



NOTICE OF MEETING

EMPLOYMENT COMMITTEE

TUESDAY, 2 MARCH 2021 AT 2.00 PM

VIRTUAL REMOTE MEETING

Telephone enquiries to Vicki Plytas 02392 834058

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Membership

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

Standing Deputies

Councillor Simon Boshier
Councillor Lynne Stagg
Councillor Luke Stubbs
Councillor Hugh Mason

(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

A written deputation stating to which agenda decision item it refers must be received by the officer named at the top of the agenda **by 12 noon two working days preceding the meeting**. Any written deputation received by email will be sent to the Members on the relevant decision making body and be referred to and read out at the meeting within permitted time limits.

A G E N D A

1 Apologies for Absence

2 Declarations of Members' Interests

3 Minutes of the meeting held on 14 January 2021 (Pages 5 - 12)

RECOMMENDED that the minutes of the meeting held on 14 January 2021 be confirmed and signed by the Chair as a correct record.

4 Gender Pay Gap Report (Pages 13 - 54)

The purpose of the report is to present the outcomes of the Gender Pay Gap 2020/21, 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.

RECOMMENDED that the Employment Committee:

- (1) Note the key findings of the Gender Pay Gap Report 2020/21 (Appendix 1).**
- (2) Agree the action plan as set out in Appendix 1 of the Gender Pay Gap report.**

5 Quarterly Sickness Absence Report (Pages 55 - 72)

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

- (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.**
- (3) Note the additional wellbeing activities specifically in response to the Covid-19 pandemic.**
- (4) Note the reduction in absence levels across the organisation.**

6 Pay Policy Statement (Pages 73 - 82)

Purpose

The Council is required by section 38(1) of the Localism Act 2011 (openness 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 that Employment Committee approves the Pay Policy Statement attached as Appendix 1, to go forward for approval by the Full Council prior to 31 March 2021.

7 Update on progress towards attaining Living Wage accreditation (Pages 83 - 86)

(This information report originally marked "to follow" was published on 26 February.)

The purpose of this report is to provide Members with an update on the progress made to date against the recommendation set out below:

"Members instruct Officers to work with the Living Wage Foundation to seek to attain Living Wage accreditation through the development of an implementation plan over a suitable period that is consistent with the Council's overall financial constraints and also accommodates any likely legal / procurement challenges; any such plan to be approved by Full Council with any financial impact commencing in 2021/22"

8 Senior Management Structure - Integration of Health and Social Care (Pages 87 - 96)

This report originally marked "to follow" was published on 23 February.

The purpose of this report is to update the Employment Committee on changes to the Health and Care landscape, including the deepening integration between Portsmouth City Council (PCC) and the Portsmouth Clinical Commissioning Group (PCCG), changes in response to the departure of the Director of Adult Social Services (DASS) and implications of proposals for a reorganisation of NHS structures through legislation.

RECOMMENDED that the Committee:

- i. Approves the appointment of the current Director of Adult Care, Andy Biddle, to additionally become the Council's statutory Director of Adult Social Services (DASS);**
- ii. Requests the Chief Executive to continue to secure deeper integration of council and health services within the Health and**

Care Portsmouth framework and across the wider health and care system, forming an executive team comprising the DASS, DCS, DPH and Director of Health and Care Portsmouth (NHS post) and Director of Finance (NHS post), all posts having powers to exercise executive functions across both the City Council and the Portsmouth CCG (under s113 of the Act) and with other health providers as appropriate.

- iii. Records its gratitude and appreciation to Mr Innes Richens for his long service to the city and the City Council and wishes him the very best for the future.**
- iv. Notes the changes being proposed to the structure of the NHS and the opportunities and potential implications these changes may have for the delivery of health and care in Portsmouth.**

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

Agenda Item 3

EMPLOYMENT COMMITTEE

MINUTES OF THE MEETING of the Employment Committee held on Thursday, 14 January 2021 at 1.00 pm as a Virtual Remote Meeting

(NB These minutes should be read in conjunction with the agenda for the meeting which can be found at www.portsmouth.gov.uk.)

Present

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

Officers Present

David Williams, Chief Executive
Natasha Edmunds, Director of Corporate Services
Peter Baulf, City Solicitor
Sue Page, Finance Manager
Rochelle Kneller, Assistant Director HR
Richard Lock, Acting Procurement Manager
Shaun Tetley, Payroll and Pensions Manager

1. Apologies for Absence (AI 1)

The Chair, Councillor Ben Dowling, welcomed everyone to the meeting and advised that it was being held virtually because of restrictions imposed following the outbreak of Covid 19.

There were no apologies for absence, but apologies for lateness were given on behalf of Councillor Atkins who was on his way.

Councillor Udy attended the meeting as an observer.

2. Declarations of Members' Interests (AI 2)

There were no declarations of Members' interests.

3. Minutes of the meeting held on 24 November 2020 (AI 3)

RESOLVED that the minutes of the meeting held on 24 November 2020 be confirmed and signed by the Chair as a correct record.

4. Living Wage (AI 4)

(TAKE IN REPORT)

Natasha Edmunds introduced the report advising that at a meeting of the Employment Committee on 22nd September 2020, Members requested further clarification on the financial impact of becoming an accredited Living Wage employer (previously known as an accredited Foundation Living Wage employer). Members wanted to understand in particular the financial impact the council would incur from its contractors

The purpose of this report is to provide Members with the estimated financial impact to enable an informed decision as to the next steps. It will also inform Members of the Real Living Wage (RLW) rate increase from 1st April 2021, (to £9.50 per hour) and to advise members of the financial impact on its pay bill.

Additionally, the report sets out the challenges and risks associated with adopting the Foundation Living Wage and how they may be overcome or mitigated.

Sue Page, Finance Manager was invited to outline the financial impact. She said that the report included two tables; the first showed the financial impact on PCC staff of the uplift in pay and the second the additional estimated cost over the next 3 years and thereafter of becoming a fully accredited Living Wage employer. The methodology used was set out in paragraph 3. She said that officers had hoped for a greater response from the survey of contractors but in lieu of that they had had consultations with experienced contract managers in the relevant fields. They had focused on areas that were likely to be more highly impacted should PCC apply for accredited status and focused on getting responses from those contractors first to allow for a more reasonable set of financial assumptions to be made. The second table shows the impact of contractor uplift on general fund services over the 3 year period. So an estimated cost of £3.2m would be incurred to renew all those contracts by year 3. Within that, it should be noted that £2.6m related to care services. Members should also note that if this is moved forward, an experienced project manager would be needed to facilitate the process - at least for the first year.

The Finance Manager also drew attention to the Finance comments in the report and the need to identify funding if Members wanted to proceed with this proposal.

Richard Lock, Acting Procurement Manager, was then invited to provide an overview of any procurement issues. He first said that although the non-compatibility of EU law comment (that had not been removed from the report prior to publication) was not now relevant, most of the procurement legislation will stay the same for the time being but will be on a domestic basis. In order to progress implementation, he considered the best way would be to make it part of PCC's tendering requirements. This would be fair to all contractors as it would make it clear to all what was expected. However there would be implications of doing this

- Although implementation would not be difficult to introduce - as long as there was training in place - monitoring what actually happens would require resources.
- Suppliers may well experience difficulty in mandating the Living Wage across its organisation because they may have contracts with more than one authority such as often happens in social care. There may be difficulties where an employer is moving in and out of various contracts and tendering may be difficult.
- There are likely to be HR and Union aspects to consider.

Mr Lock said it was much easier to implement the LW where there are partnerships in place across several organisations with similar policies - but PCC does not have those partnerships in place.

With regard to re-tendering, the Living Wage would have to be paid for all new contracts. This would also apply to extension options. So where there is a contract for 3 years with an option to then extend to 5 years, it would be at that point that the Living Wage would have to be paid. He anticipated that it would be difficult to expect PCC's contractors to absorb that cost.

There may also be legal issues around mandating the Living Wage into the contracts.

With regard to longer term contracts - those for 10 years or more - the Living Wage Foundation has an expectation that the Living Wage would be fully implemented within 3 years. Although more work is required on this, it is likely to mean that Adult Social Care would be impacted and also the Housing Revenue Account and sheltered housing.

Mr Lock said that PCC wrote to all high impact suppliers and consolidated attention on 200 suppliers. These were all care contracts. However, despite reminders the response rate was very low and there was nothing that could be done to improve that. Consequently, he worked with Sue Page to produce an overall analysis of responses having spoken to contract managers and finance colleagues.

With regard to contract management, work would be needed to consider how the contract terms could be enforced and what sanctions would be appropriate. These would need to be built into contract terms and agreed. Contract management would be necessary so the existing vacancy for a contract manager would need to be recruited to and filled quickly to ensure all LW milestones are met.

The City Solicitor, Peter Baulf was then invited to provide information on the legal aspects and said there was nothing illegal about signing up to become an accredited LW employer.

He said there would be some matters to consider

- In relation to existing contracts, he considered it would be unlikely that contractors would bear the cost of implementing the living wage for its employees.
- Obtaining tenders in the future would be likely to be impacted as contractors would need to pay artificially high wages as compared with their other employees. This will narrow the market of those wanting to contract with PCC.

- There may be a reasonableness challenge in how an authority behaves in terms of how it sets out its tenders, as some local contractors may not be able to tender if they were unable to pay the LW
- There may be difficulties in how to enforce the LW over the term of the contract to deliver a primary service, because as soon as there is a contractual variation there are likely to be arguments about termination of contract as care still has to be delivered.
- There may be difficulties with salary creep in terms of bandings becoming narrower.
- Shared contracts were also likely to be problematic
- He considered that equal pay claims would be a minor risk

The Chair thanked everyone for their comments.

Councillor Atkins, apologised for being a little late and confirmed he had no declarations of interest.

At this point in the meeting, the deputation that had been previously circulated from Jon Woods was read out by the Chair. This can be heard in full at [Special Employment Committee, 14 January 2021 on Livestream](#)

On behalf of the Committee, the Chair thanked Jon Woods for his deputation.

The Chair then invited comments from members.

Councillor Vernon-Jackson said that he had had a useful meeting with a lady from the Living Wage Foundation who advised that to progress matters a working group should be set up. A working group was now up and running. It was not necessary to do everything at once to become a FLW employer so there was no need to find all the money immediately. He believed an in principle decision could be taken with work continuing with the LWF to become accredited over time. He would support option iii) on the report.

During discussion

- A query was raised about whether any comparisons had been made relating to costs faced by other local authorities where the FLW had been introduced? Salford's costs appeared to be around £1m for all outsourced carers. The Finance Manager said that the costs included in the report had been calculated by the Finance Team and Procurement and then separately by the Social Care Finance Team and both figures were about the same. Richard Lock said that the figures included in the report covered all care services - residential and domiciliary - that is all social care contracting activity. In the toolkit that Living Wage produced, there are useful case studies. When compared with a limited number of other authorities the cost figures were similar, but it was important to note that the figures included in the report represented the best estimate. The information received from the various contractors varied in its completeness. Also when re-checking with some contractors, the information was different from the original return. Another matter to be

borne in mind is that the value of contracts is sometimes dictated by demand.

However, when looking at PCC's spend, we do not have much in-sourcing and he confirmed that he is comfortable that the figures included in the report are what he would expect to see. He said that the figures shown were on a "straight-line" basis whereas in fact there would be variances at different times.

Although costs are often negotiated year on year, where contractors are under increased pressure there is limited room for them to absorb increased costs ie to pay the FLW. This is very likely to lead them to pass on the increased cost to PCC.

- With regard to a query raised as to whether there were any PCC contractors who already paid the FLW to their employees, Members were advised that although this was included in the questionnaire sent to all contractors, this question was not answered and PCC could not force them to disclose that information. However, Richard Lock said that when a re-tender exercise happened, there is a TUPE obligation to disclose pay rates. From looking at these, it was possible to see where contractors paid the National Living Wage and not the Foundation Living Wage. He had not seen any examples of contractors paying the FLW.
- In response to a comment that the Integrated Impact Assessment did not appear to include much information, Natasha Edmunds explained that this was as complete as it could be at this time, but it was a "living document" and would be updated as matters progressed.
- In response to a comment about there not being much in the report about the advantages of all PCC contractors becoming FLW employers, Natasha Edmunds said that these had been considered and would clearly be part of the programme going forward.
- A comment was made that if all PCC contractors became FLW employers, this could lead to staff staying in post longer which could have beneficial knock-on effects such as improvements to service and delivery quality.
- A further comment was made that the benefits of becoming a FLW employer have been discussed many times over a period of 4 to 5 years but affordability was a big issue.
- In response to a query about whether any provision had been made to cover the cost of the proposal in recommendation i) in the budget about to be presented to Council, Councillor Vernon-Jackson said no provision had been made in this budget and he believed PCC should move forwards gradually. He said an in principle decision could be taken today with an intention to look at how it could be afforded - probably on an annual basis.
- In response to a query about whether it was contrary to the Constitution to approve the recommendations in the report when they did not identify the required funding, it was confirmed by the Chief Executive (and agreed by the Finance Manager) that recommendation iii) had been carefully worded to satisfy the Director of Finance and so included the words "consistent with the Council's overall financial constraints." The Chair advised that full implementation would be a

future decision for Cabinet and Council. The Employment Committee resolution would just move things forward.

- A comment was made that carers are at the forefront of dealing with the pandemic and a debt of gratitude is owed to them. They should therefore be given the FLW as soon as possible
- Several comments were made about affordability including that before agreeing to the FLW being paid, consideration of what would be required to find the money would need to be communicated and that information was not currently available to members. For example what other services would have to be cut or would there be a need to increase Council Tax?

It was proposed by
Councillor Gerald Vernon-Jackson
Seconded by Councillor Darren Sanders

- (ii) that Members agree that at this current time they wish to continue to pay all Council employees the Living Wage rate, noting that the cost of this is provided for within existing budgets

Upon being put to the vote this was CARRIED by assent.

It was proposed by
Councillor Gerald Vernon-Jackson
Seconded by Councillor Darren Sanders

- (iii) That Members instruct Officers to work with the Living Wage Foundation to seek to attain Living Wage accreditation through the development of an implementation plan over a suitable period that is consistent with the Council's overall financial constraints and also accommodates any likely legal / procurement challenges; any such plan to be approved by Full Council with any financial impact commencing in 2021/22

Upon being put to a roll call vote, this was CARRIED by a majority.

Members of the Committee were advised that where recommendations are mutually exclusive, the first of them to receive a majority would be CARRIED and the other recommendation would FALL.

RESOLVED that

- (1) Members agreed that at this current time they wish to continue to pay all Council employees the Living Wage rate, noting that the cost of this is provided for within existing budgets**
- (2) Members instructed Officers to work with the Living Wage Foundation to seek to attain Living Wage accreditation through the development of an implementation plan over a suitable period that is consistent with the Council's overall financial constraints and also accommodates any likely legal /**

procurement challenges; any such plan to be approved by Full Council with any financial impact commencing in 2021/22

(Although at the meeting a proposal by Councillor Corkery and seconded by Councillor Atkins to adopt recommendation (i) of the report was also put to the vote and was LOST, this was superfluous as the decision had already been taken and would have been of no effect whatever the outcome because recommendations (i) and (iii) of the report were mutually exclusive).

The meeting concluded at 2.30 pm.

Councillor Ben Dowling
Chair

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Agenda Item 4



Title of meeting: Employment Committee

Date of meeting: 2nd March 2021

Subject: Gender Pay Gap Report 2020/21

Report by: Rochelle Kneller, Assistant Director of HR

Wards affected:

Key decision: No

Full Council decision: No

1. Purpose of report

To present the outcomes of the Gender Pay Gap 2020/21, 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 2020/21 (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 According to the ONS Gender Pay Gap in the UK: 2020, the national gender pay gap for full-time employees was 7.4%, meaning that average pay for full-time female employees was 7.4% lower than for full-time male employees. This is a slight decrease since 2019, where the gap was 9%. The national gender pay gap for all employees, full and part-time is 15.5% which is a slight decrease from 2019 when it was 17.4%. It is important to note that the Coronavirus pandemic and the furlough scheme may have an artificial impact on the national gender pay gap figures for 2020/21.
- 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. A contributory factor may be that occupations with the highest rates of pay tend to offer fewer part-time jobs than those with lower pay. A lack of flexible working arrangements on offer at senior levels can be a factor affecting women's progression opportunities.
- 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. There is no comparative data from these local authorities as yet for the year 2020/21.

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)
Arun District Council	250 to 499	18.1	9.9	72	65	70	47	0	0	0	0
Borough of Poole	1000 to 4999	4.4	0	66	71.2	69.6	65.1	0	0	0	0
Bournemouth Borough Council	1000 to 4999	2.0	7.3	57.5	64.9	70.9	66.4	0	0	0	0
Chichester District Council	500 to 999	1.9	6.4	38	51	60	46	0.4	0.4	49	50
East Sussex Council	5000 to 19,999	8	8.4	74	80	74	69	0.7	3.2	36.7	7.2
Fareham Borough Council	250 to 499	0.3	0.5	32.7	61.3	49.1	46.2	0	0	0	0
Hampshire County Council	5000 to 19,999	17.1	19.3	86.3	77.1	75.6	66.3	11.6	13.3	9.3	0
Isle Of Wight Council	1000 to 4999	8.3	13.7	63	77	58	54	0.1	0	0	0
New Forest District Council	1000 to 4999	7.2	0	51.7	61.3	72	50.1	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
Plymouth City Council	1000 to 4999	2.2	6.6	61.1	60.1	66.9	61.4	0	0	0	0
Portsmouth City Council	1000 to 4999	9.6	11	72	76	71	63	3.3	3.2	1.9	30.8
Reading Borough Council	1000 to 4999	5	5.1	68	64	60	58	1.3	1.5	6.6	0
Southampton City Council	1000 to 4999	3.6	3.9	60.4	64.1	56.3	60.5	0	0	0	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 2020 who earned their full-pay (relevant employees). At that time, there were 5,128 relevant full pay employees, which is made up by 3,671 females (72%) and 1,457 (28%) males. Out of the 5,128 relevant employees, 20 are covered by TUPE regulations (6 are male and 14 are female). This is an overall increase of 285 employees since 2019. This increase can be explained as fewer employees were excluded for earning less than their normal salary. For instance where employees receive reduced pay (such as long term sick leave, maternity, paternity, shared parental leave or adoption leave, for example) at the snapshot date, they would not fall under the reporting definition of relevant full pay employees. During 2020 the Council noticed a reduction in its overall sickness absence levels, which will have contributed in more staff falling within this definition and hence included in the data.

3.3.2 The profile of the workforce has been broken down into the proportion of full time and part time employees, whereby 1,086 (75%) of males are full time¹ and 371 (25%) are part time compared to 1231 (34%) of females are full time and 2440 (66%) 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 decrease in numbers of females and males across all age ranges with the exception of the 60 and over age bracket where there has been a slight increase.

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

Age Range	Full-time women headcount	Full-time women %	Full-time men headcount	Full-time men %	Total headcount
16 to 21	22	61	14	39	36
22 to 29	177	61	111	39	288
30 to 39	232	53	204	47	436
40 to 49	293	52	274	48	567
50 to 59	393	55	327	45	720
60 and over	114	42	156	58	270
Total	1231		1086		2317

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 805 men (55%) employed full time. Women however, are less likely to work full time with only 918 (25%) of 30 to 59 year olds employed full time. In comparison across the same age ranges (30 to 59 years old) 1818 (50%) of women are employed part time and 200 (14%) 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.

Age Range	Part-time women headcount	Part-time women %	Part-time men headcount	Part-time men %	Total headcount
16 to 21	22	67	11	33	33
22 to 29	202	80	50	20	252
30 to 39	511	87	76	13	587
40 to 49	626	93	49	7	675
50 to 59	681	90	75	10	756
60 and over	398	78	110	22	508
Total	2440		371		2811

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	27.65	-15.57
22 to 29	-2.69	1.55
30 to 39	-3.37	23.91
40 to 49	6.01	29.29
50 to 59	6.87	27.50
60 and over	3.44	16.32

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 39 for full-time employees and between the ages of 16 to 21 for part-time employees. As male employees get older, over 40 years old, they tend to earn more than female employees within the same age bracket 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, but was over 10% for older age groups and this picture is broadly reflected in the data for Portsmouth City Council. Whilst our figures show that **full-time** females are earning less, on average, than their male counterparts (with the exception of 22 to 39 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 reduced for **part-time** workers in the 16 to 21 age bracket compared to last year's gap of 0% meaning women are now paid more on average at this age than their male counterparts. This could as a consequence of the increase in the Living Wage rate and a reduction in the

number of male employees in this age group. In addition the gap has also reduced in the 22-29 age bracket where the gap was 10.18%.

3.3.11 Within PCC the gap for full-time females across the over 40 age brackets reflects the national picture where the gap falls below the national average of 10%.

3.3.12 It is worth noting that across all age groups, apart from 16 to 21 year olds, there has been an increase in the total headcount of part time employees by 534 compared to the headcount in 2019. In contrast there has been a reduction in headcount of 249 across all age groups apart from the 60 and over category for full time employees. The increase in the pay gap across all ages, specifically those part time aged 30 and over, could be explained by the recruitment of new employees, particularly if more of these are female as they are likely to start at the bottom of the pay band. If an existing employee changes their working pattern from full time to part time, their hourly rate will remain the same and if they have been employed for a number of years they are likely to be at the top of their pay band through the incremental rises within the pay band compared to a new starter. In 2020 there was an increase in the number of part time males across the following age groups - 20 to 39 and 50 and over and this is reflected in the increase of the pay gap within these ages. The new vacancy filler report went live in November 2020 and will be used in future gender pay gap reporting.

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.

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 2020 and bonuses* paid between 1 April 2019 and 31 March 2020.

(*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 **10.99%**. In March 2019 this gap was 9.57%.
- 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 **9.32%**. In March 2019 this gap was 10.95%.
- 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 **14.68%**. In March 2019 this was -1.92%. This gap has increased as the overall average bonus payment made to males is higher than that of females. Males are paid on average £1,336 and females are paid on average £1,140.
- 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 **0.53%**. In March 2019 this was -30.75%. The bonus gap between males and females has reduced significantly and can be attributed to the fact that more females received a payment and that the value of more of these payments has equalised, although there are still some differences at the higher and lower ends of the payment values. There were a total of 104

females who received a 'bonus' payment compared to 48 males. The 12 highest bonus payment values to females was between £2,240 and £22,397, whilst the 12 lowest bonus payment values was between £232 and £37. In comparison the highest 12 bonus payment values to males was between £1,919 to £12,809, whilst the lowest 12 bonus payment values was between £276 and £64.

- 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 48 males (3.29%) out of a total of 1,457 males and 104 females (2.83%) out of a total of 3,671 females. This is slightly up for the males from 2019 when 3.19% were paid a bonus and slightly reduced for females when 3.32% were paid a bonus.
- 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 (72%) 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 changed to 14.68% and 0.53% respectively, showing that male employees are paid more than their female 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.
- 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.
- 3.7.6 The Public Sector Equality Duty (PSED) forms part of the Equality Act 2010, it is made up of a general equality duty and specific duties. The general equality duty covers the following protected characteristics: age (including children and young people), disability, gender reassignment, pregnancy and maternity, race, religion or belief, sex and sexual orientation. The specific duties require the authority to publish information to demonstrate its compliance with the

general equality duty, this information must include information relating to people who share a protected characteristic who are:

- Its employees, and
- People affected by its policies and practices.

Therefore the Council will review the data held in relation to ethnicity with a view to including pay gaps relating to ethnicity as part of future Gender Pay Gap Reporting. This has been included in the Action Plan contained within Appendix 1.

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.

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:

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:



www.portsmouth.gov.uk

Gender Pay Gap Report 2020-21

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1. 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 2020, the findings must be published no later than 30th March 2021.

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 2020 the national gender pay gap for full-time employees was 7.4%, meaning that average pay for full-time female employees was 7.4% lower than for full-time male employees. This is a slight decrease since 2019, where the gap was 9%. The national gender pay gap for all employees, full and part-time is 15.5% which is a slight decrease from 2019 when it was 17.4%. It is important to note that the Coronavirus pandemic and the furlough scheme may have an artificial impact on the national gender pay gap figures for 2020/21.

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: 2020

ONS Employee Earnings in the UK: 2020

2. 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 2020 and on bonuses paid between 1 April 2019 and 31 March 2020.

3. 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.

4. 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".

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.

5. 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 2020 who earned their full-pay (relevant employees). At that time, there were 5,128 relevant full pay employees, which is made up by 3,671 females (72%) and 1,457 (28%) males. Out of the 5,128 relevant employees, 29 are covered by TUPE regulations (6 are male and 14 are female).

The profile of the workforce has been broken down into the proportion of full time and part time employees, whereby 1,086 (75%) of males are full time¹ and 371 (25%) are part time compared to 1231 (34%) of females are full time and 2440 (66%) 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	22	61	14	39	36
22 to 29	177	61	111	39	288
30 to 39	232	53	204	47	436
40 to 49	293	52	274	48	567
50 to 59	393	55	327	45	720
60 and over	114	42	156	58	270
Total	1231		1086		2317

Age Range	Part-time women headcount	Part-time women %	Part-time men headcount	Part-time men %	Total headcount
16 to 21	22	67	11	33	33
22 to 29	202	80	50	20	252
30 to 39	511	87	76	13	587
40 to 49	626	93	49	7	675

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

50 to 59	681	90	75	10	756
60 and over	398	78	110	22	508
Total	2440		371		2811

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 805 men (55%) employed full time. Women however, are less likely to work full time with only 918 (25%) of 30 to 59 year olds employed full time, which is lower than last year where 62% of our male workforce worked full time compared to 31% of our female workforce. In comparison across the same age ranges (30 to 59 years old) 1818 (50%) of women are employed part time and 200 (14%) of men work part time, which is higher than last year where 10% of our male workforce and 45% of our female workforce worked 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, with the exception of the 60 and over age group.

The overall number of **full-time** men and women has decreased compared to last year with a reduction of 249 fewer employees working full time. One of the changes in relation to full-time working compared to last year is in the 16 to 21 age bracket where there are now more women than men working full time in this age range, last year there were 30 (54%) of men and 26 (46%) of women. In addition and as with last year's report, the 60 and over age bracket is the only one with a higher proportion of males. Last year there were 82 (44%) of women and 106 (56%) of men in this age bracket. The biggest overall change is within the 30-39 age bracket where there are 139 fewer employees working full time, this is broken down as 95 fewer females and 44 fewer males compared to the previous year.

In contrast the overall number of **part-time** men and women has increased compared to last year with 534 more employees working part time. The biggest overall change is within the 50-59 age bracket where there were 120 more employees working part time. This is closely followed by the 40-49 age bracket where 113 more employees worked part time compared to last year.

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	27.65	-15.57
22 to 29	-2.69	1.55
30 to 39	-3.37	23.91
40 to 49	6.01	29.29
50 to 59	6.87	27.50
60 and over	3.44	16.32

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 39 for full time employees and between the ages of 16 to 21 for part time employees. As male employees get older, over 40 years old, they tend to earn more than female employees within the same age bracket when working full time, however this gap now also appears to have widened in the part time age bracket from age 30 onwards.

Last year the pay gap was -2.10% for full time workers in the 40 to 49 age bracket, now however, women working full time are earning less than their male counterparts and as such the pay gap has increased in this age group. The pay gap in the 30-39 age bracket has marginally decreased for full-time females compared to last year when the pay gap was -2.83%. By contrast the pay gap has decreased for part-time workers in the 16 to 29 age brackets meaning women are now paid more on average at this age than their male counterparts compared to last year's pay gap figures of 0% for 16-21 and 10.18% for 22-29 year olds.

The increase in the pay gap across all ages, specifically those part time aged 30 and over, could be explained by the recruitment of new employees, particularly if more of these are female, as newer employees are likely to start at the bottom of the pay band. If an existing employee changes their working pattern from full time to part time, their hourly rate will remain the same and if they have been employed for a number of years they are likely to be at the top

of their pay band through the incremental rises within the pay band compared to a new starter. In 2020 there was an increase in the number of part time males across the following age groups - 20 to 39 and 50 and over and this is reflected in the increase of the pay gap within these ages. The new vacancy filler report went live in November 2020 and will be used in future gender pay gap reporting.

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.

6. Key Findings

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 **10.99%**. In March 2019 this gap was 9.57%.

The average mean hourly rate of pay for a male was £16.93. For a female the average mean hourly rate of pay was £15.07, which results in the 10.99% 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.

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 **9.32%**. In March 2019 this gap was 10.95%.

The average median hourly rate for a male was £14.16. For a female the average median hourly rate was £12.84. This result is a 9.32% difference in the median figure reported above. This gap has reduced as the male average median hourly rate has increased slightly less than the female average median salary for 2019 resulting in a slight closing of the gap.

6.3 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.

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 (72%) 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 and to continue to follow the Foundation Living Wage increases from then on. The rate for April 2020 is £9.30 per hour but will not be reflected in the Gender Pay Gap report until after April 2021 due to the snap shot date for the report.
- 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.

6.4 Mean Bonus Pay Gap

The difference between the mean bonus pay paid to male relevant employees and that paid to female relevant employees is **14.68%**.

This has increased from last year's gap which was -1.92%%. The reason for the change is that the overall average bonus payment made to males is higher than that of females. Males are paid on average £1,336 and females are paid on average £1,140.

6.5 Median Bonus Pay Gap

The difference between the median bonus pay paid to male relevant employees and that paid to female relevant employees is **0.53%**.

This has changed significantly from last year's figure which was -30.75%. The bonus gap between males and females has reduced significantly and can be attributed to the fact that more females received a payment and that the value of more of these payments has equalised, although there are still some differences at the higher and lower ends of the payment values.

6.6 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 48 males (3.29%) out of a total of 1,457 males and 104 females (2.83%) out of a total of 3,671 females.

6.7 Bonus pay gap summary

The mean gender bonus gap and the median gender bonus gap for the council have changed to 14.68% and 0.53% respectively, There were a total of 104 females who received a 'bonus' payment compared to 48 males, which is a slight reduction on the number of females and a slight increase on the number of males who received a bonus payment compared to 2019. The 12 highest bonus payment values to females was between £2,240 and £22,397, whilst the 12 lowest bonus payment values was between £232 and £37. In comparison the highest 12 bonus payment values to males was between £1,919 to £12,809, whilst the lowest 12 bonus payment values was between £276 and £64.

The figures in the bonus proportions show that whilst there were a higher number of female employees than male employees who received a bonus payment, overall the average value of bonus payments were slightly higher for male employees.

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.

6.8 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.

	Number of males	Number of females	Total	Male %	Female %	Total %
Upper Quartile	460	822	1282	36	64	100
Upper Middle Quartile	409	987	1396	29	71	100
Lower Middle Quartile	276	873	1149	24	76	100
Lower Quartile	312	989	1301	24	76	100

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

6.9 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, 76% of the employees in the lower quartile are female and 24% are male. The percentage of male employees increases throughout almost all the remaining quartiles, from 24% in the lower middle quartile to 36% 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 64% in the upper quartile.

7. 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 data published for 2019-20 by other local authorities, it is shown that Portsmouth is one of the few Councils who report paying any bonuses and that compared to those who do pay bonuses, Portsmouth falls within the ranges as reported by other local authorities.

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.

8. Action Plan/Recommendations from 2019 report:

Action Plan 2019	Action Taken
1. To increase Managers awareness of 'unconscious bias' during recruitment and interview processes.	<p>Amendments to the Recruitment and Selection policy to include <i>'For all posts, careful consideration of the make-up of the decision-makers is encouraged and will be discussed at the job planning meeting.</i></p> <p><i>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.'</i></p> <p>An online solution for training in raising awareness of unconscious bias has been sourced and has been 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.</p>
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.	<p>Vacancy filler was introduced in November 2020 on the current recruitment portal that will enable better monitoring on gender, age, ethnicity and disability. This work will also link in with the Disability Confident Action Plan.</p> <p>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)</p>
3. Increase awareness around apprenticeship schemes to encourage more employees to improve their skills and	The number of apprentices being recruited in to the Council continues to increase. Last year the Council have recently rolled out

Action Plan 2019	Action Taken
experience giving them the opportunity to progress their career.	additional apprenticeships to existing staff, including Senior Leadership apprenticeships (of which 34 employees are currently undertaking this course, up from 17 in 2019). Leadership apprenticeships were introduced in 2017 and currently there are 70 employees undertaking these in addition to those on the senior leadership apprenticeship.
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 and will expand this to include ethnicity.	<p>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.</p> <p>Review current policies and practices around the possibility of mobile working including reviewing what technology is available that may assist/support this. Following the remote working during the pandemic a further piece of work is being undertaken to look at how we work in the future which may include more flexible/remote working.</p>
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 continue to 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	Our systems are currently limited as to how far the Council is able to

Action Plan 2019	Action Taken
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.	gather and monitor this data, but this will continue to be reviewed as far as possible. The current IT system is being replaced in April 2021 and it will be monitored for how well this information can be extracted in the future. This will also be expanded to include data on ethnicity.
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.
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.	<p>To review whether there is a way for the Council's IT system to distinguish between recruitment and promotion.</p> <p>In the meantime the starting pay on recruitment can be monitored over the next 12 months. It is hoped that with the new system this will also enable us to capture data around ethnicity.</p>
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	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

Action Plan 2019	Action Taken
pay and address any anomalies as appropriate.	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 diversity applicants. Closer working with universities and schools to promote careers to both genders and underrepresented groups.	
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.	
15. Roll out of Springboard programme	This was a training programme that was offered during 2020 and consisted of a number of workshops aimed at women to enable them to develop their skills both personally and professionally.
16. Reporting on Equalities and Diversity - with the potential to create a diversity forum.	A Race Equality Network for staff has now been set up. The group is now developing an action plan that will inform the steps we can all take - individually, collectively and corporately - to create an inclusive workplace and also make sure we deliver fair and equitable services to all of our communities. In addition the council is also looking

Action Plan 2019	Action Taken
	to establish networks for our staff with disabilities and for LGBT staff.

9. Action Plan 2019-20 and in addition to the actions above:

- 1. Changes made to our Recruitment Policy around panel diversity**
- 2. Following the introduction of the new IT system the Council will explore whether ethnicity pay gap data can be captured and included in the gender pay gap report. The reporting of this data will be reviewed when the Government formally introduce this reporting into legislation to ensure that the data capture complies with the legislation.**

10. 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. Some of the actions have been difficult to implement during 2020 due to the pandemic response and the remote ways of working.

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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 & - Diversity This 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 2020-21

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 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?

Not applicable

How will you measure/check the impact of your proposal?
Not applicable

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?

Not applicable

<div> <div></div> </div>		
<p>How are you going to measure/check the impact of your proposal?</p> <p>Not applicable</p>		
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?	<input type="checkbox"/>	<input checked="" type="checkbox"/>
---	--------------------------	-------------------------------------

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?

<div> <div>Not applicable</div> </div>		
<p>How are you going to measure/check the impact of your proposal?</p> <p>Not applicable</p>		
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?	<input type="checkbox"/>	<input checked="" type="checkbox"/>
---	--------------------------	-------------------------------------

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?

Not applicable

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

Not applicable

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 2020 data set, there were 5,128 relevant full pay employees, which is made up by 3,671 females (72%) and 1,457 (28%) males. Out of the 5,128 relevant employees, 20 are covered by TUPE regulations (6 are male and 14 are female).

The profile of the workforce has been broken down into the proportion of full time and part time employees, whereby 1,086 (75%) of males are full time and 371 (25%) are part time compared to 1231 (34%) of females are full time and 2440 (66%) 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?

Not applicable

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

Not applicable

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?

Not applicable

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

Not applicable

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?

Not applicable

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

Not applicable

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?

Not applicable

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

Not applicable

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?

Not applicable

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

Not applicable

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?

Not applicable

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

Not applicable

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?

Not applicable

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

Not applicable

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?

Not applicable

How are you going to measure/check the impact of your proposal?
Not applicable

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?

Not applicable

How are you going to measure/check the impact of your proposal?
Not applicable

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?

Not applicable

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

Not applicable

Q8 - Who was involved in the Integrated impact assessment?

Jolene Chaffin

This IIA has been approved by:

Contact number:

Date:



Title of meeting:	Employment Committee
Date of meeting:	2 March 2021
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.
- Note the additional wellbeing activities specifically in response to the Covid-19 pandemic.
- Note the reduction in absence levels across the organisation.

3. Background

- 3.1. Members will be aware that the council has been operating many services differently and some have been temporarily postponed as a result of the coronavirus pandemic. This has resulted in many staff working remotely or being redeployed to critical areas of need. Overall absence levels are down, however they have increased in some areas during the last quarter.
- 3.2. The following section of the report will therefore note this quarter's sickness absence figures compared to last quarter (December 2020):
 - The level of sickness absence for this quarter has increased from 9.22 to 9.45 average days per person per year.
 - Working time lost has increased from 2.57 to 2.59 per cent (excluding schools).

- Long term absence has increased from 5.88 to 6.47 average days per person per year.
- Short term absence has decreased from 2.06 to 1.62 average days per person per year.
- 7 directorates have seen a decrease in absence levels this quarter.
- 3 directorates have seen an increase in absence levels this quarter
- The highest reason for sickness absence remains to be due to psychological (stress, anxiety and depression), however Musculoskeletal (lower limb) and Coronavirus are now listed 2nd and 3rd.
- Musculoskeletal absences are divided into three categories; if these were collated they would become the second highest ranked reason for absence (as was the case last quarter).

3.3. Absence levels by directorates for the period from February 2020 to January 2021 are attached in Appendix 1. A summary of reason for sickness absence for the last year is attached in Appendix 2.

4. Wellbeing

- 4.1 During the last quarter the council has continued to provide regular wellbeing updates to all employees. These updates have included information and resources on Domestic Abuse, NHS screening and Long Covid as well as national wellbeing campaigns such as Movember and Dry January.
- 4.2 The last quarter has also seen a particular focus on mental health. With the ongoing restrictions due to the coronavirus pandemic and the winter months, we know that this time of year can be more difficult for people and we have provided information on managing your wellbeing over the festive period, beating the winter blues, dealing with loneliness and promoting details of the national mental health campaign Time to Talk Day.
- 4.3 The Time to Talk Day is an annual event that is run by Time to Change and encourages everyone to talk openly with friends, family and colleagues about mental health. We realise that with the current restrictions due to the coronavirus pandemic this year's events is especially important. As part of the campaign we have provided managers and employees with a number of activities and resources they can use to get together virtually and start talking.
- 4.4 As part of our Time to Change action plan and our commitment to creating a more open and understanding culture around mental health in the workplace, we have procured further training for the next two years. These sessions will be provided by Solent Mind and will cover topics on Taking control of our mental health as well as Managing and Supporting Mental health and Wellbeing in the workplace. The

sessions will run regularly throughout the year and can be booked via the Portsmouth Learning Gateway.

- 4.5 We have been working with Vita Health group, the councils Employee Assistance programme (EAP) to provide more specialist mental health support for our staff. As well as being able to access all the useful features of the standard EAP, we have implemented a new process so that if required, employees can also access Psychological treatment support within the EAP for more severe mental health conditions.
- 4.6 A further wellbeing resource have been created to help managers in supporting staff with their mental health. This document is linked into the manager essentials intranet pages and brings together numerous resources to provide information on signs and symptoms to look out for, how to have conversations about mental health and step by step details on self-help resources and national and local mental health support services.
- 4.7 Portsmouth City Council's Wellbeing Champion programme continues to grow with particular increases in Adult services and the Education teams, bringing the total to 49 employees across all directorates now volunteering for the role. The champion's role is to help implement and support staff wellbeing and the ongoing programme at PCC through raising awareness of wellbeing activities across the council, promoting healthy lifestyles and positive mental health.
- 4.8 The Lunchtime learning programme has continued to be very well attended with an average of 45 attendees per session. Over the last quarter we have provided talks on Covid-19, Money and Energy advice, Civil Service Sports Council and Domestic abuse information and advice.

5. Reasons for recommendations

- 5.1. To continue to improve employee attendance levels. To do this through monitoring sickness absence, understanding and engaging with the workforce to understand the reasons for improved attendance levels, continuing to improve employee wellbeing, which in turn will increase productivity, improve engagement and build a more resilient workforce.

6. Integrated Impact Assessment

- 6.1. Appendix 3

7. Legal implications

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

8. Finance comments

8.1. There is no significant cashable saving resulting from the reduction in sickness absence. However, there will be an improvement in productivity in terms of total days worked.

.....
Signed by:

Appendices:

Appendix 1: Sickness Absence

Appendix 2: Summary of reasons for absence

Appendix 3: Integrated impact assessment

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

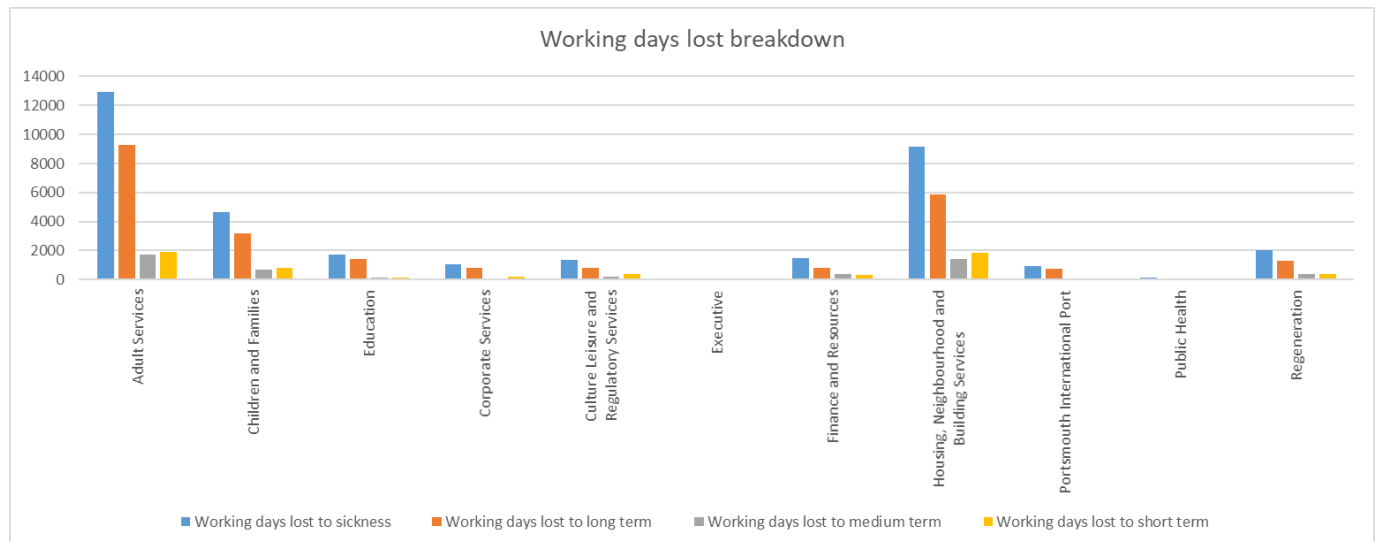
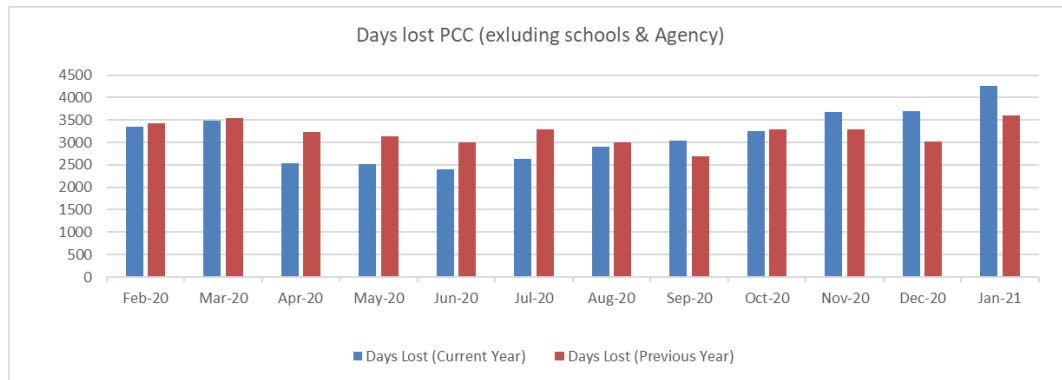
The following documents disclose facts or matters, which have been relied upon to a material extent by the author in preparing this report:

Title of document	Location

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

.....
Signed by:

Appendix 1: Sickness Absence (Rolling Year) Jan 2021



Sickness - Working days Lost														Total Average Per Person Per Year: EC Sep 2020
Directorate	Headcount		Total				Long Term		Medium Term		Short Term			
	Current Headcount	Total Working Days Available	Working days lost to sickness	% of working time lost	Average per Person per Year	Compared to Last EC report	Working days lost to sickness	Average per Person per Year	Working days lost to sickness	Average per Person per Year	Working days lost to sickness	Average per Person per Year		
Agency	91	34050	72	0.21%	0.79	⬇️	35	0.39	26	0.29	11	0.12	1.11	
Adult Services	701	258834	12928	4.99%	18.44	⬆️	9297	13.26	1726	2.46	1905	2.72	15.19	
Children and Families	501	181799	4630	2.55%	9.24	⬇️	3176	6.34	662	1.32	791	1.58	9.74	
Education	180	65675	1733	2.64%	9.63	⬇️	1422	7.90	156	0.87	155	0.86	10.42	
Corporate Services	303	104467	1081	1.03%	3.57	⬆️	828	2.73	58	0.19	194	0.64	3.29	
Culture Leisure and Regulatory Services	270	102347	1371	1.34%	5.08	⬇️	819	3.03	192	0.71	361	1.34	5.65	
Executive	36	12818	64	0.50%	1.78	⬇️	0	0.00	21	0.58	43	1.19	2.54	
Finance and Resources	318	118101	1506	1.28%	4.74	⬇️	797	2.51	366	1.15	343	1.08	6.49	
Housing, Neighbourhood and Building Services	943	348531	9159	2.63%	9.71	⬆️	5892	6.25	1432	1.52	1835	1.95	9.62	
Portsmouth International Port	77	27917	914	3.27%	11.87	⬇️	767	9.96	92	1.19	55	0.72	15.21	
Public Health	37	13194	160	1.21%	4.31	⬇️	108	2.92	23	0.62	28	0.77	8.82	
Regeneration	401	141031	2040	1.45%	5.09	⬇️	1284	3.20	365	0.91	391	0.98	5.84	
Schools	1531	610142	11709	1.92%	7.65	⬆️	6579	4.30	2284	1.49	2846	1.86	7.18	
Grand Total (excluding schools and Agency)	3767	1374714	35585	2.59%	9.45	⬆️	24391	6.47	5092	1.35	6101	1.62	9.33	
Grand Total (including Schools excluding Agency)	5298	1984856	47294	2.38%	8.93	⬆️	30970	5.85	7377	1.39	8947	1.69	8.67	
Grand Total (including Agency Workers)	3858	1408764	35657	2.53%	9.24	⬆️	24426	6.33	5118	1.33	6112	1.58	9.14	
					over 7 days									

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Appendix 2 - summary of reasons for absence, rolling year Feb 2020 to Jan 2021

Absence Reason	Days Lost	% of Days Lost	Rank		Absence Reason	Days Lost	% of Days Lost	Rank
Psychological - stress, anxiety and depression	8831	24.77	1		* Psychological - stress, anxiety and depression	8831	24.77	1
Musculoskeletal (Lower limb)	2784	7.81	2		* Psychological - stress, anxiety and depression (Work Related)	1990	5.58	8
Coronavirus	2436	6.83	3		Total	10821	30.35	
Virus (inc colds, coughs and influenza; excluding Coronavirus)	2348	6.59	4					
Gastrointestinal (inc stomach and bowel)	2311	6.48	5		* Musculoskeletal (Lower limb)	2784	7.81	2
Musculoskeletal (back and neck)	2224	6.24	6		* Musculoskeletal (Upper limb)	1710	4.80	9
Neurology/Nervous system (inc headache, migraine and epilepsy)	2186	6.13	7		* Musculoskeletal (back and neck)	2224	6.24	6
Psychological - stress, anxiety and depression (work related)	1990	5.58	8		Total	6717	18.84	
Musculoskeletal (Upper limb)	1710	4.80	9					
Ear/nose/throat (inc dental)	1507	4.23	10		Total Stress + musculoskeletal %	20322	56.99	
Cancer and tumours	1351	3.79	11					
Respiratory Problems (inc chest and asthma)	1241	3.48	12					
Heart Disorders	956	2.68	13		Absence Reason	Days Lost	% of Days	Rank
Gynaecological (inc Reproduction organ disorders)	733	2.06	14		* Corona Virus	2436	6.83	3
Family Bereavement	650	1.82	15					
Genitourinary (inc Kidney and Bladder)	415	1.16	16					
Accident	397	1.11	17					
Pregnancy related disorders	379	1.06	18					
Eye problems	239	0.67	19					
Skin Disorders (inc burns)	230	0.65	20					
Blood Disorders	215	0.60	21					
Violence at Work	152	0.43	22					
Endocrine/Hormonal (inc Diabetes)	133	0.37	23					
Infectious Disease (inc Chicken pox, measles etc)	120	0.34	24					
External Sickness	64	0.18	25					
Substance misuse (inc alcohol and drugs)	35	0.10	26					
Third Party Accident	22	0.06	26					
Grand Total	35657							

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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 & - Diversity This 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

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?

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?

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:

Agenda Item 6



Title of meeting:	Employment Committee
Date of meeting:	2 nd March 2021
Subject:	Pay Policy Statement 2021/22
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 (openness 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 2021.

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 revised Local Government Transparency Code on 3rd October 2014. The code enshrines the principles of transparency 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 "Openness 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 2020 and is based on the difference between the highest salary and the median salary which is 6.5.

The Council also considers that the relationship between the base salaries of its highest and lowest paid employees, which is currently a ratio of 1:9.05, represents an appropriate, fair and equitable internal pay relationship.

- 3.6 Whilst the Pay Policy Statement relates to the year 2021/22, 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 alternative 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 the Pay Policy Statement at Appendix 1 meets the legislative requirements under Section 38 Pay Accountability, 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 2021/22 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 2021 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:

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:

PAY POLICY STATEMENT FOR THE FINANCIAL YEAR 2021/22

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 2010 and 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 on 1 April 2020 (subject to change once the pay 2021 award is agreed) are:

Chief Executive	£146,896 - £162,359
Port Manager	£110,126 - £119,333
Director* (upper band)	£110,126 - £119,333
Director (mid band)	£94,393 - £104,333
Director (lower band)	£80,909 - £89,427
Senior Managers	£74,415 - £80,733

*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 £9.30 per hour is £17,943.

From 1st April 2021 this will result in employees* from SCP1 to SCP2 receiving a minimum hourly rate of £9.50 per hour, with the full time equivalent value of pay, based on a 37 hour standard working week, being £18,328.

(*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 2020. This multiple is 6.5 with a median salary of £24,799.

(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 1:9.05, 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 2021 for the financial year 2021/22.

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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Agenda Item 7



THIS ITEM IS FOR INFORMATION ONLY

(Please note that "Information Only" reports do not require Integrated Impact Assessments, Legal or Finance Comments as no decision is being taken)

Title of meeting: Employment Committee

Subject: Living Wage Working Group Update

Date of meeting: 2nd March 2021

Report by: Director of Corporate Services

Wards affected: N/a

1. Requested by

Members

2. Purpose

At Employment Committee on 14th January 2021, Members instructed Officers to work with the Living Wage Foundation to seek to progress Portsmouth City Council towards accredited status. The purpose of this report is to provide Members with an update on the progress made to date against the recommendation set out below:

Members instruct Officers to work with the Living Wage Foundation to seek to attain Living Wage accreditation through the development of an implementation plan over a suitable period that is consistent with the Council's overall financial constraints and also accommodates any likely legal / procurement challenges; any such plan to be approved by Full Council with any financial impact commencing in 2021/22

3. Progress Update

A Living Wage Working Group has been established comprising officers from HR, Procurement, Finance, Legal Services and Trade Union representatives. A high level plan had previously been developed and this is now being further developed to include a more detailed set of actions to take the work forward. It has also subsequently been identified that the work entailed in seeking accreditation is closely aligned to the work being planned to implement the council's Social Value Policy - subject to that Policy being adopted at the formal Cabinet Meeting on 9th March - and therefore the two areas of work will be combined over the coming months.

In order to achieve accreditation a number of criteria need to be met as follows:

- All directly employed staff should be paid the Real Living Wage

THIS ITEM IS FOR INFORMATION ONLY

(Please note that "Information Only" reports do not require Integrated Impact Assessments, Legal or Finance Comments as no decision is being taken)

- All third party contractor employed staff should be paid the Real Living Wage

Directly Employed Staff

PCC currently pays directly employed staff the Real Living Wage. The rate of pay has recently increased to £9.50 per hour (from 1 April 2021) and HR has been working with relevant parties to ensure that the Real Living Wage increase will be applied to all Portsmouth City Council (PCC) employees where their hourly rate falls below this.

Under the Living Wage scheme those on an apprenticeship contract would fall out of scope and not be eligible, however, the Council has agreed that all apprentices should be paid the Real Living Wage rate from April 2021. In addition to this, those on the Kickstart scheme are also to be included and paid the Real Living Wage rate, this is over and above the requirement to pay national minimum wage to these groups.

HR has engaged with schools and all but one Local Authority Maintained school has agreed to apply the Real Living Wage to its employees. HR will continue to work with all LA Maintained schools on an annual basis.

Third Party Contractor Staff

Procurement has started work to understand the different contract complexities across the Council and to identify what contracts fall in scope. The work will also identify when in scope contracts become due for renewal and where opportunities exist, and where budgets allow, to encourage contractors to become living wage employers.

Achieving Living Wage accreditation is consistent with the PCC Social Value Policy aims and the work to review in scope contracts for Living Wage accreditation purposes will be combined with the work to review contracts as part of the implementation plan for the Social Value Policy.

Whilst it will not be possible at this stage to mandate that contractors pay the Living Wage the contract review will aim to encourage contractors to do so. The contract review will also assist in further addressing any financial and legal implications of accreditation and the development of a phased implementation plan for the accreditation process to present to Full Council in due course.

4. Next Steps

Once PCC has approval from Full Council, Procurement will be able to mandate that contractors pay the Living Wage for new contracts. The above approach, particularly when aligned to the PCC Social Value Policy, could also result in a number of contractors agreeing to pay their staff the Living Wage prior to the Council formally agreeing to become a living wage employer. It is hoped that this approach will allow PCC to

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progressively become an accredited Living Wage employer within current financial constraints and also demonstrate our on-going commitment to become accredited.

The Living Wage Foundation have stated that to progress to the final application stage of the process they would need PCC to evidence that political sign off has been agreed through PCC's appropriate approval process and that financial commitment to paying the Real Living Wage can also be demonstrated.

As a result of the progress made to date, the Living Wage Foundation have advised that once Full Council has approved that PCC should become an accredited Living Wage employer, full accreditation should take 6-9 months with current resources. A timeline is being created and will be finalised with milestones and formal completion deadline for approval by Full Council in due course.

The internal Living Wage Working Group meet regularly to progress towards accreditation and maintain good relations with the Living Wage Foundation. The Living Wage Working Group is also set to expand to include contract managers.

Officers will continue to keep Members informed of progress towards accreditation at future Employment Committees.

.....
Signed by (Director)

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

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

Title of document	Location

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Agenda Item 8



Title of meeting: Employment Committee

Date of meeting: 2 March 2021

Subject: Senior Management Structure - Integration of Health and Social Care

Report by: Chief Executive

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 on changes to the Health and Care landscape, including the deepening integration between Portsmouth City Council (PCC) and the Portsmouth Clinical Commissioning Group (PCCG), changes in response to the departure of the Director of Adult Social Services (DASS) and implications of proposals for a reorganisation of NHS structures through legislation.

2. Recommendations

It is recommended that the Committee:

- i. Approves the appointment of the current Director of Adult Care, Andy Biddle, to additionally become the Council's statutory Director of Adult Social Services (DASS);
- ii. Requests the Chief Executive to continue to secure deeper integration of council and health services within the Health and Care Portsmouth framework and across the wider health and care system, forming an executive team comprising the DASS, DCS, DPH and Director of Health and Care Portsmouth (NHS post) and Director of Finance (NHS post), all posts having powers to exercise executive functions across both the City Council and the Portsmouth CCG (under s113 of the Act) and with other health providers as appropriate.
- iii. Records its gratitude and appreciation to Mr Innes Richens for his long service to the city and the City Council and wishes him the very best for the future.

- iv. Notes the changes being proposed to the structure of the NHS and the opportunities and potential implications these changes may have for the delivery of health and care in Portsmouth.

3. Background

- 3.1 In 2015, this Committee requested the Chief Executive to engage with the NHS Portsmouth Clinical Commissioning Group (PCCG) to secure the appointment of a joint post across the two organisations that could fulfil the statutory role of Director of Adult Social Services (DASS) for the City Council to help develop integrated services with PCCG. That was achieved, and Innes Richens has successfully filled that joint role since then. In doing so, Innes undertook a number of roles including being the Chief Operating Officer of PCCG and the council's named statutory Director of Adult Social Care. Because of this wide span, Innes was supported by Jo York as his Deputy in his CCG role and by Andy Biddle as Director of Adult Care for the council. Innes has now decided to leave the council and PCCG. Our huge thanks go to Innes for his work for the council, both in leading the adult social care service and in furthering the understanding and integration of the council with the PCCG and the other elements of the local health system. Both the council and PCCG now need to make arrangements to cover the roles Innes filled, particularly for the council its obligation to have a named statutory Director of Adult Social Services (see Appendix 1).
- 3.2 Guided by the multi-agency Health and Care Portsmouth (HCP), significant progress has been made across the board in improving service design and delivery along those important interfaces between the council and the health service, not just with adult social care, but with children's services, housing, public health and a raft of other services where closer understanding and engagement leads to better outcomes for our residents and NHS patients.
- 3.3 We now have a number of joint posts between the council and PCCG and also with Solent Health Care Trust, the predominant community provider in our area. We also have strong, positive relationships with the voluntary and community sector, our Integrated Care Partnership (ICP) which covers the footprint of PUHT (Portsmouth and SE Hampshire) and the Integrated Care System (ICS) which covers Hampshire and the Isle of Wight (HIOW). Portsmouth CCG has delegated CCG functions to HCP under the executive leadership of the Chief Executive of PCC.

4. **Progress to date**

4.1 In recent years we have achieved a great deal, building an advanced integrated commissioning way of working under the Health & Care Portsmouth banner. For example, PCCG and PCC have joined up their operations by having:

- integrated roles and teams for adult's & children's strategic and operational functions
- closely aligned teams for Public Health, with plans to integrate further following the substantive appointment of a Director of Public Health dedicated to Portsmouth
- changed our ways of financial planning and management so they are more closely aligned than ever before
- and we have integrated teams for key supporting and enabling functions such as HR, complaints and most recently communications and engagement.

4.2 In our response to the COVID-19 pandemic we have seen the benefits of this integration, in particular

- how we have responded to and supported the response to the epidemic in the care sector, to testing, to the supply of PPE and infection control support
- how we have worked across the Council and the NHS in communication, planning, and financial support for health & care environments and implemented national guidance as a single team
- in our rapid establishment of community support, alongside the voluntary sector and HIVE Portsmouth to support the most vulnerable people to access food, medicines and welfare support
- in our pragmatic handling of the covid-19 funding and grants, ensuring it got to the services and people who needed it
- in our integrated, personalised, support for children with disabilities and complex needs, and associated support to schools
- in the rapid deployment of an integrated hospital discharge hub with Solent NHS Trust the community health provide, to support PUHT in reducing discharge delays and ensuring people were quickly and safely transferred to out of hospital settings or home with support
- how we quickly redeployed CCG and Council staff across a range of health and local authority functions and;
- how the whole range of our business as usual switched rapidly to new and often very testing ways of working

5. Proposed legislative changes

- 5.1 In November 2020, the NHS published a consultation paper regarding the future of Integrated Care Systems (ICS) to which a collaborative response was sent on behalf of Health and Care Portsmouth.
- 5.2 Following this consultation, on 11 February the Government published a White Paper *'Integration and Innovation: working together to improve health and social care for all'*, outlining proposals it plans to take forward to Parliament to become law.
- 5.3 The government is proposing to:
- Legislate for every part of England to be covered by an integrated care system (ICS). This would formally bring together NHS organisations, local government and wider partners at a system level, with a broad duty for organisations to collaborate, albeit the ICS is described as an 'NHS body'. For Portsmouth, the ICS would cover the whole of Hampshire and the Isle of Wight.
 - Merge the functions currently being performed by non-statutory ICSs with the functions of a CCG. This effectively means CCGs would merge to become ICSs. Each ICS will have a board directly accountable for NHS spend and performance, with its Chief Executive becoming the Accounting Officer for NHS money allocated to the ICS (at present ICSs do not receive money directly because they are not statutory bodies).
 - Permit joint committees, collaborative commissioning approaches and joint appointments, to encourage greater integration.
 - Give the Secretary of State for Health and Social Care new powers to set the objectives of NHS England, intervene in service reconfiguration, have the ability to make direct payments to social care providers, and take on specific public health functions such as the implementation of fluoride in water.
 - Enable NHS England to delegate or jointly commission some of its responsibilities to ICSs, such as screening and immunisation and specialist services.
 - Ensure more effective data use across the health and care system.
 - Allow ICSs to delegate significantly to 'place level' and to provider collaboratives. 'Place' is described as 'most usually aligned with local authority boundaries'.
 - Legislate for the NHS to be free to make decisions on how it organises itself without the involvement of the Competition and Markets Authority (CMA), reforming the procurement process and creating a bespoke health services provider selection regime.

- Amend previous legislation on social care to provide a new duty for the Care Quality Commission to assess Local Authorities' delivery of their adult social care duties, alongside powers for the Secretary of State to intervene where there is a risk of local authorities' failing to meet these duties.

- 5.4 Last year, PCCG confirmed its commitment to integrated working with Portsmouth City Council and agreed to amend its constitution to share an Accountable Officer post with other CCGs within the Hampshire and Isle of Wight Integrated Care system (proposals to merge the other six CCGs across HIOW into one are in train).
- 5.5 The enactment of the proposals announced last week would mean that Portsmouth CCG and the functions it currently fulfils will become part of the wider Hampshire and Isle of Wight ICS. However, the proposals are also clear that place-based activity - which will typically align to local authority boundaries - will be essential. The White Paper says that ICSs will be given a great deal of flexibility in how this will work and will be expected to build on the agreements and relationships already in place rather than starting from scratch.
- 5.6 The Health and Care Portsmouth operating model is well established, already delivering on its vision to involve partners who contribute to the health and care of our residents. The proposals outlined by government align strongly with the Portsmouth approach and progress to date puts Portsmouth in a strong position vis a vis the stated objectives of the White Paper.
- 6. What does this mean for PCC?**
- 6.1 Whilst the Employment Committee will appreciate that we are now operating in a far more entwined and symbiotic way with our NHS colleagues, the primary issue for the Employment Committee within the constitution is to agree to fill the PCC role of statutory director of adult social care (Appendix 1).
- 6.2 Since 2015, our integration with PCCG has broadened and deepened; we are no longer dependent on that single joint post. Following the S113 agreement in relation to the DCS post and the establishment of a key integrated Assistant Director post for Children's Commissioning and Performance the integrated children's commissioning team has made swift progress in bringing together funding streams and aligning service development. In helping guide deeper integration for adult and primary care services, Innes had support from a wide range of colleagues, but particularly from Andy Biddle as Director of Adult Care (PCC) and Jo York as Deputy Chief of Health and Care Portsmouth (PCCG). We are now in a strong position, with a jointly developed and shared philosophy

and vision across partner agencies and a fully collaborative approach - we now think and behave in a far more collective way across a wide range of services and have the opportunity to build an executive team.

- 6.3 In light of this, I do not consider we need to replace like-for-like and would recommend to this Committee that Andy Biddle is appointed to take on the statutory responsibility alongside his operational role as Director of Adult Social Care; and I will recommend to the PCCG Board that it appoints Jo York to the level of Director to undertake a range of duties including supporting the Chief Executive in harnessing the talents and opportunities we have across the CGG, the Council and the wider health system to maximise our integration and influence to the benefit of our residents. Within the Managing Change policies of the two organisations, both of these current post holders would be the only post holders for the respective roles to be ring-fenced for consideration for internal appointment. We are very fortunate to have such talented and proven candidates 'in house' and on that basis I would recommend their appointment rather than 'external' advertisement. Both posts would undergo job evaluation; as summarised at Appendix 1, the statutory guidance for the DASS makes clear that local authorities shall ensure that the DASS is directly accountable to the Chief Executive and comparable in terms of seniority, with the Director of Children's Services.
- 6.4 The expectation is that these two posts will form part of a shared executive Health and Care Portsmouth team comprising the DASS, DCS, DPH and Director of Health and Care Portsmouth (NHS post) and Director of Finance (NHS post), all posts will have powers to exercise executive functions across both the City Council and the Portsmouth CCG (under s113 of the Act) and with other health organisations as appropriate. The section 113 agreements for each post will be developed subject to the agreement of this approach.
- 6.5 If the Committee accepts this recommendation, then subject to HR and Finance process, it will be for the Director working with the Portfolio holder and myself to determine appropriate arrangements for back-filling as these will be at grades below the Committee's loci. Determining such adjustments will be looked at across Health and Care Portsmouth to ensure we get the most effective and efficient structure for this stage of our development, linking closely with the current integrated structure for children's services.
- 6.6 With regard to the future legislative changes, we expect the impact on staff to be minimal. The White Paper is clear that the wellbeing of staff will be central to this change process; they want to provide as much stability of employment as possible. Within the NHS there is an employment commitment for all staff below

board level for those directly affected by the legislative proposals, and HR principles to support the transition will be set out by April 2021. In accordance with the Managing Change policies of both organisations, we will keep staff informed as we find out more; our HR team provides the HR service to PCCG.

7. Reasons for recommendations

- i. To respond to the departure of a key post holder, record appreciation for his achievements and fulfil the council's obligation to have a named Director of Adult Social Care
- ii. To put in place effective and efficient management arrangements across the council and the PCCG to further the objectives of deeper integration across health and social care for the benefit of Portsmouth residents
- iii. To demonstrate the progress made and alignment with the direction of travel indicated by the recently published White Paper '*Integration and Innovation: working together to improve health and social care for all*' and how this relates to the role and work of the Employment Committee.

8. Integrated impact assessment

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

9. Legal implications

- 9.1 The proposals within the report will enable the discharge of the statutory function in that those functions will sit within the remit of the new and proposed Director of Adult Social Care (DASS). The remaining proposals within the report align with the white paper and beyond the very limited employment comments in this paper present little difficulty within the scope of legality.

10. Director of Finance's comments

- 10.1 The financial implications to the Council associated with the proposals contained within this report can, alongside other opportunities within the management structure, be accommodated within the Adult Social Care budget.

.....
Signed by:

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

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

Title of document	Location

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

.....
Signed by:

Appendix 1

Director of Adult Social Services (DASS)

The Director of Adult Services is a politically restricted chief officer role (section 2, Local Government and Housing Act 1989) and the role is set out in statute under Section 6 of the Local Authority Social Services Act 1978. It is a post with strategic responsibility and accountability for the planning, commissioning and delivery of social services for adults. The Department of Health published guidance on the role of the Director of Adult Social Services in 2006. This is summarised below:

- Chief Executives of local authorities with social services responsibilities should ensure that a DASS is in post. This post can be shared with other responsibilities or other local authorities.
- The local authority shall take steps to ensure that the post holder is given the necessary authority and resources to provide professional leadership (including delivering workforce planning) in social care and deliver the cultural change necessary to implement person-centred services and to promote partnership working, and such other responsibilities as the local authority determines
- The local authority shall ensure that the DASS is made accountable for the delivery of local authority social services functions listed in Schedule 1 of the Local Authority Social Services Act 1970 (as amended), other than those for which the Director of Children's Services is responsible
- Local authorities shall ensure that the DASS is directly accountable to the Chief Executive of the local authority and comparable in terms of seniority, with the Director of Children's Services.

The Local Authority Social Services Act 1970 (as amended) allows local authorities to jointly appoint a single DASS to cover their local authority areas. The partnership arrangements provided for by the Health Act 1999 also enable joint funding of posts between a local authority and an NHS body. A joint appointment of a person to a DASS post and a post in the NHS is therefore possible. Where such a joint appointment occurs the DASS must remain an employee of the local authority for the full range of social services responsibilities. This eventuality can be facilitated by utilising a Section 113 agreement.

Responsibilities of DASS:

- Accountability of assessing local needs and ensuring availability and delivery of a full range of adult services;
- Professional leadership, including workforce planning;
- Leading the implementation of standards;
- Managing cultural change;
- Promoting local access and ownership and driving partnership working;
- Delivering an integrated whole systems approach to supporting communities;
- Promoting social inclusion and wellbeing.

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