



NOTICE OF MEETING

EMPLOYMENT COMMITTEE

TUESDAY, 25 SEPTEMBER 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

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

Membership

Councillor Gerald Vernon-Jackson CBE (Chair)

Councillor Donna Jones (Vice-Chair)

Councillor Yahiya Chowdhury

Councillor Darren Sanders

Councillor Luke Stubbs

Vacancy

Standing Deputies

Councillor Simon Boshier

Councillor Ben Dowling

Councillor Gemma New

Councillor Robert New

Councillor Matthew Winnington

Councillor Rob Wood

(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 Apologies for absence

2 **Declarations of Members' Interests**

3 **Minutes of the Meeting held on 26 June 2018 (Pages 5 - 10)**

RECOMMENDED that the minutes of the meeting held on 26 June 2018 be confirmed and signed by the chair as a correct record.

4 **Senior Management Structure (Pages 11 - 16)**

This report proposes a change to the current senior management structure.

RECOMMENDED that the Committee agrees that

(1) Informal consultation is undertaken with those staff directly affected by the proposed change to reporting arrangements; and

(2) Subject to no material objections to the proposal being received during the consultation, all of the Directors of the Council will report directly to the Chief Executive Officer and the Council's Standing Orders and Constitution will be amended accordingly.

5 **Armed Forces Covenant: Defence Employer Recognition Scheme (ERS) Gold award sustainability plan (Pages 17 - 24)**

The purpose of this report is to update Employment Committee about Portsmouth's recent Gold Award within the Defence Employer Recognition Scheme (ERS) and seek approval for the outlined sustainability plan.

RECOMMENDED that the Committee

(1) Note that Portsmouth City Council was awarded the prestigious Gold Award within the Defence Employer Recognition Scheme

(2) Approve the outlined plan to ensure the sustainability of Portsmouth City Council's prestigious Gold Award within the ERS

6 **Apprenticeships (Pages 25 - 46)**

The purpose of the report is to provide a comparison as to the city council's progress with apprenticeships against neighbouring local authorities and employers including an update on apprenticeship numbers and levy spend and to update members on the options open to the city council in sharing up to 10% of its levy with external organisations.

RECOMMENDED that Members

(1) Endorse option 2 as the preferred option in relation to the transfer of levy funds to external employers

(2) Note the council's position on apprenticeships in relation to other levy paying employers

(3) Note the progress made with regards to the number of apprenticeships and levy spend

7 Dying to Work (Pages 47 - 58)

The purpose of the report is to consider whether Portsmouth City Council (excluding schools) should sign up to the TUC 'Dying to Work' charter and what additional actions if any, it would need to carry out to comply with the charter.

RECOMMENDED that the Committee

- (1) agrees that PCC should sign up to the TUC charter since the charter largely reflects our current practices.**
- (2) In meeting our commitment to the charter, continue the current practice of investigating with an eligible employee which option under the pension scheme would be most financially beneficial. In some cases, this could mean retiring the employee on grounds of ill-health where this is the best option for them.**
- (3) As part of the charter, state that under an organisational change process a member of staff with a terminal illness could still be dismissed, if the reason for dismissal is redundancy. However, as with our current practice, redundancy dismissal will only be actioned once all other options have been exhausted.**

8 Sickness Absence (Pages 59 - 70)

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.

Members of the public are permitted to use both audio visual recording devices and social media during this meeting, on the understanding that it neither disrupts the meeting nor 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.

Whilst every effort will be made to webcast this meeting, should technical or other difficulties occur, the meeting will continue without being webcast via the Council's website.

This meeting is webcast (videoed), viewable via the Council's livestream account at <https://livestream.com/accounts/14063785>

This page is intentionally left blank

Agenda Item 3

EMPLOYMENT COMMITTEE

MINUTES OF THE MEETING of the Employment Committee held on Tuesday, 26 June 2018 at 12.15 pm in The Executive Meeting Room - Third Floor, The Guildhall

Present

Councillor Gerald Vernon-Jackson CBE (in the chair)
Councillor Donna Jones (Vice-Chair)
Councillor Yahiya Chowdhury
Councillor Darren Sanders

Officers Present

Michael Lawther, Deputy Chief Executive
Jon Bell, Director of HR, Legal and Performance
Roland Bryant, Learning & Development Business Partner
Sue Page, Finance Manager
Mark Tutton, Building Services and Support Manager
Kate Brady, Apprenticeship and Work Placement Officer
Helen Kane, Assistant Director of HR

7. Apologies for Absence (AI 1)

The Chair of the Committee, Councillor Gerald Vernon-Jackson welcomed everyone to the meeting and gave details of the evacuation procedure. He then advised that the meeting today was being livestreamed.

Introductions were then made round the table.

Apologies for absence were received on behalf of Councillor Luke Stubbs, Councillor James Fleming, David Williams, Chief Executive, Chris Ward, Finance Director and Section 151 Officer and Frank Regan, Health & Safety Manager.

8. Declarations of Members' Interests (AI 2)

There were no declarations of members' interests.

9. Minutes of the Meeting held on 27 February 2018 (AI 3)

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

**10. Health & Safety Annual Report (for period 1 April 2017 - 31 March 2018)
(AI 4)**

(TAKE IN REPORT)

Mark Tutton, Building Services and Support Manager introduced the report which updates the committee on Portsmouth City Council's health and safety performance between 1 April 2017 - 31 March 2018.

He drew members' attention to paragraph 3.1.2 of the report which summarises the council's performance which is very positive. No members of staff or the public were killed or seriously injured as a result of council work activities or infrastructure and RIDDOR reportable incidents are at an all-time low for the second consecutive year.

The Committee was pleased to receive this very positive report and found the outcomes very encouraging.

RESOLVED that the Employment Committee endorsed the 2018/19 Health & Safety Unit corporate action plan.

11. Trade Union Facility Reporting (AI 5)

(TAKE IN REPORT)

A deputation was made on this item by Richard White of UNITE. The full content of the deputation can be viewed at the following link

<https://livestream.com/accounts/14063785/Employment-26Jun2018>

The Chair thanked Mr White for his deputation.

Jon Bell, Director of HR, Legal and Performance, introduced this item which reports 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.

These regulations place a legislative requirement on "relevant public sector employers " to collate and publish, on an annual basis, a range of data on the amount and cost of facility time within the Council.

The first report must be published by 31 July 2018 on the employer's website, a Government maintained central website and, where the employer publishes an annual report, it must be included in that report.

Jon Bell drew Members' attention to the difference between trade union "duties" and "activities".

Duties are mainly functions relating to supporting employees such as attending disciplinary hearings etc.

Activities are for example trade union meetings that the union representatives attend. An employer is required to provide paid time off for union duties, but unpaid time off for union activities.

The Council has had to base the report on what is known. The prime vehicle for recording facilities time is via the EBS system. Where EBS is not available, recording mechanisms are in place, but may not be totally accurate. This is

the first year that recording and reporting has been required and it is expected that the reliability of data will improve for future years.

In response to matters raised by members concerning the deputation

- Mr Bell said that it was not possible to use the ORACLE system to compare the time booked onto the system before the funding reduction introduced last year and now, in order to assess the impact of the cut to funding in terms of whether or not it was really a "cost shunt".
- Members agreed with the suggestion made in the deputation that managers should share responsibility for recording facilities time as they had to agree to release the union representatives.

It was agreed that 4.1 of the report would be amended and uploaded to the website to include all the unions and professional associations for Education function staff represented in schools ie Unison, Unite, GMB, NEU, NASUWT, ATL and NAHT.

Mr Bell said that the council is not able to compel individual schools to fund union representatives - it is up to the union representatives to negotiate.

RESOLVED that the Committee

(1) Noted 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) Noted that the data will be included in any relevant Annual Report and Accounts that are published by PCC.

12. Sickness Absence - Quarterly Report (AI 6)

(TAKE IN REPORT)

Jon Bell introduced the report which shows the level of sickness absence has decreased marginally from 8.59 to 8.53 average days per person per year. The detail is set out in paragraph 3 of the report. He said that there were still challenges to overcome in Children's Social Care and the Port.

Mr Bell drew members' attention to Section 4 of the report about wellbeing. Officers in Human Resources and Public Health are working together to ensure that workplace health is embedded meaningfully into the daily working culture of Portsmouth City Council and into the lives of staff outside work.

Mr Bell said that future reports would include breakdown of absence by reason as had been done previously.

RESOLVED that Members continue to monitor sickness absence and ensure appropriate management action is taken to address absenteeism.

13. Apprenticeship Levy update (AI 7)
(TAKE IN REPORT)

Jon Bell and Roland Bryant introduced the report which updates the committee on progress made with regard 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 PCC's levy with external organisations.

Mr Bell said that the regulations are subject to frequent change and that the committee would be kept informed.

During discussion the following points were made

- Members were pleased to receive this positive and encouraging report
- Members wanted to ensure that the apprenticeship programme assists the local labour force. Jon Bell advised that the apprenticeship programme is beneficial to the local area and to the council in upskilling the local work force.
- Members were concerned that money may have to be given back to the government if it is not all used so everything that can be done to use the money allocated is welcome. Partnership working is likely to represent a good way forward.
- Members said that contacting other authorities may be useful in order to learn from others and share experience.
- Jon Bell advised that other authorities often contact PCC to seek information and advice as PCC is considered as being very successful concerning its apprenticeships programme

RESOLVED that Employment Committee

(i) Noted the achievement made in relation to the council's apprenticeship target

(ii) Noted the continued increase and diversity of PCC apprenticeships

(iii) Gave approval to 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).

14. Appointment to Hampshire Pension Fund Panel and Board (AI 8)

The Chair of the Committee advised that Councillor Jeanette Smith had volunteered to undertake this role and members of the committee duly agreed her appointment.

RESOLVED that Councillor Jeanette Smith be appointed to serve on the Hampshire Pension Fund Panel and Board for the rest of the Municipal Year (subject to her remaining an elected member).

15. The Living Wage (AI 9)

(TAKE IN REPORT)

Note: Following the meeting the revised report that included the changes to the figures in paragraph 8 was uploaded to the website with an explanatory note on the agenda.

Two deputations were made on this item. The full content of the deputations can be viewed at the following link

<https://livestream.com/accounts/14063785/Employment-26Jun2018/videos/176877096>

The first deputation was from Jon Woods, UNISON.

The second deputation was from Richard White, UNITE.

The Chair thanked those making deputations.

Sue Page, Finance Manager, explained that paragraph 8 of the original published report had been replaced to correct the costs which are all lower than appeared in the original report. It was agreed that the corrected report would be uploaded to the website with an explanatory note being included on the published agenda.

The Chair agreed with much that had been included in the deputations including

- Regret about the pay freeze for those receiving the lowest wages whereas those on the highest salaries had received a pay increase.
- that the Living Wage should be consolidated as it protects it for the future.

He said that not everything that he would like to introduce can be done immediately, but that he considered it to be right to re-establish paying the Foundation Living Wage as recommended in the report

During discussion the following matters were raised

- The Chair said that he would not sign up to the Living Wage Foundation Accreditation at present as not everything could be done immediately. He said that more work needs to be done first but that he hopes that a report on the matter could be brought to a future meeting.
- The Vice-Chair said a balance was needed between paying a salary that someone could live on and protecting jobs.
- It is possible that not all schools will want to sign up to the Foundation Living Wage. Although there may be the possibility of a legal challenge on equality grounds, this has not happened so far.

- The Equality Impact Assessment document included potential positive impacts of paying the Foundation Living Wage such as breaking the culture of dependency and improving sickness absence rates.

It was proposed by Councillor Vernon-Jackson, seconded by Councillor Sanders that the recommendation in the report should be amended so that applying the Foundation Living Wage would take effect from 1 September 2018.

Upon being put to the vote this was unanimously carried.

The Employment Committee

RESOLVED to apply the Foundation Living Wage with effect from 1 September 2018, consolidated into the council's pay structure, noting the costs and issues identified in the report and subject to special provisions for those employees who have transferred to PCC under TUPE regulations.

The meeting concluded at 1.35pm.

.

Councillor Gerald Vernon-Jackson CBE
Chair



Title of meeting:	Employment Committee
Date of meeting:	25 September 2018
Subject:	Senior Management Structure
Report by:	Chief Executive
Wards affected:	N/A
Key decision:	Yes/No
Full Council decision:	Yes/No

1. Purpose of report

This report proposes a change to the current senior management structure.

2. Recommendations

The Employment Committee is recommended to agree that

- i. Informal consultation is undertaken with those staff directly affected by the proposed change to reporting arrangements; and
- ii. Subject to no material objections to the proposal being received during the consultation, all of the Directors of the Council will report directly to the Chief Executive Officer and the Council's Standing Orders and Constitution will be amended accordingly.

3. Background

When the Employment Committee changed the senior management structure in 2015, included in those changes was the division of direct reporting lines for Directors between the Chief Executive and the Deputy Chief Executive. That decision was made, in part, as a consequence of the significant increase in Director posts that the Committee's restructure created (from 5 to 13). Since that re-structure, there has been a gradual reduction in Director posts, and it is the administration's wish that all ten Directors should now report directly to the Chief Executive.

4. Reasons for recommendations

In 2015, when the Council had 13 Directors it was impractical for all of those Directors to report directly to the Chief Executive for line-management purposes or to hold traditional management team meetings. Now, with a smaller number (10), this is achievable. In a practical sense, it will not make a huge difference to the operation of the Council as both the Chief Executive and the Deputy Chief

Executive will continue to have overarching roles. However, whilst it will still be necessary and desirable for the Chief Executive to delegate functions to the Deputy Chief Executive, reporting lines will be clearer and more conventional.

5. Equality impact assessment

A preliminary assessment has been carried out which determined that a full EIA is not required.

6. Legal implications

The proposal will impact upon the Chief Executive and the Deputy Chief Executive, and those directors currently reporting to the Deputy Chief Executive. Neither the Chief Executive nor the Deputy Chief Executive has any objection to the proposal. Whilst there is no statutory requirement to consult with affected directors for a given period of time, it would be advisable for them to be consulted informally to the extent that the proposal affects their roles.

7. Director of Finance's comments

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

.....
Signed by:

Appendices:

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:

Equality Impact Assessment

Preliminary assessment form 2018

www.portsmouthccg.nhs.uk

www.portsmouth.gov.uk

The preliminary impact assessment is a quick and easy screening process. It should:

- identify those policies, projects, services, functions or strategies which require a full EIA by looking at:
 - negative, positive or no impact on any of the equality groups
 - How are going to mitigate or remove any potential negative impacts
 - opportunity to promote equality for the equality groups
 - data / feedback
- prioritise if and when a full EIA should be completed
- justify reasons for why a full EIA is not going to be completed

Directorate:

Executive

Service, function:

Chief Executive

Title of policy, service, function, project or strategy (new or old) :

Employment Committee report: Senior Management Structure

Type of policy, service, function, project or strategy:

- Existing
- New / proposed
- Changed

Q1 - What is the aim of your policy, service, function, project or strategy?

Simplification and clarification of reporting lines at senior management level

Q2 - Who is this policy, service, function, project or strategy going to benefit or have a detrimental effect on and how?

No direct benefit or detriment to affected staff. Change is aimed at improving overall organisational performance through simplified reporting structure

Q3 - Thinking about each group below, does, or could the policy, service, function, project or strategy have a negative impact on members of the equality groups below?

Group	Negative	Positive / no impact	Unclear
Age	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Disability	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Race	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Sex	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Gender reassignment	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Sexual orientation	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Religion or belief	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Pregnancy and maternity	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Marriage & civil partnership	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Other excluded groups	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>

Note: Other excluded groups examples includes, Homeless, rough sleeper and unpaid carers. Many forms of exclusion are linked to financial disadvantage. How will this change affect people on low incomes, in financial crisis or living in areas of greater deprivation?

If the answer is "negative" or "unclear" consider doing a full EIA

If there are any potential negative impacts on any of the protected characteristics, What have you put in place to mitigate or remove the negative impacts/barriers?

Not applicable

Q4 - Does, or could the policy, service, function, project or strategy help to promote equality for members of the equality groups? e.g. A new service has been created for people with a disability to help them gain employment this would mean that this helps promote equality for the protected characteristic of disability only.

Group	Yes	No	Unclear
Age	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Disability	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Race	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Sex	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Gender reassignment	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Sexual orientation	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Religion or belief	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Pregnancy or maternity	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Marriage & civil partnership	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Other excluded groups	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>

If the answer is "no" or "unclear" consider doing a full EIA

Q5 - Do you have any feedback data from the equality groups that influences, affects or shapes this policy, service, function, project or strategy?

Please add in the text boxes below what feedback / meetings you have attended for each specific protected characteristic

Group	Positive or negative feedback
Age	NA
Disability	NA
Race	NA
Sex	NA

Gender reassignment	NA
Sexual orientation	NA
Religion or belief	NA
Pregnancy and maternity	NA
Marriage & civil partnership	NA
Other excluded groups	NA

Q6 - Using the assessments in questions 3, 4 and 5 should a full assessment be carried out on this policy, service, function or strategy?

yes No

PCC staff-If you have to complete a full EIA please contact the Equalities and diversity team if you require help Tel: 023 9283 4789 or email:equalities@portsmouthcc.gov.uk

CCG staff-If you have to complete a full EIA please email: sehccg.equalityanddiveristy@nhs.net if you require help

Q7 - How have you come to this decision? Summarise your findings and conclusion below

The report proposes a simplification to senior management structure that has no detrimental impact on affected staff or wider organisation

Q8 - Who was involved in the EIA?

Director of HR Legal & Performance

This EIA has been approved by:

Contact number:

Date:

PCC staff-Please email a copy of your completed EIA to the Equality and diversity team. We will contact you with any comments or queries about your preliminary EIA.
Telephone: 023 9283 4789, Email: equalities@portsmouthcc.gov.uk

CCG staff-Please email a copy of your completed EIA to the Equality lead who will contact you with any comments or queries about your preliminary . Email: sehccg.equalityanddiversity@nhs.net

Title of meeting:	Employment Committee
Date of meeting:	Tuesday 25th September 2018
Subject:	Armed Forces Covenant: Defence Employer Recognition Scheme (ERS) Gold award sustainability plan
Report by:	Caroline Hopper, Armed Forces Covenant Programme Manager
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 Portsmouth's recent Gold Award within the Defence Employer Recognition Scheme (ERS) and seek approval for the outlined sustainability plan.

2. Recommendations

Employment Committee is recommended to:

- a) note that Portsmouth City Council was awarded the prestigious Gold Award within the Defence Employer Recognition Scheme
- b) approve the outlined plan to ensure the sustainability of Portsmouth City Council's prestigious Gold Award within the ERS

3. Background

- 3.1 Portsmouth City Council (PCC) signed the Armed Forces Covenant in 2012. Although the Armed Forces Covenant was a wide commitment to support members of the Armed Forces community across a range of services, there was also a commitment to ensure that the Armed Forces community have better access to employment, opportunities, support and mentorship within the workplace.
- 3.2 In 2016 PCC became a part of the ERS. The ERS encourages employers to support the Armed Forces community and inspire others to do the same. Bronze, silver and gold are awarded to organisations that pledge, demonstrate or advocate support to the Ministry of Defence and the Armed Forces community, and align their values with the Armed Forces Covenant.
- 3.3 To obtain an ERS gold award the employer must be an exemplar within their market sector:

- Proactively seeking to employ members of the Armed Forces community;
- Demonstrating excellent support to employees who are members of the Armed Forces community;
- Evidencing exceptional advocacy for defence and the Armed Forces community.

3.4 In August 2018 PCC was successful in achieving a Gold Award.

3.5 On the 10th August 2018, 130 organisations nationally held a Gold Award and of these 21 were held by Councils, of which just 4 (Hampshire, Kent and Surrey county councils and Portsmouth City Council) are located in the South East of England.

4. Benefits of holding the Gold Award

4.1 The following are the main benefits of holding the Gold Award:

- a. Reputational: Achieving the Gold Award is an achievement and it enhances the reputation of the City Council and a number of potential benefits flow from this
- b. Access to talent: Gold organisations attract highly skilled service leavers, reservists and veterans into their workforce who are capable of filling cross-functional skills gaps. Moreover, research has identified that these people have lower rates of sickness than the wider workforce.
- c. Staff development: Gold organisations have the opportunity to put employees forward for development activities including the Sandhurst Leadership Challenge, Defence Academy skills under pressure course, RMAS Leadership Course, and professional placements.
- d. Opportunity to influence: Senior Executives within Gold organisations are invited to special influencer gatherings including leadership breakfasts, lunches and dinners with other gold award holders, senior members of MOD and cabinet ministers.

4.2 Renewal takes place every 5 years via a combination of assessment and quality inspection.

5. Headline sustainability plan (2019-2023):

5.1 To ensure that PCC continues to hold the Gold Award a high level sustainability plan has been developed. This plan identifies a number of key actions against a small number of key themes. These are summarised overleaf:

5.2 Being a proactive employer:

- Continued work with other organisations to advertise vacancies and create opportunities for veterans (Inc. specific groups such as early service leavers and injured wounded and sick), reservists, spouses and adult cadet volunteers to develop within the workplace;
- Continue to provide a specific work experience pathway for members of the Armed Forces community;
- Develop strategy for retention and increased numbers of reservists across the organisation.

5.3 Demonstrating support:

- Routine identification and targeted communication to Armed Forces staff;
- Ensure supportive policies (special leave, flexible working) are maintained and reviewed annually;
- Development of a staff network as a demonstration of recognition and appreciation of this group of employees;
- Proactive engagement in regional and national groups that support the development of best practice.

5.4 Evidencing exceptional advocacy:

- The Covenant is visible at every level of the organisation. The leader and Armed Forces Representative are supported to publically and consistently promote and inspire others to support Defence through a range of high profile activities;
- Ensure the Covenant communication plan includes regular focus on employment and advocacy;
- Continued work with commissioning managers and procurement to develop commitment within the supply chain.

6. **Reasons for recommendations**

PCC will need to renew its Gold award in March 2023. To do this PCC will need to demonstrate as an organisation that it has maintained and further developed its commitment in relation to advocacy of defence and employment of members of the Armed Forces community

7. **Equality impact assessment**

A preliminary Equality Impact Assessment has been completed.

8. **Legal implications**

There are no immediate legal implications arising from this report.

9. Director of Finance's comments

This sustainability plan will be managed within existing resources.

.....
Signed by:

Appendices:

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:

Equality Impact Assessment

Preliminary assessment form v5 / 2013

www.portsmouth.gov.uk

The preliminary impact assessment is a quick and easy screening process. It should:

- identify those policies, projects, services, functions or strategies which require a full EIA by looking at:
 - negative, positive or no impact on any of the equality groups
 - opportunity to promote equality for the equality groups
 - data / feedback
- prioritise if and when a full EIA should be completed
- justify reasons for why a full EIA is not going to be completed

Directorate:

Director of HR, legal and performance

**Function e.g. HR,
IS, carers:**

HR

Title of policy, service, function, project or strategy (new or old) :

Armed Forces Covenant: Defence Employer Recognition Scheme (ERS) Gold award sustainability plan

Type of policy, service, function, project or strategy:

- Existing
- New / proposed
- Changed

Q1 - What is the aim of your policy, service, function, project or strategy?

To enable PCC to demonstrate as an organisation that it has maintained and further developed its commitment in relation to advocacy of Defence and employment of members of the Armed Forces community.

Q2 - Who is this policy, service, function, project or strategy going to benefit or have a detrimental effect on and how?

Portsmouth City Council will benefit from access to talented employees, opportunities for staff development not usually available to civilian employees, the opportunity to influence and network with decision makers.

Members of the Armed Forces Community (Veterans, reservists and spouses/civil partners of Serving personnel, veterans or reservists) will benefit from fairer access to employment and a more supportive working environment.

Q3 - Thinking about each group below, does, or could the policy, service, function, project or strategy have a negative impact on members of the equality groups below?

Group	Negative	Positive / no impact	Unclear
Age	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Disability	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Race	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Gender	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Transgender	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Sexual orientation	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Religion or belief	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Pregnancy and maternity	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Other excluded groups	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>

If the answer is "negative" or "unclear" consider doing a full EIA

Q4 - Does, or could the policy, service, function, project or strategy help to promote equality for members of the equality groups?

Group	Yes	No	Unclear
Age	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
Disability	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
Race	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
Gender	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
Transgender	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
Sexual orientation	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
Religion or belief	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
Pregnancy or maternity	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
Other excluded groups	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>

If the answer is "no" or "unclear" consider doing a full EIA

Q5 - Do you have any feedback data from the equality groups that influences, affects or shapes this policy, service, function, project or strategy?

Group	Yes	No	Unclear
Age	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
Disability	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
Race	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
Gender	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
Transgender	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
Sexual orientation	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
Religion or belief	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>

Pregnancy and maternity



Other excluded groups



If the answer is "no" or "unclear" consider doing a full EIA

Q6 - Using the assessments in questions 3, 4 and 5 should a full assessment be carried out on this policy, service, function or strategy?



yes



No

Q7 - How have you come to this decision?

This proposal will enable a community experiencing recognised disadvantage to have parity access to good quality work opportunities and be appropriately supported within the workforce.

If you have to complete a full EIA please contact the Equalities and diversity team if you require help
Tel: 023 9283 4789 or email:equalities@portsmouthcc.gov.uk

Q8 - Who was involved in the EIA?

Caroline Hopper, Armed Forces Covenant Programme Manager.

This EIA has been approved by:

Contact number:

Date:

Please email a copy of your completed EIA to the Equality and diversity team. We will contact you with any comments or queries about your preliminary EIA.

Telephone: 023 9283 4789

Email: equalities@portsmouthcc.gov.uk

Agenda Item 6

Agenda item:

Title of meeting: Employment Committee

Date of meeting: 25th September 2018

Subject: Apprenticeship Levy

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 provide a comparison as to the city council's progress with apprenticeships against neighbouring local authorities and employers including an update on apprenticeship numbers and levy spend. To update members on the options open to the city council in sharing up to 10% of its levy with external organisations.

2. Recommendations

Members are **recommended** to:

- Endorse option 2 as the preferred option in relation to the transfer of levy funds to external employers.
- Note the council's position on apprenticeships in relation to other levy paying employers.
- Note the progress made with regards to the number of apprenticeships and levy spend.

3. Background

- 3.1 In June 2018 the Government published amendments to the funding rules for apprenticeships advising that levy paying employers were able to share up to 10% of their levy funds with other employers. This funding can only be used for the payment of the training costs from an approved apprenticeships provider.
- 3.2 The Employment Committee of 26th June 2018 requested officers consider the options available in order to share up to 10% of the council's levy with other employers.
- 3.3 Members also asked for PCC's progress on apprenticeships to be compared with neighbouring local authorities and large employers (Appendix 1 shows the

number of apprentices in PCC (including schools) and the number of planned starts for September 2018).

4. Apprenticeship funding rules and the 10% transfer

- 4.1 The funding rules for apprenticeships were updated in July 2018 and cover the period August 2018 to July 2019. An extract from the funding rules relating to the 10% transfer of funds is detailed in Appendix 2.
- 4.2 The transfer of funds can be achieved through making payments via the council's levy account to a training provider for apprentices employed through an ATA or directly with an employer (Appendix 2)
- 4.3 Agreeing to a transfer of funds will commit the city council to funding the apprenticeship over its entire duration until completion. These funds will be deducted from the council's levy account first, prior to its own apprenticeships

5. Option 1 - Setting up an Apprenticeship Training Agency (ATA)

- 5.1 One option for the distribution of levy funds to employers is to set up an ATA which would need to be a separate entity from the council.
- 5.2 The ATA model tends to be a high volume, low margin activity; and it can be a very time and resource intensive model to operate. The key responsibilities of an ATA are to;
- identify vacancies within host employers;
 - support the employer to define the job description and relevant Apprenticeship framework;
 - support the employer with advertising and recruitment, finding the right apprentice to meet the employers' needs;
 - provide responsibility for apprentice wages, tax, National Insurance, holiday and sick pay, disciplinary and grievance measures, health and safety as well as administration and performance management;
 - provide supervision and pastoral support of the apprentice during the Apprenticeship period;
 - link with the Education and Skills Funding Agency (ESFA) funded approved training provider (or providers) and;
 - provide support to both the apprentice and the host employer throughout the Apprenticeship.

To be eligible to operate an apprenticeship training agency, organisations must be registered on the ESFA register of approved ATAs.

- 5.3 Setting up an ATA would require financial investment from the council including the recruitment to key posts. It would take time to gain the necessary approval and become registered with the ESFA as well as marketing the service to employers and signing them up. It is therefore not recommended the council take this course of action

6 Option 2 - Levy fund application process

- 6.1 For this option the council would invite employers and ATA's supporting employers in the city to bid for apprenticeship funding. This would need to be managed to ensure fair access for those applying. Appendix 3 shows a process that could be followed and set up in a short space of time.
- 6.2 In order to maximise the 10% transfer of funds available in this financial year an additional application window would need to be added for October 2018 but would be March each year thereafter.
- 6.3 This option enables the council to set up a process quickly and invite employers to apply before the end of the current financial year with another application window opening in March 2019 for the 2019/2020 allocation. It is therefore recommended the council adopts this option.

7 Director of Finance's comments

- 7.1 Appendix 1 shows a breakdown of the current number of apprenticeships and those scheduled to start during September 2018. As of 31st August 2018 there were 123 PCC apprentices of which 30 were in schools. There are a further 64 planned starts for September of which 21 are schools giving us a projected total of 187 apprentices by the end of September 2018.
- 7.2 The table below shows the amount of monthly payments received into the council's levy account and the monthly expenditure from the account up to August 2018. Apprenticeships are delivered at different timescales e.g. 12, 18, 24, 36 months and taking this into account the council has a current projected commitment of around £500,000 of its levy with a potential further £779,000 of commitments commencing in September 2018.

Month	Levy	Spend
May - 17	£56,187.33	£0.00
Jun - 17	£54,484.51	£479.42
Jul - 17	£55,195.14	£1,238.45
Aug - 17	£54,086.49	£2,013.36
Sep - 17	£53,478.39	£2,002.14
Oct - 17	£52,992.18	£4,775.91
Nov - 17	£52,689.14	£11,735.14
Dec - 17	£53,171.15	£14,570.99
Jan - 18	£53,216.22	£11,988.96
Feb - 18	£52,703.31	£15,025.74
Mar - 18	£50,902.09	£16,216.19
Apr - 18	£50,932.84	£22,569.43
May - 18	£52,931.76	£21,776.54
Jun - 18	£52,931.76	£20,617.34
Jul - 18	£53,403.72	£22,034.36
Aug - 18	£53,754.98	£25,109.06
Total	£853,061.01	£192,153.03

At present it is projected the council will not be required to return any of its levy to the Government until December 2019.

8. Comparison with other employers

- 8.1 Since the employment committee of 26th June 2018 Officers have been surveying neighbouring local authorities, public sector employers and other levy paying employers to respond to a short questionnaire. A brief questionnaire was distributed to the 19 local authorities in the South East and to levy paying employers in the city. Responses have been limited but sufficient enough for the council to measure itself against those who have responded in order to establish the council's position in relation to apprenticeships and the apprenticeship levy.
- 8.2 PCC asked the councils and public sector employers if they had reached their 2.3% target and of the 6 councils that responded only 1 other had met their target (the target does not apply to private sector employers). One large local authority in the south east reported having reached 53% of their target. The government deadline for responses for the public sector target is the 30 September 2018 so this figure may change.
- 8.3 PCC also asked councils and some Portsmouth based levy paying employers if they were looking to transfer 10% of their levy in the foreseeable future. Of the responses we received 3 said no, one said it wasn't applicable, 3 hadn't decided and one said it wasn't a priority.
- 8.4 It is worth noting that one large public sector employer in Hampshire has yet to appoint any apprentices or use any of its levy.
- 8.5 One large local authority had only recently finalised a procurement framework and were beginning the process of recruiting apprentices.
- 8.6 Having compared the responses to the position in PCC officers are confident the council is in an excellent position with regards to its apprenticeships uptake (and target achievement), the breadth of apprenticeships available and its levy spend.
- 8.7 As a result of our success with apprenticeships PCC have been asked by 'South East Employers' (a regional local authorities and public sector employers' organisation) to deliver a presentation at a conference in London on 19th September to share our experiences and practice with other local authorities.

9. Legal implications

- 9.1 PCC must comply with the Public Contracts Regulations 2015 when commissioning training providers to deliver Apprenticeship qualifications. The work Officers have undertaken with regards to the DPS ensures PCC's compliance in this area.

9.2 PCC must comply with the Education and Skills Funding Agency Apprenticeship funding: rules and guidance for employers August 2018 to July 2019.

10. Equality impact assessment

10.1 A preliminary Equalities Impact assessment (EIA) has been completed and identified a full EIA was not required as the actions in this report do not have a potential negative impact on any of the protected characteristics as described in the Equality Act 2010.

.....
Signed by:

Appendices:

Appendix 1 - PCC Apprenticeship numbers

Appendix 2 - 10% Apprenticeship Levy transfer rules

Appendix 3 - PCC Process for the transfer of Apprenticeship Levy funds

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
Apprenticeship Employment Committee Report 26 th June 2018	Employment Committee
Apprenticeship Funding: rules and guidance for employers August 2018 to July 2019	Education and Skills Funding Agency

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

.....
Signed by:

This page is intentionally left blank

Current Apprenticeships (excluding Schools)	Level	Number of apprentices
Adult Care Worker	Level 2	3
Assistant Accountant	Level 3	3
Business Admin	Level 2	18
Business Admin	Level 3	24
Business Admin	Level 4	2
Care Leadership & Management	Level 5	5
Chartered Legal Executive	Level 6	1
Chartered Surveying	Level 6	2
Customer Service	Level 2	1
Facilities	Level 2	2
Housing	Level 3	6
IT Application	Level 3	1
IT, Software, Web & Telecoms Professionals	Level 2	2
Maintenance and operations engineering technician	Level 3	1
Operational/ Departmental Manager	Level 5	7
Professional Accounting Taxation Technician	Level 4	2
Project Management	Level 4	4
Team Leader	Level 3	9
		93 Total

September starts (excluding Schools)	Level	Number of apprentices	Cost
Architect	Level 7	1	Up to £5000 per apprentice
Lead Adult Care Worker	Level 3	5	Up to £3000 per apprentice
Business Admin	Level 2	3	Up to £2000 per apprentice
Care Leadership & Management	Level 5	1	Up to £2000 per apprentice
Chartered Management	Level 6	3	Up to £27000 per apprentice
Chartered Surveying	Level 6	7	Up to £27000 per apprentice
Horticulture	Level 2	1	Up to £2000 per apprentice
Housing	Level 3	4	Up to £9000 per apprentice

September starts (excluding Schools)	Level	Number of apprentices	Cost
IT Application	Level 3	1	Up to £4000 per apprentice
Senior Leaders Master's Degree	Level 7	15	Up to £18000 per apprentice
Team Leader	Level 3	2	Up to £5000 per apprentices
		43 Total	

Current Apprenticeships for Schools	Level	Number of apprentices
Teaching Assistant (F)	Level 2	11
Teaching Assistant (F)	Level 3	15
Nursery Nurse (F)	Level 2	1
Business Administration(F)	Level 4	1
Business Admin (S)	Level 2	1
Accountancy (S)	Level 3	1
		Total 30

September starts for Schools	Level	Number of apprentices	Cost
Teaching Assistant (S)	3	11	£5,000
Nursery Nurse (F)	3	3	£5,000
Business Admin (S)	3	1	£5,000
School Business Professional	4	2	£6,000
Master's in Education L7	7	4	£18,000
		Total 21	

Please note: Apprenticeship numbers will fluctuate as we regularly have apprentices complete their apprenticeships and move onto permanent positions. We also have apprentices transferring from PCC maintained schools to multi academy trusts and some apprentices leave their apprenticeship programme to start new jobs out of the council without completing. If all of the expected September starts occur at the capped rate for the apprenticeship identified, it would commit a further £779,000 of the council's levy.

Extract from 'Apprenticeship funding: rules and guidance for employers August 2018 to July 2019'

Education and Skills Funding Agency July 2018

Apprenticeships funded by transfer of levy funds Introduction for all employers

E177. Levy-paying employers are now able to transfer up to 10% of their levy funds, which were declared for the previous tax year, to other employers, including apprenticeship training agencies (ATAs). The 10% allowance will be calculated from the total amount of levy declared during the previous tax year, with the English percentage applied, plus the 10% government top-up payment. This allowance is recalculated every tax year and any unused allowance will not be carried forward.

E178. Employers receiving transferred funds will only be able to use them to pay for training and assessment for apprenticeship standards, for new apprenticeship starts from 1 May 2018. Employers will not be able to use transferred funds to pay for training and assessment for apprenticeship frameworks or apprentices that started before 1 May 2018.

E179. A transfer of funds will not take place where the receiving employer is eligible for full government funding, because they have fewer than 50 employees and the apprentice is:

E179.1 16 to 18 years old; or 35

E179.2 an eligible 19 to 24 year old.

Rules for sending employers

E180. A sending employer is a levy-paying employer who wishes to transfer levy funds in their apprenticeship service account to another employer to support their delivery of an apprenticeship standard starting from 1 May 2018. These funds can only be used for the cost of apprenticeship training and assessment.

E181. We will calculate the transfer allowance around the start of each tax year (the calculation is based on the period 12 levy figure declared to HMRC). The 10% transfer allowance is calculated on declared levy multiplied by the English percentage, along with the 10% automatic top up from government.

E182. If you are part of an account with connected organisations your 10% transfer allowance will be calculated from the total levy declared by all organisations included within the account at the time of the calculation. You will not have an individual transfer account.

E183. Provided you do not exceed the 10% transfer cap, you are able to transfer funds to any number of employers.

E184. To send a transfer you must re-sign the ESFA employer agreement which has been updated to include transfers.

E185. You must agree with the receiving employer which apprenticeship standard their chosen apprentice will be undertaking and the price that they have agreed with their chosen main provider and end-point assessment organisation. You will need to confirm these details through the apprenticeship service and ensure you do not exceed your 10% transfer cap.

E186. By agreeing to fund an apprenticeship with a transfer, you are committing to fund the apprenticeship over its entire duration until completion. You will need to ensure that you will have enough transfer allowance to cover these costs over the relevant number of years. You will not be able to stop payments once you have approved the apprenticeship on the apprenticeship service and transfer payments will be deducted from your levy account first, prior to your own apprenticeships.

E187. The transfer amount should cover 100% of the eligible training and assessment costs, up to the funding band maximum, of the apprenticeship standard. This does not include English and maths training up to and including level 2, which is funded separately.

E188. You cannot jointly fund an apprenticeship with another levy-paying employer.

E189. A transfer of funds will not take place where the receiving employer is eligible for full government funding, because they have fewer than 50 employees and the apprentice is:

E189.1 16 to 18 years old; or 36

E189.2 an eligible 19 to 24 year old. The eligibility criteria are detailed in the extra support for small employers section (paragraphs E94 to E97).

E190. You must not impose conditions on the transfer, such as choosing the receiving employer's main provider or end-point assessment organisation for them

E191. You must not seek or accept any incentives or inducements or any other payments not authorised by us in exchange for sending a transfer.

E192. If you are a main provider who is also a levy-paying employer, you must not deliver training to apprentices you are funding through a transfer. This includes where you are acting as a main provider or a subcontractor.

E193. The funds that you transfer will retain their initial date of expiry; the date of transfer will not affect this.

E194. As a sending employer, you will not be able to receive any transferred funds from another levy-paying employer, while you are funding a transfer.

Rules for receiving employers

E195. A receiving employer is any (levy-paying or non-levy paying) employer who receives a transfer of funds from a levy-paying employer.

E196. You cannot use a transfer to fund an apprenticeship if you are eligible for full government funding because you have fewer than 50 employees and your apprentice is:

E196.1 16 to 18 years old; or

E196.2 an eligible 19 to 24 year old. The eligibility criteria are detailed in the extra support for small employers section (paragraphs E94 to E97). E197. Where a transfer of funds does not take place and the apprenticeship is 100% funded by government, you must not enter these apprenticeships on your apprenticeship service account.

E198. For the purposes of apprenticeships funded by a transfer, the receiving employer is treated as a levy-paying employer.

E199. To receive a transfer you must sign the ESFA employer agreement and ensure apprenticeships funded by a transfer follow the rules in this document.

E200. The transfer amount you receive should cover 100% of the eligible training and assessment costs, up to the funding band maximum, of the apprenticeship standard. This does not include English and maths training up to and including level 2, which is funded separately. 37

E201. You will need to set up an apprenticeship service account, if you do not already have one. You will need to enter details of the apprenticeship that the transferred funds relate to. If you are not a levy-paying employer then you can only use this account for apprentices funded through transferred funds - if any apprentices, which are not funded through transfers, are entered then all payments will be suspended and you will be notified. Once you have rectified your data the suspension of payments will be lifted.

E202. If you already have an apprenticeship service account, you may use this to receive a transfer. E203. Apprenticeships that are not being funded through either a transfer, or your own levy funds from your apprenticeship service account, must be delivered by a main provider who has a contract with us. These apprenticeships must:

E203.1 be funded by government-employer co-investment; and

E203.2 not be entered on your apprenticeship service account.

E204. The rules on what apprenticeship funding can be spent on are set out in the eligible costs section at paragraph E77.

E205. Before entering the details on your apprenticeship service account, you must:

E205.1 agree with the sending employer and the main provider which apprenticeship standard your apprentice will be undertaking; and

E205.2 confirm the price that you have negotiated with your main provider. All parties will need to approve these details through the apprenticeship service.

E206. If you are a levy-paying employer, you must not transfer funds to other employers while you are in receipt of transferred funds.

E207. You must not provide any incentives or inducements or any other payments not authorised by us in return for receiving a transfer.

If the total cost cannot be covered by the transfer

E208. If you do not pay the levy or have exhausted the levy funds in your apprenticeship service account, and at any point the 'sending' employer has insufficient funds to cover the cost of your apprenticeship training you must pay co-investment to your main provider for the remainder.

E209. If you are a levy-paying employer, if at any point the 'sending' employer has insufficient funds to cover the cost of your apprenticeship training and you have sufficient levy funds available then these funds will automatically be used before you enter co-investment.

E210. If the total negotiated price of the apprenticeship exceeds the funding band maximum, you must pay all of the additional costs. 38

Monitoring

E211. We will monitor transfer activity to ensure apprenticeship funding is used appropriately, and may take action were you do not meet the terms and conditions of using apprenticeship funding. These terms and conditions are set out in these funding rules and the ESFA employer agreement.

Procedure for applying for and approval of Apprenticeship funding under the Education and Skills Funding Agency (ESFA) rules regarding the 10% transfer of levy funds

Rationale

Under the ESFA rules for apprenticeships, levy paying employers or Apprenticeship Training Agencies (ATA) can now transfer up to 10% of their levy funds (as advised at the end of each tax year by the ESFA) available to other employers in order to support the uptake of apprenticeships including their existing employees.

The council wishes to support Portsmouth employers or ATA's providing apprentices to Portsmouth employers in order to support workforce development in the city.

This paper details the procedure employers / ATA's and the council need to follow in order to make the transfer of funds within the funding rules as laid out by the ESFA. This procedure should be read and followed in conjunction with the ESFA Apprenticeship funding: rules and guidance for employers August 2018 to July 2019 (referred to as 'ESFA funding rules' hereafter in this document) https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/733034/1819_Employer_Rules_v1.0.pdf .

Procedure

1. Eligible employers or an ATA wishing to apply to the council for apprenticeship funding should do so by e-mailing the council's apprenticeships officer (apprenticeships@portsmouthcc.gov.uk) using the attached application form (appendix A) and providing the following information;
 - a. The name of the organisation, its address, telephone number, e-mail address, contact name and number of employees
 - b. The name and level of the apprenticeship standard for which funding is being sought
 - c. Details of any training provider and end point assessment organisation the employer / ATA has approached and or agreed will be undertaking the training and assessment (including any price that has been agreed - not exceeding the relevant funding band)
 - d. The number of apprentices they are wishing to support including their ages where this is known (this is needed to ensure the council meets the funding requirements in terms of eligibility and can include existing staff the employer wishes to develop through an apprenticeship) and where possible detailing if they are a resident of Portsmouth.
 - e. Details of any other levy paying employer they have approached for funding or other apprenticeship funding that has been approved and / or transferred

- f. Confirmation the employer has read the 'ESFA Apprenticeship funding: rules and guidance for employers August 2018 to July 2019' particularly section E177 to E211
2. On receipt of this information the apprenticeships officer will check the request fulfils the ESFA requirements for the transfer of funds to another employer.
3. The application will be considered in terms of the following;
 - a. The amount being requested
 - b. The amount of funding the council has available to transfer
 - c. The scoring criteria as detailed in appendix B
4. Where an employer or ATA has not identified a training provider and end point assessment provider the apprenticeships officer will provide a list of approved apprenticeship providers for information and to aid their selection of a provider. The council will not make any recommendations or require the use of a particular provider in accordance with the ESFA funding rules.
5. A decision will be notified to the employer and, in the case of the funding being approved; the apprenticeships officer will work with the employer / ATA to ensure the procedures for the transfer of funds and the rules surrounding them are fulfilled as detailed in the ESFA funding rules.
6. Where funding is not approved the employer will be notified of the reasons behind the decision e.g. where the employer and apprentice is eligible for full government funding because they have fewer than 50 employees and the apprentice is 16-18 years old or an eligible 19 to 24 year old.
7. Where a funding decision is challenged the council's Learning and Development Business Partner and Director of HR will review the decision and advise the employer of their findings.
8. The application window will be open each year from 1st March to 31st March to coincide with the notification from the ESFA in April each year of the council's 10% transfer allowance. All applications will be processed after the closing date and allocations will be announced as soon as possible after the notification of the council's available funds.
9. The transfer of funds will be dependent on the existing and future levy commitments of the council for its own employees and any previous transfer of funds which will result in the availability and amount of transfer funds varying year on year. The transfer of funds will be managed through the council's digital account in accordance with the ESFA rules but a separate record of the funds allocated and the receiving employers will be maintained for reporting and audit purposes. The receiving employer must agree to and comply with, the ESFA funding rules.
10. In making a transfer of funds to an employer or ATA the city council is not undertaking to manage or support the apprentice / apprenticeship and will only provide the transfer in accordance with the ESFA funding rules.

Application for the transfer of Apprenticeship Levy funds from Portsmouth City Council	
Name and address of organisation	
Telephone No.	
Contact name	
Contact E-mail address	
Number of Employees	
Name and level of Apprenticeship standard for which funding is being sought (if more than one standard and / or level please complete a separate form for each one)	
Please provide details of the training provider and end point assessment provider you would like to deliver this apprenticeship	
Please provide details of the prices you have agreed for the apprenticeship training and end point assessment with this provider.	

Have you approached another levy paying employer for transfer of funds?		
No	Yes	If yes please provide details below including any allocation of funds
For how many apprenticeships at this standard and level are you requesting funding?		
Please detail the age(s) of the staff (where this is known) you wish to undertake for this apprenticeship		
How many of the staff, for whom you are applying for funding, are Portsmouth residents (if known)		
I confirm that in making this application I have read the ESFA Apprenticeship funding: rules and guidance for employers August 2018 to July 2019 and that this application is eligible and conforms to those rules.		
Signed:		
Date:		

Criteria for the allocation of Portsmouth City Council levy funds to employers

The apprenticeships officer will use a scoring criteria to evaluate bids from employers for the transfer of levy funds from Portsmouth City Council. The criteria has been designed to increase the access to apprenticeships for Portsmouth Residents and Employers as follows:

Criteria	Response	Points allocation
Is the employer Portsmouth based?	Yes	5
Has the employer received a transfer of levy funds from anyone else?	No	5
How many apprenticeships are being requested for this level and standard?	1	5
	2	3
	3	2
	4+	1
Has the employer made multiple bids for different apprenticeship standards and levels?	Yes	2
	No	5
Is the apprenticeship funding being sought for a Portsmouth resident?	Yes	5
Will this application support the 'STEM' agenda?*	Yes	5
Will this application support staff working in social care services?	Yes	5

* STEM = Science, Technology, Mathematics and Engineering

This page is intentionally left blank

Equality Impact Assessment

Preliminary assessment form 2018

www.portsmouthccg.nhs.uk

www.portsmouth.gov.uk

The preliminary impact assessment is a quick and easy screening process. It should:

- identify those policies, projects, services, functions or strategies which require a full EIA by looking at:
 - negative, positive or no impact on any of the equality groups
 - How are going to mitigate or remove any potential negative impacts
 - opportunity to promote equality for the equality groups
 - data / feedback
- prioritise if and when a full EIA should be completed
- justify reasons for why a full EIA is not going to be completed

Directorate:

HR, legal and performance

Service, function:

Human Resources

Title of policy, service, function, project or strategy (new or old) :

Apprenticeships Levy

Type of policy, service, function, project or strategy:

- Existing
- New / proposed
- Changed

Q1 - What is the aim of your policy, service, function, project or strategy?

To enable the city council to share up to 10% of its Apprenticeship Levy with Portsmouth employers in line with the Education and Skills Funding Agency rules.

Q2 - Who is this policy, service, function, project or strategy going to benefit or have a detrimental effect on and how?

Portsmouth employers and residents

Q3 - Thinking about each group below, does, or could the policy, service, function, project or strategy have a negative impact on members of the equality groups below?

Group	Negative	Positive / no impact	Unclear
Age	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Disability	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Race	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Sex	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Gender reassignment	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Sexual orientation	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Religion or belief	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Pregnancy and maternity	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Marriage & civil partnership	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Other excluded groups	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>

Note: Other excluded groups examples includes, Homeless, rough sleeper and unpaid carers. Many forms of exclusion are linked to financial disadvantage. How will this change affect people on low incomes, in financial crisis or living in areas of greater deprivation?

If the answer is "negative" or "unclear" consider doing a full EIA

If there are any potential negative impacts on any of the protected characteristics, What have you put in place to mitigate or remove the negative impacts/barriers?

Impact is unclear relating to pregnancy / maternity due to the requirements of apprenticeship as laid down by the government.

Q4 - Does, or could the policy, service, function, project or strategy help to promote equality for members of the equality groups? e.g. A new service has been created for people with a disability to help them gain employment this would mean that this helps promote equality for the protected characteristic of disability only.

Group	Yes	No	Unclear
Age	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
Disability	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
Race	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
Sex	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
Gender reassignment	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
Sexual orientation	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
Religion or belief	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
Pregnancy or maternity	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>
Marriage & civil partnership	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
Other excluded groups	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>

If the answer is "no" or "unclear" consider doing a full EIA

Q5 - Do you have any feedback data from the equality groups that influences, affects or shapes this policy, service, function, project or strategy?

Please add in the text boxes below what feedback / meetings you have attended for each specific protected characteristic

Group	Positive or negative feedback
Age	n/a
Disability	engaged with the Learning Disability Champion for Portsmouth in relation to increasing access to apprenticeships for people with learning disabilities.
Race	n/a
Sex	n/a

Gender reassignment	n/a
Sexual orientation	n/a
Religion or belief	n/a
Pregnancy and maternity	n/a
Marriage & civil partnership	n/a
Other excluded groups	n/a

Q6 - Using the assessments in questions 3, 4 and 5 should a full assessment be carried out on this policy, service, function or strategy?

yes No

PCC staff-If you have to complete a full EIA please contact the Equalities and diversity team if you require help Tel: 023 9283 4789 or email:equalities@portsmouthcc.gov.uk

CCG staff-If you have to complete a full EIA please email: sehccg.equalityanddiveristy@nhs.net if you require help

Q7 - How have you come to this decision? Summarise your findings and conclusion below

The ability for the council to share up to 10% of its apprenticeship levy with local employers will hopefully increase the number of apprenticeships, support reduction in unemployment and encourage employers to invest in workforce development.

Q8 - Who was involved in the EIA?

Roland Bryant

This EIA has been approved by: Jon Bell

Contact number: 023 9284 1092

Date: 13th September 2018

PCC staff-Please email a copy of your completed EIA to the Equality and diversity team. We will contact you with any comments or queries about your preliminary EIA.
Telephone: 023 9283 4789, Email: equalities@portsmouthcc.gov.uk

CCG staff-Please email a copy of your completed EIA to the Equality lead who will contact you with any comments or queries about your preliminary EIA



Title of meeting: Employment Committee

Date of meeting: 25th September 2018

Subject: Dying to Work

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

1.1. The purpose of the report is to consider whether Portsmouth City Council (excluding schools) should sign up to the TUC 'Dying to Work' charter and what additional actions, if any, it would need to carry out to comply with the charter.

2. Recommendations

2.1. Employment Committee is recommended to agree that:

- i. PCC should sign up to the TUC charter since the charter largely reflects our current practices.
- ii. In meeting our commitment to the charter, continue the current practice of investigating with an eligible employee which option under the pension scheme would be most financially beneficial. In some cases, this could mean retiring the employee on grounds of ill-health where this is the best option for them.
- iii. As part of the charter, state that under an organisational change process a member of staff with a terminal illness could still be dismissed, if the reason for dismissal is redundancy. However, as with our current practice, redundancy dismissal will only be actioned once all other options have been exhausted.

3. Background

- 3.1. The 'Dying to Work' charter from the TUC is a public declaration of how an organisation will support an employee who has been diagnosed with a terminal illness. Portsmouth City Council's current policies and practices are already in line with the fundamental principles of the 'Dying to Work' charter (Appendix 1).
- 3.2. The Charter requires organisations to "review sick pay and sickness absence procedures and include a specific statement that they will not dismiss any person with a terminal diagnosis because of their condition". Whilst Portsmouth City Council's absence management policy and practice is in line with the charter, there are some circumstances where the council would dismiss an employee as a result of their diagnosis.
- 3.3. It is recognised that in certain circumstances depending on the pension scheme membership (LGPS, Teachers Pension, NHS), dismissing through ill-health may be more beneficial for the employee compared to the financial benefits received from 'death in service'. Whilst we are unable to provide financial advice, the Payroll and Pensions manager is able to guide and assist an employee as to where they can find information on the financial impact of each option to them personally.
- 3.4. The Council's Employee Assistance programme assists us in meeting the requirements of the Charter.
- 3.5. HR provide training to managers on absence management and will incorporate a section in the training on how to manage those who are terminally ill.

4. Other Local Authorities' Experience

- 4.1. Currently across the UK 81 different organisations have signed up to the charter of which 25 are local authorities.
- 4.2. Those contacted confirmed that the charter did not require major changes to their policies, although it may still be necessary to dismiss an employee due to redundancy as part of an organisational change process. However they stated that they would exhaust all other options first, before they move to dismissal. They did not change or enhance their sick pay arrangements for those with a terminal diagnosis.

5. Reasons for recommendations

- 5.1. The council's current practices are already compliant with the principles of the charter, as shown in Appendix 1.
- 5.2. The charter will demonstrate the council's commitment to treating its terminally ill employees fairly. The council will also be publically

recognised for this commitment, with a signing ceremony and photo opportunities.

5.3. The purpose of clarifying the council's stance is to establish clear expectations for those not eligible under any of the three pension schemes for ill-health retirement and death in service, and how redundancy issues will be approached in the context of the charter.

6. Equality impact assessment

A pre-liminary EIA has been undertaken and there are no issues highlighted.

7. Legal implications

The proposal largely reflects the current policies and is consistent with PCC current practices. The adoption of the proposal would not materially fetter the available legal options when considering dismissal or a restructuring that could impact upon an employee . There are no obvious risks associated with the proposal.

8. Director of Finance's comments

There are no additional financial implications arising directly upon the Council from the recommendations contained within this report.

.....

Signed by:

Appendices:

Appendix 1 - TUC Dying to Work Charter

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

This page is intentionally left blank



5 Steps to the Charter

Step 1	Check that your employer has not already signed up to the TUC Dying to Work charter
	The TUC Dying to Work charter is already protecting over half a million working people in the UK and this number is growing nearly every week. You can check to see if your employer has already signed up here.
Step 2	Involve your union
	Raise the campaign with your Trade Union branch and ask your rep to raise the charter with your employer. If your workplace has more than one recognised union then ensure their representatives are also involved in the discussions.
Step 3	Encourage your employer to sign the voluntary charter
	<p>Unions should be clear about what they want from their employer. Just getting a vague commitment is not enough. Union negotiators should seek agreement that their employer will:</p> <ul style="list-style-type: none"> • Review sick pay and sickness absence procedures and include a specific statement that they will not dismiss any person with a terminal diagnosis because of their condition. • Ensure that they have an Employee Assistance Programme that has the capacity and competency to provide support to any person with a terminal illness, including access to counselling and financial advice. • Provide training to line managers and all HR staff on dealing with terminal illness, including how to discuss future plans with any worker who has a diagnosis of a terminal illness, and on what adaptations to work arrangements that may be necessary. • Adopt the Dying to Work Charter and notify all employees that they have made the commitments contained in it

Step 4	Inform the TUC
	<p>Once the employer and the recognised unions are happy that the commitments within the charter have been met, please inform the TUC of your intention to sign using the contact details provided.</p> <p>In your correspondence, please include:</p> <ul style="list-style-type: none"> • Dates of availability for a public signing ceremony • The logo of your organisation and union(s) signing the charter • The names of those signing the charter on behalf of the employer and union(s) • The names and quotes for draft press releases – The TUC will be happy to liaise with your organisation’s press department. • The number of workers to be covered by the Charter. We will add these to the national total • Confirmation that photos can to be taken at the event which the TUC can share on social media, the campaign website and other outlets
Step 5	Sign the Charter
	<p>The TUC will provide will provide a customised copy of the charter for the public signing ceremony which will be attended by a representative of the campaign. The TUC will also work with your internal press department to co-ordinate press releases to generate media coverage in both the local and national press and broadcast media.</p> <p>After the signing, your organisation will have officially joined the growing number of employers from across the public and private sector which have made this important commitment to their employees. Your organisation’s details will be added to our website and the charter will be left with the employer to display as they see fit.</p>



Portsmouth

Clinical Commissioning Group

Equality Impact Assessment

Preliminary assessment form 2018

www.portsmouthccg.nhs.uk

www.portsmouth.gov.uk

The preliminary impact assessment is a quick and easy screening process. It should:

- identify those policies, projects, services, functions or strategies which require a full EIA by looking at:
 - negative, positive or no impact on any of the equality groups
 - How are going to mitigate or remove any potential negative impacts
 - opportunity to promote equality for the equality groups
 - data / feedback
- prioritise if and when a full EIA should be completed
- justify reasons for why a full EIA is not going to be completed

Directorate:

HR, legal and performance

Service, function:

HR, Pay and Policy

Title of policy, service, function, project or strategy (new or old) :

Signing up to the Trade Union Congress (TUC) 'Dying to Work' Charter

Type of policy, service, function, project or strategy:

- Existing
- New / proposed
- Changed

Q1 - What is the aim of your policy, service, function, project or strategy?

The TUC are encouraging organisations to publicly declare how an organisation will support an employee, who is diagnosed with a terminal illness. There are three main areas that the charter asks an organisation to review sickness absence pay and procedures, have an Employee Assistance Programme (EAP) available and provide training for both managers and HR staff.

Both our policy and process are already in-line with the charter. However in some circumstances it is recognised that in some circumstances it is financially beneficial for an employee with a terminal illness who is in one of the three pension schemes identified to be dismissed under the reason of ill-health, rather than the financial benefits received through 'death in service' under the pension schemes. PCC already provides an EAP and provides training for managers.

Q2 - Who is this policy, service, function, project or strategy going to benefit or have a detrimental effect on and how?

This will publicly set clear expectations on how PCC will support its employees diagnosed with a terminal illness.

Q3 - Thinking about each group below, does, or could the policy, service, function, project or strategy have a negative impact on members of the equality groups below?

Group	Negative	Positive / no impact	Unclear
Age	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Disability	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Race	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Sex	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Gender reassignment	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Sexual orientation	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Religion or belief	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Pregnancy and maternity	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Marriage & civil partnership	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Other excluded groups	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>

Note:Other excluded groups examples includes,Homeless, rough sleeper and unpaid carers. Many forms of exclusion are linked to financial disadvantage. How will this change affect people on low incomes, in financial crisis or living in areas of greater deprivation?

If the answer is "negative" or "unclear" consider doing a full EIA

If there are any potential negative impacts on any of the protected characteristics, What have you put in place to mitigate or remove the negative impacts/barriers?

Q4 - Does, or could the policy, service, function, project or strategy help to promote equality for members of the equality groups? e.g. A new service has been created for people with a disability to help them gain employment this would mean that this helps promote equality for the protected characteristic of disability only.

Group	Yes	No	Unclear
Age	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
Disability	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
Race	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
Sex	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
Gender reassignment	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
Sexual orientation	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
Religion or belief	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
Pregnancy or maternity	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
Marriage & civil partnership	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
Other excluded groups	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>

If the answer is "no" or "unclear" consider doing a full EIA

Q5 - Do you have any feedback data from the equality groups that influences, affects or shapes this policy, service, function, project or strategy?

Please add in the text boxes below what feedback / meetings you have attended for each specific protected characteristic

Group	Positive or negative feedback
Age	
Disability	
Race	
Sex	
Gender reassignment	
Sexual orientation	
Religion or belief	
Pregnancy and maternity	
Marriage & civil partnership	
Other excluded groups	

Q6 - Using the assessments in questions 3, 4 and 5 should a full assessment be carried out on this policy, service, function or strategy?

yes No

PCC staff-If you have to complete a full EIA please contact the Equalities and diversity team if you require help Tel: 023 9283 4789 or email: equalities@portsmouthcc.gov.uk

CCG staff-If you have to complete a full EIA please email: sehccg.equalityanddiveristy@nhs.net if you require help

Q7 - How have you come to this decision? Summarise your findings and conclusion below

The 'Dying to Work' Charter, wouldn't impact on any particular group as this charter focuses on the support for anyone with a terminal illness. The requirements of the charter are already in place such as the EAP and training.

Q8 - Who was involved in the EIA?

Gemma Gray

This EIA has been approved by: Jon Bell Page 56

Contact number:

02392841213

Date:

11/09/2018

PCC staff-Please email a copy of your completed EIA to the Equality and diversity team. We will contact you with any comments or queries about your preliminary EIA.

Telephone: 023 9283 4789, Email: equalities@portsmouthcc.gov.uk

CCG staff-Please email a copy of your completed EIA to the Equality lead who will contact you with any comments or queries about your preliminary . Email: sehccg.equalityanddiversity@nhs.net

This page is intentionally left blank

Title of meeting:	Employment Committee
Date of meeting:	25 September 2018
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.**

3. Background

- 3.1 In the period since the last update in June 2018 the level of sickness absence has decreased marginally from 8.53 to 8.49 average days per person per year. This is against the corporate target of an average 7 days per person per year.
- 3.2 Analysis of data indicates that since the last report long term absence has increased marginally from 4.80 to 4.82 average days per person per year. Short term absence has decreased from 2.48 to 2.40 average days per person per year over the same period.
- 3.3 Absence levels by directorates for the period from 01 September 2017 to 31 August 2018 are attached in Appendix 1.
- 3.4 Of the 12 directorates, six (excluding schools) are over the corporate target of an average 7 days per person per year. There are four directorates that are over an average 10 days per person per year.
- 3.5 The analysis of the data indicates the main reasons for absence have remained the same, with musculoskeletal, anxiety/stress/psychological and colds/flu/viruses

accounting for 52.99% of absences in the last 12 months. This compares to 54.65% in the period 01 September 2016 to 31 August 2017.

4. Wellbeing

Since the last update on wellbeing activities the following workplace health initiatives are being promoted, implemented, or are under development:

- Supporting Mental Health training is available for managers across the council.
- The promotion of cycle to work day resulted in a 16% increase in cycling on that day.
- The 'Winter Wellness' campaign is to be rolled out shortly and will include making flu jabs and vouchers for jabs accessible to all employees, top tips for staying healthy over the winter months and financial wellbeing webinars.
- 'Active 10' walks start on 18 September 2018. This trial will be publicised over a 6 week period.
- Stoptober, the 28-day stop smoking campaign from Public Health England starts on 1st October 2018. Campaign literature and posters are being distributed, targeting housing offices and residential units as well as information drop in sessions.

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 August 2018

Appendix 2: Summary of reasons for sickness absence - 31 August 2018

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:

This page is intentionally left blank

Appendix 1: Sickness Absence by Directorate as at 31 August 2018

Sickness Absence by Directorates - 01 September 2017 to 31 August 2018

Page 63

Directorate (CFE Split)	Sickness - Working Days Lost														Total Average Per Person Per Year (Previously Reported)
	HeadCount			Total				Long Term		Medium Term		Short Term			
	Head Count at End of August 2018	Head Count at End of August 2017	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	154	145	149.5	0		0.00	↔	0	0.00	0	0.00	0	0.00	0.00	
Adult Services	670	655	662.5	8151	6.00%	12.30	↑	4748	7.17	1434	2.16	1969	2.97	12.10	
Children's Services and Education	189	191	190	1169	3.15%	6.15	↑	600	3.16	137	0.72	432	2.27	5.47	
Children's Social Care	468	426	447	5027	4.76%	11.25	↓	3298	7.38	586	1.31	1143	2.56	12.92	
Community and Communication	209	202	205.5	1032	2.10%	5.02	↓	329	1.60	231	1.12	472	2.30	6.74	
Culture and City Development	355	391	373	1750	2.44%	4.69	↓	914	2.45	213	0.57	624	1.67	4.97	
Executive	23	18	20.5	88	1.54%	4.31	↓	0	0.00	46	2.24	42	2.07	5.38	
Finance and Information Services	276	286	281	1375	2.10%	4.89	↓	586	2.09	164	0.58	625	2.23	5.22	
Housing, Neighbourhood and Building Services	866	864	865	8606	4.28%	9.95	↑	4834	5.59	1262	1.46	2511	2.90	9.70	
Human Resources, Legal and Performance	119	117	118	398	1.38%	3.37	↓	151	1.28	64	0.54	182	1.54	3.45	
PCC Schools	1841	2250	2045.5	19137	5.88%	9.36	↑	10985	5.37	2358	1.15	5794	2.83	8.54	
Portsmouth International Port	75	78	76.5	1252	6.42%	16.37	↑	900	11.77	171	2.24	181	2.37	11.95	
Public Health	35	52	43.5	482	6.16%	11.08	↑	271	6.23	72	1.66	139	3.19	11.00	
Regeneration	379	315	347	2757	3.91%	7.95	↓	1587	4.57	409	1.18	761	2.19	8.69	
Total (Including PCC Schools)	5505	5845	5675	51225		9.03	↑	29204	5.15	7146	1.26	14875	2.62	8.74	
Total (Excluding PCC Schools)	3664	3595	3629.5	32088		8.84	↓	18219	5.02	4788	1.32	9081	2.50	8.86	
Total (Excluding PCC Schools but including Agency Workers)	3818	3740	3779	32088		8.49	↓	18219	4.82	4788	1.27	9081	2.40	8.53	

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

This page is intentionally left blank

Appendix 2: Summary of reasons for sickness absence - 31 August 2018

Summary of reasons for absence, figures for last four years

Sickness - Reasons Rank comparisons by Year															
Directorate	Year to August 2018				Year to August 2017				Year to August 2016				Year to August 2015		
	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
Accident	429	0.52%	19	↔	246	0.36%	19	↔	163	0.24%	19	↑	158	0.24%	20
Blood Disorders	754	0.91%	14	↔	637	0.93%	14	↔	793	1.16%	14	↑	533	0.80%	16
Cancer and Tumours	2548	3.06%	10	↓	2154	3.13%	9	↑	2318	3.39%	10	↓	3003	4.49%	8
Dental/Oral	2724	3.27%	9	↓	2237	3.25%	8	↔	2478	3.62%	8	↑	2610	3.90%	9
Endocrine/Hormonal	200	0.24%	20	↔	199	0.29%	20	↔	146	0.21%	20	↓	265	0.40%	19
Eye Problems	565	0.68%	16	↔	507	0.74%	16	↑	448	0.66%	18	↓	623	0.93%	14
Family Bereavement	450	0.54%	17	↔	410	0.60%	17	↓	710	1.04%	15	↔	566	0.85%	15
Gastrointestinal	8230	9.89%	4	↔	7016	10.21%	4	↔	7614	11.13%	4	↔	6800	10.17%	4
Genitourinary	1123	1.35%	13	↔	1054	1.53%	13	↓	1061	1.55%	12	↑	900	1.35%	13
Gynaecological	2900	3.49%	7	↑	1535	2.23%	10	↓	2396	3.50%	9	↑	2344	3.51%	10
Heart Disorders	1283	1.54%	12	↓	1459	2.12%	11	↑	940	1.37%	13	↓	1011	1.51%	12
Infectious Disease	435	0.52%	18	↔	406	0.59%	18	↓	506	0.74%	17	↑	372	0.56%	18
Musculoskeletal	16089	19.34%	1	↑	13604	19.79%	2	↓	14246	20.83%	1	↔	14029	20.98%	1
Neurology/Nervous System	4273	5.13%	6	↔	3308	4.81%	6	↔	3469	5.07%	6	↓	3586	5.36%	5
Pregnancy Related	1645	1.98%	11	↑	1175	1.71%	12	↓	1208	1.77%	11	↔	1244	1.86%	11
Psychological	15867	19.07%	2	↓	15364	22.36%	1	↑	13699	20.03%	2	↔	13023	19.48%	2
Respiratory Problems	2751	3.31%	8	↓	3056	4.45%	7	↔	3027	4.43%	7	↓	3211	4.80%	6
Skin Disorders	655	0.79%	15	↔	529	0.77%	15	↑	586	0.86%	16	↑	521	0.78%	17
Substance Misuse	0	0.00%	22	↔	2	0.00%	22	↔	0	0.00%	22	↓	114	0.17%	21
Unknown/Not Disclosed	6693	8.04%	5	↔	5158	7.51%	5	↔	4622	6.76%	5	↑	3032	4.54%	7
Violence At Work	1	0.00%	21	↔	79	0.12%	21	↔	1	0.00%	21	↑	8	0.01%	22
Virus	13593	16.34%	3	↔	8589	12.50%	3	↔	7971	11.65%	3	↔	8899	13.31%	3

This page is intentionally left blank



Portsmouth

Clinical Commissioning Group

Equality Impact Assessment

Preliminary assessment form 2018

www.portsmouthccg.nhs.uk

www.portsmouth.gov.uk

The preliminary impact assessment is a quick and easy screening process. It should:

- identify those policies, projects, services, functions or strategies which require a full EIA by looking at:
 - negative, positive or no impact on any of the equality groups
 - How are going to mitigate or remove any potential negative impacts
 - opportunity to promote equality for the equality groups
 - data / feedback
- prioritise if and when a full EIA should be completed
- justify reasons for why a full EIA is not going to be completed

Directorate:

HR, legal and performance

Service, function:

Human Resources

Title of policy, service, function, project or strategy (new or old) :

Sickness Absence

Type of policy, service, function, project or strategy:

- Existing
- New / proposed
- Changed

Q1 - What is the aim of your policy, service, function, project or strategy?

The report to Employment Committee is to update members on the current levels of sickness absence across the council and the actions being taken to manage absence and improve attendance

Q2 - Who is this policy, service, function, project or strategy going to benefit or have a detrimental effect on and how?

All employees

Q3 - Thinking about each group below, does, or could the policy, service, function, project or strategy have a negative impact on members of the equality groups below?

Group	Negative	Positive / no impact	Unclear
Age	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Disability	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Race	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Sex	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Gender reassignment	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Sexual orientation	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Religion or belief	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Pregnancy and maternity	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Marriage & civil partnership	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Other excluded groups	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>

Note: Other excluded groups examples includes, Homeless, rough sleeper and unpaid carers. Many forms of exclusion are linked to financial disadvantage. How will this change affect people on low incomes, in financial crisis or living in areas of greater deprivation?

If the answer is "negative" or "unclear" consider doing a full EIA

If there are any potential negative impacts on any of the protected characteristics, What have you put in place to mitigate or remove the negative impacts/barriers?

Q4 - Does, or could the policy, service, function, project or strategy help to promote equality for members of the equality groups? e.g. A new service has been created for people with a disability to help them gain employment this would mean that this helps promote equality for the protected characteristic of disability only.

Group	Yes	No	Unclear
Age	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Disability	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Race	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Sex	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Gender reassignment	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Sexual orientation	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Religion or belief	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Pregnancy or maternity	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Marriage & civil partnership	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Other excluded groups	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>

If the answer is "no" or "unclear" consider doing a full EIA

Q5 - Do you have any feedback data from the equality groups that influences, affects or shapes this policy, service, function, project or strategy?

Please add in the text boxes below what feedback / meetings you have attended for each specific protected characteristic

Group	Positive or negative feedback
Age	None
Disability	None
Race	None
Sex	None

Gender reassignment	None
Sexual orientation	None
Religion or belief	None
Pregnancy and maternity	None
Marriage & civil partnership	None
Other excluded groups	None

Q6 - Using the assessments in questions 3, 4 and 5 should a full assessment be carried out on this policy, service, function or strategy?

yes No

PCC staff-If you have to complete a full EIA please contact the Equalities and diversity team if you require help Tel: 023 9283 4789 or email:equalities@portsmouthcc.gov.uk

CCG staff-If you have to complete a full EIA please email: sehccg.equalityanddiveristy@nhs.net if you require help

Q7 - How have you come to this decision? Summarise your findings and conclusion below

There are no changes to the current absence management policy and therefore no detrimental affect n any groups

Q8 - Who was involved in the EIA?

Human Resources

This EIA has been approved by:

Contact number:

Date:

PCC staff-Please email a copy of your completed EIA to the Equality and diversity team. We will contact you with any comments or queries about your preliminary EIA.
Telephone: 023 9283 4789, Email: equalities@portsmouthcc.gov.uk

CCG staff-Please email a copy of your completed EIA to the Equality lead who will contact you with any comments or queries about your preliminary . Email: sehccg.equalityanddiversity@nhs.net