



NOTICE OF MEETING

EMPLOYMENT COMMITTEE

FRIDAY, 27 SEPTEMBER 2019 AT 2.00 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 Lynne Stagg
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.

A G E N D A

- 1 Apologies for absence**

2 Declaration of members' interests

3 Minutes of the previous meeting held on 25 June 2019 (Pages 5 - 8)

RECOMMENDED that the minutes of the previous meeting held on 25 June 2019 be confirmed and signed by the Chair as a correct record.

4 Sickness Absence Quarterly Report (Pages 9 - 16)

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

RECOMMENDED that the Employee Committee:

- 1. Continue to monitor sickness absence and ensure appropriate management action is taken to address absenteeism.**
- 2. Note the wellbeing activities undertaken to support attendance.**

5 Health & Safety Annual Report 2018-2019 (Pages 17 - 26)

The purpose of the report is to update the Employment Committee on Portsmouth City Council's Health and Safety performance between 1 April 2018 and 31 March 2019.

RECOMMENDED that the Employment Committee:

1. Note the 2019-2020 Health & Safety Unit Corporate action plan.

6 Appointment to the Hampshire Pension Fund Panel and Board

The purpose of this item is to replace Councillor Smith, who no longer wishes to serve on this body, as the 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 - 8 November, 13 December

2020 - 14 February, 27 March

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>

Agenda Item 3

EMPLOYMENT COMMITTEE

MINUTES OF THE MEETING of the Employment Committee held on Tuesday, 25 June 2019 at 12.15 pm at The Executive Meeting Room - Third Floor, The Guildhall

Present

Councillor Ben Dowling (in the chair)
Councillor Donna Jones (Vice-Chair)
Councillor Matthew Atkins
Councillor Cal Corkery
Councillor Darren Sanders
Councillor Gerald Vernon-Jackson CBE

Officers Present

Peter Baulf, City Solicitor
Rochelle Kneller, Assistant Director of HR
Sue Page, Finance Manager

13. Apologies for Absence. (AI 1)

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

14. Declarations of Members' Interests. (AI 2)

Councillor Corkery declared a personal and non-prejudicial interest as he is a member of Unison but this does not conflict with him being present for agenda item 4.

15. Minutes of the previous meeting held on 26 February 2019 (AI 3)

RESOLVED that the minutes of the meeting held on 26 February 2019 be confirmed and signed by Councillor Vernon-Jackson as a correct record (Councillor Dowling was not present at the previous meeting).

16. Trade Union Facility Reporting (AI 4)

(TAKE IN REPORT)

Rochelle Kneller introduced the report by explaining that it is a statutory report that has to be published annually in line with the Trade Union (Facility Time Publication Requirements) 2017. Facility time is when an employee takes time off from their normal role to carry out duties and activities as a trade union representative. For central function employees the council halved its facility time funding to £37,500; the remaining cost is absorbed by services.

Deputation

A deputation was made on this item by Alan Tier, Unison Steward, Co-Branch Secretary and Education Co-ordinator, Portsmouth City Branch. The full content of the deputation can be viewed at the following link
<https://livestream.com/accounts/14063785/Employment-25Jun2019>

The Chair thanked Mr Tier for his deputation.

In response to questions from members Rochelle Kneller explained:

The "assumptions" on teachers' contracts mentioned in paragraph 5.4 are based on contractual data held on teachers and depend on reporting from schools; the figures in 5.4 refer to education which has a different funding mechanism.

The format of the information in table 2 (percentage of staff time spent on facility time) is set out by the government but HR can provide more detailed information and more breakdown in future reports.

In discussion members made the following points:

- It is suprising how little time is spent on trade union activities, thereby more time is spent on core activities; the amount of money concerned is reasonably fair.
- Cllr Vernon-Jackson said the point about Spend To Save in Alan Tier's deputation was interesting and suggested Mr Tier provide written evidence.

RESOLVED that the 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.**

17. Sickness Absence Quarterly Report (AI 5)

(TAKE IN REPORT)

Rochelle Kneller introduced the report explaining that it was the first quarterly report that has been produced using the Business Intelligence (BI) corporate reporting tool, available to all managers responsible for staffing and budgets. However, this means it is not possible to provide comparative data with the previous quarter as BI uses different calculations. EBS has been in place since 2002; it produced reliable quarterly comparators but lacked resilience.

The highest reason for sickness absence is psychological. If musculoskeletal disorders were not divided into three categories they would be the second highest cause of sickness instead of virus and gastrointestinal.

Wellbeing activities include mental health awareness, healthy walks at lunchtime, menopause awareness, mindfulness sessions, annual campaign for flu vaccinations. Solent Mind are being commissioned to provide training for managers on mental health; according to feedback these sessions have been very popular.

In response to questions from members Rochelle Kneller explained:

- The previous system was reliable when it came to producing the same data each quarter but it could not look at work patterns as it assumed everyone worked Monday to Friday. In Adult Social Care (ASC) absences reported at the weekend were not included. Weekend working, shifts longer than 7.4 hours and the day of week chosen for inputting were issues with ASC and the Port. The absences would have been used for calculating pay but were not collected for corporate reporting for the Employment Committee. BI uses the actual hours recorded by managers, who can see a detailed breakdown of absence reasons, for example, unusual circumstances, although this could not be brought to the Employment Committee as it is confidential information.
- The summary of absence reasons, for example, psychological, cannot be subdivided into work-related psychological conditions for reporting in the system but there is an area for managers to free type. However, this facility can be requested in the new HR and finance system due to start in 2021. Members agreed it would be helpful to see a breakdown of work-related stress from now onwards.

In discussion members raised the following points:

- There was some concern over the accuracy of the previous reporting system. However, the new system seems better and there are always some discrepancies with transitions; it can be difficult to compare across systems. The next step is how to tackle and reduce sickness levels. Staff work in a stressful environment and people with physically demanding jobs have higher levels of stress but there are also cultural issues.
- The new data is significantly higher in the new system than in the old one; it was asked how much the difference is due to inputting and how much is structural. It would be helpful to break figures down further for the three highest areas - the Port, ASC and Housing, Neighbourhood & Building Services - as this may help members to assist officers with solutions. Rochelle Kneller said data for the top three areas could be split into specific service areas and job types as long as it does not identify individuals. However, some members thought it would be interesting to see overall data before investigating further as there might be uniform increases everywhere or aberrations.

- HR are prompted by a mechanism to ask managers for further information where absences are over 21 days; in some cases the absence has not been closed down after a return to work. Managers receive alerts about open-ended absence.

RESOLVED that the 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.**

18. Appointment to the Hampshire Pension Fund Panel and Board (AI 6)

The Committee agreed that a Portsmouth councillor should be appointed to serve as a substitute member (if the full member from Southampton City Council cannot attend) on the Hampshire Pension Fund Panel and Board for the rest of the municipal year. It is an important and complex role.

RESOLVED that Councillor Jeanette Smith be appointed to the Hampshire Pension Fund Panel and Board for the rest of the municipal year.

The meeting concluded at 12.55 pm.

Councillor Ben Dowling
Chair



Title of meeting: Employment Committee

Date of meeting: 27 September 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:

- **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. The Business intelligence system is now being used by managers to assist in the management of absence across the authority. This is the first quarter that the new data will be used to draw a comparison between last quarter's figures and this quarter's figures. It should however be noted that the change to some directorates' structures (following the senior management review) have impacted on the availability of some comparative data for this reporting period (in Appendix A).
- 3.2. The following section of the report notes this quarter's sickness absence figures compared to last quarter:
- The level of sickness absence for this quarter has decreased slightly from 10.91 to 10.47 average days per person per year
 - Working time lost has decreased from 2.98- 2.88 per cent (excluding schools)
 - Long term absence has decreased from 6.70 to 6.29 average days per person per year. Short term absence has decreased from 2.81 to 2.76 average days per person per year.

- Out of 12 directorates, seven (excluding schools) are over the corporate target of an average 7 days sickness per person per year
- The highest reasons for sickness absence remain to be due to 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 (as was the case last quarter).

3.3. Absence levels by directorates for the period from Sept 2018 to August 2019 are attached in Appendix 1. A summary of reason for sickness absence for the last year is attached in Appendix 2.

3.4. As requested during June Employment Committee a new category has been added to measure Psychological - stress, anxiety and depression (work related). This will be reportable for the next report.

4. Wellbeing

4.1. The new Occupational Health provider, Cordell Health, commenced their contract for the Council this quarter. Cordell Health are a social enterprise specialising in providing early intervention and support on health and wellbeing at work. During their implementation process they gave a useful insight into their service and provided training sessions to over a 100 managers. This included a demonstration of their Occupational Portal, which is the new system for referring and managing employee cases. The Occupational health intranet pages have also been updated with user guides, a webinar on how to use the portal and information on Cordell Health's Clinicians. Further information on how to access the new Occupational health provider can be located on the intranet for managers under 'Occupational Health and back care'.

4.2. Workplace Wellness were successful in their bid for the Employee Assistance Programme (EAP) provider and have continued to deliver the EAP service for the council. As part of their new contract they ran a number of workshops during June with over 200 employees attending over the 2 days, the sessions were aimed at providing managers and employees with details on the full breadth of legal, financial and emotional support that is available. They will also be providing a recorded webinar in the coming months for those unable to attend in June.

4.3. A number of initiatives were promoted throughout this quarter with the main themes being physical activity and healthy lifestyles. During July, Nuffield Health offered employees a free weekly pass to use their facilities. August included national cycle to work day, to promote this campaign, a competition was run to invite more employees to use their bikes to get to and from work. This resulted in an 11% increase in the number of staff members taking part in the event from across all sites. The day was also used as an opportunity to launch a new after

work social cycle ride for staff. This will continue to run on the second and fourth Thursday of the month. Energie Fitness provided free mini health checks to staff at the Civic Offices and all appointments were booked. The option to offer the checks at other council localities are now being explored.

4.4. Supporting mental health and wellbeing in the workplace training has now been procured. Solent Mind were successfully awarded the contract to deliver 6 sessions over the next 12 months to managers throughout Portsmouth City Council. To date we have had over 50 attendees and the upcoming training sessions in September, November and December are fully booked with nearly 30 additional managers on the waiting list. These managers will be offered training between January and June 2020.

4.5. For the next quarter the following campaigns will be promoted:

- **Mental wellbeing**

This includes promotion of information and activities for employees on World Mental Health Day and a promotion of e-learning training for employees to promote National Suicide Prevention day in September.

- **Stopping smoking**

In October the awareness campaign 'Stoptober' will be promoted to support individuals to quit smoking

- **Flu vaccinations**

As with previous years, a campaign will be run to promote flu vaccinations with clinics and vouchers being made available to staff to obtain free flu vaccinations.

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.

.....
Signed by:

Appendices:

Appendix 1: Sickness Absence by Directorate - September 2019

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

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

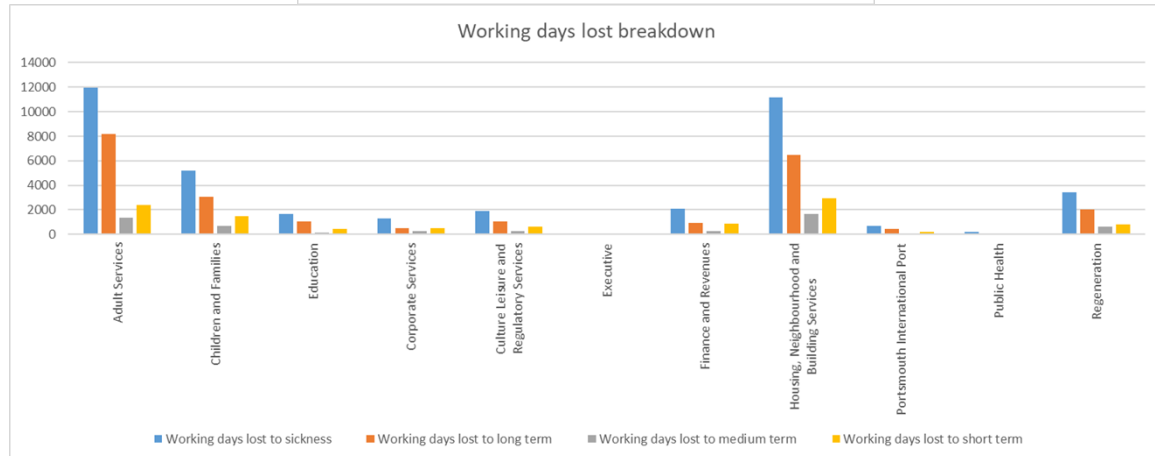
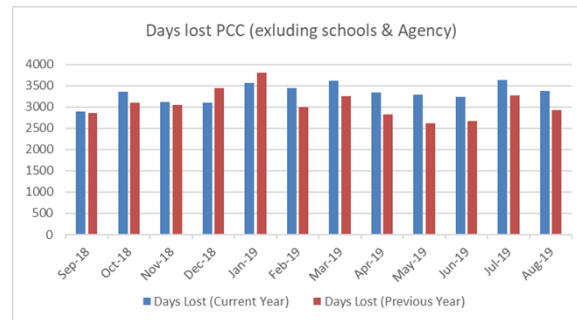
The following documents disclose facts or matters, which have been relied upon to a material extent by the author in preparing this report:

Title of document	Location

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

.....
Signed by:

Appendix 1: Sickness Absence (Rolling Year) Sep 2019



Sickness - Working days Lost														
Directorate	Headcount		Total				Long Term		Medium Term		Short Term		Total Average Per Person Per Year, EC June 2019	
	Current Headcount	Total Working Days Available	Working days lost to sickness	% of working time lost	Average per Person per Year	Compared to Last EC report	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	49871	94	0.19%	0.72	↓	45	0.34	16	0.12	33	0.25	0.86	
Adult Services	642	242019	11950	4.94%	18.61	↓	8162	12.71	1377	2.14	2411	3.75	18.83	
Children and Families	483	175451	5203	2.97%	10.77	↑	3051	6.32	664	1.37	1488	3.08	10.60	
Education	177	65753	1671	2.54%	9.44	↑	1078	6.09	172	0.97	421	2.38	8.66	
Corporate Services	393	145368	1270	0.87%	3.23		514	1.31	239	0.61	517	1.32		
Culture Leisure and Regulatory Services	273	93506	1929	2.06%	7.06		1047	3.84	253	0.93	629	2.30		
Executive	29	9124	68	0.75%	2.35	↓	0	0.00	8	0.28	60	2.08	2.46	
Finance and Revenues	331	120937	2102	1.74%	6.35		935	2.83	274	0.83	892	2.70		
Housing, Neighbourhood and Building Services	968	350169	11139	3.18%	11.51	↑	6490	6.70	1682	1.74	2967	3.07	11.09	
Portsmouth International Port	79	27930	691	2.48%	8.75	↓	445	5.63	46	0.59	200	2.53	11.56	
Public Health	32	12303	205	1.66%	6.40	↓	77	2.41	39	1.23	88	2.76	7.92	
Regeneration	380	136372	3422	2.51%	9.01	↓	2018	5.31	615	1.62	788	2.07	9.15	
Schools	1736	663080	14622	2.21%	8.42	↑	7530	4.34	2212	1.27	4881	2.81	8.15	
Grand Total (excluding schools and Agency)	3787	1378932	39649	2.88%	10.47	↓	23818	6.29	5368	1.42	10463	2.76	10.91	
Grand Total (including Schools excluding Agency)	5523	2042012	54272	2.66%	9.83	↓	31347	5.68	7580	1.37	15344	2.78	10.02	
Grand Total (including Agency Workers)	3917	1428803	39743	2.78%	10.15	↓	23862	6.09	5384	1.37	10496	2.68	10.56	

This page is intentionally left blank

Appendix 2 - summary of reasons for absence, rolling year Sep 18 to Aug 19

Absence Reason	Days Lost	% of Days Lost	Rank	Absence Reason	Days Lost	% of Days Lost	Rank
Psychological - stress, anxiety and depression	13437	24.76	1	* Psychological - stress, anxiety and depression	13437	24.76	1
Virus (inc colds, coughs and influenza)	6494	11.97	2	* Psychological - stress, anxiety and depression (Work Related)	0	0.00	
Gastrointestinal (inc stomach and bowel)	5510	10.15	3	Total	13437	24.76	
Musculoskeletal (Lower limb)	4942	9.11	4				
Neurology/Nervous system (inc headache, migraine and epilepsy)	3706	6.83	5	* Musculoskeletal (Lower limb)	4942	9.11	4
Cancer and tumours	3517	6.48	6	* Musculoskeletal (Upper limb)	3051	5.62	7
Musculoskeletal (Upper limb)	3051	5.62	7	* Musculoskeletal (back and neck)	2589	4.77	8
Musculoskeletal (back and neck)	2589	4.77	8	Total	10582	19.50	
Respiratory Problems (inc chest and asthma)	1828	3.37	9				
Ear/nose/throat (inc dental)	1788	3.29	10	Total Stress + musculoskeletal + virus %	30514	56.22	
Heart Disorders	1616	2.98	11				
Gynaecological (inc Reproduction organ disorders)	1140	2.10	12				
Genitourinary (inc Kidney and Bladder)	957	1.76	13				
Pregnancy related disorders	870	1.60	14				
Family Bereavement	858	1.58	15				
Skin Disorders (inc burns)	404	0.75	16				
Eye problems	402	0.74	17				
Blood Disorders	355	0.65	18				
Endocrine/Hormonal (inc Diabetes)	246	0.45	19				
Accident	228	0.42	20				
Infectious Disease (inc Chicken pox, measles etc)	167	0.31	21				
External Sickness	70	0.13	22				
Third Party Accident	59	0.11	23				
Substance misuse (inc alcohol and drugs)	31	0.06	24				
Violence at Work	7	0.01	25				
External Use Only	2	0.00	26				
Grand Total	54272						

This page is intentionally left blank



Title of meeting:	Employment Committee
Date of Meeting:	27 September 2019
Subject:	H&S Annual Report (for period 1 April 2018 - 31 March 2019)
Report by:	James Hill - Director of Housing, Neighbourhood and Building Services
Report Authors:	Meredydd Hughes, Assistant Director Buildings & Andy Kill, Health and Safety Manager
Wards affected:	All
Key decision:	No
Full Council decision:	No

1. Purpose of report

1.1 To update the 'Employment Committee' on Portsmouth City Council's Health and Safety performance between 1 April 2018 - 31 March 2019.

2. Recommendations

2.1 It is recommended that the 2019/20 H&S Unit Corporate action plan is noted by the Employment Committee.

3. Background

3.1 Introduction:

3.1.1 The Corporate Health and Safety (H&S) management system is developed, maintained and monitored by the H&S Manager, who is accountable to the Chief Executive via the Director of Housing, Neighbourhood and Building Services. The H&S Unit team currently comprises of 2 directly employed staff (1 x H&S Manager and 1 x part time administrator). The H&S Unit's role is to provide specialist advice, guidance, training and support to council members, managers and employees to enable them to fulfil their legal H&S responsibilities and comply with UK H&S legislation.

3.1.2 Andy Kill is currently acting up as the Health and Safety Manager following the departure of Frank Regan. Andy worked alongside Frank for many years and is more than able to continue the work of the unit.

3.1.3 Summarising the council's performance in this 2018/19 reporting period:

- The Health and Safety Executive (HSE) have actively engaged with Portsmouth City Council on numerous occasions in this reporting period, via planned UK interventions, unannounced site inspections (building sites/refurbishment projects managed by the council), telephone/email queries (associated with RIDDOR/Non-RIDDOR accident reports and customer complaints/queries) - all of which resulted in favourable outcomes confirming compliance with law and Portsmouth City Council's positive approach to health and safety management.
- An improvement notice was served on the Pyramids Centre (managed on behalf of PCC by BH Live) by a Hampshire Fire & Rescue Service Inspector during this reporting period, however following remedial action the notice was rescinded. No further statutory enforcement notices, 'fee for intervention' charges or litigation claims were served on the council by an enforcement authority (HSE or Hampshire Fire & Rescue Service).
- RIDDOR reportable incidents are at an all-time low for the third consecutive year.
- No significant asbestos management failings or adverse 'asbestos related' incidents (accidents) were reported to the H&S Unit or the HSE.
- No Legionella outbreaks occurred that were attributable to Council managed water systems and no adverse legionella incidents or exposures were reported to the H&S Unit or the HSE.

3.1.4 At *Appendix 1* is the summary of last year's action plan - in conclusion, this annual report reflects another pro-active year of H&S management within the Council, Portsmouth International Port, Local Authority schools and other external services signed up to the H&S Units traded service agreement.

3.2 H&S report for 2018/19 - in detail:

Information relating to specific aspects of the Council's health and safety management systems and performance during this reporting period is detailed in the remainder of this report. The proposed 2019/20 H&S Unit action plan is detailed at *Appendix 2*.

3.2.1 Accident and Violent Incident reporting:

- (i) No fatalities or serious workplace accidents involving council/school employees were reported to the H&S Unit or the HSE.
- (ii) RIDDOR reports continue the downwards trend with only 3 reportable incidents in this year (another all-time low)

(iii) 'Overall' incidents reported to the H&S Unit (accidents and violent incidents) were 513 (170 in PCC + 343 in schools), a slight decrease from the previous year's total of 533.

(iv) No trends were highlighted by the H&S Unit and corporate incident statistics reflect the expected industry norm, taking into account the type of work activities undertaken by council/school employees and the proactive reporting process implemented council-wide.

(v) Incident reporting continues to be pro-active throughout all council services, local authority schools and external services/academy schools signed up to the H&S Unit traded service. Pro-active reporting allows the H&S Unit to assist management teams in collating factual evidence in lieu of any post incident intervention by external authorities or future litigation claims brought against the Council.

(vi) The Corporate Accident (and occupational disease) and Workstation (Display Screen Equipment) policies have been updated to reflect current HSE guidance on the reporting of occupational diseases. This was highlighted during a recent HSE query and subsequent actions have been rolled out to management teams across the council with no further action by the HSE.

3.2.2 Asbestos management:

(i) Asbestos management continues pro-actively throughout all Council services, Local Authority schools and other external services that have purchased the H&S Unit 'Traded Service'.

(ii) No statutory enforcement notices, 'fee for intervention' charges or litigation claims were served on the council by an enforcement authority and no adverse asbestos incidents relating to council work activities (including schools) were reported to the H&S Unit.

(iii) An Asbestos Safety Group lead by the Head of Building Maintenance has been established to co-ordinate and communicate asbestos safety across all Housing, Neighbourhood and Building teams to ensure risks are managed consistently and are appropriately resourced, complying with all legislation and providing appropriate information to contractors, residents and staff (including via Traded Services i.e. schools).

3.2.3 Legionella management:

(i) Legionella management continues pro-actively throughout all the council's property portfolio and zero legionella outbreaks (incidents or exposures) occurred. As a result no statutory enforcement notices, 'fee for intervention' charges or litigation claims were served on the council by an enforcement authority.

(ii) A Water Safety Group lead by the Assistant Director of Buildings has been established to co-ordinate and communicate water safety management across all

Housing, Neighbourhood and Building teams to ensure risks are managed consistently and are appropriately resourced, complying with all legislation and providing appropriate information to contractors, residents and staff (including via Traded Services i.e. schools).

(iii) The Corporate Legionella Management policy is being reviewed by the PCC Water Safety Group.

3.2.4 Fire safety management:

(i) A fire consultancy contractor has been engaged to ensure PCC's continued compliance with its statutory duties under the Regulatory Reform (Fire Safety) Order 2005, the contract is managed by the Repairs Support & Compliance Manager.

(ii) A Fire Safety Group lead by the Head of Building Maintenance has been established to coordinate and communicate fire safety across all Housing, Neighbourhood and Building teams to ensure risks are managed consistently and are appropriately resourced, complying with all legislation and providing appropriate information to contractors, residents and staff (including via Traded Services i.e. schools).

3.2.5 Health and safety & fire safety training

(i) 4133 in-house Health and Safety & Fire Safety training places, facilitated by the Councils H&S Unit and People Handling and Back Care Advisor (PHBCA) were undertaken by council members, employees and school staff in this reporting year.

(ii) The H&S Unit's stand-alone portable training kit continues to prove an effective management tool where e-learning is not suitable for particular employee groups - with 365 of this year's training places being delivered by managers using the kit to facilitate group training. The kits are proving a popular resource with schools and several council services.

(iii) In addition to maintaining the 8 x corporate e-learning courses, the H&S Unit routinely delivered two 'classroom based' training courses, scheduled in the H&S Unit annual training programme. These ½ day courses were administered through the council's managed learning environment (IT system) and delivered in the civic offices.

(iv) The H&S Advisor also delivered additional bespoke manual handling training sessions at various social care sites and other council managed sites throughout the city - to assist council managers in ensuring employee's received cost-effective manual handling practical training tailored to their work activities.

(v) The Corporate PHBCA delivered 'people handling' practical training sessions to council employees and produced a corporate e-learning course to facilitate another cost-effective training resource for relevant council staff and managers.

(vi) Gosport Borough Council have expressed an interest in engaging with PCC H&S e-learning/classroom based training and is being proactively explored by both the H&S Unit and PCC Learning & Development team.

3.2.6 H&S Unit Traded Services

The H&S Unit continues to work positively with Local Authority schools within the city. In addition to 100% buy-in from all Local Authority schools offered the service, 12 x Academy schools, Portsmouth University Technical College and NHS Portsmouth Clinical Commissioning Group have engaged with the H&S Unit Traded Service.

3.2.7 Corporate Communication channels

(i) Quarterly H&S meeting - The Joint Health Safety and Wellbeing Forum (JHSWF) continues as the corporate quarterly meeting for reviewing and addressing H&S management issues and communicating H&S related policy and procedural changes council-wide.

(ii) Quarterly e-newsletter - The quarterly H&S Unit e-newsletter ('Making Your Workplace Safer') continues to prove a popular and effective means of disseminating important corporate H&S information discussed at the JHSWF meetings to all council and school employees through management representatives, the email system, staff intranet and schools google-based website managed by the H&S Unit.

(iii) Policy Hub, staff intranet + schools google-based website - The corporate H&S policies (and their associated forms) continue to be maintained and readily accessible to all council and school employees via corporate channels (Policy Hub, PCC staff intranet and the schools google-based website). All new policies are subject to council-wide consultation, to include key stakeholders and trade union representatives prior to going live and revisions to policies are subject to selective consultation (key stakeholders as a minimum), where no change in policy is required.

(iv) Audit programme - The H&S Unit's Audit and Inspection programme (not to be confused with Internal Audit) continues to be an effective communication tool (in addition to monitoring compliance) and engagement between the H&S Unit and service management teams (including schools) has vastly improved post-audit and is reflected in corporate outputs including H&S training and incident reporting statistics.

(v) Site Visits/ meetings/telephone consults - Working relationships with other corporate specialists and service management teams continues to support internal H&S management systems and procedures as well as addressing specific H&S related issues/incidents within the remit of the council. This has proved beneficial to all concerned, particularly where external enforcement bodies (HSE, Environment Agency, Hampshire Fire and Rescue Service, etc.) have requested information, assistance or intervened.

Note: The H&S team routinely network with other councils and external specialist bodies to enhance their knowledge base and ensure Portsmouth City Council H&S management policies and procedures remain current and in line with industry best practice.

4. Reasons for recommendations:

The recommendation is put forward for noting the 2019/20 H&S Unit corporate action plan thereby assisting all council employees in complying with UK H&S legislation - and to assist the Council (as a corporate body) in striving for continual improvement of the Corporate H&S management system.

5. Equality impact assessment

An equality impact assessment is not required for this report.

6. Legal implications

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

7. Director of Finance's comments

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

Signed

Date: 17th September 2019

James Hill, Director of Housing, Neighbourhood and Building

Appendices:

Appendix 1: update re: 2018/19 H&S Corporate action plan

Appendix 2: H&S Corporate action plan for 2019/20

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

The following documents disclose facts or matters, which have been relied upon to a material extent by the author in preparing this report:

Title of document	Location

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

Signed by:

Portsmouth City Council:
H&S Unit Corporate Action Plan 2018/19

Action	Objective	Target date	Lead Person	Update/ Outcome
1. Annual review of the corporate H&S Policy and statement of intent	To ensure compliance with UK law, council policy and insurance contracts	31/08/18	H&S Manager	Action complete
2. Produce the annual report for employment committee	For compliance with corporate H&S policy and to provide/review the council's H&S performance in f/y 2017/18	31/05/18	H&S Manager	Action complete
3. Deliver traded services with schools and other partners, as agreed in Traded Service contracts	To ensure compliance with H&S policy/legislation and generate income to support the H&S staffing levels	31/03/19	H&S Manager	Action complete
4. Manage and facilitate the corporate H&S Unit's 'Management Audit & Inspection' program	To provide corporate assurance by verifying service/ workplace-specific compliance with corporate H&S policies and UK H&S legislation	31/03/19	H&S Manager	Action complete (continuing process)
5. Facilitate 4 x JHSW forums and distribute minutes and associated e-newsletter	For compliance with corporate H&S policy and UK legislation - and to facilitate H&S communications council wide	31/03/19	H&S Manager	Action complete
6. Produce, facilitate and deliver the H&S Unit's 2018/19 'classroom based' training program	Programming, advertising and delivering corporate 'Risk Assessment' and 'Load Handling' training courses to assist manager and staff in complying with corporate H&S training requirements and UK legislation	31/03/19	H&S Manager	Action complete
7. Maintain the corporate incident reporting database and review accident and incident reports submitted to the H&S Unit	To assist managers/staff in complying with corporate 'post-incident' management requirements and UK law. To assist service managers in collating/ documenting evidence for reference, in case of future legal/ civil litigation claims	31/03/19	H&S Manager	Action complete
8. Review and re-launch 1 x corporate e-learning course on MLE and the H&S Unit's stand-alone training kits	To ensure up to date H&S advice and training is available to all council employees and 'others' signed up to the H&S Unit's traded service	31/03/18	H&S Manager	Action complete
9. Review 4 x corporate H&S policies to maintain up to date (3 year review date)	For compliance with corporate H&S policy, evidence for outside agencies and assistance in managing litigation claims	31/03/19	H&S Manager	Action complete
10. Maintain corporate records of all H&S training facilitated by the H&S team	For compliance with corporate H&S policy, evidence for outside agencies and assistance in managing litigation claims	31/03/19	H&S Manager	Action complete
11. See opportunities to income generate from external clients	For compliance with corporate 'Best Practice' and ensure H&S Unit service can be maintained in-house	31/03/19	H&S Manager	Action complete
End of action plan				

Portsmouth City Council:
H&S Unit Corporate Action Plan 2019/20

Action	Objective	Target date	Lead Person	Update/ Outcome
1. Annual review of the corporate H&S Policy and statement of intent	To ensure compliance with UK law, council policy and insurance contracts	31/12/19	H&S Manager	
2. Deliver traded services with schools and other partners, as agreed in Traded Service contracts	To ensure compliance with H&S policy/legislation and generate income to support the H&S staffing levels	31/03/20	H&S Manager	
3. Manage and facilitate the corporate H&S Unit's 'Management Audit & Inspection' program	To provide corporate assurance by verifying service/ workplace-specific compliance with corporate H&S policies and UK H&S legislation	31/03/20	H&S Manager	
4. Facilitate 4 x JHSW forums and distribute minutes and associated e-newsletter	For compliance with corporate H&S policy and UK legislation - and to facilitate H&S communications council wide	31/03/20	H&S Manager	
5. Produce, facilitate and deliver the H&S Unit's 2018/19 'classroom based' training program	Programming, advertising and delivering corporate 'Risk Assessment' and 'Load Handling' training courses to assist manager and staff in complying with corporate H&S training requirements and UK legislation	31/03/20	H&S Manager	
6. Maintain the corporate incident reporting database and review accident and incident reports submitted to the H&S Unit	To assist managers/staff in complying with corporate 'post-incident' management requirements and UK law. To assist service managers in collating/ documenting evidence for reference, in case of future legal/ civil litigation claims	31/03/20	H&S Manager	
7. Review and re-launch 1 x corporate e-learning course on MLE and the H&S Unit's stand-alone training kits	To ensure up to date H&S advice and training is available to all council employees and 'others' signed up to the H&S Unit's traded service	31/03/20	H&S Manager	
8. Review 2x corporate H&S policies to maintain up to date (3 year review date)	For compliance with corporate H&S policy, evidence for outside agencies and assistance in managing litigation claims	31/03/20	H&S Manager	
10. Maintain corporate records of all H&S training facilitated by the H&S team	For compliance with corporate H&S policy, evidence for outside agencies and assistance in managing litigation claims	31/03/20	H&S Manager	
11. Review the annual reporting requirements for employment committee as part of the planned review of H&S Unit functions overall.	For compliance with corporate H&S policy and to provide/review the council's H&S performance in f/y 2019/20	31/03/20	H&S Manager	
End of action plan				

This page is intentionally left blank