



---

# NOTICE OF MEETING

---

## EMPLOYMENT COMMITTEE

**TUESDAY, 20 JULY 2021 AT 1.00 PM**

## COUNCIL CHAMBER - THE GUILDHALL

Telephone enquiries to James Harris on 023 9260 6065

Email: james.harris@portsmouthcc.gov.uk

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

### Information with regard to public access due to Covid precautions

- Attendees will be requested to undertake an asymptomatic/ lateral flow test within 48 hours of the meeting.
- If symptomatic you must not attend and self-isolate following the stay at home guidance issued by Public Health England.
- All attendees are required to wear a face covering while moving around within the Guildhall (requirement of the venue)
- Attendees will be required to take a temperature check on arrival (requirement of the venue)
- Although it will no longer be a requirement attendees may choose to keep a social distance and take opportunities to prevent the spread of infection
- Hand sanitiser is provided at the entrance and throughout the Guildhall. All attendees are encouraged to make use of hand sanitiser on entry to the Guildhall and are requested to follow the one way system in place.
- Attendees are encouraged book in to the venue (QR code). An NHS test and trace log will be retained and maintained for 21 days for those that cannot or have not downloaded the app.
- Those not participating in the meeting and wish to view proceedings are encouraged to do so remotely via the livestream link.

## Membership

Councillor Gerald Vernon-Jackson CBE (Chair)  
Councillor Matthew Atkins (Vice-Chair)  
Councillor Cal Corkery  
Councillor Lewis Gosling  
Councillor Darren Sanders  
Councillor Jeanette Smith

## Standing Deputies

Councillor Ryan Brent  
Councillor Ben Dowling  
Councillor George Fielding  
Councillor Suzy Horton  
Councillor Gemma New

---

(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](http://www.portsmouth.gov.uk)

**Deputations by members of the public may be made on any item where a decision is going to be taken. The request should be made in writing to the contact officer (above) by 12 noon of the working day before the meeting, and must include the purpose of the deputation (for example, for or against the recommendation/s). Email requests are accepted.**

## AGENDA

- 1 **Apologies for Absence**
- 2 **Declarations of Members' Interests**
- 3 **Minutes of the meeting held on 2 March 2021 (Pages 5 - 10)**  
**RECOMMENDED that the minutes of the meeting held on 2 March 2021 be confirmed and signed by the Chair as a correct record.**
- 4 **Living Wage Accreditation - Progress Update Report (Pages 11 - 14)**  
At the Employment Committee held on 2 March 2021 Members were updated on the joint working Officers have undertaken with the Living Wage Foundation. The purpose of this report is to provide Members with an update on the progress made to date.  
  
This report provides an update on progress of the working group and no recommendations are made at this time.

**5 Quarterly Sickness Absence Report (Pages 15 - 36)**

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 the Employment Committee:**

- **Continues to monitor sickness absence, and ensure appropriate management action is taken to address absenteeism;**
- **Notes the wellbeing activities undertaken to support attendance;**
- **Notes the additional wellbeing activities specifically in response to the Covid-19 pandemic; and**
- **Notes the change in absence levels across the organisation.**

**6 Trade Union Facility Time Report (Pages 37 - 52)**

The purpose of the report is to present the outcomes of the Trade Union Facility Time Report 2021, ensuring the Council can fulfil its statutory obligations in respect of the Trade Union (Facility Time Publication Requirements) 2017.

**RECOMMENDED that the Employment Committee**

**(1) Notes the data in Appendix 1 and the fact that the Appendix will be the report published on the PCC website and the Government maintained website currently being developed by the Cabinet Office; and**

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

**7 Health & Safety Annual Report (for period 1 April 2020 - 31 March 2021) (Pages 53 - 64)**

The purpose of this report is to provide assurance to the Employment Committee that Portsmouth City Council is complying with health and safety legislation and is ensuring the health, safety and wellbeing of those affected by the council's activities.

**RECOMMENDED that the Employment Committee notes the report.**

**8 Item Withdrawn - Appointment to the Hampshire Pension Fund Panel and Board**

Please note that this item has been withdrawn from the agenda, due to the decision having been required and made in advance of the first Hampshire Pension Fund Panel which was held on 11 June 2021.

The Leader nominated Cllr Cal Corkery to be Portsmouth City Council's representative on the Hampshire Pension Fund for this municipal year and Cllr

Corkery has accepted the nomination. Cllr Corkery has performed this role for the previous two municipal years

Under Part 2-5A - Members' Information Service (M.I.S.) 03/20 3, the Local Democracy Manager has the delegated powers to make member and officer level appointments to outside bodies and organisations on those occasions when time does not permit the appointment to be made at a Council/Committee meeting or by the appropriate portfolio holder, which was the case in this instance

Consequently under these powers, Cllr Corkery is the Council's representative for 2021/22.

Members of the public are permitted to use both audio visual recording devices and social media during this meeting, on the understanding that it neither disrupts the meeting nor records those stating explicitly that they do not wish to be recorded. Guidance on the use of devices at meetings open to the public is available on the Council's website and posters on the wall of the meeting's venue.

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

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

## EMPLOYMENT COMMITTEE

MINUTES OF THE MEETING of the Employment Committee held on Tuesday, 2 March 2021 at 2.00 pm at the Virtual Remote Meeting

### Present

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

### Officers Present

David Williams, Chief Executive  
asha Edmunds, Director of Corporate Services  
Peter Baulf, City Solicitor  
Sue Page, Finance Manager  
Jessica Birkett, HR Business Partner  
Richard Lock, Acting Procurement Manager

#### 5. 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.

Apologies for absence were received on behalf of Councillor Darren Sanders. Councillor Matthew Winnington attended in his place.

#### 6. Declarations of Members' Interests (AI 2)

There were no declarations of Members' interests.

#### 7. Minutes of the meeting held on 14 January 2021 (AI 3)

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

#### 8. Gender Pay Gap Report (AI 4)

(TAKE IN REPORT)

Jessica Birkett introduced the report. She explained that it presents 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. It also includes an action plan to build on the council's inclusive working practices, to continue to reduce the gap. At the request of the Employment Committee, the report also includes additional data on 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.

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.

Members were also advised that for the reasons set out in the report at paragraph 3.7.6, 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.

During discussion

- it was confirmed that the report covers PCC employees only but any employer with more than 250 employees has to produce and publish its own data
- PCC intends to improve the data collected to enable clarification of why there may be particular variances in certain age ranges.

The Chair thanked officers for the helpful report.

**RESOLVED that the Employment Committee:**

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

## **9. Quarterly Sickness Absence Report (AI 5)**

(TAKE IN REPORT)

Natasha Edmunds presented the report which updates the Employment Committee about the levels of sickness absence across the council and the actions being taken to manage absence and promote employee wellbeing. Overall absence levels are down, however they have increased in some areas during the last quarter as detailed in the report.

The highest reason for absence remains as psychological (stress, anxiety and depression), followed by musculoskeletal and coronavirus.

There has continued to be a focus on wellbeing as detailed in section 4 of the report.

During discussion

- It was confirmed that the percentage of absence for stress has remained fairly steady recently but Natasha Edmunds said that she would find out exactly how the data compares against the last two

quarters and will let the Committee members know. She said that an increase is expected though given the ongoing pandemic.

- The training in relation to mental health is being made available generally for all staff and managers and there is also manager specific training to help them support their staff.
- It was confirmed that in services where staff are working from home, there has been a reduction in sickness absence. There is much research to show that flexible and home working reduces the level of sickness absence and PCC is looking at working practices going forward to continue to develop opportunities for flexible working.

**RESOLVED that Members**

- (1) Continue to monitor sickness absence, and ensure appropriate management action is taken to address absenteeism**
- (2) Noted the wellbeing activities undertaken to support attendance.**
- (3) Noted the additional wellbeing activities specifically in response to the Covid-19 pandemic.**
- (4) Noted the reduction in absence levels across the organisation**

**10. Pay Policy Statement (AI 6)**

(TAKE IN REPORT)

Jessica Birkett introduced the report explaining that 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.

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

**RESOLVED 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.**

**11. Update on progress towards attaining Living Wage accreditation (AI 7)**

(TAKE IN REPORT (for information only))

Natasha Edmunds introduced the report which was to update the Committee on progress made towards becoming an accredited Living Wage employer. She advised that this would be a standing agenda item for future meetings.

She advised that a Living Wage Working Group has been established comprising officers from HR, Procurement, Finance, Legal Services and

Trade Union representatives. She explained that there are two main requirements to achieve accreditation status

1. All directly employed staff should be paid the Real Living Wage (RLW)
2. All third party contractor employed staff should be paid the Real Living Wage

With regard to 1. PCC currently pays directly employed staff the RLW and has also agreed that all Apprentices and those on the Kickstart scheme will be paid the RLW from 1 April 2021. All LA maintained schools bar one pays the RLW to its employees.

With regard to 2. Procurement has already started work to understand the complexities involved and to identify those contracts in scope. This work also identifies 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 going to Cabinet soon. 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.

During discussion

- It was agreed that every effort will be made to ensure someone from the LWF can attend the next meeting
- It was confirmed that the LA maintained school not currently paying the RLW wishes to do so but is not currently able to afford it. PCC is working with the school concerned to try to help. It is not possible to mandate the school concerned to pay the RLW and it is not yet known when it is anticipated that the school concerned will do so, but Natasha Edmunds will find out and advise members of the committee.
- The LWF has said that typically it takes around 3 years to become accredited but as this work is being combined with work on Social Value, it is hoped that accreditation will happen sooner.
- It was confirmed that there is an alternative to phased accreditation but this would need Full Council approval and there would be risks from a legal point of view. PCC would have to mandate all suppliers to pay the RLW and currently the cost of this is not known and neither are the procurement risks. The Cabinet Member for Health Wellbeing and Social Care said that from a Health Wellbeing and Social Care point of view this alternative may prove to be counter-productive and risk some of the work already done with some of PCC's suppliers. PCC has signed up to the Ethical and Residential Care Charters and there is a need to integrate all the work being done with PCC's suppliers rather than taking FLW accreditation forward in isolation.



The Chair thanked everyone for their contributions.

The report was noted.

## **12. Senior Management Structure - Integration of Health and Social Care (AI 8)**

(TAKE IN REPORT)

The Chief Executive, David Williams, introduced the report which updates 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.

He explained that for this Committee the main purpose of the report was to consider the appointment of a new Director of Adult Social Services but that it is also important for the Committee to understand the Council's integration across care and health plus changes in the pipeline that will have an impact. PCC is now quite closely interrelated with our health colleagues with some activity taking place within PCC and some within the NHS.

The Chief Executive explained that as set out in section 3 of the report, Mr Innes Richens took on the joint role of Director of Adult Social Services (DASS) for the City Council to help develop integrated services with PCCG. Mr Richens was supported by Jo York as his Deputy in his CCG role and by Andy Biddle as Director of Adult Care for the council.

Section 4 of the report sets out progress made towards integration and the benefits it brings. Section 5 of the report sets out proposed legislative changes.

The Chief Executive advised that the primary issue for the Employment Committee is to agree to fill the PCC role of statutory Director of Adult Social Services. Paragraph 6.3 sets out the Chief Executive's recommendation that Andy Biddle is appointed to take on the statutory responsibility alongside his operational role as Director of Adult Social Care.

The Chief Executive expressed his personal thanks to Mr Innes Richens.

During discussion

- Members expressed their thanks to Innes Richens for all his work which has been hugely beneficial to the City and the Council.
- Members were also pleased about the proposal to appoint Andy Biddle to the additional role of Director of Adult Social Services.
- In response to a query, the Chief Executive explained that the process of appointing to this role falls within the remit of the Employment Committee. The Committee can ask that appointments are advertised to test the market, but on this occasion, essentially the

recommendation is to widen the existing role to include the statutory Director of Adult Social Services (DASS) role. This is in keeping with other joint roles.

Members welcomed the proposals in the report and approved the recommendations.

**RESOLVED that the Committee:**

- (1) Approved the appointment of the current Director of Adult Care, Andy Biddle, to additionally become the Council's statutory Director of Adult Social Services (DASS);**
- (2) Requested 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.**
- (3) Recorded 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.**
- (4) Noted 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.**

The meeting concluded at 3.00 pm.

---

Councillor Ben Dowling  
Chair

# Agenda Item 4

## 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)



Portsmouth  
CITY COUNCIL

<b>Title of meeting:</b>	Employment Committee
<b>Date of meeting:</b>	20 July 2021
<b>Subject:</b>	Living Wage Accreditation - Progress Update Report
<b>Report by:</b>	Director of Corporate Services
<b>Wards affected:</b>	N/a
<b>Key decision:</b>	No
<b>Full Council decision:</b>	No

---

### 1. Purpose of report

At Employment Committee 2<sup>nd</sup> March 2021 Members were updated on the joint working Officers have undertaken with the Living Wage Foundation. The purpose of this report is to provide Members with an update on the progress made to date.

### 2. Recommendations

This report provides an update on progress of the working group and no recommendations are made at this time.

### 3. Background

Whilst at present PCC is not an accredited living wage employer it has adopted the principles of the Living Wage Foundation. PCC currently pays the Real Living Wage (RLW) rate at £9.50 to all its employees including those who transferred to the council under TUPE and Local Authority maintained schools. It has also made the decision to extend the principles of the Living Wage Foundation to apprentices and those on the Kickstart Scheme

In January 2021, Employment Committee Members instructed Officers to work with the Living Wage Foundation to seek to progress Portsmouth City Council towards accredited status. As part of the work to achieve accreditation status a working group has been expanded to include representatives from Procurement, Finance, Legal, HR, Trade Unions. This group is working closely with a representative from the Living Wage Foundation to achieve the overall goal.

### 4. Foundation Living Wage Accreditation

There are currently 6538 accredited FLW employers across all sectors within the UK. Accreditation is undertaken by the Living Wage Foundation, a charity which was formed in

**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)**

2011 through the work of campaigners and employers, and which is an initiative of Citizens UK. The Living Wage Foundation works with employers to help them implement the Living Wage. Those who receive accreditation are awarded with the Living Wage Employer mark.

Out of the UK's 428 Councils more than 118 are accredited Real Living Wage Employers, with a reported 11 within Southern England, including councils such as Brighton and Hove Council, Oxford City Council and Reading Borough Council to name a few.

The Living Wage Foundation has published results from its survey on the benefits of being accredited. Of the local authorities that have sought accreditation;

- 86% said it had enhanced the organisation's corporate reputation
- 84% said it had enhanced the organisations reputation as an employer
- 77% said it had improved relations with public bodies or politicians
- 74% said it had increased the motivation of employees
- 67% said it had improved employee retention
- 67% said it had improved the recruitment into Living Wage jobs.

## **5. Progress Update**

### **Human Resources**

All employees, including those who transferred to the council under TUPE, apprentices, those on the Kickstart Scheme and Local Authority maintained schools pay increased on 1<sup>st</sup> April 2021 to reflect the new Living Wage rate of £9.50.

It was previously reported that one LA maintained school had confirmed that it would not be adopting the new living wage rate. It can now be reported that after further discussions between the school and HR, the school and its Governing Body have agreed to implement the new Living Wage rate of £9.50.

### **Procurement**

Procurement are actively incentivising take up of Living Wage through explicit incorporation within Social Value award criteria for relevant contracts in line with the Council's Social Value Policy. This is currently on an incentivisation basis through allocation of additional scores when bids are evaluated only rather than as a pass / fail mandatory requirement.

Procurement have begun producing contract pipelines by directorate and service area which identify all contracts which are up for re-tender or renewal over a 3 year implementation period starting from 1<sup>st</sup> April 2022. The contract pipelines will be filtered to remove contracts that do not fall under base LW accreditation criteria - e.g. supply only agreements, concessions, grants, land transactions, less than 8 week duration, etc. Contracts will then be further filtered by forecast impact of LW implementation, value, re-tender / review date, etc. to enable effective review prioritisation. Procurement will then work with services to undertake further analysis and engage with key suppliers, focusing

**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)**

resource onto high impact services / suppliers / contracts in order to better understand the impact that adopting LW could have on key suppliers.

Procurement will engage with peer local authorities who have implemented LW in order to understand different approaches that have been taken, risks, rewards, resource requirements, etc.

Procurement will draw up a list of documentation that will require alteration in the event that the Council adopts LW including for Procurement Gateway Process, procurement template documentation, contract terms, contract management processes, etc.

Work will need to be undertaken with Legal and HR in order to assess the legal implications of mandating LW adoption onto suppliers and their sub-contractors. Whilst there may be significant rewards in adopting LW there remain concerns that the supply base could narrow in some areas, cost increases may be passed back to the Council, the legality of mandating suppliers adopt LW on an explicit pass/fail basis vs the uncertainty of achieving adoption via encouragement, potential for protracted negotiations at renewal and associated potential for increased re-tendering activities, the potential for suppliers to bring legal claims arising from workforce issues, enforcing LW adoption in contract terms, mandating at sub-contract level, etc. These concerns will be tested via application of further analysis, engagement with peers who have adopted LW and working with HR & Legal as outlined above.

**Finance**

The potential full financial impact of Living Wage accreditation has previously been estimated as £3.2m to the General fund for which there is no approved budget provision. In the event that a decision to implement is made, the City Council will need to identify and approve additional savings (over and above the planned £1m) over the next 3 years in order to fund this policy initiative. Similarly, any cost implications to the HRA will need to be factored into the HRA budget over the next 3 years and considered as part of the consultation process with tenants.

...N Edmunds.....  
 Signed by:

**Appendices:** None.

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

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

Title of document	Location

This page is intentionally left blank

<b>Title of meeting:</b>	Employment Committee
<b>Date of meeting:</b>	20 July 2021
<b>Subject:</b>	Sickness Absence - Quarterly Report
<b>Report by:</b>	Peter Budd - Assistant Director of HR
<b>Wards affected:</b>	N/A
<b>Key decision:</b>	No
<b>Full Council decision:</b>	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 change in absence levels across the organisation.

## 3. Background

- 3.1. Members will be aware that the council has been operating many services differently as a result of the coronavirus pandemic. This has resulted in many staff working remotely. Compared to the start of the pandemic overall absence levels are down, however they have increased in some areas during the last two quarters.

- 3.2. The following section of the report will therefore note this quarter's sickness absence figures compared to last quarter (March 2021):

- The level of sickness absence for this quarter has increased slightly from 9.45 to 9.47 average days per person per year.
- Working time lost has increased from 2.59 to 2.65 per cent (excluding schools).
- Long term absence has increased from 6.47 to 6.67 average days per person per year.

- Short term absence has decreased from 1.62 to 1.56 average days per person per year.
  - 3 directorates have seen a decrease in absence levels this quarter.
  - 7 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 Neurology/Nervous system and Musculoskeletal (back and neck) are now listed 2<sup>nd</sup> and 3<sup>rd</sup>.
  - 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 June 2020 to May 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 This Quarter saw the findings of the Staff wellbeing pulse survey which we ran from the 23<sup>rd</sup> February until the 5<sup>th</sup> March. This survey included a number of questions normally completed in the annual staff survey but also saw a number of new ones to help understand the levels of health and wellbeing of staff across the council.
- 4.2 The findings showed that levels of anxiety, stress and nervousness had increased by 3% since June 2020. The levels of happiness saw little movement but there was a 1% increase in staff feeling happier. Over two-thirds of staff stated that they are satisfied with work at the moment, those working exclusively at home being most satisfied and those working both at home and workplace are least.
- 4.3 The majority of staff feel that they have the tools to work effectively, however fewer staff feel supported by the council this year (-7 percentage points), instead a higher proportion selected 'neither'. Over three-quarters of staff agree that their team are communicating well and staying connected and the majority feel supported to balance work and other commitments.
- 4.4 61% of staff are able to strike the right balance between work and personal time, a fifth do not feel they are able to achieve this. Over half of staff can manage their workload within their contracted hours, however almost a quarter disagree with this.
- 4.5 The vast majority of staff know where to access wellbeing support (85%) and 91% of staff had received communications about ways to support their wellbeing. Almost three-quarters of staff receiving wellbeing communications found them useful.



- 4.6 The Staff Wellbeing Coordinator has been working with teams to help understand the findings and put together action plans to manage and support the wellbeing of their employees. Actions have included increasing the number of Wellbeing Champions within teams, setting up staff focus groups and increasing the awareness of the online training packages available to staff and managers.
- 4.7 During the last quarter the council has continued to provide regular wellbeing updates to all employees. These updates have included information and resources on Carers week, Health and wellbeing training, Mental health awareness week, Time to reflect, Stress awareness month and new physical activity initiatives,
- 4.8 The last quarter saw us reflect upon the anniversary of the 1<sup>st</sup> lockdown. We organised and ran a campaign that asked staff to get together in their teams and take Time to Reflect, this involved employees sharing pictures of something that they were most proud of during the last year.
- 4.9 Solent Mind have continued to deliver their Supporting and managing mental health in the workplace sessions, 28 managers attended this quarter bringing the overall total to 180. They also provided a number of their Taking control of your mental health and Wellbeing webinars with 73 employees taking part, bringing the total attendees to 161.
- 4.10 The Learning and Development team have been planning new Managing Wellbeing sessions that will be piloted later on in the summer by the Adult services directorate. These sessions will cover self-care for managers, managing wellbeing and difficult conversations as well as good management practices with a number of case studies. The aim is to then run these sessions across all directorates of the council.
- 4.11 Portsmouth City Council's Wellbeing Champion programme continues to grow with particular increases from The International Port bringing the total to 60 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.
- 4.12 The Lunchtime learning programme has continued to be very well attended and over the last quarter we have provided talks on Making Every Contact Count (MECC) Healthy Conversation skills, the councils Employee Assistance Programme and Employers for Carers.

**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**

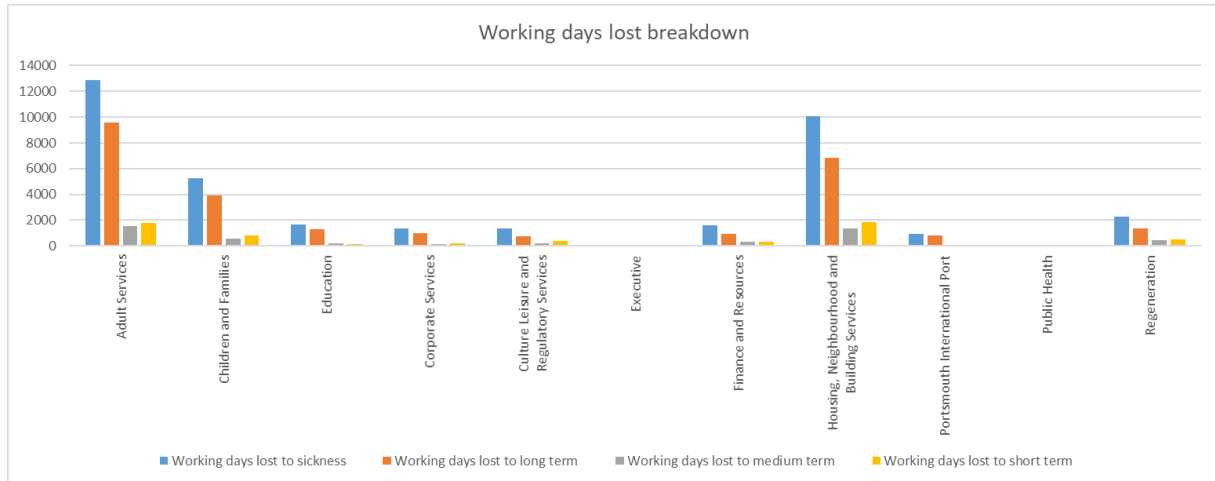
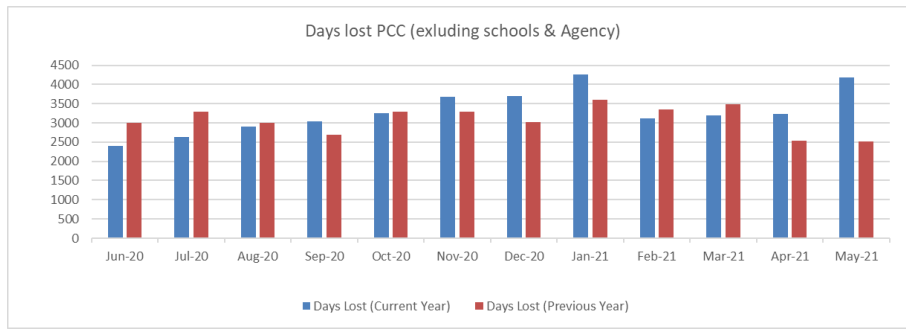
The following documents disclose facts or matters, which have been relied upon to a material extent by the author in preparing this report:

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) Jun 2021



Directorate	Headcount		Total				Long Term		Medium Term		Short Term		Total Average Per Person Per Year, EC Feb 2021
	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 address	Average per Person per Year	Working days lost to address	Average per Person per Year	
Agency	123	37183	97	0.26%	0.79	↔	60	0.49	24	0.19	14	0.11	0.79
Adult Services	693	259560	12898	4.97%	18.61	↑	9580	13.82	1522	2.20	1796	2.59	18.44
Children and Families	498	183280	5271	2.88%	10.58	↑	3907	7.84	568	1.14	796	1.60	9.24
Education	188	66777	1660	2.49%	8.83	↓	1314	6.99	193	1.02	153	0.82	9.63
Corporate Services	313	108681	1371	1.26%	4.38	↑	1006	3.22	158	0.51	206	0.66	3.57
Culture Leisure and Regulatory Services	327	104651	1369	1.31%	4.19	↓	767	2.35	199	0.61	402	1.23	5.08
Executive	37	13100	66	0.50%	1.77	↓	0	0.00	34	0.92	32	0.85	1.78
Finance and Resources	317	116977	1597	1.37%	5.04	↑	916	2.89	334	1.06	346	1.09	4.74
Housing, Neighbourhood and Building Services	945	345832	10051	2.91%	10.64	↑	6821	7.22	1368	1.45	1862	1.97	9.71
Portsmouth International Port	79	28200	961	3.41%	12.17	↑	803	10.16	89	1.13	69	0.88	11.87
Public Health	41	13727	62	0.45%	1.52	↓	28	0.69	10	0.24	24	0.59	4.31
Regeneration	420	144866	2299	1.59%	5.47	↑	1363	3.24	433	1.03	503	1.20	5.09
Schools	1496	588837	12548	2.13%	8.39	↑	6903	4.61	2452	1.64	3193	2.13	7.65
<b>Grand Total (excluding schools and Agency)</b>	<b>3858</b>	<b>1385651</b>	<b>37605</b>	<b>2.71%</b>	<b>9.75</b>	↑	<b>26505</b>	<b>6.87</b>	<b>4909</b>	<b>1.27</b>	<b>6190</b>	<b>1.60</b>	<b>9.45</b>
<b>Grand Total (including Schools excluding Agency)</b>	<b>5354</b>	<b>1974488</b>	<b>50153</b>	<b>2.54%</b>	<b>9.37</b>	↑	<b>33408</b>	<b>6.24</b>	<b>7362</b>	<b>1.38</b>	<b>9383</b>	<b>1.75</b>	<b>8.93</b>
<b>Grand Total (including Agency Workers)</b>	<b>3981</b>	<b>1422834</b>	<b>37702</b>	<b>2.65%</b>	<b>9.47</b>	↑	<b>26565</b>	<b>6.67</b>	<b>4933</b>	<b>1.24</b>	<b>6204</b>	<b>1.56</b>	<b>9.24</b>

↑ = over 7 days

This page is intentionally left blank

Appendix 2 - summary of reasons for absence, rolling year July 2020 to June 2021

Absence Reason	Days Lost	% of Days Lost	Rank		Absence Reason	Days Lost	% of Days Lost	Rank
Psychological - stress, anxiety and depression	8999	23.93	1		* Psychological - stress, anxiety and depression	8999	23.93	1
Neurology/Nervous system (inc headache, migraine and epilepsy)	2879	7.66	2		* Psychological - stress, anxiety and depression (Work Related)	2504	6.66	5
Musculoskeletal (back and neck)	2612	6.95	3		Total	11503	30.59	
Musculoskeletal (Lower limb)	2567	6.83	4					
Psychological - stress, anxiety and depression (work related)	2504	6.66	5		* Musculoskeletal (Lower limb)	2567	6.83	4
Coronavirus	2465	6.55	6		* Musculoskeletal (Upper limb)	1762	4.69	9
Gastrointestinal (inc stomach and bowel)	2296	6.10	7		* Musculoskeletal (back and neck)	2612	6.95	3
Virus (inc colds, coughs and influenza; excluding Coronavirus)	2153	5.73	8		Total	6941	18.46	
Musculoskeletal (Upper limb)	1762	4.69	9					
Cancer and tumours	1673	4.45	10		Total Stress + musculoskeletal %	18444	49.05	
Ear/nose/throat (inc dental)	1438	3.82	11					
Respiratory Problems (inc chest and asthma)	1030	2.74	12					
Gynaecological (inc Reproduction organ disorders)	981	2.61	13		<b>Absence Reason</b>	<b>Days Lost</b>	<b>% of Days</b>	<b>Rank</b>
Heart Disorders	818	2.17	14		* Corona Virus	2465	6.55	6
Family Bereavement	705	1.87	15					
Genitourinary (inc Kidney and Bladder)	513	1.36	16					
Blood Disorders	377	1.00	17					
Eye problems	314	0.84	18					
Skin Disorders (inc burns)	305	0.81	19					
Pregnancy related disorders	270	0.72	20					
Accident	237	0.63	21					
Long Covid	175	0.47	22					
Infectious Disease (inc Chicken pox, measles etc)	120	0.32	23					
Violence at Work	120	0.32	24					
Third Party Accident	118	0.31	25					
Endocrine/Hormonal (inc Diabetes)	91	0.24	26					
External Sickness	47	0.13	27					
Substance misuse (inc alcohol and drugs)	35	0.09	28					
<b>Grand Total</b>	<b>37604</b>							

This page is intentionally left blank

# Integrated Impact Assessment (IIA)

Integrated impact assessment (IIA) form December 2019

[www.portsmouth.gov.uk](http://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](mailto: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](mailto: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?

Page 24



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](mailto: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](mailto: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](mailto: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](mailto: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](mailto: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](mailto: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](mailto: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](mailto: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](mailto: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?

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](mailto: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](mailto: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](mailto: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?

Page 31

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](mailto: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:



# Equality Impact Assessment

Preliminary assessment form 2018

[www.portsmouthccg.nhs.uk](http://www.portsmouthccg.nhs.uk)

[www.portsmouth.gov.uk](http://www.portsmouth.gov.uk)

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

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

**Directorate:**

Corporate Services

**Service, function:**

Human Resources

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

Sickness Absence

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

- Existing
- New / proposed
- Changed

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

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

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

All employees

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

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

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

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

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

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

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

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

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

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

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

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

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

yes  No

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

**CCG staff**-If you have to complete a full EIA please email: [sehccg.equalityanddiveristy@nhs.net](mailto:sehccg.equalityanddiveristy@nhs.net) if you require help

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

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

**Q8 - Who was involved in the EIA?**

Human Resources

**This EIA has been approved by:** Rochelle Kneller

**Contact number:** 023 9268 8782

**Date:** 25 June 2021

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

Telephone: 023 9283 4789, Email: [equalities@portsmouthcc.gov.uk](mailto:equalities@portsmouthcc.gov.uk)

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

# Agenda Item 6



**Title of meeting:** Employment Committee  
**Date of meeting:** 20 July 2021  
**Subject:** Trade Union Facility Time Report  
**Report by:** Rochelle Kneller  
**Wards affected:**  
**Key decision:** No  
**Full Council decision:** No

---

## 1. Purpose of report

1.1 To present the outcomes of the Trade Union Facility Time Report 2021, ensuring the Council can fulfil its statutory obligations in respect of the Trade Union (Facility Time Publication Requirements) 2017.

## 2. Recommendations

Members are recommended to:

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

## 3. Background

- 3.1 The Trade Union (Facility Time Publication Requirements) Regulations 2017 came into force on 1<sup>st</sup> April 2017 and were introduced as part of the Trade Union Act 2016. These regulations place a legislative requirement on "relevant public sector employers" to collate and publish, on an annual basis, a range of data on the amount and cost of facility time within the Council.
- 3.2 Relevant public sector employers are those employers where the employer has at least one trade union representative and 49 or more employees for seven months during the reporting period, which is the period of 12 months beginning 1 April each year.
- 3.3 The first report was published on 31 July 2018 on the PCC website, a

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

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

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

- 4.1 PCC recognises Unison, Unite and GMB trade unions for central function staff and Unison, Unite, GMB, NEU, NASUWT, ASCL, Voice and NAHT trade unions/professional associations for Education function staff and provides facilities time as set out below.
- 4.2 Funding for the teaching trade unions in the education function is delegated to all schools and academies as a traded service for them to decide how and when to spend the money, this function is no longer held centrally by the Council. The agreement between the Council and the schools is for reimbursement to be made on a daily rate of £165. If this is paid directly to the school it is paid as a flat rate but if it is paid to an individual this is paid at £165 plus on costs. Non-teaching school employees have the facility to be represented by PCC's central function trade union officials under the Council's current Facilities Agreement, however the schools do not contribute towards the costs of funding these union representatives.
- 4.3 For Central Function employees the Council previously funded 1 FTE trade union official for each union at a total cost of £75,000 per annum. In April 2017 this funding was halved to £37,500 per annum. This was reviewed and increased to £75,000 with effect from 1<sup>st</sup> April 2020. The Director for Corporate Services continues to support the current funding arrangements, as during this pandemic the unions have fully engaged with management and this has created a positive relationship which has enabled us to move forward in a partnership approach through the pandemic and in the future through the recovery phase.

## **5. Collection of data**

- 5.1 Details on how the calculations are made and the definitions and scope of the regulations are outlined in Appendix 1.
- 5.2 To comply with the regulations from 1 April 2017 the trade unions were requested to record their time spent on trade union duties or trade union activities with effect from this date. The EBS system was adapted to enable this recording to be undertaken by individual trade union representatives in the same way as they would record their annual leave and as to enable this information to be extracted.
- 5.3 The education function employees do not have access to the EBS system and provide the information through claim forms submitted on a monthly basis.

5.4 Due to the way that the education trade union officials report on their trade union time, assumptions have been made in the calculations. In particular, an average number of hours per day has been used based on the working week contained in teachers' contracts.

**6. Trade Union Facility Time Provided by PCC 2020/21**

**6.1 CENTRAL FUNCTION EMPLOYEES**

**Table 1- Relevant Union Officials**

<b>Number of employees who were relevant union officials during the relevant period</b>	<b>Full-time equivalent employee number</b>
11	10.21

The number of employees is made up of representatives for Unite, for Unison and for GMB and includes all trade union representatives that are employed during the relevant period. By comparison the number of union officials has decreased from 14 in 2019/20.

**Table 2 - Percentage of time spent on facility time**

<b>Percentage of time</b>	<b>Number of employees</b>
0%	0
1-50%	10
51-99%	1
100%	0

The figures in this table require some clarification due to the breadth of the percentage ranges based on the statutory reporting categorisations as these are quite broad for reporting purposes.

For example, the majority of employees who record any facilities time fall into the 1-50% range due to the fact that they have spent **some** time on trade union facilities albeit it minimal in terms of the number of hours over the year. The average percentage of working time that these employees spend on trade union facility time is less than 10%. In the 51-99% range, only one employee spent 64% of their time on facility time.

Based on a request from Members on the breakdown of the statutory percentage categories an additional table, referred to as Table 2a, is included in this report showing the actual percentages of time spent on facility time.

**Table 2a - Actual percentage of time spent on facility time**

FTE	Total working hours per year	Time spent on trade union facilities time (hrs)	% spent on trade union facility time	% Group
1.00	1,929.29	15.00	0.78%	Zero to 50%
1.00	1,929.29	9.50	0.49%	Zero to 50%
1.00	1,929.29	34.00	1.76%	Zero to 50%
0.61	1,173.22	7.50	0.64%	Zero to 50%
1.00	1,929.29	33.30	1.73%	Zero to 50%
1.00	1,929.29	1,228.00	63.65%	51% to 99%
1.00	1,929.29	55.80	2.89%	Zero to 50%
1.00	1,929.29	12.50	0.65%	Zero to 50%
0.60	1,157.57	4.00	0.35%	Zero to 50%
1.00	1,929.29	32.40	1.68%	Zero to 50%
1.00	1,929.29	3.00	0.16%	Zero to 50%

**Table 3 - Percentage of pay bill spent on facility time**

	Figures
The total cost of facility time	£43,613
The total pay bill	£132,038,454.99
The percentage of the total pay bill spent on facility time, calculated as: (total cost of facility time ÷ total pay bill) x 100	0.03%

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

The total cost of facility time in this table is low in comparison with the number of representatives due to the fact that 6 employees spent less than 1% on facility time and 4 spent more than 1% but less than 3% on facility time, meaning that the costs associated with this are minimal. The low amount of time spent on facility time is likely to have been impacted as a result of the response to the coronavirus pandemic with staff working from home, being furloughed/shielding or only focusing on business critical work.

In addition not all of the unions were able to source employees to undertake the funded secondment roles due to an inability of services to release staff from critical areas.



**Table 4 - Paid trade union activities**

Time spent on paid trade union activities as a percentage of total paid facility time hours calculated as: (total hours spent on paid trade union activities by relevant union officials during the relevant period ÷ total paid facility time hours) x 100	9.22%
--	-------

This table is to ascertain how much of the overall facility time is undertaken as paid activities as there is not a statutory obligation to pay this, unlike trade union duties which does have a statutory entitlement to be paid. This table is stating that 9.22% (which is 132.3 hours over the year) of the total facility time is paid trade union activity. This compares to 90.78% (1302.7 hours over the year) that is spent on trade union duties.

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

This figure is significantly lower than the 2019/20 data (which was 29%) for time spent on trade union activities. This drop in trade union activity of our employees can be put down to the impact of the Coronavirus pandemic, people working from home and moving into business critical only functions across the whole council during most of 2020, which meant that a lot of the 'normal' activities were not happening. The employees who are funded in their union secondments from the trade union budget were the representatives mainly involved in the various consultations around changes to the work and processes which will have led to a significant amount of time being spent on trade union duties. Therefore this figure is not likely to be a true reflection of how this time is spent during 'normal' times due to the exceptional circumstances that the pandemic has created.

## 6.2 EDUCATION FUNCTION EMPLOYEES

**Table 1 - Relevant union officials**

<b>Number of employees who were relevant union officials during the relevant period</b>	<b>Full-time equivalent employee number</b>
4	3.8

The number of employees is made up of 4 representatives for NEU and includes all trade union representatives that are employed during the relevant period.

**Table 2- Percentage of time spent on facility time**

Percentage of time	Number of employees
0%	0
1-50%	3
51-99%	0
100%	1

Based on a request from Members on the breakdown of the statutory percentage categories an additional table, referred to as Table 2a, is included in this report showing the actual percentages of time spent on facility time.

**Table 2a - Actual percentage of time spent on facility time**

FTE	Total working hours per year	Time spent on trade union facilities time (hrs)	% spent on trade union facility time	% Group
1.00	1,303.58	1,042.86	80.00%	50% to 100%
1.00	1,303.58	220.00	16.88%	Zero to 50%
1.00	1,303.58	5.00	0.38%	Zero to 50%
1.00	1,303.58	62.50	4.79%	Zero to 50%

**Table 3 - Percentage of pay bill spent on facility time**

	Figures
The total cost of facility time	£58,422.38*
The total pay bill	£43,745,206.27
The percentage of the total pay bill spent on facility time, calculated as: (total cost of facility time ÷ total pay bill) x 100	0.13%

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

The total cost of facility time is significantly higher than the figure reported for 2019/20 (which was £43,729.07) due to a correction on the calculation of the costs to reflect the full time figure of teaching contracts for 25 hours, rather than using the standard non-teaching 37 hours per week. In addition there has been a slight increase in the time spent on the union facilities which has increased the overall percentage of the total pay bill spent on facility time.

**Table 4 - Paid trade union activities**

<p>Time spent on paid trade union activities as a percentage of total paid facility time hours calculated as:          (total hours spent on paid trade union activities by relevant union officials during the relevant period ÷ total paid facility time hours) x 100</p>	<p>3.85%</p>
---	--------------

**7. Reasons for recommendations**

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

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

**10. Director of Finance's comments**

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

.....  
 Signed by:

**Appendices:**  
**Appendix 1: Trade Union Facilities Report**

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

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

Title of document	Location

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

.....  
Signed by:



[www.portsmouth.gov.uk](http://www.portsmouth.gov.uk)

# TRADE UNION FACILITIES REPORT - May 2021

## **Contents**

---

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

## 1.0 INTRODUCTION

The Trade Union (Facility Time Publication Requirements) Regulations 2017 came into force on 1<sup>st</sup> April 2017 and were introduced as part of the Trade Union Act 2016. These regulations place a legislative requirement on "relevant public sector employers" to collate and publish, on an annual basis, a range of data on the amount and cost of facility time within the Council.

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

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

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

## 2.0 DEFINITIONS

Under the regulations the following definitions apply:

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

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

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

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

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

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

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

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

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

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

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

### 3.0 SCOPE

Most public authorities are in scope. This includes:

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

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

### 4.0 CENTRAL FUNCTION EMPLOYEES

#### 4.1 Table 1- Relevant Union Officials

<b>Number of employees who were relevant union officials during the relevant period</b>	<b>Full-time equivalent employee number</b>
11	10.21



**4.2 Table 2 - Percentage of time spent on facility time**

Percentage of time	Number of employees
0%	0
1-50%	10
51-99%	1
100%	0

**4.3 Table 3 - Percentage of pay bill spent on facility time**

	Figures
The total cost of facility time	£43,613
The total pay bill	£132,038,454.99
The percentage of the total pay bill spent on facility time, calculated as:  (total cost of facility time ÷ total pay bill) x 100	0.03%

**4.4 Table 4 - Paid trade union activities**

Time spent on paid trade union activities as a percentage of total paid facility time hours calculated as:  (total hours spent on paid trade union activities by relevant union officials during the relevant period ÷ total paid facility time hours) x 100	9.22%
--	-------

**5.0 EDUCATION FUNCTION EMPLOYEES****5.1 Table 1- Relevant union officials**

Number of employees who were relevant union officials during the relevant period	Full-time equivalent employee number
4	3.8

**5.2 Table 2- Percentage of time spent on facility time**

Percentage of time	Number of employees
0%	0
1-50%	3
51-99%	0
100%	1

**5.3 Table 3 - Percentage of pay bill spent on facility time**

	<b>Figures</b>
The total cost of facility time	£58,422.38*
The total pay bill	£43,745,206.27
The percentage of the total pay bill spent on facility time, calculated as:  (total cost of facility time ÷ total pay bill) x 100	0.13%

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

**5.4 Table 4 - Paid trade union activities**

Time spent on aid trade union activities as a percentage of total paid facility time hours calculated as:  (total hours spent on paid trade union activities by relevant union officials during the relevant period ÷ total paid facility time hours) x 100	3.85%
---	-------

**6.0 Data Analysis****6.1 Central Function Employees**

The data has found that during the relevant period up to 31<sup>st</sup> March 2021 there were 10.21 FTE trade union officials in PCC. None of these spend 100% of their time on facility time. There are a number of trade union representatives whose time is funded by the Council (services are reimbursed their employment costs for this time). This is as follows: Unite has 1 representative funded for 4 days per week, Unison has up to 3 representatives funded for 3 days per week in total (one is a reimbursement to an Academy for representation of PCC employees). GMB do not currently have any council funded representatives.

The figures in this table require some clarification due to the breadth of the percentage ranges. For example, the majority of employees who record any facilities time fall into the 1-50% range, however the average percentage of working time that these employees spend on trade union facility time is less than 10%. In the 51-99% range, one employee spent 64% of their time on facility time.

**6.2 Education Function Employees**

For Teaching staff there are a small number of trade union officials that represent

## Appendix A

these groups of staff and these are the ones who have been captured in the education function data.

The data for the education function employees found that during the relevant period up to 31<sup>st</sup> March 2021 there were 3.8 FTE trade union officials. Two of these representatives are Headteachers. One representative is funded for 4.5 days per week for the NEU. The remaining representatives are reimbursed at a daily rate of £165 plus on costs if the employee is reimbursed directly or at a flat rate of £165 per day if the reimbursement is paid to the school.

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

This page is intentionally left blank

# 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)**

<b>Title of meeting:</b>	Employment Committee
<b>Subject:</b>	Health & Safety Annual Report (for period 1 April 2020 - 31 March 2021)
<b>Date of meeting:</b>	20 July 2021
<b>Report by:</b>	Lynda Martin, Corporate Health & Safety Manager, Directorate of Housing, Neighbourhoods and Building Services
<b>Wards affected:</b>	All

---

### **1. Requested by**

Members

### **2. Purpose**

To provide assurance to the Employment Committee that Portsmouth City Council is complying with health and safety legislation and is ensuring the health, safety and wellbeing of those affected by the council's activities.

### **3. Information Requested**

An update, in the form of an Annual Report, on Health and Safety activities within Portsmouth City Council during the reporting period of 1 April 2020 to 31 March 2021.

The Committee receives:

- Within this document, the Annual health and safety report covering the reporting period 1 April 2020 to 31 March 2021.
- Updated 2020/21 Health and Safety Action Plan. (Appendix 1)
- New Health and Safety Action Plan which covers the period of 1 April 2021 to 31 March 2022. (Appendix 2)

### **4. Background**

The Corporate Health and Safety management system is developed, maintained and monitored by the Corporate Health & Safety team, who are accountable to the Chief

## **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)**

Executive via the Director of Housing, Neighbourhood and Building Services. The role of the Health & Safety team is to provide specialist advice, guidance, training and support to council members, managers and employees to enable them to fulfil their legal Health & Safety responsibilities and comply with UK Health & Safety legislation, guidance and best practice. The new Health & Safety Manager is reviewing the management system, including risk identification, training and guidance documents and wishes to introduce a Health & Safety legal register, risk register, departmental risk registers, a job hazard identification form, better corporate record keeping, reporting, consultation and communication.

The Corporate Health & Safety team currently comprises of 3 directly employed staff (1 x Health & Safety Manager, 1 x Health & Safety Advisor and 1 x part time administrator) and a temporary member of staff (1 x Health & Safety Advisor).

The new Health and Safety Manager, Lynda Martin took up her position on 19 April 2021. Lynda is a Chartered Member of the Institution of Occupational Safety and Health.

### **5. Policy**

The Overarching Health and Safety Policy has been updated in order to make it fit for purpose within current arrangements. The Health and Safety Manager wishes to continue to review it to change the emphasis to a more pro-active approach towards Health & Safety and base it on the [HSE's Leading Health and Safety at work](#) document.

The Statement of Intent has been updated.

There are currently 20 Health and Safety Policies / documents within the Policy Hub, including the Overarching Health and Safety Policy. The Health and Safety Manager intends to review these and it is anticipated that more guidance documents will be produced.

### **6. Risks**

The new Health and Safety Manager is reviewing all of the health and safety risks Portsmouth City Council faces and aims to produce a legal and risk register. The current main health and safety risks that are reported are as follows.

#### **COVID-19**

The Health & Safety Team worked successfully from home during the pandemic supporting colleagues. The quarterly Joint Health, Safety and Wellbeing Forum was re-purposed, renamed the Joint Health, Safety and Wellbeing Group and met on a monthly basis to provide prompt interpretation and responses to the rapidly changing

## **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)**

guidance. This group was chaired by the Assistant Director for Building Services, supported by the Director of Corporate Services and membership comprised Union representation, the Health and Safety Team, Wellbeing and HR support.

The Health and Safety Team supported all areas of Portsmouth City Council throughout the pandemic offering advice and interpretation of government and specialist agency guidance. The Health and Safety team participated in the Schools Infection Control meetings. This was applicable to all Portsmouth Schools (not just those with a Traded Serviced Agreement).

### **Fire, Asbestos and Legionella Safety Groups**

The new Health and Safety Manager is now a member of these groups who meet quarterly. Update reports will be provided to the Health, Safety and Wellbeing Board.

#### **Fire**

There are regular liaison meetings with Hampshire & Isle of Wight Fire & Rescue Service to discuss feedback regarding fire incidents, share information and plan joint working initiatives to promote fire safety.

#### **Asbestos**

An external audit was carried out in relation to Asbestos safety and appropriate documentation and procedures are in place, including Asbestos Register, Surveys, Inspections, training and health surveillance.

#### **Legionella**

The Council employs the services of an external specialist contractor (Water Hygiene Centre). The Water Safety Group provides assurance that there are appropriate risk management infrastructure and control in place to minimise the risk of harm and infection from Legionella bacteria. An Operational Water Safety Group reports into the Water Safety Group and their remit is to collate and review records of compliance for water safety and to ensure that water safety is proactively being management on a day to day basis.

## **7. Training**

7.1 The statistics for the Health and Safety online training for 2020/21 were 4505, compared to 2019/20 = 4738 and 2018 /19 = 4133. This is an excellent achievement and indicative of the success on online training during the pandemic and working from home conditions. This training includes, Handling of People, DSE, Asbestos, Fire Safety, Incident Reporting, H&S Induction, Legionella and Manual Handling of Loads.

7.2 The People Handling and Back Care Adviser continued to deliver essential training to many areas of Portsmouth City Council and external organisations during the reporting period, face to face and via Microsoft Teams. 362 people attended these courses.

## **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)**

7.3 The Health and Safety team delivered one face to face Risk Assessment course in October 2020 which was attended by 3 people.

7.4 All Health and Safety training is being reviewed, including future liaison with other stakeholders, eg. for First Aid Training, Conflict and the Control of Substances Hazardous to Health.

### **8. Incidents (Accident and Violent Incident reporting)**

- (i) There were 11 RIDDOR reports submitted in this reporting period (5 in PCC + 6 in schools).
- (ii) In 2020/21 'Overall' incidents reported to the H&S Team (accidents and violent incidents) were 266 (175 in PCC + 91 in schools) compared to in 2019/20 = 596 (276 in PCC + 320 in schools).
- (iii) Corporate incident statistics are below the normal expected industry norm compared to previous years because of lockdown and the pandemic.

### **9. Visits from Enforcing Authorities**

The Corporate Health & Safety team have been advised of two interactions with the Health and Safety Executive (HSE) during the reporting period,

9.1 When they followed up a RIDDOR (The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013) with a School in March 2021. They were satisfied with the measures that were in place and no further action was required.

9.2 When they enquired about the gas safety of a Council owned house next door to one (that was not Council owned) that exploded in January 2021. They were satisfied with the information they received from us and no further action was required in relation to the gas explosion.

To our knowledge there were no further planned UK interventions, unannounced site inspections (building sites/refurbishment projects managed by the council), additional telephone/email queries (associated with RIDDOR/Non RIDDOR accident reports, asbestos, legionella or customer complaints/queries).

### **10. Monitoring, Compliance, Audit and Inspections**

#### **Audit programme**

A schedule exists for the 5 yearly Audit programme. This is being reviewed to ensure that all buildings are appropriately covered. The Health, Safety and Wellbeing Board



**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)**

will receive updates on progress throughout the year. Activity within the reporting period was severely reduced as a result of the pandemic.

**Schools Health and Safety Traded Service Agreements**

The 21 Local Authority Schools and an additional 11 Academies benefit from this service. Activity within the reporting period was severely reduce as a result of the pandemic. Efforts will be made to reinvigorate the service throughout 2020/21. The New Health and Safety Manager is reviewing the service provided to schools.

**11. Communications and Consultation**

The H&S Team continue to use a diverse range of communications channels to deliver appropriate H&S messages.

- During this reporting period because of the pandemic there was one formal Quarterly Joint Health Safety and Wellbeing Forum (JHSWF) in February 2020, which reviewed and addresses council wide H&S management issues and communicates H&S related policy and procedural changes during this reporting period.
- E-newsletter - circulated in May 2020, June 2020, July 2020 and April 2021
- Policy Hub, staff intranet + schools google-based website - Providing access for all council and school employees to the corporate H&S policies (and their associated forms)
- The new Health & Safety Manager intends to review methods of consultation and communication.

.....  
Signed by James Hill, Director of Housing, Neighbourhood and Building Services

**Appendices:**

- Appendix 1 - Updated 2020/21 Health and Safety Action Plan.
- Appendix 2 - New Health and Safety Action Plan which covers the period of 1 April 2021 to 31 March 2022.

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

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

Title of document	Location

This page is intentionally left blank

**Portsmouth City Council:**  
**H&S Unit Corporate Action Plan 2020/21**

<b>Action</b>	<b>Objective</b>	<b>Target date</b>	<b>Lead Person</b>	<b>Update/ Outcome</b>
1. Review and update of the corporate H&S Policy and statement of intent. Full policy review due in 3 <sup>rd</sup> QTR 2020	To ensure compliance with UK law, council policy and insurance contracts	30/09/20	H&S Manager	Action Complete
2. Deliver traded services with schools and other partners, as agreed in Traded Service contracts	To ensure compliance with H&S policy/legislation and generate income to support the H&S staffing levels	31/03/21	H&S Manager	Action Complete
3. Manage and facilitate the corporate H&S Team's 'Management Audit & Inspection' program	To provide corporate assurance by verifying service/ workplace-specific compliance with corporate H&S policies and UK H&S legislation	31/03/21	H&S Manager	Action Complete
4. Review JHSW meeting forum terms of reference in light of Covid-19 developments. Continue to facilitate Joint working groups with all PCC services, Trade Unions and PCC HR.	For compliance with corporate H&S policy and UK legislation - and to facilitate H&S communications council wide	31/03/21	H&S Manager	Action Complete
5. Maintain the corporate incident reporting database and review accident and incident reports submitted to the H&S Team	To assist managers/staff in complying with corporate 'post-incident' management requirements and UK law. To assist service managers in collating/ documenting evidence for reference, in case of future legal/ civil litigation claims	31/03/21	H&S Manager	Action Complete
6. Continue a full review and update of the corporate e-learning courses on PLG, classroom based courses and the H&S Team's stand-alone training kits in light of Covid-19	To ensure up to date H&S advice and training is available to all council employees and 'others' signed up to the H&S Team's traded service	31/03/21	H&S Manager	On-going
7. Review 1x corporate H&S policy to maintain up to date (3 year review date)	For compliance with corporate H&S policy, evidence for outside agencies and assistance in managing litigation claims	31/03/21	H&S Manager	Action Complete
8. Maintain corporate records of all H&S training facilitated by the H&S team	For compliance with corporate H&S policy, evidence for outside agencies and assistance in managing litigation claims	31/03/21	H&S Manager	Action Complete

Action	Objective	Target date	Lead Person	Update/ Outcome
9. Review of Corporate H&S Team functions and explore opportunities to expand service offering to both internal and external customers.	To evaluate the council's H&S functions for compliance with UK law and corporate H&S policy. To increase the service engagement across PCC and generate an external fee earning client base.	31/03/21	H&S Manager	On-going
10. Review of archived H&S records	For compliance with UK Law, Health & Safety Law and council policy	31/03/21	H&S Manager	Action Complete
11. Revise the Employment Committee H&S Annual Report as part of the planned review of H&S Unit functions overall.	For compliance with corporate H&S policy and to provide/review the council's H&S performance in f/y 2020/21	31/03/21	H&S Manager	Action Complete
End of action plan				



This page is intentionally left blank

## Corporate Health and Safety Action Plan 2021 / 2022

Action	Objective	Target date	Lead Person	Update/ Outcome
1. To review the management system, including risk identification, training and guidance documents and wishes to introduce a Health & Safety legal register, risk register, departmental risk registers, a job hazard identification form, better corporate record keeping, reporting, consultation and communication.	To protect the health, safety and wellbeing of those affected by the Council's activities and to comply with corporate H&S policy, and UK H&S legislation	31/03/22	H&S Manager	
2. To continue to review the overarching Health & Safety Policy to change the emphasis to a more pro-active approach towards Health & Safety and base it on the HSE's Leading Health and Safety at work document.	To protect the health, safety and wellbeing of those affected by the Council's activities and to comply with corporate H&S policies and UK H&S legislation	31/03/22	H&S Manager	
3. To review the service schools receive and report on levels of compliance against the audit schedule at quarterly HSWB meetings.	To protect the health, safety and wellbeing of those affected by the Council's activities and to comply with corporate H&S policies and UK H&S legislation and generate income to support the H&S staffing levels	31/03/22	H&S Manager	
4. To review the corporate H&S Team's 'Management Audit & Inspection' programme to ensure that all buildings are appropriately covered. The Health, Safety and Wellbeing Board will receive updates on progress throughout the year.	To provide corporate assurance by verifying service/ workplace-specific compliance with corporate H&S policies and UK H&S legislation	31/03/22	H&S Manager	
5. To review methods of consultation and communication.	To comply with corporate H&S policy and UK legislation - and to facilitate H&S consultation and communication council wide	31/03/22	H&S Manager	

## Appendix 6

Action	Objective	Target date	Lead Person	Update/ Outcome
6. To review the incident reporting procedure.	To prevent incidents and to assist managers/staff in complying with corporate 'post-incident' management requirements and UK H&S legislation. To assist service managers in collating/ documenting evidence for reference, in case of future legal/ civil litigation claims	31/03/22	H&S Manager	
7. To review all Health and Safety training, including liaison with other stakeholders, eg for First Aid Training, Conflict and	To ensure up to date H&S advice and training is available to all council employees and 'others' signed up to the H&S Team's traded service	31/03/22	H&S Manager	
8. To review all PCC Health & Safety risks. Additional policies and guidance will be produced, along with a legal and risk register.	To protect the health, safety and wellbeing of those affected by the Council's activities and to comply with corporate H&S policy, and UK H&S legislation	31/03/22	H&S Manager	
9. To review the Health & Safety team functions and report to Health, Safety and Wellbeing Board, to include exploring opportunities to expand the service offering to both internal and external customers.	To evaluate the council's H&S functions for compliance with corporate H&S policies and UK H&S legislation. To increase the service engagement across PCC and generate an external fee earning client base.	31/03/22	H&S Manager	

End of Action Plan