

NOTICE OF MEETING

EMPLOYMENT COMMITTEE

TUESDAY, 21 SEPTEMBER 2021 AT 12.00 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 recommended to wear a face covering while moving around within the Guildhall.
- Attendees will be encouraged to take a temperature check on arrival.
- 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

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 2020 (Pages 5 - 10)

RECOMMENDED that the minutes of the meeting held on 2 March 2020 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 Health & Safety Annual Report (for period 1 April 2020 - 31 March 2021)
(Pages 37 - 48)

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.

7 Reward and Recognition (Pages 49 - 96)

Following Employment Committee held on 22nd September 2020, Members requested a further report which outlined what the Council had already done, what existing mechanisms were in place for recognising employee's resilience and hard work during the on-going pandemic period and to outline options for what could be put into place for the future.

Recommended that

- i) Members note how PCC has already publicly acknowledged the outstanding services and efforts that council officers have made and are continuing to make during the ongoing pandemic. Future email communication from the Leader and the Chief Executive to staff, recognising this and thanking them for their efforts is continued;
- ii) Members note what reward and recognition systems are already in place across the whole City Council (contained in Appendix 1);
- iii) Members provide an additional day's annual leave to all staff to be taken on either Christmas Eve or New Year's Eve (or at a later date for those rota'd to work on these days) in recognition of the efforts of all staff during the pandemic and recovery in 2021; and
- iv) Members note the options for future reward and recognition. That they confirm the mechanism of reward and recognition they wish to implement in the future, not discounting the arrangement of an awards ceremony when it is safe to do so, and that they confirm the level at which they wish staff to be recognised.

8 Appointments Sub Committee

Report to follow under separate cover.

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