



NOTICE OF MEETING

EMPLOYMENT COMMITTEE

TUESDAY, 25 JUNE 2019 AT 12.15 PM

THE EXECUTIVE MEETING ROOM - THIRD FLOOR, THE GUILDHALL

Telephone enquiries to Anna Martyn - Tel 023 9283 4870

Email: anna.martyn@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 Ben Dowling (Chair)
Councillor Donna Jones (Vice-Chair)
Councillor Matthew Atkins
Councillor Cal Corkery
Councillor Darren Sanders
Councillor Gerald Vernon-Jackson CBE

Standing Deputies

Councillor Simon Boshier
Councillor Jeanette Smith
Councillor Luke Stubbs
Councillor Linda Symes
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 previous meeting held on 26 February 2019 (Pages 5 - 10)**

RECOMMENDED that the minutes of the meeting held on 26 February 2019 be confirmed and signed by the Chair as a correct record.

- 4 **Trade Union Facility Reporting (Pages 11 - 24)**

RECOMMENDED that the Employment Committee:

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

- 5 **Sickness Absence Quarterly Report (Pages 25 - 38)**

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

RECOMMENDED that the Employment Committee:

- 1) **Note the change to absence management and reporting following the introduction of the Business Intelligence (BI) system**
- 2) **Continue to monitor sickness absence, and ensure appropriate management action is taken to address absenteeism**
- 3) **Note the wellbeing activities undertaken to support attendance.**

- 6 **Appointment to the Hampshire Pension Fund Panel and Board**

The purpose of this item is to make an appointment to the Hampshire Pension Fund Panel and Board to serve as a substitute member with Southampton City Council's representative as the full member. This alternates at the end of each municipal year.

There is no remuneration for this role.

Here are the future Panel and Board meeting dates:

2019: 12 July, 26 July, 27 September, 8 November and 13 December
2020: 14 February 2020, 27 March 2020

The meetings are held in Winchester.

RECOMMENDED that a Portsmouth Councillor be appointed to serve on the Hampshire Pension Fund Panel and Board for the rest of the municipal year, subject to that person remaining an elected member.

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.

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Agenda Item 3

EMPLOYMENT COMMITTEE

MINUTES OF THE MEETING of the Employment Committee held on Tuesday, 26 February 2019 at 1.00 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 Hugh Mason
Councillor Darren Sanders
Councillor Luke Stubbs

Officers Present

Michael Lawther, City Solicitor
Peter Baulf, Deputy City Solicitor
Jon Bell, Director of HR, Legal and Procurement
Mike Sellers, Port Director
Angela Dryer, Director Adult Services

5. Apologies for Absence (AI 1)

The Chair welcomed everyone to the meeting and read out the evacuation procedure. Introductions were made round the table.

Apologies for absence were received on behalf of the Chief Executive, Mr David Williams.

6. Declarations of Members' Interests (AI 2)

There were no declarations of members' interests.

7. Minutes of the Meetings held on 4 December 2018 and 13 February 2019 (AI 3)

RESOLVED that the minutes of the meetings held on 4 December 2018 and 13 February 2019 each be confirmed and signed by the Chair as a correct record.

8. Pay Policy (AI 4)

(TAKE IN REPORT)

Jon Bell explained that a Pay Policy Statement must be prepared for each financial year. It should be approved by Full Council no later than 31 March of each year, prior to the financial year to which it relates and be published on the council's website.

Members have previously approved a draft of this statement which has now been updated and must now approve it before final approval by Full Council.

He advised Members that the policy does not take account of the current senior management restructuring proposals.

RESOLVED that the Employment Committee

(1) Approved the Pay Policy Statement attached as Appendix 1, to go forward for approval by the Full Council prior to 31 March 2019.

(2) Noted the following revisions to the statement contained in Appendix 1

- **reporting dates which have been amended from 2018/19 to 2019/20**
- **revision to section 2.1 to clearly define the living wage rate as set by the Living Wage Foundation**
- **the annual salaries have been updated to reflect the 2019 pay award. However the data used for the pay multiples is based on 31 March 2018 so remains the same as the pay multiple contained in the previous report submitted in December 2018.**

9. Quarterly Sickness Absence Report (AI 5)

(TAKE IN REPORT)

Jon Bell introduced the report stating that there had been a slight reduction in sickness absence overall. He explained that at the last meeting, Members had asked that the Port Director, Mike Sellers and the Director Adult Services, Angela Dryer should both be invited to attend this meeting to explain the reasons for their directorate's sickness absence figures and what was being done to try to address the situation.

Mike Sellers explained that absence figures at the Port over the last 12 months had gone up from 6.85 to 16.6 days absence. Top reasons for absences were muscular skeletal, then psychological and mental health issues, then cancer and tumours. He explained that the Port has a relatively low number of employees so that relatively small changes make a big difference statistically. There have been a number of long term absences because of cancer and muscular skeletal absences. These have skewed the statistics. If the long term illness was taken out, the medium and short term absences were around average as compared with other directorates across PCC. He explained that the Port has now changed to using PCC's HR services rather than its own and managers have received training including on the EBS system. He said that the Port also benchmarks sickness absence against other ports and that this showed that short and medium term sickness was around average, but that long term sickness absence is higher than the average.

Angela Dryer said there had been an increase in sickness absence and the top reasons for absence were psychological and mental health issues followed by cancer. She explained that 50 % of the workforce are aged 50 and older when cancer is more likely to occur. Also with many employees working in Care Homes, muscular skeletal issues were more prevalent. Also gastro intestinal disorders was the 5th highest reason for sickness absence but employees who work in older people's units are advised not to return to work until 48 hours after they are symptom free to avoid the risk of infecting

others. Ms Dryer said that much work is being done to try to improve sickness absence including looking into the psychological wellbeing element and facilitating flexible returns to work such as coming back to different duties to start with. She advised that 20 of 51 managers had either booked on or have done the management health and wellbeing course.

Ms Dryer further advised that she meets with HR on a monthly basis to discuss employees who have had 100 days absence or more to devise a plan. Many initiatives are in place to try to reduce sickness absence.

During discussion, it was confirmed that

- Adult Social Care have directly employed a part-time back care specialist who will provide individual support. The emphasis is on preventing people from hurting their backs.
- The Port is looking to reduce muscular skeletal issues by introducing automatic release hooks which has already been done in one berth and which will be done in the new berth also.
- 59% of the Port's work force is over age 50 and succession planning is underway.
- The number of days lost recorded in the report is the number of days lost per person whether full or part time. Consequently the percentages are not based on the full time equivalent so may be misleading.

Members noted that there has been an increase of 46 staff in housing neighbourhood and building as compared with one year ago and asked whether James Hill could email members of the Employment Committee to advise where these employees were transferred from and why.

The Chair was pleased that there has been a slight decrease in the absence figures overall and thanked Mike Sellers and Angela Dryer for their attendance.

RESOLVED that Members

(1) Continue to monitor sickness absence

(2) Ensure appropriate management action is taken to address absenteeism.

10. Gender Pay Reporting (AI 6)

(TAKE IN REPORT)

Jon Bell introduced the report advising that at Employment Committee on 4 December 2018, Members requested that additional data on the age breakdown be included in the Gender Pay Gap Report 2018. This report has been produced in response to that. The Gender Pay Gap report now includes a breakdown of the workforce profile by age, gender and whether full time or part time. Appendix 1 has been updated and now includes this additional information, as well as the statutory data that the Council is required to publish in accordance with the Gender Pay Gap Information Regulations.

He referred to para 3.2.6 where the gender pay gap has been broken down by age and full-time/part-time hours. It can be determined that female employees earn more up to age 39 for full time employees and up to age 49 and over the age of 60 for part time employees. As male employees get older, over 40 years old, they tend to earn more than female employees within the same age bracket.

During discussion the following points were made

- Members were pleased to see the further breakdown as it shows that contrary to the perception that women are paid less than men; in fact this is not the case across all age ranges. Women in their twenties are paid more than men in their twenties according to these statistics. Basically it is not the case that women are paid less than men across the whole age ranges but only in some of them.
- In relation to the findings that women in PCC in the 22-29 age bracket earn more than men in the same age bracket, Jon Bell said he was unable to provide a reason why this should be the case. HR policies and recruitment policies applied equally. Members said it would be interesting to be provided with information in the future about whether this was general across all local authorities, across the whole city or across the whole region. Could it have anything to do with fewer men having degrees than women given that so many jobs require a degree?

RESOLVED that the Committee

(1) Noted the additional information requested by Employment Committee

(2) Agreed the revised Gender Pay Gap report for publication

11. Living Wage (AI 7)

(TAKE IN REPORT)

Jon Bell introduced the report which was provided in response to a request from employment committee to inform members of the Foundation Living Wage (FLW) rate increase from 1 April 2019, to £9.00 per hour and to advise members of the impact of the 2019/20 national pay award on the FLW rate.

He advised that the 2019/20 national "NJC" pay award has now been approved and will be applied on 1 April 2019. Since the report to Employment Committee in June 2018, the Living Wage Foundation has announced that the FLW rate will increase on 1 April 2019 from £8.75 to £9.00 per hour.

Jon Bell said that it is likely that the FLW rate will be further increased in future by more than the rate of inflation.

He also said that the Council's own temporary staffing agency has now also been brought under the remit of the FLW. It is therefore more expensive but directors have given a strong commitment to continue to use the agency.

During discussion it was confirmed that

- Members have taken a policy decision to pay the Foundation Living Wage so PCC's pay structure will always start at that level. If the

national pay level starts at a lower rate, PCC will nevertheless start at the FLW level.

- With regard to staff who have transferred under TUPE, their terms and conditions are frozen at that point so they will be paid a top up to bring their pay into line with the FLW but it will be a non-consolidated payment. In theory this could remain non-consolidated indefinitely but may become integrated over time.

RESOLVED that:

(i) Members note that the Foundation Living Wage for 2019 has been set at £9.00 per hour.

(ii) The effect of the 2019/20 national pay award is that the lowest point of the pay scale is equal to the Foundation Living Wage

(iii) Officers report to members, on an annual basis, the revised FLW rate and the implications of this on the council's pay structure

(iv) Payment of the FLW is extended to temporary staff engaged as workers through the council's in-house temporary staffing agency

12. Employee Opinion Survey (AI 8)

(TAKE IN REPORT)

Jon Bell introduced the report and explained that the appendix shows the headline results. He said that it was broadly positive given the extent of changes and the ongoing austerity agenda. He said there are still some areas of challenge and the second part of the report sets out what the council is doing to respond to some of the more major matters identified such as access to Learning and Development, health and wellbeing, quality of leadership and management and communication.

During discussion the following matters were raised

- With regard to line 28 of the table stating that over a quarter of employees responded that they do not have the resources to do their job effectively, members asked whether this had been looked at in more detail. It was confirmed that the responses differed depending on where employees worked - so for example employees working in Care Homes are always likely to require additional equipment and generally IT is commonly identified as needing to be updated. Directors had been given their own results so they could address matters specific to their directorate.
- Members were pleased that there continued to be flexibility around the Performance Development Review (PDR) process. There had been concerns in the past about the PDR process and members were referred to paragraph 4.5 of the report that provided more information about the process. It is clear from the survey that a decreasing number of staff have received what they consider to be a PDR, although increasing numbers of staff feel that their objectives are clear and that they have opportunity to discuss their development needs.

- Staff who were unhappy were unlikely to wait till their PDR to express their unhappiness. Other routes were available in these situations such as talking to their manager's manager or through the whistleblowing process.
- Members suggested that in future a question could be included in the survey that would tease out where there were localised problems such as in the IT department - perhaps along the lines of whether people are working effectively or not.
- With regard to mental health and wellbeing, members suggested that the number of managers attending training should be kept under review
- With regard to the numbers not understanding the budget setting process, members suggested that PCC should look at providing additional communication to address this.
- With regard to issues that are specific to certain directorates, it was confirmed that these matters were being considered at directorate and team level. There had also been discussion with portfolio holders and detailed action plans had been drawn up to respond to the survey results.

The Chair said this was the last scheduled meeting of the Committee for this Municipal Year and thanked Members and officers for their support.

RESOLVED that Members

(1) Noted the results of the 2018 Employee Opinion Survey as set out in Appendix 1

(2) Noted and, where appropriate, agreed the actions set out in section 4

The meeting concluded at 1.45 pm.

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Councillor Gerald Vernon-Jackson CBE
Chair

Agenda Item 4



Portsmouth
CITY COUNCIL

Agenda item:

Title of meeting: Employment Committee

Date of meeting: 25 June 2019

Subject: Trade Union Facility Reporting

Report by: Rochelle Kneller, Assistant Director of Human Resources

Wards affected: N/A

Key decision: No

Full Council decision: No

1. Purpose of report

- 1.1 To present the outcomes of the Trade Union Facility Time Report 2019, ensuring the Council can fulfil its statutory obligations in respect of the Trade Union (Facility Time Publication Requirements) 2017.

2. Recommendations

Members are recommended to:

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

3. Background

- 3.1 The Trade Union (Facility Time Publication Requirements) Regulations 2017 came into force on 1st April 2017 and were introduced as part of the Trade Union Act 2016. 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.
- 3.2 Relevant public sector employers are those employers where the employer has at least one trade union representative and 49 or more employees for seven months during the reporting period, which is the period of 12 months beginning 1 April each year.
- 3.3 The first report was published on 31 July 2018 on the PCC website, a Government

maintained central website and, where the employer publishes an annual report, it must be included in that report. This must continue to be reported annually.

- 3.4. The Regulations specify how the data should be reported (as set out in the tables below) and require the Council to report separately on trade union facility time for its central function employees and its education function employees. These are defined in the report contained within Appendix 1.

The government is continuing to produce additional guidance to support the regulations, and officers will adapt the report to ensure that it meets current and future requirements.

4. PCC recognised trade unions and facility time arrangements

- 4.1 PCC recognises Unison, Unite and GMB trade unions for central function staff and Unison, Unite, GMB, NEU, NASUWT, ASCL, Voice and NAHT trade unions/professional associations for Education function staff and provides facilities time as set out below.
- 4.2 Funding for the teaching trade unions in the education function is delegated to all schools and academies as a traded service for them to decide how and when to spend the money, this function is no longer held centrally by the Council. The agreement between the Council and the schools is for reimbursement to be made on a daily rate of £165. If this is paid directly to the school it is paid as a flat rate but if it is paid to an individual this is paid at £165 plus on costs. Non-teaching school employees have the facility to be represented by PCC's central function trade union officials under the Council's current Facilities Agreement, however the schools do not contribute towards the costs of funding these union representatives.
- 4.3 For Central Function employees the Council previously funded 1 FTE trade union official for each union at a total cost of £75,000 per annum. In April 2017 this funding was halved to £37,500 per annum.

5. Collection of data

- 5.1 Details on how the calculations are made and the definitions and scope of the regulations are outlined in Appendix 1.
- 5.2 To comply with the regulations from 1 April 2017 the trade unions were requested to record their time spent on trade union duties or trade union activities with effect from this date. The EBS system was adapted to enable this recording to be undertaken by individual trade union representatives in the same way as they would record their annual leave and as to enable this information to be extracted.
- 5.3 The education function employees do not have access to the EBS system and provide the information through claim forms submitted on a monthly basis.
- 5.4 Due to the way that the education trade union officials report on their trade union time, assumptions have been made in the calculations. In particular, an average number of hours per day has been used based on the working week contained in teachers' contracts.

6. Trade Union Facility Time Provided by PCC 2018/19

6.1 CENTRAL FUNCTION EMPLOYEES

Table 1 - Relevant Union Officials

Number of employees who were relevant union officials during the relevant period	Full-time equivalent employee number
16	14.92

The number of employees is made up of 7 representatives for Unite, 9 for Unison and 0 for GMB and includes all trade union representatives that are employed during the relevant period.

Table 2 - Percentage of time spent on facility time

Percentage of time	Number of employees
0%	0
1-50%	15
51-99%	1
100%	0

The figures in this table require some clarification due to the breadth of the percentage ranges. For example, the majority of employees who record any facilities time fall into the 1-50% range, however the average percentage of time that these employees spend on facility time is 3.48%, with only one employee in this group spending more than 10% of their time on facility time. In the 51-99% range, one employee spent 60% of their time on facility time.

Table 3 - Percentage of pay bill spent on facility time

	Figures
The total cost of facility time	£41,732.57*
The total pay bill	£113,652,253.05
The percentage of the total pay bill spent on facility time, calculated as: (total cost of facility time ÷ total pay bill) x 100	0.04%

* This figure includes on costs (tax and national insurance) and includes reimbursement back to Ark Academy for TU Rep employed by the academy.

The total cost of facility time in this table is low in comparison with the number of representatives due to the fact that 3 employees spent less than 1% on facility time and 11 spent more than 1% but less than 10% on facility time, meaning that the costs associated with this are minimal.

Table 4 - Paid trade union activities

Time spent on paid trade union activities as a percentage of total paid facility time hours calculated as:	26%
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(total hours spent on paid trade union activities by relevant union officials during the relevant period ÷ total paid facility time hours) x 100	
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This table is to ascertain how much of the overall facility time is undertaken as paid activities as there is not a statutory obligation to pay this, unlike trade union duties which does have a statutory entitlement to be paid. This table is stating that 26% (which is 530 hours over the year) of the total facility time is paid trade union activity. This compares to 74% (1540 hours over the year) that is spent on trade union duties.

Examples of what would constitute trade union activities are attending branch/area/regional meetings, attending annual conferences and meeting full time officials (for example their regional officers). Under our Facility Agreement it has been agreed that Unison can have an allocation of paid time off to attend Branch meetings.

This figure is higher than the 2017/18 data for time spent on trade union activities, which may be as a result of new representatives and whether they are recording the time spent on duties and activities correctly. Reminders of what constitutes union activities and duties will be sent to the union representatives on a regular basis throughout the year to aide their understanding and to assist in improving the accuracy of the recording of facility time.

6.2 EDUCATION FUNCTION EMPLOYEES

Table 1 - Relevant union officials

Number of employees who were relevant union officials during the relevant period	Full-time equivalent employee number
6	5.8

The number of employees is made up of 5 representatives for NEU and 1 for NAHT and includes all trade union representatives that are employed during the relevant period.

Table 2- Percentage of time spent on facility time

Percentage of time	Number of employees
0%	0
1-50%	5
51-99%	0
100%	1

Table 3 - Percentage of pay bill spent on facility time

	Figures
The total cost of facility time	£39,888.88*
The total pay bill	£43,881,556.95
The percentage of the total pay bill spent on facility time, calculated as: (total cost of facility time ÷ total pay bill) x 100	0.09%

* This figure includes on costs (tax and national insurance) and flat rate reimbursement to schools.

The total cost of facility time is significantly lower than the figure reported for 2017/18 as it is believed that there was an error in the interpretation of the data of the previous report which resulted in some figures being double counted.

Table 4 - Paid trade union activities

Time spent on paid trade union activities as a percentage of total paid facility time hours calculated as: (total hours spent on paid trade union activities by relevant union officials during the relevant period ÷ total paid facility time hours) x 100	3.47%
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7. Reasons for recommendations

- 7.1 To comply with the legislative requirements to collect and publish data on trade union facilities time.

8. Equality impact assessment

- 8.1 An EIA is not required for this report as the recommendations do not have an impact on any groups with protected characteristics and for the following reasons:
- This is a legal reporting requirement and the data provided is factual and cannot be altered based on the recommendations.

9. Legal implications

- 9.1 This report is required in order to meet the relevant legislative requirements as set out in the body of the report. The requirement to release trade union officials for facilities time is also enshrined in legislation.

10. Director of Finance's comments

- 10.1 There are no financial comments.

.....
Signed by:

Appendices:

Appendix 1: Trade Union Facilities Report

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

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Signed by:

TRADE UNION FACILITIES REPORT

July 2019

www.portsmouth.gov.uk

Contents

	Page
1.0 Introduction	3
2.0 Definitions	3
3.0 Scope	4
4.0 Central function employees:	4
4.1 Table 1 - Relevant union officials	4
4.2 Table 2 - Percentage of spent on facility time	5
4.3 Table 3 - Percentage of pay bill spent on facility time	5
4.4 Table 4 - Paid trade union activities	5
5.0 Education function employees:	5
5.1 Table 1 - Relevant union officials	5
5.2 Table 2 - Percentage of spent on facility time	5
5.3 Table 3 - Percentage of pay bill spent on facility time	6
5.4 Table 4 - Paid trade union activities	6
6.0 Data Analysis	6
6.1 Central function employees	6
6.2 Education function employees	6

1.0 INTRODUCTION

The Trade Union (Facility Time Publication Requirements) Regulations 2017 came into force on 1st April 2017 and were introduced as part of the Trade Union Act 2016. 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.

Relevant public-sector employers are those where the employer has at least one trade union representative and 49 or more employees for seven months during the reporting period, which is the period of 12 months beginning 1 April each year.

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 the annual report.

The regulations specify how the data should be reported (as set out in the tables in sections 5 and 6) and require the Council to report separately on the functions as specified under these regulations, namely its central function employees and its education function employees.

2.0 DEFINITIONS

Under the regulations the following definitions apply:

Central function employees are employees of the authority or Council, other than those in the education function.

Education function employees are those employed by community, voluntary controlled, community special and maintained nursery schools. For any other employees that may be considered as education function, but do not fall under the definition in accordance with the regulations they will be included in the central function employee report.

Paid facility time hours means the number of hours spent on facility time by an employee who is a relevant union official during a relevant period (excluding any time undertaken for which the employee does not receive any wages by the employer).

Total paid facility time hours is the total number of hours spent on facility time by TU representatives during a relevant period and when a representative would normally receive wages.

Paid trade union activities is the time taken off in respect of which a relevant union official receives wages from the relevant public sector employer.

Relevant period means a period of 12 months beginning with 1st April, the first relevant period begins on 1st April 2017 and annually thereafter.

Wages (and **Gross amount** in relation to wages) has the meaning any sums payable in connection with the relevant union official's employment and in accordance with section 27 of the Employment Rights Act 1996.

Working hours is in relation to any time when an employee is required to be at work in accordance with their contract of employment.

Total pay bill is the total amount of (the total gross amount spent on wages) + (total pension contributions) + (total national insurance contributions) during the relevant period.

Hourly cost for each employee: (the gross amount spent on wages) + (pension contributions) + (national insurance contributions) divided by the number of hours during the relevant period.

Total cost of facility time For each employee who is a TU representative during the relevant period, facility time cost is calculated by: (hourly cost for each employee x number of paid facility time hours). Total facility time cost is calculated by adding together the amounts produced by the calculation of facility time cost for each employee. In calculating this figure wages of any employee who can be identified from the information being published must be expressed as a notional hourly cost to represent the employee's wages.

3.0 SCOPE

Most public authorities are in scope. This includes:

- An authority listed, or of a description, in Schedule 1 of the regulations
- Local Authorities
- The National Health Service
- Maintained schools and other educational institutions
- Police staff
- Any department of the Government of the United Kingdom (excluding the Secret Intelligence Service, the Security Service and the Government Communications Headquarters)
- The Scottish Ministers

The regulations only apply to employers that have at least one TU representative and which have more than 49 full time equivalent (FTE) employees during any seven months of a 12 month relevant period.

4.0 CENTRAL FUNCTION EMPLOYEES

4.1 Table 1- Relevant Union Officials

Number of employees who were relevant union officials during the relevant period	Full-time equivalent employee number
16	14.92

4.2 Table 2 - Percentage of time spent on facility time

Percentage of time	Number of employees
0%	0
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4.3 Table 3 - Percentage of pay bill spent on facility time

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4.4 Table 4 - Paid trade union activities

Time spent on paid trade union activities as a percentage of total paid facility time hours calculated as: (total hours spent on paid trade union activities by relevant union officials during the relevant period ÷ total paid facility time hours) x 100	26%
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5.0 EDUCATION FUNCTION EMPLOYEES

5.1 Table 1- Relevant union officials

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5.4 Table 4 - Paid trade union activities

Time spent on aid trade union activities as a percentage of total paid facility time hours calculated as: (total hours spent on paid trade union activities by relevant union officials during the relevant period ÷ total paid facility time hours) x 100	3.47%
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6.0 Data Analysis

6.1 Central Function Employees

The data has found that during the relevant period up to 31st March 2019 there were 14.92 FTE trade union officials in PCC. None of these spend 100% of their time on facility time. There are a number of trade union representatives whose time is funded by the Council (services are reimbursed their employment costs for this time). This is as follows: Unite has 1 representative funded for 2.5 days per week, Unison has up to 3 representatives funded for 3 days per week in total (one is a reimbursement to an Academy for representation of PCC employees). GMB do not currently have any council funded representatives.

The figures in this table require some clarification due to the breadth of the percentage ranges. For example, the majority of employees who record any facilities time fall into the 1-50% range, however the average percentage of time that these employees spend on facility time is 3.48%, with only one employee in this group spending more than 10% of their time on facility time. In the 51-99% range, one employee spent 60% of their time on facility time.

6.2 Education Function Employees

For Teaching staff there are a small number of trade union officials that represent these groups of staff and these are the ones who have been captured in the education function data.

The data for the education function employees found that during the relevant period up to 31st March 2019 there were 5.8 FTE trade union officials. Two of these

representatives are Headteachers. One representative is funded for 4 days per week for the NEU. The remaining representatives are reimbursed at a daily rate of £165 plus on costs if the employee is reimbursed directly or at a flat rate of £165 per day if the reimbursement is paid to the school.

In table 1 the number of employees is made up of five representatives for NEU and one for NAHT and includes all trade union representatives that are employed during the relevant period, but excludes casual workers.

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Title of meeting: Employment Committee

Date of meeting: 25 June 2019

Subject: Sickness Absence - Quarterly Report

Report by: Rochelle Kneller - Assistant Director of HR

Wards affected: N/A

Key decision: No

Full Council decision: No

1. Purpose of report

- 1.1. 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 and promote employee wellbeing.

2. Recommendations

- 2.1. Members are recommended to:

- **Note the change to absence management and reporting following the introduction of the Business Intelligence (BI) system**
- **Continue to monitor sickness absence, and ensure appropriate management action is taken to address absenteeism**
- **Note the wellbeing activities undertaken to support attendance.**

3. Background

- 3.1. BI is the new corporate information tool that is available to all managers and employees in the council with responsibility for staffing and budgets. It enables managers to access information and reports directly about employees and finances, to assist them to fulfil their responsibilities to make timely, evidence-based decisions.
- 3.2. BI uses a different method to collate data from the EBS system compared to the previous reporting method. BI has the ability to find and match data entered into EBS, using the actual hours entered by the manager as its base figure. Previously this was not possible and it was necessary to make assumptions and use calculations to convert the hours recorded into a working days lost figure. The new BI system will therefore produce more accurate sickness absence data.

- 3.3. This is the first quarterly sickness absence report to use the absence statistics produced by BI. Due to this new system calculation, it should be noted that during this transition period it is not possible to draw a direct comparison between last quarter's figures and this quarter's figures, albeit that the new system is reporting the same statistics, the calculations used differ from previous quarters. A direct comparison will however be possible from next quarter.
- 3.4. The following section of the report will therefore note this quarter's sickness absence figures for future comparison purposes:
- The level of sickness absence for this quarter is 10.91 average days per person per year
 - Working time lost is currently 2.98 per cent (excluding schools)
 - Long term absence is 6.70 average days per person per year. With cancer and tumours being the main reason for long term sickness
 - Short term absence is 2.81 average days per person per year. With virus (colds, coughs and influenza) being the main reason for short term sickness
 - Out of 12 directorates, eight (excluding schools) are over the corporate target of an average 7 days sickness per person per year
 - The highest reasons for sickness absence are psychological (stress, anxiety and depression), virus and gastrointestinal
 - Musculoskeletal absences are divided into three categories; if these were collated they would become the second highest ranked reason for absence. Despite the change in the collation of data through the implementation of BI, these reasons have remained consistent over the last 12 months and have informed the wellbeing initiatives that are being undertaken.
- 3.5. Absence levels by directorates for the period from 01 May 2018 to 31 May 2019 are attached in Appendix 1. A summary of reason for sickness absence for the last year is attached in Appendix 2.

4. Wellbeing

- 4.1. The council appointed a Workplace Wellbeing Co-Ordinator, funded from the Public Health Transformation Fund. The post is responsible for promoting wellbeing across the council's employees, including at the council's remote locations. Using the data from the sickness absence statistics and national Public Health campaigns has allowed the Workplace Wellbeing Co-ordinator to launch a programme of activities and interventions to improve employee wellbeing across the council, specifically aiming at increasing mental health awareness and reducing stigma as well increasing physical activity and healthy lifestyles.
- 4.2. Evidence shows that one of most effective ways to improve mental and physical wellbeing is to increase activity, in order to help employees include this in their working day, initiatives such as lunchtime walks continue to be embedded at the council, with new walks being introduced at some of the outstations across the city. In addition, in February a campaign to encourage employees to use the stairs rather than the lifts to improve fitness was introduced. Research shows that using the stairs burns more calories per minute than jogging, reduces cardio risk by

more than 30%, helps control weight and builds muscle tone. It is also an easy way to build fitness into your life and create new healthy habits. To encourage uptake, communication messages were sent to all employees and new signage has been displayed around the lift areas at Civic Offices and other locations.

- 4.3. Mindfulness is an ancient practice which means paying attention in a particular way: on purpose, in the present moment, and nonjudgmentally. It is simply a practical way to notice thoughts, physical sensations, sights, sounds, smells and has been shown to improve emotional and physical wellbeing. Regular practice can reduce anxiety, stress, depression, tiredness and irritability. Mindfulness sessions on a Friday morning continue to be popular and additional sessions over lunch times have now commenced in outstations. Following requests from employees new lunch time sessions are to be set up within the civic offices.
- 4.4. A number of campaigns have been run in response to the feedback received during the February Employment Committee. During the February committee two Directors were in attendance and gave an overview of the actions being taken within their services. Specific reference was made to an ageing workforce and the links to increased risk of cancer and other long term illness as well as the continued need to support mental health within the workplace. Campaigns focusing on mental health have been introduced this quarter by providing training for managers, this has been a very popular course and we are in the process of commissioning Solent MIND to continue running regular sessions, ensuring new and existing managers have access to this training. Mental Health awareness week also took place focussing activities on the five ways to wellbeing; be active, keep learning, take notice, connect and give. As a result of this campaign a number of teams got together for the 'connect' theme and hosted tea and talk sessions and positive feedback has been received on these.
- 4.5. A campaign highlighting the importance of attending cancer screening appointments has been run this quarter. The campaign aimed to provide employees with information about the benefits of early diagnosis and reminded managers that employees are entitled and encouraged to take time off to attend cancer screening appointments. It is hoped that it will help identify cancer earlier and reduce the symptoms suffered by employees.
- 4.6. Wellbeing campaigns that will run annually are flu vaccinations and stay well in winter. HR are working with Trade Union colleagues on the next campaign which will focus on raising awareness within the organisation around menopause and the symptoms that employees may experience.
- 4.7. The Workplace Wellbeing Co-ordinator along with colleagues in HR and Procurement completed the tender process for the councils Occupational Health and Employee Assistance Programme (EAP) contracts, which will commence in July 2019. As a result of the tender, Workplace Wellness were successful in their bid and will continue to deliver the EAP service for the council. As part of their new contract they will be running awareness sessions on the 19th and 25th June as well as a webinar on the 20th with over 150 managers and employees booked on to date.

- 4.8. The Occupational Health contract will see the council change to a new provider, Cordell Health Ltd, who are a social enterprise specialising in providing early intervention and specialist support to employees, HR and managers on health and wellbeing at work. Communications will be coming out towards the end of June promoting the new provider and also inviting managers to attend training on how to utilise the Occupational Health portal that Cordell Health Ltd will be using with the council.

5. Reasons for recommendations

- 5.1. To increase employee attendance at work. To do this through monitoring sickness absence and improving employee wellbeing, which in turn, will increase productivity, improve engagement and build a more resilient workforce.

6. Equality impact assessment (EIA)

- 6.1. A preliminary Equality Impact Assessment has been completed.

7. Legal implications

- 7.1. There are no immediate legal implications arising from this report.

8. Finance comments

- 8.1. 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.

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Signed by:

Appendices:

Appendix 1: Sickness Absence by Directorate - May 2019

Appendix 2: Summary of reasons for sickness absence - May 2019.

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:

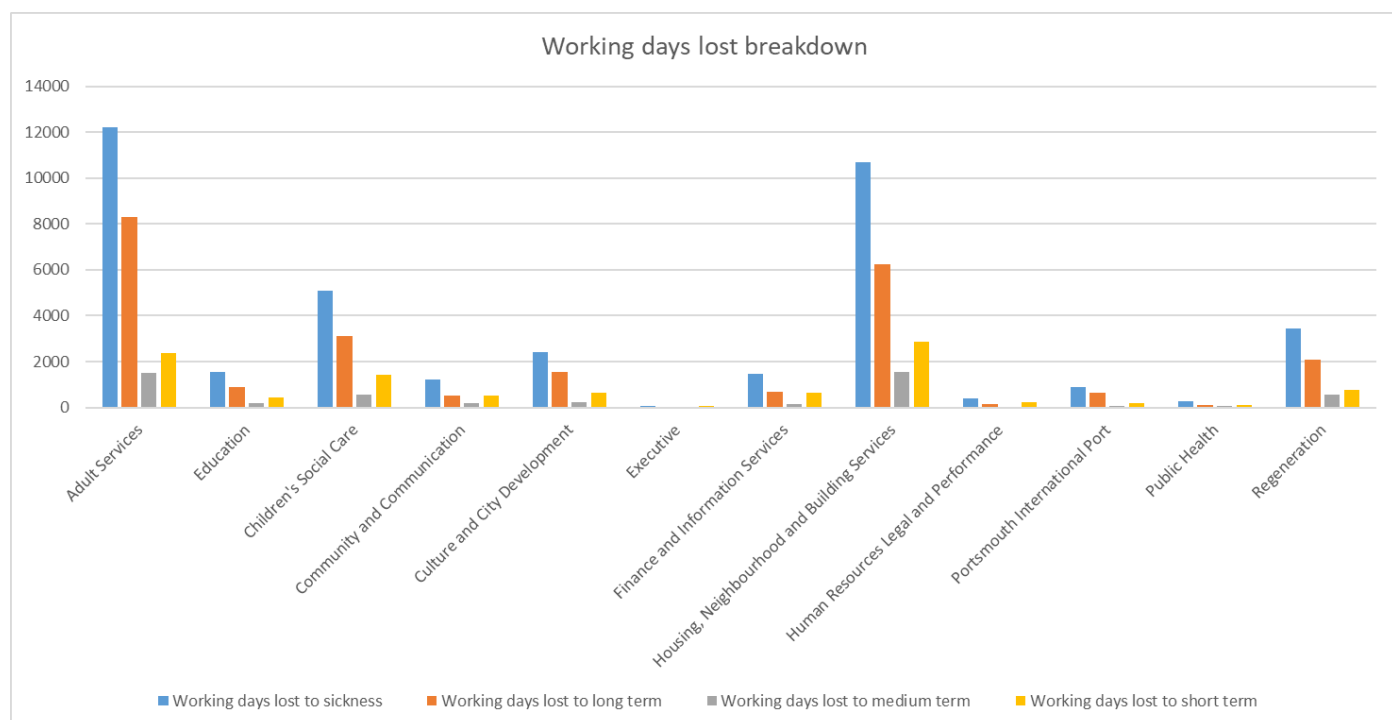
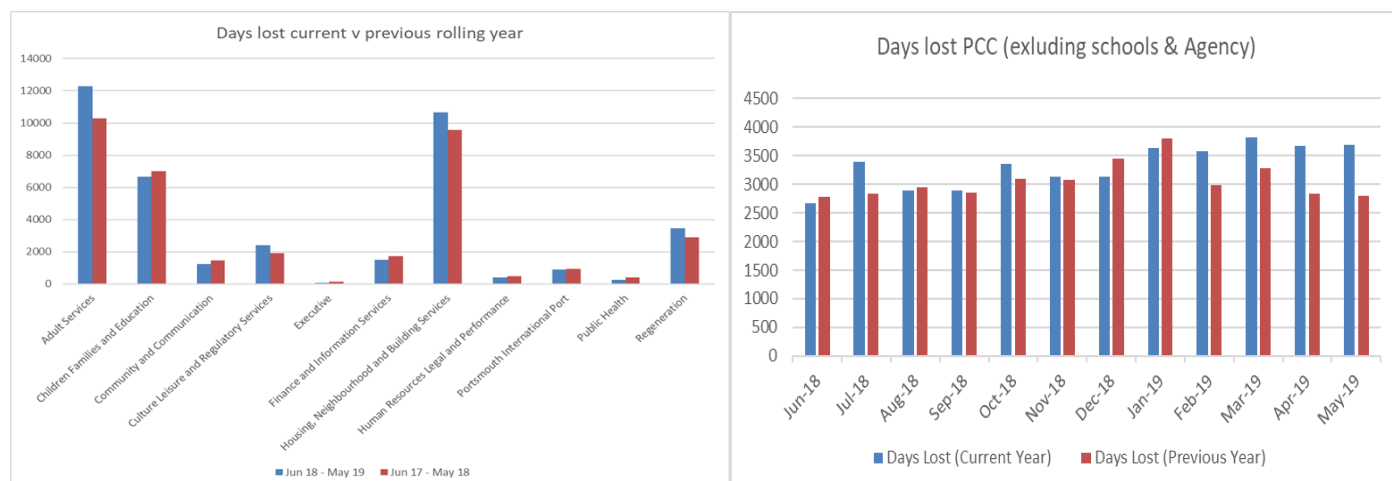
Title of document	Location

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

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Signed by:

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Appendix 1: Sickness Absence (Rolling year) May 2019



Sickness - Working days Lost												
Directorate	Headcount		Total			Long Term		Medium Term		Short Term		Total Average Per Person per Year (01.02.19)
	Current Headcount	Total Working Days Available	Working days lost to sickness	% of working time lost	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	Working days lost to sickness	Average per Person per Year	
Agency	130	52866	112	0.21%	0.86	50	0.38	21	0.16	41	0.31	1.74
Adult Services	648	243699	12205	5.01%	18.83	8320	12.84	1511	2.33	2375	3.67	17.11
Education	178	66624	1541	2.31%	8.66	909	5.11	201	1.13	431	2.42	7.07
Children's Social Care	482	173607	5109	2.94%	10.60	3107	6.45	569	1.18	1433	2.97	11.43
Community and Communication	205	76389	1221	1.60%	5.96	532	2.60	190	0.93	500	2.44	4.69
Culture and City Development	263	93328	2415	2.59%	9.18	1540	5.85	215	0.82	661	2.51	8.55
Executive	25	8634	61	0.71%	2.46	0	0.00	8	0.32	53	2.14	3.35
Finance and Information Services	276	101128	1473	1.46%	5.34	688	2.49	160	0.58	626	2.27	5.16
Housing, Neighbourhood and Building Services	962	348422	10671	3.06%	11.09	6243	6.49	1558	1.62	2870	2.98	10.51
Human Resources Legal and Performance	114	42628	415	0.97%	3.64	163	1.43	22	0.19	229	2.01	3.76
Portsmouth International Port	77	27938	890	3.19%	11.56	649	8.42	64	0.83	178	2.31	15.36
Public Health	33	12771	261	2.05%	7.92	123	3.74	47	1.42	91	2.76	9.13
Regeneration	376	135757	3440	2.53%	9.15	2100	5.58	570	1.52	769	2.05	9.07
Schools	1750	671752	14267	2.12%	8.15	7473	4.27	1988	1.14	4807	2.75	7.54
Grand Total (excluding schools and Agency)	3639	1330925	39704	2.98%	10.91	24373	6.70	5115	1.41	10217	2.81	10.49
Grand Total (including Schools excluding Agency)	5389	2002677	53971	2.69%	10.02	31845	5.91	7103	1.32	15023	2.79	9.49
Grand Total (including Agency Workers)	3769	1383791	39816	2.88%	10.56	24423	6.48	5136	1.36	10257	2.72	10.22

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Appendix 2 - summary of reasons for absence, rolling year June 18 to May 19

Absence Reason	Days Lost	% of Days Lost	Rank
Psychological - stress, anxiety and depression	11916	22.04	1
Virus (inc colds, coughs and influenza)	6622	12.25	2
Gastrointestinal (inc stomach and bowel)	5546	10.26	3
Musculoskeletal (Lower limb)	5514	10.20	4
Neurology/Nervous system (inc headache, migraine and epilepsy)	3948	7.30	5
Cancer and tumours	3353	6.20	6
Musculoskeletal (Upper limb)	3177	5.88	7
Musculoskeletal (back and neck)	2710	5.01	8
Respiratory Problems (inc chest and asthma)	1936	3.58	9
Ear/nose/throat (inc dental)	1581	2.92	10
Heart Disorders	1495	2.76	11
Gynaecological (inc Reproduction organ disorders)	1346	2.49	12
Pregnancy related disorders	1214	2.25	13
Genitourinary (inc Kidney and Bladder)	1000	1.85	14
Family Bereavement	782	1.45	15
Skin Disorders (inc burns)	420	0.78	16
Blood Disorders	408	0.75	17
Eye problems	355	0.66	18
Endocrine/Hormonal (inc Diabetes)	253	0.47	19
Accident	231	0.43	20
Infectious Disease (inc Chicken pox, measles etc)	101	0.19	21
Unassigned	65	0.12	22
External Sickness	62	0.12	23
Substance misuse (inc alcohol and drugs)	31	0.06	24
Violence at Work	7	0.01	25
Third Party Accident	4	0.01	26
Grand Total	54077		

Absence Reason	Days Lost	% of Days Lost	Rank
* Musculoskeletal (Lower limb)	5514	10.20	4
* Musculoskeletal (Upper limb)	3177	5.88	7
* Musculoskeletal (back and neck)	2710	5.01	8
Musculoskeletal Total	11402	21.08	

Total Stress + musculoskeletal + virus	29940	55.36
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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 on any groups

Q8 - Who was involved in the EIA?

Human Resources

This EIA has been approved by: Rochelle Kneller

Contact number: 023 9268 8782

Date: 31 May 2019

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