
NOTICE OF MEETING

EMPLOYMENT COMMITTEE

TUESDAY, 29 NOVEMBER 2016 AT 12.15 PM

THE EXECUTIVE MEETING ROOM - THIRD FLOOR, THE GUILDHALL

Telephone enquiries to Vicki Plytas 02392 834058

Email: vicki.plytas@portsmouthcc.gov.uk

If any member of the public wishing to attend the meeting has access requirements, please notify the contact named above.

Membership

Councillor Donna Jones (Chair)
Councillor Luke Stubbs (Vice-Chair)
Councillor John Ferrett
Councillor Jim Fleming
Councillor Darren Sanders
Councillor Gerald Vernon-Jackson CBE

Standing Deputies

Councillor Simon Boshier
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.

AGENDA

- 1 Declarations of Members' Interests

2 Apologies for Absence

3 Minutes of the Meeting held on 14 June 2016 (Pages 1 - 10)

RECOMMENDED that the minutes of the meeting held on 14 June 2016 be confirmed and signed by the chair as a correct record.

4 Sickness Absence Quarterly Report (Pages 11 - 24)

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 Members

- (i) Continue to monitor sickness absence, and ensure appropriate management action is taken to address absenteeism.**
- (ii) Note the findings from the Health and Wellbeing Survey and instruct Officers to continue to develop actions to improve the management of sickness absence and the promotion of employee wellbeing.**

5 Employee Opinion Survey (Pages 25 - 36)

The purpose of this report is to provide members with the results of the recent Employee Opinion Survey (EOS) and seek approval from members for the proposed actions arising from the survey results.

Members are recommended to:

- (i) Note the results of the Employee Opinion Survey (attached at Appendix 1)**
- (ii) Approve the action plan attached at Appendix 2**
- (iii) Advise officers of any other areas where further analysis or research would be useful to the committee**

6 Apprenticeships (Pages 37 - 46)

The purpose of the report is to update members of the Employment Committee on the progress made in recruiting apprentices and to provide further information 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) Place on hold the recruitment of apprentices from February 2017 in readiness for the introduction of the Levy from May 2017 thus enabling the City Council to make full use of the Levy from day one**
- (iv) Require Directorates to check eligibility for Levy funding with HR**

(Apprenticeships Officer) prior to agreeing any funding to support staff development thus enabling the Levy to support workforce development across the City Council.

7 Legislation Briefing (Pages 47 - 58)

This report is to update Members of Employment Committee on recently implemented and forthcoming legislation changes and any implications for the Local Authority.

RECOMMENDED

That the Committee notes the changes and any implications for the Local Authority.

8 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 on the grounds that the appendix and partially redacted appendix 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.* |
|-------------|----------------------------|
|-------------|----------------------------|

| | |
|--|----------|
| 9 - (exempt appendix and partially exempt appendix) | 5 |
|--|----------|

Paragraph Exemption No: 5

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

9 Living Wage (Pages 59 - 64)

This report is provided in response to the instruction from members at Employment Committee on 14th June 2016 to reconsider the committee's earlier decision not to pay the Living Wage at the rate recommended by the Living Wage Foundation.

**RECOMMENDED that
Members' instructions are sought as to which of the following options to adopt:**

- (i) Continue to implement the recommendation agreed by members at Employment Committee on 15th December 2015. This was to continue to pay the 2015/16 Living Wage Foundation rate of £7.85 per hour and allow the National Living Wage (currently £7.20 per hour but anticipated to increase in April 2017) to catch up**

- (ii) Following the recent announcement on 31st October 2016 by the Living Wage Foundation, regarding the increase to the rate, to adopt the 2016/17 Living Wage Foundation rate of £8.45 per hour, with effect from 1 April 2017.**

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.