NOTICE OF MEETING

EMPLOYMENT COMMITTEE

FRIDAY, 6 MARCH 2020 AT 1.30 PM

THE EXECUTIVE MEETING ROOM - THIRD FLOOR, THE GUILDHALL

Telephone enquiries to Vicki Plytas 02392 834058
Email: vicki.plytas@portsmouthcc.gov.uk

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

Membership

Councillor 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 Bosher
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   **Declarations of Members' Interests**

2   Apologies for Absence

3   Minutes of the meeting held on 27 September 2019 (Pages 5 - 8)

RECOMMENDED that the minutes of the meeting held on 27 September 2019 be confirmed and signed by the Chair as a correct record.

4   Sickness Absence Quarterly Report (Pages 9 - 32)

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

RECOMMENDED that Members

- **Continue to monitor sickness absence, and ensure appropriate management action is taken to address absenteeism.**
- **Note the wellbeing activities undertaken to support attendance.**
- **Agree the corporate absence target for the organisation.**

5   Foundation Living Wage (Pages 33 - 48)

Purpose
This report is provided in response to a request from Employment Committee to inform members of the Foundation Living Wage (FLW) rate increase from 1st April 2020, to £9.30 per hour and to advise members of the impact of the 2020/21 national pay award on the FLW rate.

RECOMMENDED that

(i)   **Members note that the Foundation Living Wage for 2020 has been set at £9.30 per hour.**
(ii)   **Members note the effect of the 2020/21 national pay award is unknown and therefore based on current information, spinal column points 1 & 2 is lower than 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**

6   Pay Policy Statement (Pages 49 - 58)

The Council is required by section 38(1) of the Localism Act 2011 (openess and accountability in local pay) to prepare a Pay Policy Statement.

The Local Government Transparency Code 2014 further clarifies and describes the information and data local authorities are required to publish to increase democratic accountability.

A Pay Policy Statement must articulate the Council's policies towards a range of issues relating to the pay of its workforce, particularly its senior staff, Chief Officers and its lowest paid employees.

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

RECOMMENDED

(1) That the Committee approve the Pay Policy Statement attached as Appendix 1, to go forward for approval by the Full Council prior to 31 March 2020

(2) Subject to Employment Committee approval to continue to pay the Living Wage Rate as recommended by the Living Wage Foundation, that Members approve a revision in the report and Appendix 1 to reflect the Living Wage rate increase to £9.30 per hour with effect from 1st April 2020 and for this to be published prior to the deadline date of 31st March 2020

7   **Employee Opinion Survey** (Pages 59 - 66)

The purpose of this report is to advise members of the results of the 2019 Employee Opinion Survey (the survey) and the actions being undertaken to address the findings.

RECOMMENDED that Members

(1) Note the findings of the survey
(2) Note the actions being undertaken to address issues raised
(3) Note the actions being taken for future surveys

8   **Gender Pay Gap report** (Pages 67 - 104)

The purpose of the report is to present the outcomes of the Gender Pay Gap 2019-20, ensuring the Council can fulfil its statutory obligations in respect of the Gender Pay Gap Information Regulations and note the recommended action plan to build on the council's inclusive working practices, to continue to reduce the gap.

RECOMMENDED that the Committee
(1) Note the key findings of the Gender Pay Gap Report 2019 (Appendix 1).
(2) Agree the action plan as set out in Appendix 1 of the Gender Pay Gap report

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EMPLOYMENT COMMITTEE

MINUTES OF THE MEETING of the Employment Committee held on Friday, 27 September 2019 at 2 pm in The Executive Meeting Room - Third Floor, The Guildhall

Present

Councillor Ben Dowling (in the chair)
Councillor Matthew Atkins
Councillor Cal Corkery
Councillor Gerald Vernon-Jackson CBE
Councillor Matthew Winnington (Standing Deputy)

Officers Present

Natasha Edmunds, Director, Corporate Services
Meredydd Hughes, Assistant Director, Buildings
Andy Kill, Acting Health & Safety Manager
Rochelle Kneller, Assistant Director of HR
David Williams, Chief Executive

19. Welcome

The Chair welcomed Natasha Edmunds, the council's new Director of Corporate Services, to her first meeting of the Employment Committee.

20. Apologies for Absence (AI 1)

Apologies for absence were received on behalf of Councillors Donna Jones and Darren Sanders. Councillor Sanders was represented by Councillor Matthew Winnington.

21. Declarations of Members' Interests (AI 2)

There were no declarations of interest.

22. Minutes of the meeting held on 25 June 2019 (AI 3)

RESOLVED that the minutes of the meeting held on 25 June 2019 be confirmed and signed by Councillor Dowling as a correct record.

23. Sickness Absence Quarterly Report (AI 4)

(TAKE IN REPORT)

Rochelle Kneller introduced the report by explaining that this is the first quarter that data produced by the Business Intelligence (BI) corporate reporting tool has been used to compare the current and previous quarters. From the next report onwards psychological reasons will be divided into stress, anxiety and depression as requested by the Committee at its June meeting.

The average number of lost working days in the Port has reduced from 11.56 to 8.75 and is expected to reduce further. Long-term absence has reduced and eventually legacy data will no longer affect figures. The previous day HR had met the Port's management team to advise on wellbeing initiatives such as the new Occupational Health provider, toolkits and reducing stigma around mental health issues. The Port is looking for staff to act as Wellbeing Champions.

Since the report had been written early feedback from the annual Employee Opinion Survey showed a positive trend in staff knowing how to access support for their health and wellbeing and feeling that the council provides support for mental and physical wellbeing.

HR will bring a report with the results of the Employee Opinion Survey to the next Employment Committee meeting.

In response to questions from members Rochelle Kneller explained:

- The breakdown of stress related reasons into three categories (as requested at the June meeting had only just gone live. HR is working with staff to obtain permission to change the way their absence is reported. The next quarter's report will show a breakdown of the three categories.

- HR has met the Trade Unions to discuss support for and awareness of the menopause. The lunchtime workshops which ran last year will be repeated. Unison has proposed a menopause policy and feedback is awaited from their members. HR is working with Corporate Communications to put toolkits on the intranet in the next few weeks. 65% of the council's workforce is female so awareness of the menopause is important. September is menopause awareness month.

- In the table in Appendix 1 the rolling average is updated every month and the figures in the last column are those in the most recent report brought to the Committee.

- Absence figures for Adult Social Care (ASC) are high because of the workforce and type of work. For example, even if staff who have had diarrhoea and vomiting feel well they cannot return to work for a certain number of days in case they infect service users. Furthermore, care home staff can only work onsite; they cannot work from home. At the February meeting Angela Dryer, ASC Director, highlighted the ageing nature of the workforce (over half are over 50) who are more susceptible to cancer. Take-up of cancer screening is being encouraged.

- HR is aware ASC is a key area for absence and is working to manage long-term absence and see if there is anything ASC management could be doing. For example, ASC could ensure remote workers can access the same resources as PCC based staff.

In discussion members raised the following points:

- The Employment Committee sets targets for sickness absence but advice about setting the figure might not have been followed.

- HR could build in factors in reporting to give the Committee a view of local authorities of a similar size, for example, Brighton or Southampton. Members agreed it would be interesting to see comparative figures.

- Councillor Matthew Winnington, as Cabinet Member for Health, Wellbeing & Social Care, noted that much work was done to support staff and he acknowledged the effect of stress and budget pressures. A breakdown of figures could differentiate between office and non-office based jobs and between short-term and long-term absence to see which was greater. He had worked for the DWP where there was early intervention to prevent short-term absence and staff were encouraged not to come into work when they were unwell so as to prevent longer absence later on.

- Rochelle Kneller said staff were currently not encouraged to stay away from work but wellbeing initiatives and early intervention are the key to a successful return to work. It is hoped the new Occupational Health provider will help. Staff could be encouraged to use the Employee Assistance Programme or see their GP. Colleagues can also be a source of support and signposting.

- It was noted that one or two cases of long-term absence in small services could cause figures to appear disproportionate, for example, the Port comprises only about 2% of the council's workforce.

- Members agreed the Cycle To Work Day had been very successful and thought regular cycle rides was a good idea.

- Members proposed that the words "you must have access to a car" in recruitment advertising should be changed to "a form of transport" or "be able to get around the city." A requirement to have access to a car should only be used where this is critical, otherwise it may deter good candidates.

RESOLVED that the 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.**

24. **Health & Safety Annual Report (for period 1 April 2018 to 31 March 2019)**

Andy Kill introduced the report, adding that training had been delivered to a learning disabilities group at the garden centre on the Avenue de Caen.

In response to questions from members officers explained:

The recent fatality at the Port happened after the reporting period but it will be included in next year's report. It had already been discussed at council committees, including Governance, Audit & Standards and the former PRED Cabinet portfolio. Although the Port is run by MMD (now known as Portico) officers agreed the council has a duty of care towards all services it owns or controls. Keith Sandford has been appointed as the new Health & Safety Manager at the Port and is investigating the issues. Portico functions as a separate company and has its own health and safety team who officers have met. The council offers advice and support but does not have direct control over Portico.

With regard to contractors such as construction or demolition firms the council subscribes to SSIP (Safety Schemes in Improvement), an overhead organisation which comprises bodies such as CHAS (Contractors Health & Safety Assessment Scheme) through which contractors are vetted. Project managers then check the RAMS (risk assessments and method statements), which they challenge if necessary. Officers have sometimes had to challenge contractors. Organisations have their own in-house health and safety teams who will have challenged poor practice. In addition, the council employs a clerk of works who examines health and safety and the quality of work.

Members noted it was a good achievement that there had been no fatalities at the council.

RESOLVED that the Committee
1. Note the 2019-2020 Health & Safety Unit corporate action plan.

Meredydd Hughes and Andy Kill left the meeting at 2.35 pm.

25. **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.

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

The meeting concluded at 2.40 pm.

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Councillor Ben Dowling
Chair

Agenda Item 4

Portsmouth
CITY COUNCIL

Title of meeting:	Employment Committee
Date of meeting:	6 March 2020
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 the Employment Committee about the levels of sickness absence across the council and the 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.
- Agree the corporate absence target for the organisation.

3. Background

3.1. As requested during the September Employment Committee, we have sought to compare absence levels with similar sized local authorities. This has been more complicated than anticipated due to the variances in recording, reporting and organisational structure. We therefore focused on Adult Services and Children's Services and those with similar reporting to PCC, details are attached at Appendix 1. We will continue to work with our public sector colleagues to understand if there are any initiatives that are having a significant impact on absence levels.

3.2. Members asked for consideration to be given to a new corporate target. The latest report published in June 2019 by the Local Government Association confirmed that an average of 3.6 per cent of working time was lost due to sickness and 8.8 days per FTE employee, 174 councils participated in the survey. I would therefore recommend that this information is used to set a new corporate target.

3.3. The following section of the report will therefore note this quarter's sickness absence figures compared to last quarter:

- The level of sickness absence for this quarter has increased slightly from 10.47 to 10.91 average days per person per year
- Working time lost has increased from 2.88 to 2.98 per cent (excluding schools).
- Long term absence has increased from 6.29 to 6.45 average days per person per year. Short term absence has increased from 2.76 to 2.90 average days per person per year.
- Out of 12 directorates, 9 (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).

3.4. Absence levels by directorates for the period from February 2019 to February 2020 are attached in Appendix 2. A summary of reason for sickness absence for the last year is attached in Appendix 3.

4. Wellbeing

4.1. Since the previous report in September 2019, the staff survey results have been produced and communicated to staff. The results have shown a clear improvement in wellbeing measures. There was a significant increase in the number of staff who know how to access support for their health and wellbeing (up 12.54%). An increase has also been seen in the number of staff who feel the council provides support for their physical health (up 5.82%) and mental health (up 9.96%).

4.2. During the last 6 months further wellbeing campaigns have been promoted throughout the council, these have involved raising awareness on suicide prevention, mental health, Stoptober, the menopause and Dry January. For Suicide prevention day in September and World Mental health day in October Portsmouth City Council's Public Health team produced new guidance on supporting someone with their mental health and looking after your own mental health. Employees within the council also received communication on the important role we can all play in preventing suicide this included encouraging staff to complete the online training 'We need to TALK about suicide'.

4.3. For Stoptober a number of teams across the council were provided with information and resources to aid staff who were interested in stopping smoking. The council also updated its Smoking at Work policy and Electronic Cigarette policy to clarify the areas outside of council buildings where staff should not be smoking or using electronic cigarettes.

4.4. In October 2019, information about the menopause was communicated to managers to help them to understand the topic and to support those with symptoms to be well at work. The message included guidance on the signs and symptoms as well as

useful signposting details. Further communications were then provided to all staff highlighting the advice available and directing employees to the new intranet page.

4.5. Due to a national supply shortage the yearly flu vaccinations were promoted a month later to staff and took place during November. Employees were given the opportunity of attending booked clinics or ordering vouchers and frontline social care workers were provided with free letters to use at either their local pharmacy or GP surgery. In 2019, there was a council wide uptake of 30% (down 3% from 2018). Over the last ten years, the vaccine has provided good coverage against flu and it is still the best way to protect ourselves, clients, family and colleagues.

4.6. A further 40 managers across the organisation have attended the supporting mental health and wellbeing training provided by Solent Mind, taking the total to 106. With psychological reasons being the largest cause of absence, this training provides managers with insight into the most common mental health conditions, spotting signs and symptoms of poor mental health and tools and resources to support staff. We also have 2 more dates that are fully booked in April and are also exploring further training opportunities on Mental Health First Aid for all staff.

4.7. The roll out of workplace wellbeing champions has continued throughout each directorate within the council with 24 members of staff now volunteering for the role. The purpose of the champion role is to help implement and support staff wellbeing and the ongoing programme at PCC, through raising awareness of wellbeing activities, promoting healthy lifestyles and positive mental health. Champions will know their work areas and colleagues so will be best placed to know what will work best in that environment and can pick out resources that fit their local environments.

4.8. Targeted initiatives are on-going in response to absence trends with psychological reasons and musculoskeletal (MSK) conditions being the highest reason for absence across the council. Virus and gastrointestinal have continued to be ranked third and fourth respectively with cancer now closely following in fifth.

4.9. In line with a national promotion on mental health and reducing stigma we ran a number of campaigns raising awareness of mental health in 2019, with mental health conditions increasing nationally we have also seen this reflect within the council increasing by over 2,000 working days lost. To help combat this increase we will join the 'employer time to change pledge' that involves a 12 month action plan that includes promoting support services available to staff such as the employee assistance programme (EAP) and Occupational Health (OH), rolling out further training for managers as well as staff on supporting employees with poor mental wellbeing and running a number of initiatives and campaigns supporting mental health.

4.10. A number of activities, awareness campaigns and training opportunities can account for MSK conditions reducing by over 3,000 days over the last 12 months and we plan on continuing these initiatives moving forward. Virus and gastrointestinal have remained constant throughout the year and contribute largely to short term absence throughout the organisation equating to over 8,000 days lost. More work will be done

in 2020 to promote the flu vaccinations as research suggests that it is still the best method of preventing flu related illnesses.

4.11. We have seen a clear correlation in absence levels as age increases for cancer, MSK and heart disorders and details can be found at Appendix 4. Whilst a number of these conditions can be difficult to prevent we will be promoting a number of campaigns on physical activity, healthy eating and cancer screening. We will also focus our resources on areas that we can be most effective, which includes managing short term absences to improve the attendance levels for the organisation.

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. Integrated Impact Assessment

6.1. Appendix 5

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: absence comparators

Appendix 2: absence levels by directorate

Appendix 3: absence reasons

Appendix 4: absence by age and reason

Appendix 5: integrated impact assessment

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

www.portsmouth.gov.uk

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
Local Government Workforce Survey 2017/18	https://www.local.gov.uk/sites/default/files/documents/publication%20-%20Local%20Government%20Workforce%20Survey%202017-18.pdf

www.portsmouth.gov.uk

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Appendix 1

Brighton and Hove City Council

Head count
Adult Social Care: 680
Children's Social Care: 1252

Average number of working days lost per employee through absence

Health & Adult Social Care: **13.19 days**/FTE
Families Children and Learning: **10.34** days/FTE

Average across the organisation **10.71** days per FTE

Southampton City Council

Headcount
Adults, Housing and Community
Children & Families

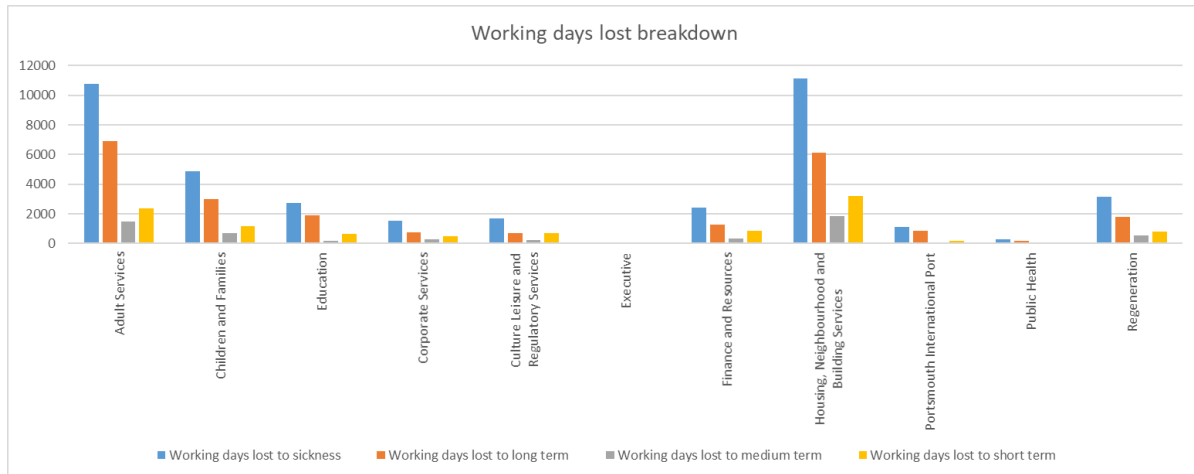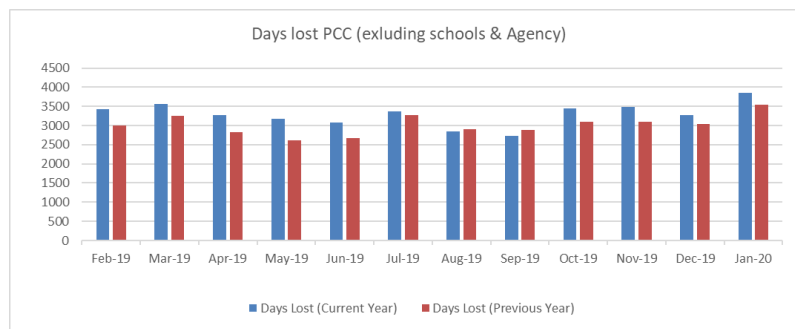Average number of working days lost per employee though absence

Adults, Housing and Communities: **15.45** days per FTE
Children & Families: **11.85** days per FTE

Average across the organisation **11.16** days per FTE

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Appendix 2: Sickness Absence (Rolling Year) February 2020

Days lost PCC (exluding schools & Agency)

Working days lost breakdown

Sickness - Working days Lost														
	Headcount		Total				Long Term		Medium Term		Short Term			
Directorate	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		Total Average Per Person Per Year. EC Sep 2019
Agency	144	49645	126	0.25%	0.88	⬇	33	0.23	65	0.45	28	0.19		0.72
Adult Services	634	236747	10770	4.55%	16.99	⬇	6904	10.89	1495	2.36	2371	3.74		18.61
Children and Families	408	147986	4880	3.30%	11.96	⬆	3003	7.36	700	1.72	1177	2.89		10.77
Education	259	94459	2727	2.89%	10.53	⬆	1879	7.26	181	0.70	667	2.58		9.44
Corporate Services	271	96484	1542	1.60%	5.69	⬆	774	2.86	260	0.96	508	1.87		3.23
Culture Leisure and Regulatory Services	253	95440	1676	1.76%	6.63	⬇	713	2.82	250	0.99	713	2.82		7.06
Executive	34	10901	74	0.67%	2.16	⬇	0	0.00	0	0.00	74	2.16		2.35
Finance and Resources	327	120395	2444	2.03%	7.47	⬆	1272	3.89	337	1.03	835	2.55		6.35
Housing, Neighbourhood and Building Services	964	351300	11114	3.16%	11.53	⬆	6100	6.33	1823	1.89	3191	3.31		11.51
Portsmouth International Port	75	28186	1108	3.93%	14.78	⬆	854	11.38	60	0.79	195	2.60		8.75
Public Health	35	12104	278	2.30%	7.95	⬆	187	5.34	27	0.78	64	1.83		6.40
Regeneration	383	138298	3130	2.26%	8.17	⬇	1798	4.69	546	1.43	785	2.05		9.01
Schools	1697	639387	15168	2.37%	8.94	⬆	8355	4.92	2196	1.29	4618	2.72		8.42
Grand Total (excluding schools and Agency)	**3643**	**1332300**	**39743**	**2.98%**	**10.91**	⬆	**23485**	**6.45**	**5679**	**1.56**	**10579**	**2.90**		**10.47**
Grand Total (including Schools excluding Agency)	**5340**	**1971687**	**54912**	**2.79%**	**10.28**	⬆	**31840**	**5.96**	**7875**	**1.47**	**15197**	**2.85**		**9.83**
Grand Total (including Agency Workers)	**3787**	**1381945**	**39870**	**2.89%**	**10.53**	⬆	**23518**	**6.21**	**5745**	**1.52**	**10607**	**2.80**		**10.15**
					= over 7 days									

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Appendix 3 - summary of reasons for absence, rolling year Feb 2019 to Feb 2020

Absence Reason	Days Lost	% of Days Lost	Rank
Psychological - stress, anxiety and depression	13607	24.78	1
Virus (inc colds, coughs and influenza)	6766	12.32	2
Gastrointestinal (inc stomach and bowel)	5773	10.51	3
Musculoskeletal (Lower limb)	4269	7.78	4
Neurology/Nervous system (inc headache, migraine and epilepsy)	3968	7.23	5
Cancer and tumours	3635	6.62	6
Musculoskeletal (back and neck)	2866	5.22	7
Musculoskeletal (Upper limb)	2202	4.01	8
Respiratory Problems (inc chest and asthma)	1852	3.37	9
Ear/nose/throat (inc dental)	1727	3.14	10
Heart Disorders	1456	2.65	11
Gynaecological (inc Reproduction organ disorders)	1401	2.55	12
Genitourinary (inc Kidney and Bladder)	937	1.71	13
Psychological - stress, anxiety and depression (work related)	896	1.63	14
Family Bereavement	753	1.37	15
Pregnancy related disorders	689	1.26	16
Skin Disorders (inc burns)	487	0.89	17
Eye problems	362	0.66	18
Blood Disorders	310	0.56	19
Infectious Disease (inc Chicken pox, measles etc)	294	0.53	20
Endocrine/Hormonal (inc Diabetes)	240	0.44	21
External Sickness	113	0.21	22
Third Party Accident	98	0.18	23
Substance misuse (inc alcohol and drugs)	91	0.17	24
Accident	76	0.14	25
External Use Only	43	0.08	26
Grand Total	**54912**		

Absence Reason	Days Lost	% of Days Lost	Rank
* Psychological - stress, anxiety and depression	13607	24.78	1
* Psychological - stress, anxiety and depression (Work Related)	896	1.63	14
Total	14503	26.41	
* Musculoskeletal (Lower limb)	4269	7.78	4
* Musculoskeletal (Upper limb)	2202	4.01	8
* Musculoskeletal (back and neck)	2866	5.22	7
Total	9337	17.00	
Total Stress + musculosketal + virus %	30606	55.74	

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Appendix 4 Total Absence by Age band / Absence reason.   30 Jan 2019 to 30 Jan 2020

All PCC Employees.   All Employee types - excludes Schools, Casuals & Agency

Absence analysis

1) Absence levels are highest in 45 - 60 year olds, however there are also more employees in these age ranges.

Ratios of absence:

- 50 - 54 - 3:1
- 30 - 34 - 2.7:1
- <24 - 2.5:1
- 40 - 44 - 2.2:1
- 45 - 49 - 2.2:1

- The analysis does show that 50 - 54 year olds have the highest ratio of absence.
- 2 other areas with high ratios of absence are in the <24 and 30 - 34 age ranges.

2) Psychological reasons account for the most days lost across each age range.

3) From 45+ we can see reasons for absence increase for cancer, heart disorders and MSK (associated with ageing population)

4) Under 24< year olds have more short term absence compared to long/medium term.

5) Absence type breakdown
   - Long term: 59.07% (top 3 reasons; psychological, MSK combined, cancer)
   - Medium term: 14.34%
   - Short term: 26.59% (top 3 reasons; virus, gastro, MSK combined)

Directorate analysis:

Adult services - WDL = 16.99 & total days lost = 10,770 Highest rates of absence in the over 45s

- 64.61% of the workforce over 45
- 51.50% of the workforce over 50

Finance and resources - WDL =7.47 & total days lost = 2,444 Mixed absence across age groups

- 53.54% of the workforce over 45
- 37.85% of the workforce over 50

HNBS - WDL = 11.53 & total days lost = 11,114 Highest rates of absence in the over 45s and male

- 55.80% of the workforce over 45
- 43.89% of the workforce over 50

The Port - WDL = 14.78 & total days lost =1,108 Highest absence in the over 50s

- 69.33% of the workforce over 45
- 57.33% of the workforce over 50

Regeneration - WDL = 8.17 & total days lost =3,130 Highest rates of absence in the over 50s

- 57.31% of the workforce over 45
- 44.75 of the workforce over 50

Childrens and families - WDL =11.25 & total days lost =7,607 Mixed absence across age groups

Public health - WDL = 7.95 & total days lost = 278 Mixed absence across age groups

Integrated Impact Assessment (IIA)

Integrated impact assessment (IIA) form December 2019

www.portsmouth.gov.uk

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

- identify those policies, projects, services, functions or strategies that could impact positively or negatively on the following areas:

  - Communities and safety

  - Regeneration and culture

  - Environment and public space

  - Equality & - DiversityThis can be found in Section A5

Directorate: Corporate Services

Service, function: Human Resource

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

Sickness absence reporting

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

(★) Existing

( ) New / proposed

( ) Changed

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

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Has any consultation been undertaken for this proposal? What were the outcomes of the consultations? Has anything changed because of the consultation? Did this inform your proposal?

A - Communities and safety	Yes	No

Is your policy/proposal relevant to the following questions?

A1-Crime - Will it make our city safer?   ☐   ☐

In thinking about this question:

- How will it reduce crime, disorder, ASB and the fear of crime?
- How will it prevent the misuse of drugs, alcohol and other substances?
- How will it protect and support young people at risk of harm?
- How will it discourage re-offending?

If you want more information contact Lisa.Wills@portsmouthcc.gov.uk or go to:

https://www.portsmouth.gov.uk/ext/documents-external/cou-spp-plan-2018-20.pdf

Please expand on the impact your policy/proposal will have, and how you propose to mitigate any negative impacts?

How will you measure/check the impact of your proposal?

A2-Housing - Will it provide good quality homes?   ☐   ☐

In thinking about this question:

- How will it increase good quality affordable housing, including social housing?
- How will it reduce the number of poor quality homes and accommodation?
- How will it produce well-insulated and sustainable buildings?
- How will it provide a mix of housing for different groups and needs?

If you want more information contact Daniel.Young@portsmouthcc.gov.uk or go to:

https://www.portsmouth.gov.uk/ext/documents-external/psh-providing-affordable-housing-in-portsmouth-april-19.pdf

Please expand on the impact your policy/proposal will have, and how you propose to mitigate any negative impacts?

How are you going to measure/check the impact of your proposal?

A - Communities and safety	Yes	No

Is your policy/proposal relevant to the following questions?

A3-Health - Will this help promote healthy, safe and independent living?	☐	☐

In thinking about this question:

- How will it improve physical and mental health?
- How will it improve quality of life?
- How will it encourage healthy lifestyle choices?
- How will it create healthy places? (Including workplaces)

If you want more information contact Dominique.Letouze@portsmouthcc.gov.uk or go to:

https://www.portsmouth.gov.uk/ext/documents-external/cons-114.86-health-and-wellbeing-strategy-proof-2.pdf

Please expand on the impact your policy/proposal will have, and how you propose to mitigate any negative impacts?

How are you going to measure/check the impact of your proposal?

A - Communities and safety	Yes	No

Is your policy/proposal relevant to the following questions?

A4-Income deprivation and poverty-Will it consider income deprivation and reduce poverty?	☐	☐

In thinking about this question:

- How will it support those vulnerable to falling into poverty; e.g., single working age adults and lone parent households?
- How will it consider low-income communities, households and individuals?
- How will it support those unable to work?
- How will it support those with no educational qualifications?

If you want more information contact Mark.Sage@portsmouthcc.gov.uk or go to:

https://www.portsmouth.gov.uk/ext/documents-external/cou-homelessness-strategy-2018-to-2023.pdf
https://www.portsmouth.gov.uk/ext/health-and-care/health/joint-strategic-needs-assessment

Please expand on the impact your policy/proposal will have, and how you propose to mitigate any negative impacts?
How are you going to measure/check the impact of your proposal?

A - Communities and safety	Yes	No

Is your policy/proposal relevant to the following questions?

A5-Equality & diversity - Will it have any positive/negative impacts on the protected characteristics?	☐	☒

In thinking about this question:

- How will it impact on the protected characteristics-Positive or negative impact (Protected characteristics under the Equality Act 2010, Age, disability, race/ethnicity, Sexual orientation, gender reassignment, sex, religion or belief, pregnancy and maternity, marriage and civil partnership,socio-economic)
- What mitigation has been put in place to lessen any impacts or barriers removed?
- How will it help promote equality for a specific protected characteristic?

If you want more information contact gina.perryman@portsmouthcc.gov.uk or go to:

https://www.portsmouth.gov.uk/ext/documents-external/cmu-equality-strategy-2019-22-final.pdf

Please expand on the impact your policy/proposal will have, and how you propose to mitigate any negative impacts?

There are no changes to the current absence management policy and therefore no detrimental affect on any groups
How are you going to measure/check the impact of your proposal?

B - Environment and climate change	Yes	No

Is your policy/proposal relevant to the following questions?

B1-Carbon emissions - Will it reduce carbon emissions?   ☐ ☐

In thinking about this question:

- How will it reduce greenhouse gas emissions?
- How will it provide renewable sources of energy?
- How will it reduce the need for motorised vehicle travel?
- How will it encourage and support residents to reduce carbon emissions?

If you want more information contact Tristan.thorn@portsmouthcc.gov.uk or go to:

https://www.portsmouth.gov.uk/ext/documents-external/cmu-sustainability-strategy.pdf

Please expand on the impact your policy/proposal will have, and how you propose to mitigate any negative impacts?

How are you going to measure/check the impact of your proposal?

B - Environment and climate change	Yes	No

Is your policy/proposal relevant to the following questions?

B2-Energy use - Will it reduce energy use?   ☐ ☐

In thinking about this question:

- How will it reduce water consumption?
- How will it reduce electricity consumption?
- How will it reduce gas consumption?
- How will it reduce the production of waste?

If you want more information contact Triston.thorn@portsmouthcc.gov.uk or go to:

https://www.portsmouth.gov.uk/ext/documents-external/pln-portsmouth-plan-post-adoption.pdf
https://democracy.portsmouth.gov.uk/documents/s24685/Home%20Energy%20Appendix%201%20-%20Energy%20and%20water%20at%20home%20-%20Strategy%202019-25.pdf
Please expand on the impact your policy/proposal will have, and how you propose to mitigate any negative impacts?

How are you going to measure/check the impact of your proposal?

B - Environment and climate change	Yes	No

Is your policy/proposal relevant to the following questions?

B3 - Climate change mitigation and flooding-Will it proactively mitigate against a changing climate and flooding? ☐ ☐

In thinking about this question:

- How will it minimise flood risk from both coastal and surface flooding in the future?
- How will it protect properties and buildings from flooding?
- How will it make local people aware of the risk from flooding?
- How will it mitigate for future changes in temperature and extreme weather events?

If you want more information contact Tristan.thorn@portsmouthcc.gov.uk or go to:

https://www.portsmouth.gov.uk/ext/documents-external/env-surface-water-management-plan-2019.pdf
https://www.portsmouth.gov.uk/ext/documents-external/cou-flood-risk-management-plan.pdf
Please expand on the impact your policy/proposal will have, and how you propose to mitigate any negative impacts?

How are you going to measure/check the impact of your proposal?

B - Environment and climate change	Yes	No

Is your policy/proposal relevant to the following questions?

B4-Natural environment-Will it ensure public spaces are greener, more sustainable and well-maintained? ☐ ☐

In thinking about this question:

- How will it encourage biodiversity and protect habitats?
- How will it preserve natural sites?
- How will it conserve and enhance natural species?

If you want more information contact Daniel.Young@portsmouthcc.gov.uk or go to:

https://www.portsmouth.gov.uk/ext/documents-external/pln-solent-recreation-mitigation-strategy-dec-17.pdf
https://www.portsmouth.gov.uk/ext/documents-external/pln-portsmouth-plan-post-adoption.pdf

Please expand on the impact your policy/proposal will have, and how you propose to mitigate any negative impacts?

How are you going to measure/check the impact of your proposal?

B - Environment and climate change	Yes	No

Is your policy/proposal relevant to the following questions?

B5-Air quality - Will it improve air quality? ☐ ☐

In thinking about this question:

- How will it reduce motor vehicle traffic congestion?
- How will it reduce emissions of key pollutants?
- How will it discourage the idling of motor vehicles?
- How will it reduce reliance on private car use?

If you want more information contact Hayley.Trower@portsmouthcc.gov.uk or go to:

https://www.portsmouth.gov.uk/ext/documents-external/env-aq-air-quality-plan-outline-business-case.pdf

Please expand on the impact your policy/proposal will have, and how you propose to mitigate any negative impacts?

How are you going to measure/check the impact of your proposal?

B - Environment and climate change	Yes	No

Is your policy/proposal relevant to the following questions?

B6-Transport - Will it improve road safety and transport for the whole community? ☐ ☐

In thinking about this question:

- How will it prioritise pedestrians, cyclists and public transport users over users of private vehicles?
- How will it allocate street space to ensure children and older people can walk and cycle safely in the area?
- How will it increase the proportion of journeys made using sustainable and active transport?
- How will it reduce the risk of traffic collisions, and near misses, with pedestrians and cyclists?

If you want more information contact Pam.Turton@portsmouthcc.gov.uk or go to:

https://www.portsmouth.gov.uk/ext/travel/local-transport-plan-3

Please expand on the impact your policy/proposal will have, and how you propose to mitigate any negative impacts?

How are you going to measure/check the impact of your proposal?

B - Environment and climate change	Yes	No

Is your policy/proposal relevant to the following questions?

B7-Waste management - Will it increase recycling and reduce the production of waste?	☐	☐

In thinking about this question:

- How will it reduce household waste and consumption?
- How will it increase recycling?
- How will it reduce industrial and construction waste?

If you want more information contact Steven.Russell@portsmouthcc.gov.uk or go to:

https://documents.hants.gov.uk/mineralsandwaste/HampshireMineralsWastePlanADOPTED.pdf

Please expand on the impact your policy/proposal will have, and how you propose to mitigate any negative impacts?

How are you going to measure/check the impact of your proposal?

C - Regeneration of our city	Yes	No

Is your policy/proposal relevant to the following questions?

C1-Culture and heritage - Will it promote, protect and enhance our culture and heritage?	☐	☐

In thinking about this question:

- How will it protect areas of cultural value?
- How will it protect listed buildings?
- How will it encourage events and attractions?
- How will it make Portsmouth a city people want to live in?

If you want more information contact Claire.Looney@portsmouthcc.gov.uk or go to:

https://www.portsmouth.gov.uk/ext/documents-external/pln-portsmouth-plan-post-adoption.pdf

Please expand on the impact your policy/proposal will have, and how you propose to mitigate any negative impacts?

How are you going to measure/check the impact of your proposal?

C - Regeneration of our city	Yes	No

Is your policy/proposal relevant to the following questions?

C2-Employment and opportunities - Will it promote the development of a skilled workforce?	☐	☐

In thinking about this question:

- How will it improve qualifications and skills for local people?
- How will it reduce unemployment?
- How will it create high quality jobs?
- How will it improve earnings?

If you want more information contact Mark.Pembleton@portsmouthcc.gov.uk or go to:

https://www.portsmouth.gov.uk/ext/documents-external/cou-regeneration-strategy.pdf

Please expand on the impact your policy/proposal will have, and how you propose to mitigate any negative impacts?

How are you going to measure/check the impact of your proposal?

C - Regeneration of our city	Yes	No

Is your policy/proposal relevant to the following questions?

C3 - Economy - Will it encourage businesses to invest in the city, support sustainable growth and regeneration?	☐	☐

In thinking about this question:

- How will it encourage the development of key industries?
- How will it improve the local economy?
- How will it create valuable employment opportunities for local people?
- How will it promote employment and growth in the city?

If you want more information contact Mark.Pembleton@portsmouthcc.gov.uk or go to:

https://www.portsmouth.gov.uk/ext/documents-external/cou-regeneration-strategy.pdf

Please expand on the impact your policy/proposal will have, and how you propose to mitigate any negative impacts?

How are you going to measure/check the impact of your proposal?

Q8 - Who was involved in the Integrated impact assessment?

This IIA has been approved by:

Contact number:

Date:

Portsmouth
CITY COUNCIL

Agenda item:

Title of meeting:	Employment Committee
Date of meeting:	6th March 2020
Subject:	The Living Wage
Report by:	Assistant Director of HR
Wards affected:	None
Key decision:	No
Full Council decision:	No

1. Purpose of report

1.1. This report is provided in response to a request from employment committee to inform members of the Foundation Living Wage (FLW) rate increase from 1st April 2020, to £9.30 per hour and to advise members of the impact of the 2020/21 national pay award on the FLW rate.

2. Recommendations

2.1. It is recommended:

(i)   Members note that the Foundation Living Wage for 2020 has been set at £9.30 per hour.

(ii)   The effect of the 2020/21 national pay award is unknown and therefore based on current information, spinal column points 1 & 2 is lower than 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

3. Background

3.1. At Employment Committee on the 26th February 2019, members agreed to increase the salary of the lowest paid employees in the council, in line with the FLW rate of £9.00, with effect from 1st April 2019.

3.2. This increase was applied to all staff who had been transferred to the council under TUPE (who therefore have different terms and conditions of employment), a non-consolidated payment was made to bring the salary rate in-line with the FLW rate.

3.3. It was also agreed to apply this rate to those engaged through the in-house internal agency.

3.4. The increase to the FLW of £9.00 per hour was at the same level as PCC's SCP 1 therefore, no consolidated payment was required for all staff on PCC terms and conditions.

4. Impact of the NJC 2020 Pay Award

4.1. In 2018, the National Joint Committee (NJC) agreed a two year pay deal, which meant all employees receive a minimum of a 2% pay award for 2018/19 and 2019/20. The deal also included a degree of "bottom loading", with those on lower salaries receiving a higher percentage increase to future proof the pay scales against the predicted accelerated increase of the National Living Wage (NLW).

4.2. The effect of this award is that, in 2019/20 the council's lowest annual salary (£9.00 per hour) is equal to the FLW and therefore no uplift will need to be applied to PCC's pay scale.

4.3. Due to a government calling a general election, there has been a delay in the NJC starting formal negotiations with the unions, for the 2020 pay award. The NJC have confirmed that they will start discussions with the unions in February but acknowledge due to these delays it is unlikely that any agreement will be in place by 1st April 2020.

4.4. The unions are have currently proposed a 10% pay award for 2020.

4.5. Therefore until the pay award is known, it has been assumed that all employees on SCP 2 and below will fall below the FLW rate of £9.30, for 2020/21.

5. FLW impact

5.1. There are currently 328 employees (including schools) whose hourly rate will fall below £9.30 as at 1st April 2020. Of the 328, 18 are TUPE employees and 295 are schools employees.

5.2. Members are reminded of the need for consultation with individual schools, as it is for each individual school's governing bodies to decide whether or not to adopt the consolidated FLW rate. In 2018, when the FLW was consolidated all school agreed to pay the FLW rate, compared to previous years where a number of schools opted out of paying the FLW, when it was a 'top-up' payment.

5.3. The impact of the FLW increase financially is approximately £32,097 per annum (including on costs and schools). Some of this cost would be subsumed upon the implementation of any pay award.

6. Reasons for Recommendation

6.1. To keep Members informed of the changes to the FLW, in April and to highlight any specific arrangements that may be required if the NJC pay award does not continue to keep PCC's pay scale above the FLW rate.

6.2. Continue to pay the lowest paid employees in line with the FLW and increase the rate to £9.30.

7. Integrated Impact Assessment

7.1. An Integrated Impact Assessment was completed and is attached at Appendix 1.

8. Legal implications

The report outlines the cost relevant to the limited number of TUPE colleagues who are not automatically entitled and mitigates potential risk of challenge and consolidates colleague pay rates within the group. The report also reflects the basis upon which staff used via agencies should be dealt with, that issue having been consulted upon.

9. Director of finance's comments

9.1. The financial impact of paying FLW to employees to General Fund services is estimated to be £6,622 and will need to be met from existing staff budgets. However, some of this cost would be subsumed upon the implementation of any pay award.

Any additional cost arising from using agency staff would be met from services' existing budgets.

…………………………………
Signed by:

Appendices:

Appendix 1: Integrated Impact Assessment

www.portsmouth.gov.uk

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:

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

- identify those policies, projects, services, functions or strategies that could impact positively or negatively on the following areas:

  - Communities and safety

  - Regeneration and culture

  - Environment and public space

  - Equality & - DiversityThis can be found in Section A5

Directorate: | Corporate Services

Service, function: | Human Resources

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

Foundation Living Wage

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

(★) Existing

( ) New / proposed

( ) Changed

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

o introduce the Foundation Living Wage for all staff, including those within schools, where the Board of Governors for the relevant school agrees to do so.

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By paying the FLW rate, we will be lifting PCC employees out of working poverty and reducing reliance

upon state benefits.

Update February 2019: Members agreed in June 2018 to pay the FLW wage rate of £8.75 from 1st September 2018. Employees on PCC banding saw this increase as a consolidated uplift and employees who have transferred into PCC under TUPE received it as a non-consolidated PCC Living wage 'top -up'.

UPDATED: February 2020 - to increase the Living wage rate to £9.30. This will be applied as a 'top up' to TUPE employees and consolidated amount for employees including those on the temp agency, who's hourly rate falls below £9.30 from 1st April 2020.

Members requested that we reviewed this each November in line with the announcement from the Living Wage Foundation on the new FLW rate for the following April to ensure that PCC continues to lift PCC employees out of working poverty and reducing reliance upon state benefits.

Has any consultation been undertaken for this proposal? What were the outcomes of the consultations? Has anything changed because of the consultation? Did this inform your proposal?

No

A - Communities and safety	Yes	No

Is your policy/proposal relevant to the following questions?

A1-Crime - Will it make our city safer?	☐	☐

In thinking about this question:

- How will it reduce crime, disorder, ASB and the fear of crime?
- How will it prevent the misuse of drugs, alcohol and other substances?
- How will it protect and support young people at risk of harm?
- How will it discourage re-offending?

If you want more information contact Lisa.Wills@portsmouthcc.gov.uk or go to:

https://www.portsmouth.gov.uk/ext/documents-external/cou-spp-plan-2018-20.pdf

Please expand on the impact your policy/proposal will have, and how you propose to mitigate any negative impacts?

How will you measure/check the impact of your proposal?

A - Communities and safety	Yes	No

Is your policy/proposal relevant to the following questions?

A2-Housing - Will it provide good quality homes?	☐	☐

Page 38

In thinking about this question:

- How will it increase good quality affordable housing, including social housing?
- How will it reduce the number of poor quality homes and accommodation?
- How will it produce well-insulated and sustainable buildings?
- How will it provide a mix of housing for different groups and needs?

If you want more information contact Daniel.Young@portsmouthcc.gov.uk or go to:

https://www.portsmouth.gov.uk/ext/documents-external/psh-providing-affordable-housing-in-portsmouth-april-19.pdf

Please expand on the impact your policy/proposal will have, and how you propose to mitigate any negative impacts?

How are you going to measure/check the impact of your proposal?

A - Communities and safety	Yes	No

Is your policy/proposal relevant to the following questions?

A3-Health - Will this help promote healthy, safe and independent living?	☐	☐

In thinking about this question:

- How will it improve physical and mental health?
- How will it improve quality of life?
- How will it encourage healthy lifestyle choices?
- How will it create healthy places? (Including workplaces)

If you want more information contact Dominique.Letouze@portsmouthcc.gov.uk or go to:

https://www.portsmouth.gov.uk/ext/documents-external/cons-114.86-health-and-wellbeing-strategy-proof-2.pdf

Please expand on the impact your policy/proposal will have, and how you propose to mitigate any negative impacts?

How are you going to measure/check the impact of your proposal?

A - Communities and safety	Yes	No

Is your policy/proposal relevant to the following questions?

A4-Income deprivation and poverty-Will it consider income deprivation and reduce poverty? ☐ ☐

In thinking about this question:

- How will it support those vulnerable to falling into poverty; e.g., single working age adults and lone parent households?
- How will it consider low-income communities, households and individuals?
- How will it support those unable to work?
- How will it support those with no educational qualifications?

If you want more information contact Mark.Sage@portsmouthcc.gov.uk or go to:

https://www.portsmouth.gov.uk/ext/documents-external/cou-homelessness-strategy-2018-to-2023.pdf
https://www.portsmouth.gov.uk/ext/health-and-care/health/joint-strategic-needs-assessment

Please expand on the impact your policy/proposal will have, and how you propose to mitigate any negative impacts?

How are you going to measure/check the impact of your proposal?

A - Communities and safety | Yes | No

Is your policy/proposal relevant to the following questions?

A5-Equality & diversity - Will it have any positive/negative impacts on the protected characteristics? ☒ ☐

In thinking about this question:

- How will it impact on the protected characteristics-Positive or negative impact (Protected characteristics under the Equality Act 2010, Age, disability, race/ethnicity, Sexual orientation, gender reassignment, sex, religion or belief, pregnancy and maternity, marriage and civil partnership,socio-economic)
- What mitigation has been put in place to lessen any impacts or barriers removed?
- How will it help promote equality for a specific protected characteristic?

If you want more information contact gina.perryman@portsmouthcc.gov.uk or go to:

https://www.portsmouth.gov.uk/ext/documents-external/cmu-equality-strategy-2019-22-final.pdf

Please expand on the impact your policy/proposal will have, and how you propose to mitigate any negative impacts?

The implementation of Living Wage will impact more females than males due to the fact that the postholders of the roles affected are predominantly women approximately 91% (365) and 9% (38) men

Therefore, implementation of the Living Wage will promote equality for women.

Updated February 2019: The increase to the PCC Living Wage rate for TUPE employees with predominately positively affect more women then men. Approximately 92% (14) of postholders are women who and 18% (3) are men.

Updated February 2020: The increase to the PCC Living Wage rate for TUPE employees and Employees on SCP 1 and 2 with predominately positively affect more women then men. Approximately 94.21% (309) of post holders are women who and 5.79% (19) are men.

How are you going to measure/check the impact of your proposal?

B - Environment and climate change	Yes	No

Is your policy/proposal relevant to the following questions?

B1-Carbon emissions - Will it reduce carbon emissions?	☐	☐

In thinking about this question:

- How will it reduce greenhouse gas emissions?
- How will it provide renewable sources of energy?
- How will it reduce the need for motorised vehicle travel?
- How will it encourage and support residents to reduce carbon emissions?

If you want more information contact Tristan.thorn@portsmouthcc.gov.uk or go to:

https://www.portsmouth.gov.uk/ext/documents-external/cmu-sustainability-strategy.pdf

Please expand on the impact your policy/proposal will have, and how you propose to mitigate any negative impacts?

How are you going to measure/check the impact of your proposal?

B - Environment and climate change	Yes	No

Is your policy/proposal relevant to the following questions?

B2-Energy use - Will it reduce energy use?	☐	☐

In thinking about this question:

- How will it reduce water consumption?
- How will it reduce electricity consumption?
- How will it reduce gas consumption?
- How will it reduce the production of waste?

If you want more information contact Triston.thorn@portsmouthcc.gov.uk or go to:

https://www.portsmouth.gov.uk/ext/documents-external/pln-portsmouth-plan-post-adoption.pdf
https://democracy.portsmouth.gov.uk/documents/s24685/Home%20Energy%20Appendix%201%20-%20Energy%20and%20water%20at%20home%20-%20Strategy%202019-25.pdf
Please expand on the impact your policy/proposal will have, and how you propose to mitigate any negative impacts?

How are you going to measure/check the impact of your proposal?

B - Environment and climate change	**Yes**	**No**

Is your policy/proposal relevant to the following questions?

B3 - Climate change mitigation and flooding-Will it proactively mitigate against a changing climate and flooding?	☐	☐

In thinking about this question:

- How will it minimise flood risk from both coastal and surface flooding in the future?
- How will it protect properties and buildings from flooding?
- How will it make local people aware of the risk from flooding?
- How will it mitigate for future changes in temperature and extreme weather events?

If you want more information contact Tristan.thorn@portsmouthcc.gov.uk or go to:

https://www.portsmouth.gov.uk/ext/documents-external/env-surface-water-management-plan-2019.pdf
https://www.portsmouth.gov.uk/ext/documents-external/cou-flood-risk-management-plan.pdf

Please expand on the impact your policy/proposal will have, and how you propose to mitigate any negative impacts?

How are you going to measure/check the impact of your proposal?

B - Environment and climate change	**Yes**	**No**

Is your policy/proposal relevant to the following questions?

B4-Natural environment-Will it ensure public spaces are greener, more sustainable and well-maintained?	☐	☐

In thinking about this question:

- How will it encourage biodiversity and protect habitats?
- How will it preserve natural sites?
- How will it conserve and enhance natural species?

If you want more information contact Daniel.Young@portsmouthcc.gov.uk or go to:

https://www.portsmouth.gov.uk/ext/documents-external/pln-solent-recreation-mitigation-strategy-dec-17.pdf
https://www.portsmouth.gov.uk/ext/documents-external/pln-portsmouth-plan-post-adoption.pdf

Please expand on the impact your policy/proposal will have, and how you propose to mitigate any negative impacts?

How are you going to measure/check the impact of your proposal?

B - Environment and climate change	Yes	No

Is your policy/proposal relevant to the following questions?

B5-Air quality - Will it improve air quality?	☐	☐

In thinking about this question:

- How will it reduce motor vehicle traffic congestion?
- How will it reduce emissions of key pollutants?
- How will it discourage the idling of motor vehicles?
- How will it reduce reliance on private car use?

If you want more information contact Hayley.Trower@portsmouthcc.gov.uk or go to:

https://www.portsmouth.gov.uk/ext/documents-external/env-aq-air-quality-plan-outline-business-case.pdf

Please expand on the impact your policy/proposal will have, and how you propose to mitigate any negative impacts?

How are you going to measure/check the impact of your proposal?

B - Environment and climate change	Yes	No

Is your policy/proposal relevant to the following questions?

B6-Transport - Will it improve road safety and transport for the whole community?	☐	☐

In thinking about this question:

- How will it prioritise pedestrians, cyclists and public transport users over users of private vehicles?
- How will it allocate street space to ensure children and older people can walk and cycle safely in the area?
- How will it increase the proportion of journeys made using sustainable and active transport?
- How will it reduce the risk of traffic collisions, and near misses, with pedestrians and cyclists?

If you want more information contact Pam.Turton@portsmouthcc.gov.uk or go to:

https://www.portsmouth.gov.uk/ext/travel/local-transport-plan-3

Please expand on the impact your policy/proposal will have, and how you propose to mitigate any negative impacts?

How are you going to measure/check the impact of your proposal?

B - Environment and climate change

	Yes	No

Is your policy/proposal relevant to the following questions?

B7-Waste management - Will it increase recycling and reduce the production of waste?

☐ Yes   ☐ No

In thinking about this question:

- How will it reduce household waste and consumption?
- How will it increase recycling?
- How will it reduce industrial and construction waste?

If you want more information contact Steven.Russell@portsmouthcc.gov.uk or go to:

https://documents.hants.gov.uk/mineralsandwaste/HampshireMineralsWastePlanADOPTED.pdf

Please expand on the impact your policy/proposal will have, and how you propose to mitigate any negative impacts?

How are you going to measure/check the impact of your proposal?

C - Regeneration of our city	Yes	No

Is your policy/proposal relevant to the following questions?

C1-Culture and heritage - Will it promote, protect and enhance our culture and heritage?	☐	☐

In thinking about this question:

- How will it protect areas of cultural value?
- How will it protect listed buildings?
- How will it encourage events and attractions?
- How will it make Portsmouth a city people want to live in?

If you want more information contact Claire.Looney@portsmouthcc.gov.uk or go to:

https://www.portsmouth.gov.uk/ext/documents-external/pln-portsmouth-plan-post-adoption.pdf

Please expand on the impact your policy/proposal will have, and how you propose to mitigate any negative impacts?

How are you going to measure/check the impact of your proposal?

C - Regeneration of our city	Yes	No

Is your policy/proposal relevant to the following questions?

C2-Employment and opportunities - Will it promote the development of a skilled workforce?	☐	☐

In thinking about this question:

- How will it improve qualifications and skills for local people?
- How will it reduce unemployment?
- How will it create high quality jobs?
- How will it improve earnings?

If you want more information contact Mark.Pembleton@portsmouthcc.gov.uk or go to:

https://www.portsmouth.gov.uk/ext/documents-external/cou-regeneration-strategy.pdf

Please expand on the impact your policy/proposal will have, and how you propose to mitigate any negative impacts?

How are you going to measure/check the impact of your proposal?

C - Regeneration of our city	Yes	No

Is your policy/proposal relevant to the following questions?

C3 - Economy - Will it encourage businesses to invest in the city, support sustainable growth and regeneration?	☐	☐

In thinking about this question:

- How will it encourage the development of key industries?
- How will it improve the local economy?
- How will it create valuable employment opportunities for local people?
- How will it promote employment and growth in the city?

If you want more information contact Mark.Pembleton@portsmouthcc.gov.uk or go to:

https://www.portsmouth.gov.uk/ext/documents-external/cou-regeneration-strategy.pdf

Please expand on the impact your policy/proposal will have, and how you propose to mitigate any negative impacts?

How are you going to measure/check the impact of your proposal?

Q8 - Who was involved in the Integrated impact assessment?

This IIA has been approved by:

Contact number:

Date:

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Portsmouth
CITY COUNCIL

Title of meeting:	Employment Committee
Date of meeting:	6th March 2020
Subject:	Pay Policy Statement 2020/21
Report by:	Rochelle Kneller, Assistant Director for HR
Wards affected:	None
Key decision:	No
Full Council decision:	Yes

1. Purpose of report

The Council is required by section 38(1) of the Localism Act 2011 (openess and accountability in local pay) to prepare a Pay Policy Statement.

The Local Government Transparency Code 2014 further clarifies and describes the information and data local authorities are required to publish to increase democratic accountability.

A Pay Policy Statement must articulate the Council's policies towards a range of issues relating to the pay of its workforce, particularly its senior staff, Chief Officers and its lowest paid employees.

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

2. Recommendations

The Employment Committee is recommended to:

2.1 Approve the Pay Policy Statement attached as **Appendix 1,** to go forward for approval by the Full Council prior to 31 March 2020.
2.2 Subject to Employment Committee approval to continue to pay the Living Wage Rate as recommended by the Living Wage Foundation, that Members approve a revision in the report and Appendix 1 to reflect the Living Wage rate increase to £9.30 per hour with effect from 1st April 2020 and for this to be published prior to the deadline date of 31st March 2020.

3. Background

3.1 Increased transparency about how taxpayers' money is used, including the pay and reward of public sector staff is now a legislative requirement under section 38(1) of the Localism Act 2011. The Department for Communities and Local Government published a

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revised Local Government Transparency Code on 3rd October 2014. The code enshrines the principles of transparencey and asks relevant authorities to follow these three principles when publishing the data they hold. These are as follows:

- Responding to public demand
- Releasing data in open format available for re-use; and
- Releasing data in a timely way

This includes data on senior salaries and how they relate to the rest of the workforce (pay multiple).

3.2 The Council must have regard to the Secretary of State's guidance "Openess and accountability in local pay: Draft guidance under section 40 of the Localism Act". It is now essential that an authority's approach to pay, as set out in a Pay Policy Statement, is accessible for citizens and enables taxpayers to take an informed view of whether local decisions on all aspects of remuneration are fair and make the best use of public funds.

Approved statements must be published on the authority's website and in any other manner that the authority thinks appropriate, as soon as reasonably practical after they have been approved by Full Council.

3.3 The Act also requires that authorities include in their pay policy statement, their approach to the publication of and access to information relating to the remuneration of chief officers. Remuneration includes salary, expenses, bonuses, performance related pay as well as severance payments.

3.4 The definition of a chief officer as set out in the Act is not limited to Head of Paid Service or statutory chief officers. It also includes those who report directly to them.

3.5 The Portsmouth Pay Policy statement is attached as **Appendix 1.** The pay multiple data used for this report is based on 31 March 2019 and is based on the difference between the highest salary and the median salary which is 6.6.

The Council also considers that the relationship between the base salaries of its highest and lowest paid employees, which is currently a ratio of 1:9.1, represents an appropriate, fair and equitable internal pay relationship.

3.6 Whilst the Pay Policy Statement relates to the year 2020/21, Members' attention is drawn to the changing shape of the council and the environment in which it operates, and the impact this may have in future on its pay structure. In particular:
- The need for officers to operate across organisational boundaries, e.g. with the health sector and other local authorities
- The increased commercialisation of the council and the need to recruit and retain suitably skilled staff (who may expect alterntive reward packages)
- The council's role as accountable body for commercial or quasi-commercial bodies
- The increased specialisation of skills in some employment markets, driving pay inflation that the council's pay structure is not well suited to meet

Members approval will be sought for any significant changes to the Council's pay structure resulting from these, or other factors.

4. Reasons for recommendations

The Council is required by the Localism Act 2011, section 38(1) to publish a Pay Policy Statement on a yearly basis which is approved by Full Council.

5. Integrated Impact Assessment

The contents of this report do not have any relevant equalities and environmental impact and therefore an Integrated Impact assessment is not required.

6. Legal implications

6.1 The Director of Corporate Services is satisfied that the Pay Policy Statement at Appendix 1 meets the legislative requirements under Chapter 8 - Pay Accountability and Section 38, of the Localism Act 2011 and is in line with the Local Government Transparency Code 2014.

6.2 The Council is required to prepare a Pay Policy Statement for the financial year 2020/21 and each subsequent year, which sets out the policies, remuneration and other benefits of its chief officers and lowest paid employees and the relationship between its chief officers and every other officer.

6.3 The Pay Policy Statement must be approved by Full Council before 31st March 2020 and can only be amended thereafter by resolution to Full Council.

7. Director of Finance's comments

7.1 There are no direct financial implications arising from the recommendation in this report.

……………………………………………
Signed by:

Appendices:

Appendix 1: Pay Policy Statement

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:

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Title of document	Location

www.portsmouth.gov.uk

Portsmouth
CITY COUNCIL

PAY POLICY STATEMENT FOR THE FINANCIAL YEAR 2020/21

INTRODUCTION

This policy statement has been produced in accordance with Sections 38 to 43 of the Localism Act 2011 (the Act), and is compliant with the Local Government Transparency Code 2014.

The Act requires each local authority to produce a Pay Policy Statement (the 'statement') explaining its approach to the pay of its 'chief officers' and its 'lowest paid' employees and the relationship between the two. The statement has to be published and accessible to the public. The statement must be approved annually before 31 March each year prior to the financial year to which it relates.

SECTION 1: REMUNERATION OF STATUTORY AND NON-STATUTORY CHIEF OFFICERS, DEPUTY CHIEF OFFICERS, AND MONITORING OFFICER

1.1 REMUNERATION COVERED IN THIS SECTION OF THE POLICY
This section covers the Council's policies in relation to the remuneration of its senior employees, including:

- Its Chief Executive (who is its Head of Paid Service);

- The Directors, who report to and are directly accountable to the Chief Executive or any Director who acts in the capacity of Deputy Chief Executive. These Directors fulfil the roles of statutory Chief Officers, Section 151 Officer, and non-statutory Chief Officers;

- City Solicitor and Monitoring Officer (Director - lower band)

- The Port Director;

- The managers who report to and are directly accountable to the Port Director.

1.2 OVERALL POLICY ON REMUNERATION FOR SENIOR ROLES

The Council's remuneration policy complies with the Equality Act 2010and other relevant legislation.

The Council's Job Evaluation Support Scheme (JESS) is used when setting pay levels for all posts within the Council. This system is a factor-based analytical job evaluation scheme designed to measure the relative responsibilities of all jobs fairly and accurately.

1.3 THE REMUNERATION OFFERED TO SENIOR EMPLOYEES

At Chief Executive and Director level (and for the Port Director and his direct reports), the Council offers only an annual salary, access to the Local Government Pension Scheme, and the payment of a small number of allowances, details of which are set out below. No other cash benefits or benefits in kind are offered. The Council does not offer performance related payments or bonuses to its senior employees.

All are employed on PAYE taxation arrangements. However in exceptional circumstances e.g. interim appointments, an alternative form of engagement/employment may if appropriate be used.

Annual salaries

Annual salary levels for senior employees are set in accordance with the overall principles set out in section 1.3, above. At Chief Executive and Director level, they consist of a grade range which is determined locally by the Council. This grade range consists of a number of incremental salary points, through which employees may progress until the top of the grade is reached.

The pay ranges based on1 April 2019 (subject to change once the pay 2020 award is agreed) are:

Chief Executive	£142,964 - £158,014
Port Manager	£107,179 to £116,139
Director* (upper band)	£107,179 to £116,139
Director (mid band)	£91,867 to £101,541
Director (lower band)	£78,744 to £87,034
Senior Managers	£72,423 to £78,572

*This includes any Director (upper band) who also acts in capacity of Deputy Chief Executive as part of their role as Director.

The Council has entered into shared working arrangements with Gosport Borough and Isle of Wight Councils to share senior management and their related statutory functions. All Councils have retained their clear identities as individual councils under this arrangement. Gosport Borough and Isle of Wight Council pay a contribution under this arrangement to Portsmouth City Council. Additional payments are made to these Chief Officers for carrying out the statutory functions under this shared working arrangement. These payments are separate to the level of pay received for performing their duties within Portsmouth City Council - see Section 4 - Honoraria payments.

Other groups of employees are paid in accordance with salaries or salary scales agreed by the relevant national negotiating bodies. These groups include such workers as, NHS workers (statutory transfer from Primary Care Trusts) and those falling within the group of the Soulbury Committee or School Teachers' Pay and Conditions agreements.

Remuneration of senior employees on recruitment

The Council's policy is that any newly appointed senior employee will commence employment at the lowest pay point in the pay range for their job, other than in circumstances where it is necessary to pay at a higher point within the range in order to match the salary of their previous post with another organisation. Any decision to appoint a senior employee on a higher pay point within the relevant pay range would be made by the Members Appointment Committee.

Pay progression

Pay progression is by annual increment, payable from 1st April. Pay progression is based on the period of time the employee has served in that grade. Increments are due on 1 April each year, or 6 months after appointment if less than 6 months in the new grade by 1 April, i.e. an increment is paid after 6 months if the employee is appointed between 1 October and 31 March.

There is no scope for accelerated progression beyond one increment per annum, or for progression beyond the top of the grade's pay range.

Pay awards

The salaries of Directors (mid band and above) will be increased in line with any pay increase agreed nationally in line with the Joint National Councils (JNCs) for Chief Executives

and Chief Officers. Directors (lower band) and Senior Managers pay will be increased with any pay increase agreed nationally in line with the National Joint Council (NJC).

Eligibility of Pay awards for TUPE employees will be reviewed on an annual basis as these are not automatically applied in order to preserve the employee's terms and conditions of employment. Employees who TUPE into the Council on existing NJC terms and conditions will continue to receive the NJC pay award applied.

Bonuses
The Council does not pay bonuses to any of its employees.

Other Allowances and Payments
Other payments and allowances that the Chief Officers may be eligible for are detailed in Section 4 – **POLICIES COMMON TO ALL EMPLOYEES.** This includes Market Supplements, Local Government Pension Scheme (LGPS), Payments on Termination of Employment, Allowances.

Election fees
Returning Officer fees will be paid where there is a statutory entitlement available. This is usually available for General and European Elections, but not local elections.
Where a Director acts as the Deputy Returning Officer the appropriate fee at that time is paid.

SECTION 2: REMUNERATION OF LOWEST PAID EMPLOYEES

2.1 DEFINITION OF LOWEST PAID EMPLOYEES
The definition of the "lowest-paid employees" adopted by the Council for the purposes of this statement is as follows:

> The lowest paid employees* within the Council are those employees who are paid on the minimum salary point of the Council's substantive pay structure, i.e. spinal column point 1, within Band 1 of its salary scales.

With effect from 1st September 2018, the Employment Committee made the commitment to Portsmouth City Council Employees (subject to agreement by governing bodies of schools) to pay the Living Wage rate as set by the independent Living Wage Foundation, subject to review each year. The current annual full-time equivalent value of this pay level, based on a 37-hour standard working week at £9.00 per hour is £17,364.

Assuming Members agree to continue to pay the Living Wage rate as set by the independent Living Wage Foundation, from 1st April 2020 this will result in employees* from SCP1 to SCP2 receiving a minimum hourly rate of £9.30 per hour, with the full time equivalent value of pay, based on a 37 hour standard working week, being £17,942.

(*The lowest paid does not include Apprentices for whom there are separate pay arrangements).

SECTION 3: PAY RELATIONSHIPS

Under the provisions of the Code of Recommended Practice for Local Authorities on Data Transparency, issued by the Department for Communities and Local Government under Section 2 of the Local Government Planning and Land Act 1980, the Council is expected to publish its "pay multiple", i.e. the ratio between the highest paid salary and the median salary of the whole of the local authority's workforce based on data as at 31st March 2019. This multiple is 6.6 with a median salary of £23,866 (subject to change pending the 2020 Pay Award).

(The median salary figure is the salary value at which 50% of the salaries which apply to the whole of the local authority's workforce are below that value and 50% are above it. The lowest pay point in the overall salary range which has been used by the Council in calculating the

median salary is that which applies to its lowest paid employees, as defined in section 2 of this pay policy statement.)

The Council considers that the current pay multiple, as identified above, represents an appropriate, fair and equitable internal pay relationship between the highest salary and the pay levels which apply to the rest of the workforce. It will therefore seek to ensure that, as far as possible, the multiple remains at its current level.

The Council also considers that the relationship between the base salaries of its highest and lowest paid employees, which is currently a ratio of 1:9.1, represents an appropriate, fair and equitable internal pay relationship.

SECTION 4: POLICIES COMMON TO ALL EMPLOYEES

The following elements of remuneration are determined by corporate policies or arrangements which apply to all permanent employees of the Council (including its Chief Executive, Directors (including those who act in the capacity as Deputy Chief Executive) and the lowest paid employees as defined above), regardless of their pay level, status or grading within the Council:

Market Supplements
A Market Supplement payment may be made if there is a clear business need, supported by effective market data, where a post is difficult to recruit to or to retain key members of staff, in addition to the normal reward package.
The supplement payment will be made in strict accordance with the Recruitment and Retention Policy and will be reviewed biennially. The full Recruitment and Retention Policy will be provided on request.

Payments on Termination of Employment
Other than payments made under the LGPS, the Council's payments to any employee whose employment is terminated on grounds of redundancy or in the interests of the efficiency of the service will be in accordance with the policy the Council has adopted for all its employees in relation to the Local Government (Early Termination of Employment) (Discretionary Compensation) (England and Wales) Regulations 2006. This policy (Early Termination of Employment Payments**)** has been published in accordance with the requirements of Regulation 7 of these regulations and is available on request.

Reimbursement of removal/relocation costs on appointment
The Council's relocation scheme is to enable financial assistance (within pre-defined limits) to be given to any employee who is required to relocate to the Portsmouth area to take up an appointment in a post deemed 'hard to fill' by the appropriate Director. Full details of the policy can be provided on request.

Honoraria
The Council pays honoraria to any employee only in accordance with its corporate scheme for such payments. This scheme provides that honoraria payments may be made to any employee who undertakes exceptional additional duties unrelated to those of a higher post, for example a special project. Such payments must be approved by the Director for HR where payments will exceed £1,000 per annum.

Acting-up/additional responsibility payments
Where employees are required to "act-up" into a higher-graded post and take on additional responsibilities beyond those of their substantive post, for a temporary/time-limited period (which must exceed 4 weeks), they may receive an additional payment in accordance with the terms of the Council's policy. The payment will be based on the percentage of the higher duties and responsibilities undertaken and on the salary that would apply were the employee promoted to the higher post. (i.e. the lowest spinal column point of the higher grade).

Standby and call out allowances
Any employee who is required to undertake standby and call-out duties will be paid at the appropriate rate and in accordance with the policy. A full copy of the policy can be provided on request.

Mileage rates
The Council compensates employees who are authorised to use their own car, motorcycle or bicycle on Council business, in accordance with the mileage rates set out by HMRC.

Subsistence allowance
The Council reimburses expenditure on meals and accommodation and any other expenses necessarily incurred by employees who have to be away from home on Council business on the basis of actual expenditure incurred and in accordance with the Travel and Subsistence Policy. These allowance rates are set out by HMRC.

Child care (salary sacrifice scheme)
Childcare vouchers are available to existing users via the HMRC-approved salary sacrifice scheme. New users will be able to access the Government Tax-Free Childcare scheme. There is no direct subsidy towards childcare costs by the Council.

SECTION 5: DECISION MAKING ON PAY

The provisions of this pay policy statement will apply to any determination made by the Council in the relevant financial year in relation to the remuneration, or other terms and conditions, of a Chief Officer of the Authority and of its lowest paid employees, as defined in this statement, The Council will ensure that the provisions of this pay policy statement are properly applied and fully complied with in making any such determination.

Any proposal to offer a new chief officer appointment on terms and conditions which include a total remuneration package of £100,000 or more, which would routinely be payable to the appointee and any benefits in kind to which the officer would be entitled as a result of their employment (but excluding employer's pension contributions), will be referred to the Full Council for approval before any such offer is made to a particular candidate.

Additionally, any severance payments over £100,000 are referred to Full Council for approval.

SECTION 6: AMENDMENTS TO THIS PAY POLICY STATEMENT

The Council may agree any amendments to this pay policy statement after it has been approved, but only by a resolution of the full Council.

The finalised Pay Policy Statement will be agreed by the Council by end of March 2020 for the financial year 2020/21.

SECTION 7: PUBLICATION OF AND ACCESS TO INFORMATION

The Council will publish this pay policy statement on its website as soon as is reasonably practicable after it has been approved by the Council. Any subsequent amendments to this pay policy statement made during the financial year to which it relates will also be similarly published.

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Portsmouth
CITY COUNCIL

Title of meeting:	Employment Committee
Date of meeting:	6th March 2020
Subject:	Employee Opinion Survey
Report by:	Director of Corporate Services
Wards affected:	n/a
Key decision:	No
Full Council decision:	No

1. Purpose of report

1.1. The purpose of this report is to advise members of the results of the 2019 Employee Opinion Survey (the survey) and the actions being undertaken to address the findings.

2. Recommendations
2.1. It is recommended that Members:
- Note the findings of the survey
- Note the actions being undertaken to address issues raised
- Note the actions being taken for future surveys

3. Background

3.1. The Council has been undertaking an Employee Opinion Survey for the past 10 years. The purpose of the survey is to ascertain staff views across eleven different themes. Staff can answer up to 54 different question though some questions lead to supplementary questions which takes the total number up to 66 if all are responded to (e.g. are you a carer? if yes, then staff are asked supplementary questions).

3.2. The survey is anonymous which enables staff to provide their views freely; employees also have the ability to not answer questions if they choose. The survey is distributed in both digital and paper formats to cater for all types of workers within the council.

3.3. In previous years the survey has been undertaken by an external specialist company, however the skills have now been developed in house and the survey was undertaken internally for the first time in 2019. Not only does an in house

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approach provide a cost saving, it also provides a greater degree of control over the data to enable further and more detailed analysis where required, and at no additional cost other than staff time.

4. Summary of Response Rates

4.1. At 49% the 2019 response rate was slightly down on the 2018 response rate of 53%, however this does nevertheless provide sufficient data that is statistically relevant from which to draw conclusions and formulate actions.

4.2. The response rates for each directorate are set out in Appendix 1, though it should be noted that the survey was undertaken during a period of considerable organisational change. The results, therefore, for the Executive group and for circa. a third of Finance and Information Services were in the process of becoming what is now the Directorate of Corporate Services.

4.3. It is worth noting significant response rate increases in Adult Services (from 26% in 2018 to 38% in 2019) and in Culture, Leisure and Regulatory Services (from 47% in 2018 to 83% in 2019). However, there is also a significant decrease in response rates in Finance and Information Services (from 75% in 2018 to 59% in 2019).

4.4. There are many factors that affect survey response rates, including length of survey and motivation of respondents as well as other factors. It is likely that for the two directorates seeing an increase there has been an increase in staff motivation. Further investigation has ascertained that for the area showing a significant decrease the causal factor is likely to relate to the levels of motivation, arising from organisational change, within Information Services at the time.

4.5 There is no specific benchmark for Employee Opinion Survey response rates in terms of what a good response rate is and what a poor response rate is. However the higher the response rate the more likely it is that staff are motivated to provide feedback and have a belief that actions will be taken in response to their feedback. It is worth noting that in response to the question: *The council listens and responds to views and suggestions of staff* only 38% of staff agree, which is the second lowest score other than *the council manages change effectively* where only 35% of staff agree.

5. Summary of Survey Findings

5.1. The number of staff who are proud to work for the council increased to 75.67% (up 5.95%)

5.2. There was a significant increase in staff who not only understand the shared aim of the council but also how they contribute to it (up 9.77%).

5.3. There has however been a significant decrease in staff who understand the corporate priorities and how they can contribute to them (down 12.88%). This is likely to be because priorities weren't included verbatim in the survey, as they were last year, which would have acted as a prompt for staff.

5.4. There has also been a slight decrease (down 2.21%) of staff who believe their work makes a positive difference.

5.5. More staff are able to access the right learning and development opportunities when they need to (up 8.82%), and believe that learning and development activities have helped developed their career (up 5.61%).

5.6. More staff think they are fairly paid (up 4.73%) and the balance of pay is appropriate for their role (up 4.54%).

5.7. Staff feel more involved in decisions that affect their work (up 3.74%) and that the council listens and responds to the views and suggestions of staff (up 3.93%), although the agreement levels here are low.

5.8. There is a significant increase (up 13.16%) of the number of staff who feel they have clear work objectives.

5.9. There was a significant increase in the number of staff who know how to access support for their health and wellbeing (up 12.54%). There was also an increase in the number of staff who feel the council provides support for their physical health (up 5.82%) and mental health (up 9.96%).

5.10. Staff are feeling more positive about their work/life balance. More staff are satisfied with their work environment (up 4.73%), have the resources they need to do their job (up 3.57%) and can do what they believe they need to do in their contracted hours (up 2.38%).

5.11. Staff are generally happier with communication, and in particular there has been an increase in the number of staff who can find the information they need to do their job on the intranet (up 7.5%)

5.12. As can be seen from the above summary whilst across the board the majority of the questions showed an increase in overall satisfaction levels, the area with the smallest increase relative to previous years was 'change and responsiveness'. In particular the question: The council manages change effectively has the lowest percentage of positive responses. This section also has the question with the greatest reduction in positive response rate for the question I have the opportunity to work flexibly in my role with a drop of 12.88%.

6. Survey Findings - Actions

6.1. The full survey results have been published on the council's intranet for all staff to view. Each directorate's results have also been shared with the respective director

and their management teams. Directorate management teams are tasked with developing and delivering action plans that respond to the specific issues raised in each directorate. Directorate specific results have yet to be published.

6.2. There is currently no overarching strategic action plan that addresses the issues identified in the survey which then makes it difficult to demonstrate to staff that their views have been heard, which in turn could impact on response rates in future years. However, the lack of a more strategic plan could be countered by the actions of individual directorates and how these directorate level plans are delivered.

7. Future Surveys

7.1. Whilst the response rate to the survey is, on the whole, not bad, and the summary shows improvements across a range of areas, the survey on its own only represents the view of roughly half of the workforce. There are opportunities to do more with the survey to assist the council in understanding the drivers for motivation and productivity among the workforce and these are set out below.

7.2. The first area of focus is on engagement levels. Participation in a survey is not in itself an indicator of engagement. What is engagement?

7.3. Employee engagement is a workplace approach resulting in the right conditions for all members of an organisation to give of their best each day, committed to their organisation's goals and values, motivated to contribute to organisational success, with an enhanced sense of their own well-being .

7.4.   There is a growing body of evidence that demonstrates a strong correlation between high engagement levels and improved business outcomes; including, reduced sickness absence levels, lower levels of grievances and other forms of workplace conflict, reduced accidents rates and higher productivity.

7.5.   The Council does not currently measure engagement levels although the survey lends itself to doing so and therefore future surveys will start to measure engagement at both a corporate and directorate level (where response rates allow).

7.6. The survey itself is very lengthy and this element of a survey design often leads to a drop off of completion rates towards the end of the survey. The Council's survey demonstrates this phenomenon with a steady decline in responses from question 33 onwards (from 1837 responses overall declining to 1594, and as low as 398 at one point). Therefore the survey design will be reviewed to ensure it is capturing those elements of most value for measurement and subsequent action.

7.7. Survey frequency can be a challenge for large and complex organisations such as the Council. Given the time taken to analyse and publish results, develop action plans and act on them, an annual cycle can be too frequent. It is often the case that action plans have insufficient time to be delivered and embedded before the survey

is undertaken once more. The effect on the workforce can be to reinforce views that their feedback has not been heard and can lead to increased disengagement. Therefore the survey will move to a cycle of once every two years, although a short pulse survey of no more than 6 questions will be completed in between each cycle as this will track and measure engagement levels.

7.8. Although the survey contains questions on staff disabilities and caring responsibilities it does not take the opportunity to investigate other protected characteristics among the workforce and how the council can support staff as an employer. The council currently has a number of gaps in its workforce data pertaining to protected characteristics and therefore there is an opportunity to gather further information through the survey. Any data on protected characteristics that is gathered would still be anonymous but it would provide data at a strategic level that would enable a targeted and evidence based approach to workforce diversity and enable measurement of performance against key targets. Therefore future surveys will include questions on protected characteristics.

[1] Engage for Success: https://engageforsuccess.org/what-is-employee-engagement

8. Integrated impact assessment

8.1. There are no equalities impacts arising directly from this report. Any changes implemented as a result of the further analysis of survey results will be subject to impact assessments at the appropriate time

9. Legal implications

9.1. The City Solicitor is satisfied that it is within the City Council's powers to approve the recommendations as set out in this report.

10. Director of Finance's comments

10.1.   There are no direct financial implications arising from the recommendation in this report.

…………………………………………………
Signed by:

Appendices: Appendix 1

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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

Appendix 1

Directorate Response Rates

	2019 responses	total population	2019 response rate %	2018 response rate	Direction of travel
Adult Services	247	645	38%	26%	⬆
Children, Families and Education	283	663	43%	48%	⬇
Culture, Leisure and Regulatory Services	167	202	83%	47%	⬆
Executive	151	212	71%	n/a	n/a
Finance and Information Services	244	411	59%	75%	⬇
Housing, Neighbourhood and Building Services	380	956	40%	44%	⬇
Portsmouth International Port	58	78	74%	75%	➡
Public Health	27	33	82%	92%	⬇
Regeneration	217	388	56%	55%	➡
Prefer not to say/unable to do so	38				
Total	1,812	3,666	49%	53%	⬇

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Portsmouth
CITY COUNCIL

Title of meeting:	Employment Committee
Date of meeting:	6th March 2020
Subject:	Gender Pay Gap Report 2019-20
Report by:	Rochelle Kneller, Assistant Director for HR
Wards affected:	None
Key decision:	No
Full Council decision:	No

1. Purpose of report

To present the outcomes of the Gender Pay Gap 2019-20, ensuring the Council can fulfil its statutory obligations in respect of the Gender Pay Gap Information Regulations, and note the recommended action plan to build on the council's inclusive working practices, to continue to reduce the gap.

At Employment Committee on 4th December 2018, Members requested that additional data on the age breakdown be included in the Gender Pay Gap Report. 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 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.

2. Recommendations

It is recommended that the Employment Committee:

2.1 Note the key findings of the Gender Pay Gap Report 2019 (Appendix 1).

2.2 Agree the action plan as set out in Appendix 1 of the Gender Pay Gap report.

3. Background

3.1 The National Context

3.1.1 The Gender Pay Gap Information Regulations came into force in March 2017. The regulations applied to all employers with 250 or more employees on the snapshot date of 31st March (for Public Sector employers). Therefore, the authority is required to publish its gender pay gap for each year and publish this information on its website, and on the central Government website, no later than 30th March of the following year.

3.1.2 Employers in the public sector are subject to a specific public sector equality duty in respect of their functions. They must have due regard to the need to eliminate discrimination and advance equality of opportunity.

3.1.3 The purpose of Gender Pay Gap reporting is to achieve greater gender equality across the UK and increase pay transparency. It has been estimated that the under-utilisation of women's skills costs the UK economy 1.3-2% of GDP annually, and that eradicating the full-time gender pay gap would contribute additional spending into the economy of £41bn each year.

3.1.4 In 2019 the national gender pay gap for full-time employees was 8.9%, meaning that average pay for full-time female employees was 8.9% lower than for full-time male employees. The gap has decreased from 9.1% in 2017. The national gender pay gap for all employees, full and part-time is 17.3% which is a slight decrease from 2018 when it was 17.8%; however overall this figure remains down from 27.5% in 1997.

3.1.5 Nationally the gender pay gap is higher for all employees than for each of full-time employees and part-time employees. This is because women fill more part-time jobs, which have lower hourly median pay than full-time jobs, and are more likely to be in lower paid occupations.

3.1.6 Whilst the data on the age breakdown is not a statutory requirement under the legislation, this data has been included at the request of Members. The ONS has published some national data on the age breakdown and the same categorisation and calculations used by the ONS have been replicated for the breakdown of the data for Portsmouth City Council. The findings are contained in section 3.2.

3.2 The Regional Context

3.2.1 The table below provides a comparison of the reporting figures from other Local Authorities for the year 2019-20 (the data is limited as not all employers have reported yet).

Employer	Employer Size	% Difference in hourly rate (Mean)	% Difference in hourly rate (Median)	% Women in lower pay quartile	% Women in lower middle pay quartile	% Women in upper middle pay quartile	% Women in top pay quartile	% Who received bonus pay (Women)	% Who received bonus pay (Men)	% Difference in bonus pay (Mean)	% Difference in bonus pay (Median)
Chichester District Council	500 to 999	-1.9	-6.4	38	51	60	46	0.4	0.4	49	50
Arun District Council	250 to 499	18.1	9.9	72	65	70	47	0	0	0	0
Oxfordshire County Council	5000 to 19,999	3.3	1.3	74	61.4	62.3	67.1	0	0	0	0
Reading Borough Council	1000 to 4999	3	5	66	71	62	65	1.1	1.4	46.6	74.5
Southampton City Council	1000 to 4999	3.6	3.9	60.4	64.1	56.3	60.5	0	0	0	0
Portsmouth City Council	**5000 to 19,999**	**9.57**	**10.95**	**72**	**76**	**71**	**63**	**3.32**	**3.19**	**-1.92**	**-30.75**

3.2.2 By contrast the table below provides a comparison of the reporting figures from other Local Authorities of a similar size/geographical location for the year 2018-19.

Employer	Employer Size	% Difference in hourly rate (Mean)	% Difference in hourly rate (Median)	% Women in lower pay quartile	% Women in lower middle pay quartile	% Women in upper middle pay quartile	% Women in top pay quartile	% Who received bonus pay (Women)	% Who received bonus pay (Men)	% Difference in bonus pay (Mean)	% Difference in bonus pay (Median)
Borough of Poole	1000 to 4999	5.2	2.8	65.5	70.5	68.4	64.6	0	0	0	0
Bournemouth Borough Council	1000 to 4999	-1.4	-3.9	59.7	63.8	67.4	64.8	0	0	0	0
Brighton & Hove City Council	1000 to 4999	-7.3	-6.7	53.2	60.3	63.6	63	0	0	0	0
East Sussex Council	5000 to 19,999	7.6	7.1	73	81	75	69	0.7	2.7	-10	-13.6
Hampshire County Council	5000 to 19,999	18.3	19.7	86.2	77.9	75.8	65.9	10.6	12.5	24.3	19.4
Isle Of Wight Council	1000 to 4999	10.1	15.5	69	74	59	54	0.1	0	0	0
New Forest District Council	1000 to 4999	5	-6	54	59.4	72.4	55	0	0	0	0
Oxfordshire County Council	1000 to 4999	3.9	3	69.9	64.3	61.1	67.1	0	0	0	0
Plymouth City Council	1000 to 4999	1.9	-7	63.4	53.4	66.5	59.9	0	0	0	0
Portsmouth City Council	**5000 to 19,999**	**9.6**	**12.8**	**75**	**79**	**73**	**64**	**3.2**	**4**	**2**	**0**
Southampton City Council	1000 to 4999	6.3	6.2	70	60	53	60	0	0	0	0
West Sussex County Council	5000 to 19,999	7.4	9.7	76.1	69.7	62.1	65.3	0.2	10.9	11.3	12.2

3.2.3 Additionally smaller local authorities are also provided as a comparison for 2018-19.

Employer	Employer Size	% Difference in hourly rate (Mean)	% Difference in hourly rate (Median)	% Women in lower pay quartile	% Women in lower middle pay quartile	% Women in upper middle pay quartile	% Women in top pay quartile	% Who received bonus pay (Women)	% Who received bonus pay (Men)	% Difference in bonus pay (Mean)	% Difference in bonus pay (Median)
Basingstoke & Deane Borough Council	500 to 999	-1.3	-11.4	19	68	56	45	1.6	2	-37.5	0
Chichester District Council	500 to 999	5.6	0.9	49	58	58	45	0	0.4	100	100
Fareham Borough Council	250 to 499	-2.8	-11.4	30.1	51.9	54.8	48.5	0	0	0	0
Havant Borough Council	Less than 250	10.8	13	72	58	48	50	0	0	0	0
Oxford City Council	500 to 999	-0.7	0	33.4	38.1	41.8	26.2	82.7	84.6	-6.3	0

3.3 The Local Context

3.3.1 The Gender Pay Gap data supplied is correct for all staff, including school staff, in post with Portsmouth City Council on 31st March 2019 who earned their full-pay (relevant employees). At that time, there were 4843 relevant full

pay employees, which is made up by 3414 females (70%) and 1429 (30%) males. Out of the 4843 relevant employees, 39 are covered by TUPE regulations (11 are male and 28 are female). This is an overall reduction of 451 employees since 2018. Of this figure 439 of these were females and 12 were males. The majority of this can be explained through schools transferring to Academies since the last Gender Pay Gap Report.

3.3.2 The profile of the workforce (relevant employees) has been broken down into the proportion of full time and part time employees, whereby 1135 (79%) of males are full time[1] and 294 (21%) are part time compared to 1431 (42%) of females are full time and 1983 (58%) are part time.

3.3.3 The profile of the workforce has been further categorised by age range. The age ranges used are based on those as determined by the ONS data. The table below outlines the workforce profile for full-time employees. There has been an overall reduction in numbers of females and males across all age ranges with the exception of males aged 16 to 21 years old where there has been a slight increase.

Age Range	Full-time women headcount	Full-time women %	Full-time men headcount	Full-time men %	Total headcount
16 to 21	26	46	30	54	56
22 to 29	256	69	117	31	373
30 to 39	327	57	248	43	575
40 to 49	341	55	276	45	617
50 to 59	399	53	358	47	757
60 and over	82	44	106	56	188
Total	1431		1135		2566

3.3.4 Looking at all the data for both part time and full time, our data correlates with the national data, where between the ages of 30 to 59 there are 882 men (62%) employed full time. Women however, are less likely to work full time with only 1067 (31%) of 30 to 59 year olds employed full time. In comparison across the same age ranges (30 to 59 years old) 1529 (45%) of women are employed part time and 150 (10%) of men work part time.

3.3.5 Based on the Council's breakdown, our data for full time females correlates with the national data, however as the majority of our workforce is predominantly female this skews the data to show that they are the higher proportion of workers across each age category compared to males.

3.3.6 The table below outlines the workforce profile for part-time employees.

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[1] Full time is as determined by ONS as those working 30 hours or more.

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Age Range	Part-time women headcount	Part-time women %	Part-time men headcount	Part-time men %	Total headcount
16 to 21	22	63	13	37	35
22 to 29	116	78	33	22	149
30 to 39	447	93	34	7	481
40 to 49	512	91	50	9	562
50 to 59	570	90	66	10	636
60 and over	316	76	98	24	414
Total	1983		294		2277

3.3.7 In addition to the above age profile of the workforce, and using the same methodology as applied by the ONS, the gender pay gap has been broken down by age and full-time/part-time hours. In accordance with the ONS data, full-time hours has been classed as 30 hours or more. The Gender pay gap by age full-time/part-time is based on the median salary within each data category (as per the ONS data) and uses a separate calculation for part-time and full-time per age range. The data looks at the gender pay gap for people of a similar age and working pattern, unlike the statutory data which looks at the gender pay gap based on the median difference between men and women. Therefore the gender pay gap within each age bracket does not relate to the overall median figure because that is based on **all** relevant employees across the Council, whereas the age gender gap is based on each individual age groupings and working patterns within those age brackets.

Age Bands	Full Time %	Part Time %
16 to 21	6.9	0
22 to 29	-20.12	10.18
30 to 39	-2.83	-14.60
40 to 49	-2.10	0
50 to 59	6.79	3.21
60 and over	0.53	-11.27

The table above shows that within each age bracket where there is a negative figure, for example -18%, this indicates the extent to which females earn, on average, **more** per hour than their male counterparts. A positive measure, for example 18%, indicates the extent to which females earn, on average, **less** per hour than their male counterparts.

3.3.8 Therefore it can be determined that female employees earn more between the ages of 22 up to age 49 for full-time employees and between the ages of 30 to 39 and over the age of 60 for part-time employees. As male employees get older, over 50 years old, they tend to earn more than female employees within the same age bracket when working full time.

3.3.9 According to ONS data, for age groups under 40 years, the gender pay gap for full time employees is now close to zero. Whilst in the Council our figures show that full-time females are earning more, on average, than their male counterparts (with the exception of 16 to 21 year olds), this could be attributed to the fact that a significantly higher number of females are employed within these age brackets, compared to the number of males. The ONS highlight that, nationally, this is because the proportion of employees who held full-time jobs rather than part-time jobs increased more for females than males, but that new entrants or returners to full-time jobs are likely to start from a lower pay level and may reduce the average pay for full-time women employees.

3.3.10 By contrast the pay gap has increased to 10.18% for part-time workers in the 22 to 29 age bracket meaning women are now paid less on average at this age than their male counterparts compared to last year's figure of -4.92%.

3.3.11 Within PCC the gap for full-time females across the 40-49 age bracket reflects the national picture where the gap has decreased over time.

3.3.12 In addition, the ONS highlight that for those in the 50-59 years age bracket, and those over 60 years, the gender pay gap nationally is over 15% and is not declining strongly over time. The national picture for those over 60 years old, is that the gap has grown to 15.4% in 2019. This may be as a consequence of the introduction in 2010 of the higher state pension age for women which may have subsequently affected the working patterns (as more likely to be those in lower-paying jobs) in this age group. However within PCC the gaps both for full-time and part-time for female employees have decreased for those in the 60 and over age bracket.

3.4 Implementation

3.4.1 Methodology

3.4.2 The Regulations clearly define the methodology for the Gender Pay Gap calculations and reporting guidelines based on the statutory data.

3.4.3 The regulations require employers to publish the following information:

- The mean gender pay gap;
- The median gender pay gap;
- The mean bonus pay gap;
- The median bonus pay gap;
- And the relative proportions of male and female employees in each quartile pay band.

3.4.4 The Regulations detail how to carry out the calculations.

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3.4.5   All public sector organisations are required to publish their reports no later than 30th March of the following year.

3.4.6   The report will be based on hourly pay rates as at 31 March 2019 and bonuses* paid between 1 April 2018 and 31 March 2019.
(*PCC does not have a bonus scheme per se. In accordance with GPGIR, bonuses include long service awards of monetary payments and productivity/performance related payments, which are made as honoraria payments.)

3.5   Scope

3.5.1   The regulations create two categories of people who have to be taken into account in the gender pay gap reporting: relevant employees and relevant full-pay employees.

3.5.2   For the purposes of gender pay gap reporting, the definition of an employee is that given in the Equality Act 2010. This is an extended definition which includes:

- Employees (those with a contract of employment)
- Workers with a contract to do work or provide services for your organisation
- Some self-employed people who personally carry out the work they do for you.

3.5.3   The gender pay gap calculation is based on the number of individual employees and not the full time equivalent. This means that each part-time employee counts as one employee.

3.5.4   Apprentices, seasonal, temporary and casual employees are included if they fall within the reference period created by the snapshot date.

3.6   Key Findings

3.6.1   **Mean Gender pay gap** - The difference between the mean hourly rate of pay for male full-pay relevant employees and that of female full-pay relevant employees is **9.57%**. In March 2018 this gap was 9.55%.

3.6.2   **Median Gender pay gap** - The difference between the median hourly rate of pay of male full-pay relevant employees and that of female full-pay relevant employees is **10.95%**. In March 2018 this gap was 12.81%.

3.6.3   **Mean bonus pay gap** - The difference between the mean bonus pay paid to male relevant employees and that paid to female relevant employees is **-1.92%**. In March 2018 this was 2%.

3.6.4   **Median bonus pay gap** - The difference between the median bonus pay paid to male relevant employees and that paid to female relevant employees is **-30.75%**. In March 2018 this was 0%. This significant change can be attributed to the fact that a total of 118 females received a 'bonus' payment compared to 46 males, as the value ranges for both male and females were

similar (females bonus payments ranged from £6,374 to £51, males ranged from £6,400 to £93).

3.6.5 **Bonus proportions** - The proportions of male and female relevant employees who were paid bonus pay during the relevant period in the 12 months up to 31st March was 46 males (3.19%) out of a total of 1,429 males and 118 females (3.32%) out of a total of 3,414 females.

3.6.6 **Quartile pay bands** - The proportions of male and female full-pay relevant employees in the lower, lower middle, upper middle and upper quartile pay bands are set out in a table contained within the report.

3.7 Conclusions

3.7.1 The gender pay gap exists within PCC as the majority (70%) of the workforce are female and predominantly a large proportion of these are employed in the lower quartile pay bands, with fewer employed at the more senior levels.

3.7.2 PCC's gender pay gap is lower than the national average for all employees, full time and part time, and this is down to a number of factors that already exist within the council.

3.7.3 The Gender Pay Gap for the "mean" and "median" categories fall below that of the national average for all employees.

3.7.4 The mean gender bonus gap and the median gender bonus gap for the council have significantly changed to -1.92% and -30.75% respectively, showing that female employees are paid more than their male counterparts. There does not appear to be any benchmarking data in relation to bonus payments from ONS that will correlate directly with the calculation method defined by the Gender Pay Gap Information Regulations. Therefore, we do not know how the percentage for bonus payments compares with the national average or sector trends. However, based on the limited data published so far for 2019-20, it is shown that Portsmouth is the only Council whose bonus pay gaps show female employees are paid more than their male counter-parts.

3.7.5 In terms of the impact of the Gender Pay Gap based on age, the action plan highlights in the points in 7 and 8 actions that may assist in reducing the pay gap within certain age brackets.

4. Reasons for recommendations

4.1 To comply with the legislation reporting requirements.

5. Integrated Impact Assessment

5.1 An IIA has been completed and is attached at Appendix 2.

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6.   Legal implications

6.1   The report is compliant with the statutory obligations to review the gender pay gap. Additionally the report seeks to establish the reasoning and causation for the pay gap existence adding comment as to mitigation and future review. The current findings do not of themselves lead to the establishment of claims that could be levelled against the Authority based upon a claim for equal pay, indeed there is clear evidence of engagement and consideration that would mitigate against such risk. The Authority is complying with its duty with respect to Public Sector Equality.

7.   Director of Finance's comments

7.1   The activities proposed in the Action Plan in appendix 1 will be funded from the existing service revenue budget. Any consequent proposals which have financial implications will be brought back to members.

……………………………………………
Signed by:

Appendices:

Appendix 1 Gender Pay Gap Report 2019-2020
Appendix 2: Integrated Impact 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

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GENDER PAY GAP REPORT

2019-20

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Contents

Background

The Gender Pay Gap Information Regulations require all employers with 250 or more employees to report their Gender Pay Gap annually, publishing on a national Government website as well as the organisations website. The Gender Pay Gap Information Regulations apply to employers in the Public and Private sector.

In addition to these new regulations, employers in the public sector are subject to a specific public sector equality duty in respect of their functions - The Equality Act 2010 (Specific Duties and Public Authorities) Regulations 2017.

The regulations apply to all employers with 250 or more employees on the "snapshot" date. The "snapshot" date for the public sector is 31st March each year. Therefore, the authority is required to publish its gender pay gap for each year on the Portsmouth City Council (PCC) website and on a Government website, no later than 30th March of the following year. So for the snapshot date of March 2019, the findings must be published no later than 30th March 2020.

The purpose of Gender Pay Gap reporting is to achieve greater gender equality across the UK and increase pay transparency. It has been estimated that the under-utilisation of women's skills costs the UK economy 1.3 - 2% of GDP annually, and that eradicating the full-time gender pay gap would contribute additional spending into the economy of £41b each year.

In 2019 the national gender pay gap for full-time employees was 8.9%, meaning that average pay for full-time female employees was 8.9% lower than for full-time male employees. Whilst this is a slight increase since 2018, overall the gap has decreased from 9.1% in 2017. The national gender pay gap for all employees, full and part-time is 17.3% which is a slight decrease from 2018 when it was 17.8%; however this figure remains down from 27.5% in 1997.

The Government considers that this rate of progress is too slow, and has committed to closing the gender pay gap within a generation.

PCC is committed to the principle of equal pay for all employees by ensuring that it meets the requirements of the Equality Act. To achieve this PCC uses a job evaluation system scheme (JESS) to assess the value of all jobs across the organisation, which provides evidence in support of the banding of each job within our grading structure. Salaries are paid according to band and incremental annual progression within the band occurs irrespective of employee's gender.

Whilst the data on the age breakdown is not a statutory requirement under the legislation, this data has been included at the request of our Members. The ONS has published some national data on the age breakdown and the same categorisation and calculations used by the ONS have been replicated for the breakdown of the data for Portsmouth City Council.

Sources:
ONS Gender Pay Gap in the UK: 2019
ONS Employee Earnings in the UK: 2019
ONS Understanding the gender pay gap in the UK

Methodology

The Regulations clearly define the methodology for the Gender Pay Gap calculations and reporting guidelines.

The regulations require employers to publish the following information:

- The mean gender pay gap;
- The median gender pay gap;
- The mean bonus pay gap;
- The median bonus pay gap;
- And the relative proportions of male and female employees in each quartile pay band.

The Regulations detail how to carry out the calculations and these are based on how the ONS undertakes their calculations to allow for comparisons to be made nationally against the data.

All public sector organisations are required to publish their reports by no later than 30th March of the following year.

The report will be based on hourly pay rates as at 31 March 2019 and on bonuses paid between 1 April 2018 and 31 March 2019.

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Scope

The regulations create two categories of people who have to be taken into account in the gender pay gap reporting: relevant employees and relevant full-pay employees.

For the purposes of gender pay gap reporting, the definition of an employee is that which is given in the Equality Act 2010. This is an extended definition which includes:

- Employees (those with a contract of employment)
- Workers with a contract to do work or provide services for your organisation
- Some self-employed people who have to personally carry out the work they do for you.

The gender pay gap calculation is based on the number of individual employees and not the full-time equivalent. This means that each part-time employee counts as one employee.

Apprentices, seasonal, temporary or casual employees and zero hours workers are included if they fall within the reference period created by the snapshot date.

Definitions

Gender Pay Gap
The gender pay gap is a measure of labour market or workplace disadvantage, expressed in terms of a comparison between males and females average hourly rates of pay. The gap can be measured in various ways and it is important to understand how the gap is being measured. The hourly rates of pay, excluding overtime are used to take account of the fact that many more males than females work full-time. Overtime is excluded because it is recognised that male employees work more overtime than female employees due to female's caring responsibility and part-time nature of work.

Equal Pay
Equal pay means that there should be no difference in the contractual terms of a female and a male doing equal work, who both work for the same employer. For further details please refer to the Equality Act 2010.

The difference between Gender Pay Gap and Equal Pay
The most important difference between equal pay and the gender pay gap is that, equal pay requires one to scrutinise information at the level of the individual employee (to satisfy that there is equal pay for equal work). Gender pay gap reporting asks you to examine aggregate data.

Mean Gender Pay Gap
The difference between the mean hourly rate of pay of male full-pay relevant employees and that of female full-pay relevant employees.

To calculate the mean
The mean is an average of all the numbers in a dataset, that is, you have to add up all the numbers and then divide the result by how many numbers you are dealing with. To find the mean hourly rate for PCC's full-pay relevant male employees, all the hourly rates will be added together and then divided by the total number of full-pay relevant male employees. This will give the "mean" hourly rate.

Median Gender Pay Gap
The difference between the median hourly rate of pay of male full-pay relevant employees and that for female full-pay relevant employees.

To calculate the median
The median is the numerical value which splits the top 50% and the bottom 50%. To find the median, all the hourly rates for all employees will be listed in numerical order; if there are an odd number of values, the median is the number in the middle. If there is an even number, the median is the mean of the two central numbers.

Bonus
Bonus pay means any remuneration that is in the form of money, vouchers, securities, securities options or interests in securities and relates to profit sharing, productivity, performance, incentive or commission. Non-consolidated bonuses are included. Long service awards with a monetary value are also included.

For PCC, this captures Long Service Awards and one-off honoraria payments. Regular honoraria payments are excluded from "bonus" calculations and included in "ordinary pay".

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Mean Bonus Gap
The difference between the mean bonus pay paid to male relevant employees and that paid to female relevant employees.

Median Bonus Gap
The difference between the median bonus pay paid to male relevant employees and that paid to female relevant employees.

Bonus Proportions
The proportions of male and female relevant employees who were paid bonus pay during the relevant period.

Quartile Pay Bands
The proportions of male and female full-pay relevant employees in the lower, lower middle, upper middle and upper quartile pay bands.

Quartiles
A quartile is one of the three points that divide the population of data into 4 equal parts. In the context of gender pay gap reporting, the four quartile pay bands are created by dividing the total number of full-pay relevant employee into four equal parts. For clarification, that is not PCC Pay bands.

Measures
A positive measure, for example 18%, indicates the extent to which females earn, on average, **less** per hour than their male counterparts.

A negative measure, for example -18%, indicates the extent to which females earn, on average, **more** per hour than their male counterparts. This may happen, for example, if PCC employ a high proportion of males in low-paid part-time work, and/or the senior and higher paid employees are female.

The Workforce Profile

The Gender Pay Gap data supplied is correct for all staff, including school staff, in post with Portsmouth City Council on 31st March 2019 who earned their full-pay (relevant employees). At that time, there were 4843 relevant full pay employees, which is made up by 3414 females (70%) and 1429 (30%) males. Out of the 4843 relevant employees, 39 are covered by TUPE regulations (11 are male and 28 are female).

The profile of the workforce has been broken down into the proportion of full time and part time employees, whereby 1135 (79%) of males are full time[1] and 294 (21%) are part time compared to 1431 (42%) of females are full time and 1983 (58%) are part time.

The profile of the workforce has been further categorised by age range. The age ranges used are based on those as determined by the ONS data.

Age Range	Full-time women headcount	Full-time women %	Full-time men headcount	Full-time men %	Total headcount
16 to 21	26	46	30	54	56
22 to 29	256	69	117	31	373
30 to 39	327	57	248	43	575
40 to 49	341	55	276	45	617
50 to 59	399	53	358	47	757
60 and over	82	44	106	56	188
Total	1431		1135		2566

Looking at all the data for both part time and full time, our data correlates with the national data, where between the ages of 30 to 59 there are 882 men (62%) employed full time. Women however, are less likely to work full time with only 1067 (31%) of 30 to 59 year olds employed full time. In comparison across the same age ranges (30 to 59 years old) 1529 (45%) of women are employed part time and 150 (10%) of men work part time.

However as the majority of our workforce is predominantly female this skews the data to show that they are the higher proportion of workers across each age category compared to males.

The overall number of full-time and part-time men and women has reduced compared to last year. The biggest change is in relation to **full-time** working compared to last year in the 16 to 21 age bracket where there are now more men than women working full time in this age range, last year there were 27 (41%) of men and 39 (59%) of women. In addition, the 60 and over age bracket has also reversed compared to last year, where there were 157 (53%) of women and 142 (47%) of men in this age bracket.

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[1] Full time is as determined by ONS as those working 30 hours or more.

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Age Range	Part-time women headcount	Part-time women %	Part-time men headcount	Part-time men %	Total headcount
16 to 21	22	63	13	37	35
22 to 29	116	78	33	22	149
30 to 39	447	93	34	7	481
40 to 49	512	91	50	9	562
50 to 59	570	90	66	10	636
60 and over	316	76	98	24	414
Total	1983		294		2277

In addition to the above age profile of the workforce, and using the same methodology as applied by the ONS, the gender pay gap has been broken down by age and full-time/part-time hours. In accordance with the ONS data, full time hours has been classed as 30 hours or more. The Gender pay gap by age full-time/part-time is based on the median salary within each data category (as per the ONS data) and uses a separate calculation for part time and full time per age range.

The data looks at the gender pay gap for people of a similar age and working pattern, unlike the statutory data which looks at the gender pay gap based on the median difference between men and women. Therefore the gender pay gap within each age bracket does not relate to the overall median figure because that is based on **all** relevant employees across the Council, whereas the age gender gap is based on each individual age groupings and working patterns within those age brackets.

Age Bands	Full Time %	Part Time %
16 to 21	6.9	0
22 to 29	-20.12	10.18
30 to 39	-2.83	-14.60
40 to 49	-2.10	0
50 to 59	6.79	3.21
60 and over	0.53	-11.27

The table above shows that within each age bracket where there is a negative figure, for example -18%, this indicates the extent to which females earn, on average, **more** per hour than their male counterparts. A positive measure, for example 18%, indicates the extent to which females earn, on average, **less** per hour than their male counterparts.

Therefore it can be determined that female employees earn more between the ages of 22 up to age 49 for full time employees and between the ages of 30 to 39 and over the age of 60 for part time employees. As male employees get older, over 50 years old, they tend to earn more than female employees within the same age bracket when working full time.

Last year the pay gap was 5.79% for full time workers in the 40 to 49 age bracket, now however, women working full time are earning more than their male counterparts and as such the pay gap has decreased in this age group. Additionally the 50 to 59 age bracket has a decreased pay gap compared to last year where the gap was 8.24%. By contrast the pay gap has increased for part-time workers in the 22 to 29 age bracket meaning women

are now paid less on average at this age than their male counterparts compared to last year's figure of -4.92%.

Where there are pay gaps in the age ranges this may indicate the impact of taking time out of the labour market and the preference for working part time when re-joining the labour market, for example for reasons such as taking time out to have children or other caring responsibilities.

Key Findings

Mean Gender Pay Gap

The difference between the mean hourly rate of pay for male full-pay relevant employees and that of female full-pay relevant employees is **9.57%**. In March 2018 this gap was 9.55%.

The average mean hourly rate of pay for a male was £16.41. For a female the average mean hourly rate of pay was £14.84, which results in the 9.57% difference in the mean figure reported above. This gap has slightly increased since last year due to the fact that the male average mean hourly rate of pay has seen a greater increase compared to that of females mean average hourly pay.

Median Gender Pay Gap

The difference between the median hourly rate of pay of male full-pay relevant employees and that of female full-pay relevant employees is **10.95%**. In March 2018 this gap was 12.81%.

The average median hourly rate for a male was £13.88. For a female the average median hourly rate was £12.36. This result is a 10.95% difference in the median figure reported above. This gap has reduced as the male average median hourly rate is slightly lower than compared to last year and the female's is slightly higher resulting in a slight closing of the gap.

Mean and Median Pay Gap summary

PCC's median and mean gender pay gap compares favourably with the national figure from the ONS where the average gap for all employees, part-time and full-time is 17.3% based on data from 2019.

In addition to a job evaluation scheme, PCC has a clear policy of paying employees equally for the same or equivalent work, regardless of their gender. As such, the council:

- provides regular job evaluation training for employees involved in undertaking job evaluation; and

- evaluates job roles and pay bands as necessary to ensure a fair structure

The council is therefore confident that its gender pay gap does not stem from paying male and female employees differently for the same or equivalent work. Rather its gender pay gap is the result of the roles in which male and females work within the council and the salaries that these roles attract.

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Across the UK economy as a whole, males are more likely than females to be in senior roles (especially very senior roles at the top of organisations), while females are more likely than men to be in front-line roles at the lower end of the organisation. In addition, men are more likely to be in technical and IT-related roles, which attract higher rates of pay than other roles at similar levels of seniority.

Females are also more likely than males to have had breaks from work that have affected their career progression, for example to bring up children. They are also more likely to work part time, and many of the jobs that are available across the UK on a part-time basis are relatively low paid. In addition new mums tend to take jobs that are nearer to home because of their caring responsibilities so this in turn may reduce their job opportunities and give them less access to productive, high-paying firms.

The gender pay gap exists within PCC as the majority (70%) of the workforce is female and predominantly a large proportion of these are employed in the lower quartile pay bands, with fewer employed at the more senior levels.

PCC's gender pay gap is lower than the national average and this is down to a number of factors that already exist within the council:

- The introduction of a PCC Living Wage Rate of £7.85 per hour, in November 2014, paid to all employees at the lower level of the pay structure, taking employees out of working poverty. This was increased in September 2018 to pay in line with the 2018 Foundation Living Wage rate of £8.75 per hour. This was further increased on 1st April 2019 to £9.00 per hour but will not be reflected in the Gender Pay Gap until after April 2020.
- PCC promotes and supports a number of flexible working policies for all employees within the organisation, irrespective of gender. These include job share, part time working and, term time working. In some areas there is also a flexibility to work from different locations.
- Robust equal opportunities and diversity policies ensure that all employees are treated fairly and equally with a clear escalation process if an individual feels they are being treated unfairly.
- The JESS Job evaluation scheme ensures that all jobs are evaluated to ensure equal pay for equal work across the entire authority. For example, a female support worker or female manager will be paid the same pay band as her male counterpart.

Mean Bonus Pay Gap

The difference between the mean bonus pay paid to male relevant employees and that paid to female relevant employees is **-1.92%**.

This has reduced from last year's gap which was 2%. The reason for the change is due to the fact that the overall total of bonus payments made to relevant females was significantly **higher** than the overall total of bonus payments made to relevant male employees.

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Median Bonus Pay Gap

The difference between the median bonus pay paid to male relevant employees and that paid to female relevant employees is **-30.75%**.

This has changed significantly from last year's figure which was 0%. The reason for this change is based on the fact that a larger proportion of females were in receipt of a higher value bonus payment, compared to their male counterparts.

Bonus Proportions

The proportions of male and female relevant employees who were paid bonus pay during the relevant period in the 12 months up to 31st March was 46 males (3.19%) out of a total of 1,429 males and 118 females (3.32%) out of a total of 3,414 females.

Bonus pay gap summary

The mean gender bonus gap and the median gender bonus gap for the council have changed to 1.92% and -30.75% respectively, demonstrating that based on the median females are paid significantly higher bonus payments overall compared to their male counterparts. The values of the bonus payments are comparatively small, the highest amount being paid to a male employee is £6,400 to the smallest amount of £93.00, compared to the highest amount paid to a female employee which was £6,374 and the smallest amount paid was £51.00.

The figures in the bonus proportions show that there were a higher number of female employees than male employees, who received a bonus payment and that overall these payments were higher for female employees. There has also been a slight overall reduction of the total number of employees receiving a bonus payment in the relevant period up to 31st March 2019 compared to the previous year.

Some honoraria payments made within PCC are used to reward outstanding contributions and the definition of "bonus" for this report captures these types of payments. As such this can skew the data and creates inconsistencies in reporting. Continuing work is needed to ensure that recording of this data is accurate in the future.

Quartile Pay Bands

The proportions of male and female full-pay relevant employees in the lower, lower middle, upper middle and upper quartile pay bands are set out in the table below.

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	Number of males	Number of females	Total	Male %	Female %	Total %
Upper Quartile	450	761	1211	37	63	100
Upper Middle Quartile	349	863	1212	29	71	100
Lower Middle Quartile	294	917	1211	24	76	100
Lower Quartile	336	873	1209	28	72	100

The totals differ slightly to accommodate the same hourly rate distribution across the divides.

Quartile Pay Band Summary

In order for there to be no gender pay gap, there would need to be an equal ratio of male to female in each quartile. However, within the Council, 72% of the employees in the lower quartile are female and 28% are male. The percentage of male employees increases throughout almost all the remaining quartiles, from 24% in the lower middle quartile to 37% in the upper quartile. In direct comparison the percentage of female employees decreases throughout almost all of the remaining quartiles from 76% in the lower middle quartile to 63% in the upper quartile.

Conclusions

While the Council's gender pay gap compares favourably with that across the whole UK economy, it is committed to doing everything that it can to continue to reduce the gap. However, the Council also recognises that its scope to act is limited in some areas - it has, for example, no direct control over the subjects that individuals choose to study or the career choices that they make. Individuals make choices about their work/life balance and one of the trends identified by Gender Pay Gap analysis is that female's pay reduces at a certain age due to caring responsibilities for dependants. This is the norm for our culture. However, Portsmouth City Council ensures that individuals are able to make these choices without suffering discrimination with its various flexible working policies and culture.

The Gender Pay Gap for the "mean" and "median" categories fall below that of the national average.

There does not appear to be any benchmarking data in relation to bonus payments from ONS that will correlate directly with the calculation method defined by the Gender Pay Gap Information Regulations. Therefore, we do not know how the percentage for bonus payments compares with the national average or sector trends. However looking at the limited data published for 2019-20 by 5 other local authorities, it is shown that Portsmouth is the only Council whose bonus pay gaps show females employees are paid more than their male counterparts.

In terms of the impact of the Gender Pay Gap based on age, the action plan highlights in the points in 7 and 8 actions that may assist in reducing the pay gap within certain age brackets.

Action Plan/Recommendations from 2018 report and action taken to date (text in red highlights areas yet to be actioned):

Action Plan 2018	Action Taken
1. To increase Managers awareness of 'unconscious bias' during recruitment and interview processes.	Amendments to the Recruitment and Selection policy to include '*For all posts, careful consideration of the make-up of the decision-makers is encouraged and will be discussed at the job planning meeting. For recruitment processes with 3 or more decision-makers, it is mandatory to consider gender representation. However, if a mix of genders is not achievable, the steps taken to fulfil this requirement must be recorded and kept for 6 months after the end of the recruitment process.*' An online solution for training in raising awareness of unconscious bias has been sourced and will be added to the Portsmouth Learning Gateway (our online training tool). The recruitment team will alert recruiting managers to the training and request they undertake the e-learning prior to commencing their recruitment activity. There is work underway to review and update the manager's induction and this training will be added to the suite of courses recommended for new managers.
2. Review the recruitment process and consider if it is appropriate to revise the process to anonymise the candidate's gender, age or ethnicity for the shortlisting process. This would enable a completely unbiased approach to considering candidates.	A review is underway on the current recruitment portal to assess whether an e-form would better enable monitoring on gender, age, ethnicity and disability. This work will also link in with the Disability Confident Action Plan. Current marketing material used in recruitment campaigns has been reviewed and updated to promote diversity (for example using female representatives in traditionally male dominated industries)
3. Increase awareness around apprenticeship schemes to encourage more employees to improve their skills and experience giving them the opportunity to progress their career.	The number of apprentices being recruited in to the Council continues to increase. In addition this year the Council have recently rolled out additional apprenticeships to existing staff, including Leadership apprenticeships (of which 17 employees are currently undertaking this course). We have increased the number of apprentices from 86 in 2017 to 115 in 2018.

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4. Promote the benefits of flexible working practices to employees and Managers (research conducted by Hays 'What workers want', showed that many employees (65%) who were looking for new opportunities stated that flexible working was the single most important factor for them). In addition the Council will monitor the take-up of flexible working arrangements by gender and level within the organisation.	Work is being undertaken in this area to monitor flexible working requests to include informal arrangements. This work will continue for the next 12 months. Review current policies and practices around the possibility of mobile working including reviewing what technology is available that may assist/support this.
5. Promote existing career management tools and monitor progress.	The recent roll out of the Leadership Apprenticeship scheme will provide tools for staff to manage/develop their careers. This scheme will be monitored over the next 12 months.
6. Promote the benefits of working for PCC, such as Apprenticeship opportunities, flexible working arrangements, diversity commitments, etc.	This is now being promoted more widely in our recruitment adverts.
7. Develop a greater evidence base and widen the data collection to determine trends for the proportion of men and women who return to work after maternity, paternity, adoption or shared parental leave to resume substantive posts and those that continue in post a year after returning.	Our systems are currently limited as to how far the Council is able to gather and monitor this data, but this will continue to be reviewed as far as possible. The current IT system is under review and any future specifications to take into account this requirement.
8. Based on the data collected in 7 above, encourage managers to consider job redesign if there are aspects of a job that prevents or stops employees applying for them on a part-time or flexible basis.	This will continue to be reviewed in conjunction with 7 above.
9. Monitor exit interview data and identify any trends to understand if one gender is leaving for common reasons compared to the other.	Work is currently being undertaken to improve the current practices around exit interviews and the collation of this data and will continue to be improved over the next 12 months.

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10. Develop a process to monitor starting pay both on recruitment and promotion for men and women to assess whether there are differences on starting pay as this can be one of the most common causes of the gender pay gap. This will be particularly beneficial in areas where there are skills shortages.	To review whether there is a way for the Council's IT system to distinguish between recruitment and promotion. In the meantime the starting pay on recruitment can be monitored over the next 12 months.
11. Continue to monitor the allocation of additional payments that are made at managers' discretion to ensure that this is not contributing to the gender pay gap or unequal pay and address any anomalies as appropriate.	A quarterly reporting system has now been implemented to monitor additional payments, with regular reports and issues being flagged to Senior Management at the earliest opportunity and as part of the on-going monitoring.
12. Monitor current pay systems and address any systematic issues so as to not cause any distortion of the data.	A quarterly reporting system has been implemented to monitor our current pay systems with regular reports and issues being flagged to senior management at the earliest opportunity and as part of the on-going monitoring.
13. Continue to find ways to maximise the number female applicants, especially in traditionally male dominated roles. Closer working with universities and schools to promote these careers to both genders.	
14. Continue to use skill-based assessment tasks in recruitment, where appropriate and continue to use structured interviews with set questions that are put to all candidates in a pre-determined order and format.	

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Action Plan 2019-20 and in addition to the actions above:
1. **Roll out of Springboard programme**
2. **Changes made to our Recruitment Policy around panel diversity**
3. **Reporting on Equalities and Diversity - with the potential to create a diversity forum.**

Timescales of achieving the action plan

The action plan will be implemented over the next 12 months and reviewed on an ongoing basis, and annually in comparison with the published results of the Gender Pay Gap report, each March.

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Integrated Impact Assessment (IIA)

Integrated impact assessment (IIA) form December 2019

www.portsmouth.gov.uk

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

- identify those policies, projects, services, functions or strategies that could impact positively or negatively on the following areas:

  - Communities and safety
  - Regeneration and culture
  - Environment and public space
  - Equality & - DiversityThis can be found in Section A5

Directorate: Corporate Services

Service, function: HR

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

Gender Pay Gap report 2019-20

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

- ☐ Existing
- ☐ New / proposed
- ★ Changed

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

To ensure the Council can fulfill its statutory obligations in respect of the Gender Pay Gap Information Regulations to measure and report on the Gender Pay Gap based on the 6 statutory calculations, and implement the recommended action plan to build on the Council's inclusive working practices, to

continue to reduce the gender pay gap.

Has any consultation been undertaken for this proposal? What were the outcomes of the consultations? Has anything changed because of the consultation? Did this inform your proposal?

A - Communities and safety	Yes	No

Is your policy/proposal relevant to the following questions?

A1-Crime - Will it make our city safer?	☐	☑★

In thinking about this question:

- How will it reduce crime, disorder, ASB and the fear of crime?
- How will it prevent the misuse of drugs, alcohol and other substances?
- How will it protect and support young people at risk of harm?
- How will it discourage re-offending?

If you want more information contact Lisa.Wills@portsmouthcc.gov.uk or go to:

https://www.portsmouth.gov.uk/ext/documents-external/cou-spp-plan-2018-20.pdf

Please expand on the impact your policy/proposal will have, and how you propose to mitigate any negative impacts?

How will you measure/check the impact of your proposal?

A - Communities and safety	Yes	No

Is your policy/proposal relevant to the following questions?

A2-Housing - Will it provide good quality homes?	☐	☑★

In thinking about this question:

- How will it increase good quality affordable housing, including social housing?
- How will it reduce the number of poor quality homes and accommodation?
- How will it produce well-insulated and sustainable buildings?
- How will it provide a mix of housing for different groups and needs?

If you want more information contact Daniel.Young@portsmouthcc.gov.uk or go to:

https://www.portsmouth.gov.uk/ext/documents-external/psh-providing-affordable-housing-in-portsmouth-april-19.pdf

Please expand on the impact your policy/proposal will have, and how you propose to mitigate any negative impacts?

How are you going to measure/check the impact of your proposal?

A - Communities and safety	Yes	No

Is your policy/proposal relevant to the following questions?

A3-Health - Will this help promote healthy, safe and independent living?	☐	★

In thinking about this question:

- How will it improve physical and mental health?
- How will it improve quality of life?
- How will it encourage healthy lifestyle choices?
- How will it create healthy places? (Including workplaces)

If you want more information contact Dominique.Letouze@portsmouthcc.gov.uk or go to:

https://www.portsmouth.gov.uk/ext/documents-external/cons-114.86-health-and-wellbeing-strategy-proof-2.pdf

Please expand on the impact your policy/proposal will have, and how you propose to mitigate any negative impacts?

How are you going to measure/check the impact of your proposal?

A - Communities and safety	Yes	No

Is your policy/proposal relevant to the following questions?

A4-Income deprivation and poverty-Will it consider income deprivation and reduce poverty?	☐	★

In thinking about this question:

- How will it support those vulnerable to falling into poverty; e.g., single working age adults and lone parent households?
- How will it consider low-income communities, households and individuals?
- How will it support those unable to work?
- How will it support those with no educational qualifications?

If you want more information contact Mark.Sage@portsmouthcc.gov.uk or go to:

https://www.portsmouth.gov.uk/ext/documents-external/cou-homelessness-strategy-2018-to-2023.pdf
https://www.portsmouth.gov.uk/ext/health-and-care/health/joint-strategic-needs-assessment

Please expand on the impact your policy/proposal will have, and how you propose to mitigate any negative impacts?
How are you going to measure/check the impact of your proposal?

A - Communities and safety	**Yes**	**No**

Is your policy/proposal relevant to the following questions?

A5-Equality & diversity - Will it have any positive/negative impacts on the protected characteristics?	★	☐

In thinking about this question:

- How will it impact on the protected characteristics-Positive or negative impact (Protected characteristics under the Equality Act 2010, Age, disability, race/ethnicity, Sexual orientation, gender reassignment, sex, religion or belief, pregnancy and maternity, marriage and civil partnership,socio-economic)
- What mitigation has been put in place to lessen any impacts or barriers removed?
- How will it help promote equality for a specific protected characteristic?

If you want more information contact gina.perryman@portsmouthcc.gov.uk or go to:

https://www.portsmouth.gov.uk/ext/documents-external/cmu-equality-strategy-2019-22-final.pdf

Please expand on the impact your policy/proposal will have, and how you propose to mitigate any negative impacts?

The action plan should have a positive impact on female employees in putting measures into place to reduce the gender pay gap between men's and women's average earnings across the workforce. The makeup of the Council's workforce is that it is predominantly female. Based on 31st March 2019 data set, there were 4843 relevant full pay employees, which is made up by 3414 females (70%) and 1429 (30%) males. Out of the 4843 relevant employees, 39 are covered by TUPE regulations (11 are male and 28 are female). The profile of the workforce has been broken down into the proportion of full time and part time employees, whereby 1135 (79%) of males are full time and 294 (21%) are part time compared to 1431 (42%) of females are full time and 1983 (58%) are part time. Nationally the gender pay gap exists for a number of reasons, this may be due to time being taken out from the labour market for caring responsibilities or a larger proportion of females working in lower paid part time jobs.
How are you going to measure/check the impact of your proposal? The gender pay gap is reviewed and reported on annually. This identifies any changes in the pay gap and where these changes are.

B - Environment and climate change	Yes	No

Is your policy/proposal relevant to the following questions?

B1-Carbon emissions - Will it reduce carbon emissions?	☐	⭐

In thinking about this question:

- How will it reduce greenhouse gas emissions?
- How will it provide renewable sources of energy?
- How will it reduce the need for motorised vehicle travel?
- How will it encourage and support residents to reduce carbon emissions?

If you want more information contact Tristan.thorn@portsmouthcc.gov.uk or go to:

https://www.portsmouth.gov.uk/ext/documents-external/cmu-sustainability-strategy.pdf

Please expand on the impact your policy/proposal will have, and how you propose to mitigate any negative impacts?

How are you going to measure/check the impact of your proposal?

B - Environment and climate change	Yes	No

Is your policy/proposal relevant to the following questions?

B2-Energy use - Will it reduce energy use?	☐	⭐

In thinking about this question:

- How will it reduce water consumption?
- How will it reduce electricity consumption?
- How will it reduce gas consumption?
- How will it reduce the production of waste?

If you want more information contact Triston.thorn@portsmouthcc.gov.uk or go to:

https://www.portsmouth.gov.uk/ext/documents-external/pln-portsmouth-plan-post-adoption.pdf
https://democracy.portsmouth.gov.uk/documents/s24685/Home%20Energy%20Appendix%201%20-%20Energy%20and%20water%20at%20home%20-%20Strategy%202019-25.pdf
Please expand on the impact your policy/proposal will have, and how you propose to mitigate any negative impacts?

How are you going to measure/check the impact of your proposal?

B - Environment and climate change	Yes	No

Is your policy/proposal relevant to the following questions?

B3 - Climate change mitigation and flooding-Will it proactively mitigate against a changing climate and flooding?	☐	★

In thinking about this question:

- How will it minimise flood risk from both coastal and surface flooding in the future?
- How will it protect properties and buildings from flooding?
- How will it make local people aware of the risk from flooding?
- How will it mitigate for future changes in temperature and extreme weather events?

If you want more information contact Tristan.thorn@portsmouthcc.gov.uk or go to:

https://www.portsmouth.gov.uk/ext/documents-external/env-surface-water-management-plan-2019.pdf
https://www.portsmouth.gov.uk/ext/documents-external/cou-flood-risk-management-plan.pdf

Please expand on the impact your policy/proposal will have, and how you propose to mitigate any negative impacts?

How are you going to measure/check the impact of your proposal?

B4-Natural environment-Will it ensure public spaces are greener, more sustainable and well-maintained?	☐	★

In thinking about this question:

- How will it encourage biodiversity and protect habitats?
- How will it preserve natural sites?
- How will it conserve and enhance natural species?

If you want more information contact Daniel.Young@portsmouthcc.gov.uk or go to:

https://www.portsmouth.gov.uk/ext/documents-external/pln-solent-recreation-mitigation-strategy-dec-17.pdf
https://www.portsmouth.gov.uk/ext/documents-external/pln-portsmouth-plan-post-adoption.pdf

Please expand on the impact your policy/proposal will have, and how you propose to mitigate any negative impacts?

How are you going to measure/check the impact of your proposal?

B - Environment and climate change	Yes	No

Is your policy/proposal relevant to the following questions?

B5-Air quality - Will it improve air quality?	☐	☐ ★

In thinking about this question:

- How will it reduce motor vehicle traffic congestion?
- How will it reduce emissions of key pollutants?
- How will it discourage the idling of motor vehicles?
- How will it reduce reliance on private car use?

If you want more information contact Hayley.Trower@portsmouthcc.gov.uk or go to:

https://www.portsmouth.gov.uk/ext/documents-external/env-aq-air-quality-plan-outline-business-case.pdf

Please expand on the impact your policy/proposal will have, and how you propose to mitigate any negative impacts?

How are you going to measure/check the impact of your proposal?

B - Environment and climate change	Yes	No

Is your policy/proposal relevant to the following questions?

B6-Transport - Will it improve road safety and transport for the whole community?	☐	☐ ★

In thinking about this question:

- How will it prioritise pedestrians, cyclists and public transport users over users of private vehicles?
- How will it allocate street space to ensure children and older people can walk and cycle safely in the area?
- How will it increase the proportion of journeys made using sustainable and active transport?
- How will it reduce the risk of traffic collisions, and near misses, with pedestrians and cyclists?

If you want more information contact Pam.Turton@portsmouthcc.gov.uk or go to:

https://www.portsmouth.gov.uk/ext/travel/local-transport-plan-3

Please expand on the impact your policy/proposal will have, and how you propose to mitigate any negative impacts?

How are you going to measure/check the impact of your proposal?

B - Environment and climate change	Yes	No

Is your policy/proposal relevant to the following questions?

B7-Waste management - Will it increase recycling and reduce the production of waste? ☐ ★

In thinking about this question:

- How will it reduce household waste and consumption?
- How will it increase recycling?
- How will it reduce industrial and construction waste?

If you want more information contact Steven.Russell@portsmouthcc.gov.uk or go to:

https://documents.hants.gov.uk/mineralsandwaste/HampshireMineralsWastePlanADOPTED.pdf

Please expand on the impact your policy/proposal will have, and how you propose to mitigate any negative impacts?

How are you going to measure/check the impact of your proposal?

C - Regeneration of our city	Yes	No

Is your policy/proposal relevant to the following questions?

C1-Culture and heritage - Will it promote, protect and enhance our culture and heritage?   ☐   [★]

In thinking about this question:

- How will it protect areas of cultural value?
- How will it protect listed buildings?
- How will it encourage events and attractions?
- How will it make Portsmouth a city people want to live in?

If you want more information contact Claire.Looney@portsmouthcc.gov.uk or go to:

https://www.portsmouth.gov.uk/ext/documents-external/pln-portsmouth-plan-post-adoption.pdf

Please expand on the impact your policy/proposal will have, and how you propose to mitigate any negative impacts?

How are you going to measure/check the impact of your proposal?

C - Regeneration of our city	Yes	No

Is your policy/proposal relevant to the following questions?

C2-Employment and opportunities - Will it promote the development of a skilled workforce?   ☐   [★]

In thinking about this question:

- How will it improve qualifications and skills for local people?
- How will it reduce unemployment?
- How will it create high quality jobs?
- How will it improve earnings?

If you want more information contact Mark.Pembleton@portsmouthcc.gov.uk or go to:

https://www.portsmouth.gov.uk/ext/documents-external/cou-regeneration-strategy.pdf

Please expand on the impact your policy/proposal will have, and how you propose to mitigate any negative impacts?

How are you going to measure/check the impact of your proposal?

C - Regeneration of our city	Yes	No

Is your policy/proposal relevant to the following questions?

C3 - Economy - Will it encourage businesses to invest in the city, support sustainable growth and regeneration?	☐	★

In thinking about this question:

- How will it encourage the development of key industries?
- How will it improve the local economy?
- How will it create valuable employment opportunities for local people?
- How will it promote employment and growth in the city?

If you want more information contact Mark.Pembleton@portsmouthcc.gov.uk or go to:

https://www.portsmouth.gov.uk/ext/documents-external/cou-regeneration-strategy.pdf

Please expand on the impact your policy/proposal will have, and how you propose to mitigate any negative impacts?

How are you going to measure/check the impact of your proposal?

Q8 - Who was involved in the Integrated impact assessment?

Jolene Chaffin

This IIA has been approved by:

Contact number:

Date: