experience of other councils, nationally and locally, provides good opportunities to learn from.
- 3.3. A number of senior staff from Gosport Borough Council will be made redundant in the next few months and so Gosport Borough Council has approached Portsmouth City Council about whether we would be able to assist them with some shared senior management and leadership arrangements. Cabinet agreed that the City Council should look favourably at such a request and so we are currently developing a formal Section 113 agreement to facilitate this arrangement. Portsmouth City Council used a similar legal agreement with Portsmouth Clinical Commissioning Group around the shared Director of Adult Services post and the CCG Chief Operating Officer post and the agreement with Isle of Wight Council for sharing the S151 post.
- 3.4. It is worth stressing that this is not a takeover of either Council and instead provides an opportunity to make efficiency savings in both Councils. Both Councils would retain their sovereignty and would retain their individual identity. It is about shared management and leadership arrangements whilst ensuring that each council is providing the services that residents need.
- 3.5. As well as the opportunities afforded by sharing the senior management posts there are other opportunities from further developing a close working relationship between the two councils. Experience from other councils has shown a shared management arrangement can work very well for partner councils and opens up significant possibilities for delivering transformational change to service delivery and drives considerable further savings.

4. Service areas covered

- 4.1. Gosport Borough Council have approached us to see if we can reach an agreement to share the following senior management roles and the related statutory functions:
 - Chief Executive
 - Borough Solicitor
 - Borough Treasurer
- 4.2. In addition they also want us to provide leadership and management to cover other posts that are either vacant or are being made redundant. These posts cover the following service areas:
 - Housing services
 - Economic Prosperity, Tourism & Culture
 - Personnel

- Pay and administration (including purchasing)

4.3. It is likely that if this range of arrangements is successful then further opportunities, for both councils, would be agreed.

5. Facilitating these arrangements

5.1. The detailed negotiations to facilitate this arrangement are currently underway. We are preparing a Section 113 agreement to provide a formal legal framework for these arrangements. The agreement will specify, amongst other things, how the arrangements will work in practice (including funding), the termination arrangements and the accountability and review arrangements. This agreement will need to be agreed by both authorities. Cabinet delegated authority to the Director of HR, Legal and Procurement in consultation with the Leader of the Council to approve this agreement.

5.2. There will be a necessity to vary the terms and conditions of our staff to enable us to take advantage of this opportunity. All city council staff currently have a contract of employment with PCC and our statement of particulars for JNC staff currently states the following in relation to the employer and the location:

You are employed by Portsmouth City Council through its Employment Committee.

Your terms and conditions of employment are in accordance with the JNC Conditions of Service for Chief Officers of Local Authorities, supplemented by local collective agreements reached with trade unions recognised by the Council and by the rules of the Council. Any variations that are negotiated in your terms and conditions of employment will be notified to you separately within one month of the change.

Location

The address of the city council is given above. Your initial place of work is the Civic Offices but you may be relocated to any Portsmouth City Council establishment at the discretion of the city council after due notice as the needs of the service require.

5.3. We will need to vary these terms and conditions so that the relevant staff are allowed to work for Gosport Borough Council and to be located at Gosport's offices. In the first instance this will be for staff referenced in the emerging S113 agreement and can be achieved through the issuing of a letter of variation.

6. Reasons for recommendations

6.1. To enable us to take advantage of the opportunities afforded by the joint working with Gosport Borough Council we need to vary the terms and conditions of our relevant staff to allow them to work for, and at, Gosport Borough Council.

7. Equality impact assessment (EIA)

7.1 There will be a need to undertake an initial EIA should Gosport approach us to share services beyond this initial proposal.

8. Legal comments

8.1. The detailed legal arrangements will be picked up through the Section 113 agreement that will be developed.

9. Director of Finance and Information Services comments

- 9.1. The financial implications of this opportunity will become apparent as the detailed negotiations develop. It is however, expected that partnership working with Gosport Borough Council provides opportunities for efficiency gains by both councils and the changes to the terms and conditions are necessary to facilitate this.

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Signed by: Jon Bell, Director of HR, Legal and Performance

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



Title of meeting: Employment Committee

Date of meeting: 14th June 2016

Subject: Senior Management Structure - Director of Public Health

Report by: Chief Executive

Wards affected: N/A

Key decision: No

Full Council decision: No

1. Purpose of report

- 1.1 The purpose of this report is to seek members' approval to engage with Southampton City Council with a view to securing a jointly appointed post to fulfil the statutory role of Director of Public Health (DPH), and, subject to this, to agree to the redundancy of the existing DPH.

2. Recommendations

2.1 Members are recommended to:

- (i) Authorise the Chief Executive to engage with Southampton City Council to secure the appointment of a joint post across the two organisations to fulfil the statutory role of Director of Public Health (DPH)
- (ii) Subject to (i) above, approve the redundancy of the existing Director of Public Health
- (iii) Subject to (i) above, request the Chief Executive to work with the new joint DPH to design and implement a suitable senior management structure to enable the delivery of Public Health services across Portsmouth and Southampton, and to continue to engage with Isle of Wight Council to pursue a closer integration.

3. Background

- 3.1. The current senior management structure was agreed by this committee in February 2015. It was subsequently modified in September 2015 to clarify the management responsibilities within Children's Services, and again in December

2015 to enable the appointment of a joint post with the Portsmouth Clinical Commissioning Group to fulfil the statutory role of Director of Adults Services.

3.2 The requirement for upper-tier councils to appoint a Director of Public Health is contained in the Health and Social Care Act 2012. Guidance from the Department of Health states that the DPH should:

- be the person who elected members and senior officers look to for leadership, expertise and advice on a range of issues, from outbreaks of disease and emergency preparedness through to improving local people's health and concerns around access to health services
- know how to improve the population's health by understanding the factors that determine health and ill health, how to change behaviour and promote both health and wellbeing in ways that reduce inequalities in health
- provide the public with expert, objective advice on health matters
- be able to promote action across the life course, working together with local authority colleagues such as the director of children's services and the director of adult social services, and with NHS colleagues
- work through local resilience fora to ensure effective and tested plans are in place for the wider health sector to protect the local population from risks to public health
- work with local criminal justice partners and police and crime commissioners to promote safer communities
- work with wider civil society to engage local partners in fostering improved health and wellbeing.

(Department of Health: Directors of Public Health in Local Government: Roles, responsibilities and context. 2012)

3.3 It is felt that, with adequate safeguards and controls, the statutory role of DPH could be carried out jointly with another council. This would enable a financial saving to be made by both parties, as well as facilitating a more efficient use of other Public Health resources. In the lead-in to the transfer of public health responsibilities to local government, the Council did share a DPH with Southampton for an interim period. Both councils then decided to appoint a full time DPH to oversee and shape the implementation of the transfer in each city.

3.4 Subsequently, we have seen huge reductions to local authority budgets, including cuts to the Public Health grant from the Department for Health. Both councils have also progressed their adoption of the public health responsibilities and the two cities share many similarities in terms of the health profiles and needs of their populations. Public Health has been identified as an area of high expenditure with growing pressures. Therefore, it is appropriate to seek ways in which capacity and expertise can be deployed more efficiently. As Public Health responsibilities have become more embedded within local government, and as we have developed our thinking locally about the integration across health and social care, there has been good reason to explore whether this capacity and expertise should be deployed on a sub-regional basis, i.e. between Portsmouth, Southampton and the Isle of Wight.

At this stage, the Isle of Wight does not seek a shared arrangement at DPH, but is interested in exploring greater collaboration in other aspects of public health, such as the deployment and skills sets of the public health consultants across the area and the deployment of analysts. This work can be developed over time, giving the area a more robust and efficient service.

- 3.5 Assuming that agreement can be reached across the two councils, a joint appointment would be sought, with an appointment panel comprising elected members from both councils, as well as the required representation from Public Health England and the Faculty of Public Health. Both cities will also wish to ensure that their Clinical Commissioning Group colleagues are appropriately involved in the recruitment process. Any changes affecting staff will have to be managed according to the relevant HR policies of each council.
- 3.6 The costs and savings associated with the redundancy of the existing DPH are attached in the confidential **appendix 1**.

4. Equality impact assessment

An EIA is not required for this report

5. Legal implications

The Council has a statutory duty to appoint a Director of Public Health, as detailed in section 3.2 of the report.

6. Director of Finance's comments

There will be a substantial ongoing saving to the Public Health grant funded budget arising from the approval of a jointly funded post. Financial implications are shown in **appendix 1**.

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Signed by:

Appendices: Appendix 1 - (confidential) - redundancy information and savings

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
<i>(Department of Health: Directors of Public Health in Local Government: Roles, responsibilities and context. 2012)</i>	Department of Health website

The recommendation(s) set out above were approved/ approved as amended/ deferred/ rejected by on

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Signed by: