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# NOTICE OF MEETING

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## EMPLOYMENT COMMITTEE

TUESDAY, 26 JUNE 2018 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](mailto: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.

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### Membership

Councillor Gerald Vernon-Jackson CBE (Chair)  
Councillor Donna Jones (Vice-Chair)  
Councillor Yahiya Chowdhury  
Councillor James Fleming  
Councillor Darren Sanders  
Councillor Luke Stubbs

### Standing Deputies

Councillor Simon Boshier  
Councillor Ben Dowling  
Councillor Gemma New  
Councillor Robert New  
Councillor Matthew Winnington  
Councillor Rob Wood

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

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

## AGENDA

- 1 Apologies for Absence

**2**      **Declarations of Members' Interests**

**3**      **Minutes of the Meeting held on 27 February 2018 (Pages 5 - 8)**

**RECOMMENDED that the minutes of the meeting held on 27 February 2018 be confirmed and signed by the chair as a correct record.**

**4**      **Health & Safety Annual Report (for period 1 April 2017 - 31 March 2018) (Pages 9 - 24)**

The purpose of the report is to update the Employment Committee on Portsmouth City Council's health and safety performance between 1 April 2017 - 31 March 2018.

**RECOMMENDED that the 2018/19 H&S Unit corporate action plan is endorsed by the Employment Committee**

**5**      **Trade Union Facility Reporting (Pages 25 - 38)**

(Please note the original report published on 18 June was replaced on the website on 28 June to include a minor amendment in section 4.1 to add Unison, Unite and GmB to the list of unions recognised for Education function staff)

The purpose of the report is to present the outcomes of the Trade Union Facility Time Report 2018, ensuring the Council can fulfil its statutory obligations in respect of the Trade Union (Facility Time Publication Requirements) 2017.

**RECOMMENDED that Members**

- (1) Note the data in Appendix 1 and the fact that the Appendix will be the report published on the PCC website , and the Government maintained website currently being developed by the Cabinet Office.**
- (2) Note that the data will be included in any relevant Annual Report and Accounts that are published by PCC.**

**6**      **Sickness Absence - Quarterly Report (Pages 39 - 48)**

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 continue to monitor sickness absence and ensure appropriate management action is taken to address absenteeism.**

**7**      **Apprenticeship Levy update (Pages 49 - 58)**

The purpose of the report is to update members on the progress made with

regards to apprenticeships in the city council since the introduction of the apprenticeship levy in April 2017 and the rules for sharing up to 10% of our levy with external organisations.

**RECOMMENDED that Members**

- (i) Note the achievement made in relation to the council's apprenticeship target**
- (ii) Note the continued increase and diversity of PCC apprenticeships**
- (iii) Approve officers to undertake a feasibility study relating to the transfer of levy funds to external organisations including the option of establishing an Apprenticeship Training Agency (to be reported at the next scheduled Employment Committee).**

**8 Appointment to Hampshire Pension Fund Panel and Board**

The purpose of this item is to make an appointment to the Hampshire Pension Fund Panel and Board to serve as a full member for the period up to the end of the 2018 - 19 Municipal Year. There is no remuneration for this role. (During the last Municipal Year, the Southampton appointee was the full member and the Portsmouth appointee was the substitute. This alternates at the end of each Municipal Year)

**RECOMMENDED that a Portsmouth Councillor be appointed to serve on the Hampshire Pension Fund Panel and Board for the rest of the Municipal Year (subject to the person remaining an elected member).**

**9 The Living Wage (Pages 59 - 72)**

(Please note that the original EIA published on 18 June was replaced on 19 June to include a missing sentence and that the report published on 18 June was replaced on 28 June with revised paragraph 8)

This report is provided in response to the instruction from Full Council on 17<sup>th</sup> October 2017, for Employment Committee to consider implementing the Foundation Living Wage (FLW) rate and assess what the potential implications might be.

**RECOMMENDED that Members apply the Foundation Living Wage, consolidated into the council's pay structure, noting the costs and issues identified in the paragraphs below, and subject to special provisions for those employees who have transferred to PCC under TUPE regulations.**

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