



NOTICE OF MEETING

CABINET MEMBER FOR COMMUNITIES AND CENTRAL SERVICES

THURSDAY, 16 DECEMBER 2021 AT 2.00 PM

COUNCIL CHAMBER - THE GUILDHALL

Telephone enquiries to James Harris - Senior Local Democracy Officer
Email: 02392 606065

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. Around one in three people who are infected with COVID-19 have no symptoms so could be spreading the virus without knowing it. Asymptomatic testing – getting tested when you don't have symptoms - helps protect people most at risk by helping to drive down transmission rates. We strongly encourage you to take up the habit of regular asymptomatic testing to help prevent the spread of coronavirus to your colleagues and residents you work with.
 - We strongly recommend that attendees should be double vaccinated, and if eligible, have received a booster.
 - If symptomatic you must not attend and self-isolate following the stay at home guidance issued by UK Health Security Agency.
 - All attendees are required to wear a face covering while moving around within the Guildhall, and are recommended to continue wearing a face covering in the Council Chamber except when speaking.
 - Although not a requirement attendees are strongly encouraged 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 Chris Attwell (Cabinet Member)

Councillor George Fielding
Councillor Lee Mason

Councillor Jeanette Smith

(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 recommendations). Email requests are accepted.

AGENDA

1 Apologies for Absence

2 Declarations of Interest

3 Queen's Platinum Jubilee 2022 (Pages 5 - 20)

The purpose of this report is to outline the proposed events programme to mark the Queen's Platinum Jubilee in 2022 and to seek funding to support this programme of events.

Recommendations

To confirm that the outlined programme of events can proceed and that the request of £50,000 funding to support them will be found from a proposed one-off increase to the service 2022/23 budget being considered by the City Council in February 2022.

4 Member Champions Protocol (Pages 21 - 38)

The purpose of this report is to invite the Cabinet Member to consider agreeing changes to the Member Champions Protocol.

Following any changes to the protocol, the Cabinet Member is invited to approve the titles of the individual Member Champion roles, their remit and

appoint members to these positions until their renewal. Renewal would ordinarily take place at the first Cabinet meeting of each municipal year.

Recommended that the Cabinet member:

- (i) Approves the revised Member Champions Protocol at Appendix A of this report;**
- (ii) Approves the Member Champion titles at Appendix B of the report; and**
- (iii) Appoints councillor nominations to the Member Champion positions detailed in Appendix B of the report. These appointments to remain in effect until their renewal, which would ordinarily take place at the first Cabinet meeting of each municipal year.**

5 Future Working Arrangements (Connectivity Project) (Pages 39 - 44)

This report provides an update on the emerging Connectivity Programme that is tasked with delivering projects to support and enable our new ways of working.

RECOMMENDED that:

- (i) the Cabinet Member notes the progress made to date and the upcoming work that will be delivered by the Connectivity Programme; and**
- (ii) Members nominate a group representative(s) to enable cross party and officer engagement on the programme as it progresses.**

6 Monitoring of the Second Quarter 2021/22 Revenue Cash Limits

Report to follow under separate cover.

7 Workforce Profile (Pages 45 - 84)

The purpose of this report to present to the Cabinet Member the workforce profile for 2019 and for 2020 and to outline how this data will be used going forward.

Recommended that the Cabinet member notes the contents of the report and attached workforce profile, the key actions and next steps.

8 Equality, Diversity and Inclusion (Pages 85 - 110)

The purpose of this report is to update the Cabinet Member on progress against the actions set out in the Equality and Diversity Strategy 2019 - 2022

and provide an update on the council's actions in regard to Equality Diversity and Inclusion throughout the Covid 19 response (March 2019 to date). The report also outlines a forward plan of action to further enhance and embed the council's commitment to equalities, evidence compliance with the Public Sector Equality Duty and set out the actions to be taken that will underpin the Council Corporate Plan for Recovery and Renewal.

Recommended that the Cabinet Member notes the contents of this report and endorse the planned activity to enhance and embed the council's commitment to equality, diversity and inclusion.

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>

8 December 2021

Agenda Item 3



Portsmouth
CITY COUNCIL

Title of meeting: Communities and Central Services Decision Meeting

Date of meeting: 16th December 2021

Subject: Queen's Platinum Jubilee 2022

Report by: Director Culture, Leisure & Regulatory Services

Wards affected: All

Key decision: No

Full Council decision: No

1. Purpose of report

- 1.1 To outline the proposed events programme to mark the Queen's Platinum Jubilee in 2022 and to seek funding to support this programme of events.

2. Recommendations

- 2.2 To confirm that the outlined programme of events can proceed and that the request of £50,000 funding to support them will be found from a proposed one-off increase to the service 2022/23 budget being considered by the City Council in February 2022.

3. Background

- 3.1 The Platinum Jubilee of Queen Elizabeth II will be celebrated in June 2022 in the United Kingdom and the Commonwealth to mark the 70th anniversary of the accession of Queen Elizabeth II on 6 February 1952. In the United Kingdom, an extra bank holiday has been created and the traditional May bank holiday weekend will be moved to the start of June, to create a special four-day Jubilee weekend from 2 - 5th June 2022.
- 3.2 The British government has promised a 'once-in-a-generation show' that will "mix the best of British ceremonial splendour and pageantry with cutting edge artistic and technological displays". Whilst we have a tradition of supporting long serving monarchs through previous silver, golden and diamond jubilees this will be the first time any British monarch has celebrated a platinum jubilee.
- 3.3 In order to compliment the national programme we would like to propose a series of events centred around the key national events programme to offer opportunities to mark this significant event for all communities from participation in the national

Beacon lighting programme, through individual Street parties and a Big Lunch event all of which would take place through the June Bank Holiday weekend.

- 3.4 An initiative from the DCMS has been circulated to all cities encouraging communities to light a series of beacons across the country on Thursday 2nd June to ensure that the celebrations have a spectacular start. As has been the tradition in Portsmouth on previous jubilees it is suggested that 2 beacons are lit, with the proposed sites being Southsea Castle and Fort Purbrook on Portsdown Hill, to ensure that both north and south of the city are involved and that the beacons can be seen from as wide an area as possible. In order to achieve a safe event temporary gas beacons will need to be installed at both venues.
- 3.5 Following a discussion in the House of Lords it has been confirmed that the Government is planning "the traditional nationwide fanfare of street parties and celebration". For the Queen's 90th Birthday a *Patron's Lunch* was held in The Mall and PCC coincided the street parties in the city with this event.
- 3.6 The Eden Project's annual initiative, The Big Lunch, will also coincide with the Jubilee weekend and this initiative will also become a key part of the national celebrations. The Big Lunch is an annual get-together where UK residents are encouraged to have lunch with their neighbours annually on a weekend in June in a 'simple act of community, friendship and fun'. We would like to suggest that we promote this initiative as part of the street party process to encourage a spread of activities and to ensure that there are opportunities for those where street parties are not possible.
- 3.7 In 2012 for the Diamond Jubilee a request was made to all local authorities asking for the reduction of the red tape and bureaucracy around road closures for street parties and included a guide for organisers which the Council was positively able to respond to. The Events Team has prepared and updated the online event application form with the inclusion of a specific form for residents to apply to hold a street party and to request a road be closed. This includes detailed guidelines for organisers to assist them with ensuring they have looked at all the details to hold their street party from updated Risk Assessment to take into consideration Covid.
- 3.8 Once received the applications would be assessed to ensure that disruption to the road network and other residents is kept to a minimum before they are approved. This will be processed and approved through the Portsmouth Event Safety Advisory Group with particular reference to Traffic and Transport Team and Colas who will need to undertake an assessment of whether the individual road can be closed.
- 3.9 We would suggest that as in previous jubilees permission for street parties will not be given for any roads which are a main bus routes or designated primary routes for blue light services. All applications will be considered for the impact on the surrounding road network i.e. One-way roads, no through roads, pedestrian areas etc and alternative routes for traffic identified before permission is granted. We hope that by offering the option of having a street party on any of the four days of

the bank holiday it will dilute the impact of any road closures as we would seek to support a spread across all days.

- 3.10 The Big Jubilee Lunch proposal builds on the Big Lunch idea which started in 2009 encouraging communities to celebrate their connections and get to know each other a little bit better, coming together in a spirit of fun and friendship. In 2022 The Big Lunch has the capacity to provide an alternative option for residents where street parties are not an option to bring the Jubilee celebrations into the heart of every community.
- 3.11 We propose organising two 'Big Lunch' style events one in the north of the city and one in the south on Sunday 5th June which will run in tandem with our City Wide community celebrations. These would be our central event to mark the Jubilee weekend as well as an offering for anyone who does not have access to a street party in their locality. This would be a day only event with a suggested running time 12 noon -5pm.
- 3.12 Exact locations are still in discussion but we anticipate that one will be in Cosham at King George V Playing Field and the second would be on Southsea Common. We would seek to launch the Live at the Bandstand programme for 2022 over the Jubilee weekend with an appropriately themed music to enhance the Big Lunch event in the south of the city and are currently exploring options for an entertainment offer to compliment the sense of fun and celebration for the north of the city location to enhance the recently procured circus offer which will be in situ on the King George V playing field site at the same time.
- 3.13 With the essence of this bank holiday themed around communities, we would propose reaching out to our community centres and community groups, for example local groups like the Portsea Events Group, to identify what plans they have in place to celebrate the Queens Jubilee. We would support and signpost any local events in place and would promote these events via an interactive map that would be published online.
- 3.14 As well as encouraging and supporting a sense of coming together for communities over the Bank Holiday weekend we wish to support a series of legacy projects across the city. The core proposal for this is to an equal amount of core funding for one community group per ward to support an environmentally focused legacy project which will make a difference in that community. Projects could include elements such as new wildflower gardens, parklets or bee hives which support the City Vision of being a Green City.
- 3.15 More details on the application process and criteria for this funding will be available in early 2022 and applications will be reviewed by an independent panel involving the Hive, Portsmouth Creates, Shaping Portsmouth and the Cabinet member for Communities and Central Services. We appreciate that the relatively short time scale may mean that projects are not completed by the Jubilee weekend however it is anticipated that all will have been awarded by the end of March 2022.

- 3.16 Other events and national campaigns have already commenced. The ‘Queen’s Canopy’ campaign has been incorporated into national plans. ‘Plant a tree for the Jubilee’ has been highlighted by HRH The Prince of Wales to maximise the activity through the best time of the year for tree planting and it is expected this will gain momentum over the coming months. This campaign has started and is due to end in March 2022 so won't be part of the actual bank holiday celebrations in June.
- 3.17 Portsmouth will also be hosting a glittering exhibition of our own civic silver which is being planned to coincide with both the Platinum Jubilee and the 40th Anniversary of the Falklands War which occurs a few weeks later. Portsmouth has one of the most significant collections of civic silver in the country and the exhibition, to open at Portsmouth Museum and Art Gallery in time for the Jubilee, will showcase objects from the civic silver, loans from the Royal Navy Trophy collection and our museum collections. It will enable visitors to explore Portsmouth's history and its links with the crown, the armed forces and our international relationships.
- 3.18 A range of other activities such as a special Trooping the Colour, National Service of Thanksgiving and a Jubilee Pageant are being planned as part of the national celebrations and where practical these will be shown on the Big Screen in the Guildhall Square.
- 3.19 As in previous years of significant Jubilee celebrations the City of Portsmouth would also seek to formally write a special letter to Her Majesty to thank her for her years of dedicated service to the country.
- 3.20 The estimated outline costs to PCC of this proposed events programme is as follows:

Programme Element	Anticipated cost
Beacon Lighting for 2 beacons	£4,500
Ward grants for Environmental legacy projects	£14,000
Big Jubilee Lunch Southsea Common & KGV	£20,000
Marketing/Publicity/Virtual elements	£6,500
Contingency	£5,000
Total	£50,000

Other elements which will form part of the celebrations will be funded from existing budget areas including the Live at the Bandstand performances and the Silver Exhibition.

- 3.21 We will also continue to highlight and notify community groups, including those recipients of the ward grants of any potential funding which might become available to support the Platinum Jubilee celebrations as we expect further funds from organisations such as Arts Council England to be made available in the near future.

4. Reasons for recommendations

4.1 Portsmouth has a long history of community-based celebrations to support all forms of previous significant national events from Jubilee celebrations to Royal Weddings. Throughout the pandemic period the sense of community and support were highlighted. It is our view that these proposed celebrations will not only mark the amazing achievement of 70 years of dedicated national service given by the Queen to her country but also allow communities to come together again to celebrate right across Portsmouth.

5. Integrated impact assessment

5.1 An Integrated Impact Assessment report is included as Appendix A.

6. Legal implications

6.1 Under section 16A of the Road Traffic Regulation Act 1984 the local authority may restrict or prohibit the use of a road for any period up to 3 days to facilitate the holding of a social event, sporting event or entertainment which is held on a road. Similar powers may also exist under the Town and Police Clauses Act 1847.

6.2 It is noted that, as was the case for similar national celebrations in previous years, the Council will seek to ensure that the application process for the holding of street parties will be as simple as is practicable.

6.3 There are no other legal implications arising from the recommendation in this report.

7. Director of Finance's comments

7.1 The estimated cost of £50k for this event will require funding from a one-off increase to the service 2022/23 budget being considered by City Council in February 2022.

.....
Signed by:
Stephen Baily
Director of Culture, Leisure and Regulatory Services

Appendices:

Appendix A: 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:
Cabinet Member for Communities and Central Services

Integrated Impact Assessment (IIA)

Integrated impact assessment (IIA) form December 2019

www.portsmouth.gov.uk

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

- identify those policies, projects, services, functions or strategies that could impact positively or negatively on the following areas:
 - Communities and safety
 - Regeneration and culture
 - Environment and public space
 - Equality & - Diversity - This can be found in Section A5

Directorate:

Culture, Leisure and Regulatory Services

Service, function:

Partnership & Commissioning

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

Queen's Platinum Jubilee 2022

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

- Existing
- New / proposed
- Changed

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

To support a series of events across Portsmouth to mark the Queen's Platinum Jubilee in 2022.

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?

There has been no direct consultation for these proposed projects however the outline of events is based on previous successfully delivered jubilee and other similar commemorative events.

A - Communities and safety

Yes

No

Is your policy/proposal relevant to the following questions?

A1-Crime - Will it make our city safer?

In thinking about this question:

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

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

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

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

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

A - Communities and safety

Yes

No

Is your policy/proposal relevant to the following questions?

A2-Housing - Will it provide good quality homes?

In thinking about this question:

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

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

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

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

Page 12

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

A - Communities and safety

Yes

No

Is your policy/proposal relevant to the following questions?

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

In thinking about this question:

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

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

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

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

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

A - Communities and safety

Yes

No

Is your policy/proposal relevant to the following questions?

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

In thinking about this question:

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

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

<https://www.portsmouth.gov.uk/ext/documents-external/cou-homelessness-strategy-2018-to-2023.pdf>

<https://www.portsmouth.gov.uk/ext/health-and-care/health/joint-strategic-needs-assessment>

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

It is anticipated that the events and activities proposed for direct delivery by the Council will be free to access and with a theme of coming together to compliment the national programme communities celebrating together will be at the heart of the celebrations.

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

By providing activities in different parts of the city to ensure that all communities can participate and to provide as much information directly to communities on what they could come together to organise if they wish to. We will continue to monitor the geographical spread of activities and will focus marketing on areas where there is limited

A - Communities and safety

Yes

No

Is your policy/proposal relevant to the following questions?

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



In thinking about this question:

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

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

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

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

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

B - Environment and climate change

Yes

No

Is your policy/proposal relevant to the following questions?

B1-Carbon emissions - Will it reduce carbon emissions?

In thinking about this question:

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

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

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

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

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

B - Environment and climate change

Yes

No

Is your policy/proposal relevant to the following questions?

B2-Energy use - Will it reduce energy use?

In thinking about this question:

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

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

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

<https://democracy.portsmouth.gov.uk/documents/s24685/Home%20Energy%20Appendix%201%20-%20Energy%20and%20water%20at%20home%20-%20Strategy%202019-25.pdf>

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

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

B - Environment and climate change

Yes

No

Is your policy/proposal relevant to the following questions?

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

In thinking about this question:

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

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

<https://www.portsmouth.gov.uk/ext/documents-external/env-surface-water-management-plan-2019.pdf>

<https://www.portsmouth.gov.uk/ext/documents-external/cou-flood-risk-management-plan.pdf>

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

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

B - Environment and climate change

Yes

No

Is your policy/proposal relevant to the following questions?

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

In thinking about this question:

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

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

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

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

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

The legacy part of the Jubilee celebrations will make a small grant available for community schemes with a specific environmental focus. We hope that this will encourage the development of new green initiatives with one in each ward which will be supported by the community going forwards.

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

The award of any grants will be undertaken by an independent panel consisting of representatives from outside of PCC as well as the Cabinet member for Communities and Central Services. We hope that the proposals from wards will be imaginative but relevant to their own needs.



B - Environment and climate change

Yes

No

Is your policy/proposal relevant to the following questions?

B5-Air quality - Will it improve air quality?

In thinking about this question:

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

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

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

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

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

B - Environment and climate change

Yes

No

Is your policy/proposal relevant to the following questions?

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

In thinking about this question:

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

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

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

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

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

Is your policy/proposal relevant to the following questions?

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

In thinking about this question:

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

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

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

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

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

Is your policy/proposal relevant to the following questions?

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



In thinking about this question:

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


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

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

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

Portsmouth has a well established tradition in supporting and delivering ceremonial and celebratory events to mark a range of different types of national celebrations. These Platinum Jubilee plans are based on previous successful delivery models which provide as much opportunity as possible for Portsmouth residents to get involved either in their immediate area or at a directly provided event. Additionally for this Jubilee there is the new element of an environmental focused sustainable project which enables Portsmouth to respond to another of the national programme strands with the Queen's Canopy in a way which is appropriate for their community.

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

The provision of a vibrant and relevant events programme is a key part of the wider city offer and appeals to both residents and visitors. This area of work is also essential in enabling the Council to deliver the new City Vision as it supports a number of different theme areas including Culture & Creativity, Green City and Happy & Healthy. 

Is your policy/proposal relevant to the following questions?

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



In thinking about this question:

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

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

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

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

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

C - Regeneration of our city

Yes

No

Is your policy/proposal relevant to the following questions?

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

In thinking about this question:

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

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

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

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

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

Q8 - Who was involved in the Integrated impact assessment?

Claire Looney

This IIA has been approved by:

Contact number:

Date:

Agenda Item 4



Portsmouth
CITY COUNCIL

Title of meeting: Cabinet Member for Communities and Central Services

Date of meeting: 16 December 2021

Subject: Member Champions Protocol

Report by: Senior Local Democracy Officer

Wards affected: N/A

Key decision: No

Full Council decision: No

1. Purpose of report

- 1.1. To invite the Cabinet Member to consider agreeing changes to the Member Champions Protocol.
- 1.2. Following any changes to the protocol, the Cabinet Member is invited to approve the titles of the individual Member Champion roles, their remit and confirm the appointment of members to these positions until their renewal. Renewal would ordinarily take place at the first Cabinet meeting of each municipal year.

2. Recommendations

2.1 That the Cabinet member:

- (i) Approves the revised Member Champions Protocol at Appendix A of this report;
- (ii) Approves the Member Champion titles at Appendix B of the report; and
- (iii) Confirms councillor nominations to the Member Champion positions detailed in Appendix B of the report. These appointments to remain in effect until their renewal, which would ordinarily take place at the first Cabinet meeting of each municipal year.

3. Background

3.1 The definition of Member Champions within the existing protocol states:

"To act as a positive focus for officers and the local community at elected member level in respect of the relevant section of the community or range of activities designated by the Council through its committees or panels so as to ensure that full consideration is given to the impact of Council activities and decisions upon that section of the community or range of activities."

3.2 At the June 2021 Cabinet meeting a request was made that a paper be considered on the role of Member Champions. In the interim the 2020/21 appointments were confirmed to remain in place.

3.3 At this same meeting the remit of three Member Champion positions were suggested to be subsumed into the remit of relevant Cabinet Members and two new Member Champion positions were put forward. These are detailed in para 3.4 of this report.

3.4 A list of all Member Champion positions referred to in paragraphs 3.2 and 3.3 is below (with current appointments where applicable)

- Heritage - Cllr Lee Hunt
- LGBTQ+ & Young People - Cllr Udy
- Armed Forces Liaison - Cllr Vernon-Jackson
- Third Sector City of Service - Vacancy
- Children & Young People - suggested to be subsumed into the remit of the Cabinet Member for Children, Families & Education
- Mental Health - suggested to be subsumed into the remit of the Cabinet Member for Health, Wellbeing & Social Care
- Homelessness - suggested to be subsumed into the remit of the Cabinet Member for Housing and Preventing Homelessness
- Women and Domestic Violence - suggest rewording to: *Women, Children and Domestic Violence (to also include transitioning and trans women)*
- Nature (suggested new Member Champion position)

3.5 In order to refine and provide further clarity around the positions a request was made by the Cabinet Member to undertake a benchmarking exercise on Member Champions to develop a revised protocol. The proposed updated Member Champions Protocol is attached as Appendix A.

4. Reasons for recommendations

4.1. The suggested updated Member Champions Protocol draws upon best practice following a benchmarking exercise of the protocols adopted by other councils. It has been developed with the aim of providing a protocol that details the generic remit of the positions in order to give additional clarity to both those holding a Member Champion position and the Cabinet when agreeing the appointments.

5. Integrated Impact assessment

5.1. An integrated impact assessment has been completed.

6. Legal Implications/City Solicitor comments

6.1 The decisions lay within Cabinet to make and subject to complying with the relevant protocols within the Constitution as to appointment of Members in a transparent way as such do not require further legal comment. (see :1 recommendation 3).

7. Director of Finance & Resources comments

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

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

.....
Signed by:

Appendices:

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

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

Title of document	Location

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

.....
Signed by:

This page is intentionally left blank

Deleted text is ~~struck through~~ and new text is in *italic*.

CHAMPIONS

1. Appointment of Champions

~~Any Committee or Panel at its discretion, may from time to time, designate Champions from among Elected Members of the City Council and any such appointment should be confirmed at the next full council meeting.~~

The Cabinet is responsible for appointing member champions. At any one time there will be a maximum number of 7 member champions. All group leaders will be consulted before any appointments are confirmed by the Cabinet. Any member of the Council may be a member champion, including the Leader of the Council.

2. Term of Office

Councillors who are designated as Champions shall hold office from the date of the ~~Council~~ *Cabinet* Meeting at which their appointment is confirmed until:

(a) they resign from office:

~~(b) they are suspended from being Councillors under Part III of the Local Government Act 2000 (although they may resume office at the end of the period of suspension);~~

(b) they are no longer Councillors; or

~~(d) until the start of the next Annual Meeting of the Council, except that the Council may remove them from office earlier at its discretion.~~

(c) until the start of the Cabinet meeting which considers the annual appointment of member champions. This would usually be the first Cabinet meeting of the municipal year.

A Member Champion may be removed from office at any time by the Cabinet by written notice to the Chief Executive, the member champion being removed and all group leaders.

Any member champion may resign from office by giving written notice to the Chief Executive and the Leader of the Council.

3. Role and Functions

~~To act as a positive focus for officers and the local community at elected member level in respect of the relevant section of the community or range of activities designated by the Council through its committees or panels so as to ensure that full consideration is given to the impact of Council activities and decisions upon that section of the community or range of activities.~~

To act as an advocate or spokesperson for particular themes or areas of the Council's business activities. The main responsibility of each champion is to encourage communication and positive action over the issue they represent.

A topic for which a Member Champion is appointed should:

- *Be an agreed sustainable and corporate priority;*
- *Be an issue that can be defined in terms of its remit, ie not open-ended; and*
- *Not cover a matter which is a remit that primarily sits within the portfolio of a Cabinet member or could reasonably be seen a ward member responsibility.*

4. Key Tasks

(a) To make contact with local organisations concerned with the designated section of the community or range of activities and to establish effective and regular consultation arrangements with those organisations.

(b) To represent the views of such organisations to officers, the Council, the Cabinet, Overview and Scrutiny Panels and other committees, on all relevant aspects of the Council's activities.

(c) To act as an advocate on behalf of the relevant section of the community or range of activities within the council as an organisation and its wider community.

(d) To become familiar with the needs and priorities of the relevant section of the community, or range of activities concerned, and to weigh up interests expressed in order to provide sound advice on the implications of alternative courses of action.

(e) To feedback decisions of the Council and to explain the Council's position on specific issues of concern to relevant organisations and to individuals involved.

(f) *To provide a short annual information report to Cabinet on work undertaken in the role. This report to be submitted to the March Cabinet meeting.*

5. Conduct

Member Champions should act reasonably in their role and are encouraged to work effectively within the political management and working arrangements adopted by the Council. Member Champions should inform the relevant Cabinet Member when engaging with the media and should be mindful not to make statements which contradict adopted Council policy.

Appendix B

Member Champion Title	Current Appointment	Nomination(s)*
Heritage	Cllr Lee Hunt	Cllr Lee Hunt
LBTQ+ & Young People	Cllr Claire Udy	Cllr Claire Udy
Armed Forces Liaison	Cllr Vernon-Jackson	Cllr Vernon-Jackson
Third Sector City of Service	Vacant	Cllr Stuart Brown/ Cllr Jeanette Smith
Women, Children and Domestic Violence	New position	Cllr Kirsty Mellor
Nature	New position	Cllr Kimberly Barrett

*These nominations are as per the nominations submitted to Cabinet for consideration and approval in June 2021.

This page is intentionally left blank

Integrated Impact Assessment (IIA)

Integrated impact assessment (IIA) form December 2019

www.portsmouth.gov.uk

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

- identify those policies, projects, services, functions or strategies that could impact positively or negatively on the following areas:
 - Communities and safety
 - Regeneration and culture
 - Environment and public space
 - Equality & - Diversity - This can be found in Section A5

Directorate:

Corporate Services

Service, function:

Democratic Services

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

Member Champions

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

- Existing
- New / proposed
- Changed

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

Report suggests a revised protocol for Member Champions.

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?

None required.

A - Communities and safety

Yes

No

Is your policy/proposal relevant to the following questions?

A1-Crime - Will it make our city safer?



In thinking about this question:

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

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

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

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

Much will depend on the Member Champions created and what they do as part of their role. The proposed role of Women, Children and Domestic Violence has the potential to highlight this area of crime and make a positive impact to reduce it.

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

Via annual report to Cabinet

A - Communities and safety

Yes

No

Is your policy/proposal relevant to the following questions?

A2-Housing - Will it provide good quality homes?



In thinking about this question:

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

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

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

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

A future Champion for this issue could impact on this policy agenda

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

A - Communities and safety

Yes

No

Is your policy/proposal relevant to the following questions?

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



In thinking about this question:

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

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

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

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

A future Champion for this issue could impact on this policy agenda

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

A - Communities and safety

Yes

No

Is your policy/proposal relevant to the following questions?

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



In thinking about this question:

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

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

<https://www.portsmouth.gov.uk/ext/documents-external/cou-homelessness-strategy-2018-to-2023.pdf>

<https://www.portsmouth.gov.uk/ext/health-and-care/health/joint-strategic-needs-assessment>

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

A future Champion for this issue could impact on this policy agenda

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

A - Communities and safety

Yes

No

Is your policy/proposal relevant to the following questions?

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



In thinking about this question:

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

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

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

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

Much will depend on the Member Champions created and what they do as part of their role. Some of the existing Member Champion roles such as LGBT+ Children & Young People Champion has potential to impact on equality issues for young people

How are you going to measure/check the impact of your proposal?
via annual report to Council.

B - Environment and climate change

Yes

No

Is your policy/proposal relevant to the following questions?

B1-Carbon emissions - Will it reduce carbon emissions?

In thinking about this question:

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

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

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

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

A future Champion for this issue could impact on this policy agenda

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

B - Environment and climate change

Yes

No

Is your policy/proposal relevant to the following questions?

B2-Energy use - Will it reduce energy use?

In thinking about this question:

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

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

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

<https://democracy.portsmouth.gov.uk/documents/s24685/Home%20Energy%20Appendix%201%20-%20Energy%20and%20water%20at%20home%20-%20Strategy%202019-25.pdf>

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

A future Champion for this issue could impact on this policy agenda

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

B - Environment and climate change

Yes

No

Is your policy/proposal relevant to the following questions?

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

In thinking about this question:

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

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

<https://www.portsmouth.gov.uk/ext/documents-external/env-surface-water-management-plan-2019.pdf>

<https://www.portsmouth.gov.uk/ext/documents-external/cou-flood-risk-management-plan.pdf>

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

A future Champion for this issue could impact on this policy agenda

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

B - Environment and climate change

Yes

No

Is your policy/proposal relevant to the following questions?

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

In thinking about this question:

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

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

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

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

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

A future Champion for this issue could impact on this policy agenda

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

B - Environment and climate change

Yes

No

Is your policy/proposal relevant to the following questions?

B5-Air quality - Will it improve air quality?

In thinking about this question:

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

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

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

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

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

B - Environment and climate change

Yes

No

Is your policy/proposal relevant to the following questions?

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

In thinking about this question:

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

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

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

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

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

Is your policy/proposal relevant to the following questions?

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

In thinking about this question:

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

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

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

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

A future Champion for this issue could impact on this policy agenda

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

C - Regeneration of our city

Yes

No

Is your policy/proposal relevant to the following questions?

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



In thinking about this question:

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

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

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

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

Much will depend on the Member Champions created and what they do as part of their role. Some of the existing Member Champion roles such as Heritage Champion has a likely impact on this aspect of regeneration

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

C - Regeneration of our city

Yes

No

Is your policy/proposal relevant to the following questions?

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



In thinking about this question:

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

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

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

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

Much will depend on the Member Champions created and what they do as part of their role. Some of the existing Member Champion roles such as Armed Forces Champion has potential to champion skills issues for members of the armed forces community

How are you going to measure/check the impact of your proposal?
via annual report to Cabinet

Is your policy/proposal relevant to the following questions?

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

In thinking about this question:

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

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

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

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

A future Champion for this issue could impact on this policy agenda

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

Q8 - Who was involved in the Integrated impact assessment?

James Harris

This IIA has been approved by:

Contact number: 02392 606065

Date: 07.10.2021

Agenda Item 5



THIS ITEM IS FOR INFORMATION ONLY

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

Title of meeting:	Cabinet Member for Communities & Central Services
Subject:	Future Working Arrangements (Connectivity Project)
Date of meeting:	16 December 2021
Report by:	Director of Corporate Services
Wards affected:	N/A

1. Purpose of report

This report provides an update on the emerging Connectivity Programme that is tasked with delivering projects to support and enable our new ways of working.

2. Recommendations

It is recommended that

- The Cabinet Member notes the progress made to date and the upcoming work that will be delivered by the Connectivity Programme.
- Members nominate a group representative(s) to enable cross party and officer engagement on the programme as it progresses.

3. Background

The Covid-19 pandemic has resulted in unprecedented change in customer behaviour and how we deliver services to our residents. Following Government advice, the council instructed staff to work from home in March 2020 to stem the rate of infection and protect society from outbreaks of Covid, particularly in workplace settings. Due to lockdown restrictions some services were initially closed, however over the course of the last 18 months, services have stood back up and various measures have been put in place within city council workplace settings to ensure covid safe operations.

Prior to the pandemic the Civic Offices was the workplace setting for circa. 2,000 council, partner and tenant staff. As a result of the pandemic a risk assessment was undertaken that identified a maximum safe capacity in the building of 500 persons. Priority was given to staff in those services or individuals where there was a business need to attend the workplace (e.g. access to physical infrastructure; an inadequate, inappropriate or unsafe home working environment; and the mental wellbeing of staff). In order to facilitate home working, staff were encouraged to undertake DSE risk assessments to identify any needs

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)

for additional equipment including monitors, docking stations, office chairs and in some cases desks.

Staff engagement has been ongoing throughout the pandemic, and this has shown a degree of anxiety and negative impacts on mental health. Staff are concerned about a return to 'old' ways of working and show a strong desire to maintain some degree of flexibility with 'hybrid' working as a means of ensuring a safe workplace setting as we learn to live with covid.

4. Connectivity programme summary

The Connectivity Programme was established before the Covid-19 pandemic to support the organisation on its journey to becoming a modern digital council. As a result of the pandemic and easing of covid restrictions outlined in Step 4 of the government roadmap in July 2021 the council has reshaped the programme to incorporate our response to the changes in the way we work as well as our longer-term aspirations set out in the City Vision and Corporate Plan. The Connectivity Programme will deliver the following objectives:

- a) An **attractive place to work**, that enhances staff safety and wellbeing with working culture and practices supporting the delivery of Member priorities and the city's vision for Portsmouth.
- b) **Accommodation that is right size**, in the right place and is flexible enough to respond to changing needs.
- c) **Staff in the right locations** and able to dedicate more time to delivering frontline services and to respond to changing customer needs and demands.
- d) Staff able to work from and **manage teams in a variety of settings** - team areas, home, clients' home - to suit work demands.
- e) Staff with **access to the information and equipment they need to fulfil their role effectively** via efficient information systems, equipment and devices that are secure when required.
- f) **Effective partnership working**, facilitated by systems and environments, increasingly including co-location, data sharing and collaboration.

A set of principles have also been agreed to help guide our planning for the programme and new ways of working. These are:

Customers are at the heart of what we do, with the business needs of the council a priority.

- Work takes place at the most effective locations and times
- Flexibility becomes the norm and not the exception
- Everyone is, in principle, considered eligible for flexible working, without assumptions being made about people or roles

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)

- Staff have more choice about where and when they work subject to business considerations
- Space is allocated to activities not to individuals
- The costs of doing work are reduced
- There is effective and appropriate use of technology
- Managing performance focuses on results rather than presence
- Agile working underpins and adds new dimensions to diversity and equality principles
- Staff have the opportunity to lead balanced and healthy lives
- Work has less impact on the environment

5. Workstreams and projects

There are two key overarching workstreams that are embedded across the programme. The first is redefining how we work and the second is redefining where we work. Phase 1 of the connectivity programme includes three projects that are underway and due to be completed by April 2022:

- Standardisation of IT and office equipment
- Implementation of a resource booking system
- Implementation of hybrid meeting rooms

The current workspace at the Council is no longer fit for purpose as many items have been taken home by staff to facilitate home working in line with DSE risk assessments. Standardised IT and office equipment including desks and collaborative working spaces will be set up in the Civic Offices to allow for the gradual return to the office. An audit of equipment was undertaken in August 2021 to understand the shortfall of key items such as monitors, docking stations, chairs etc.

A resource booking system will enable staff to book desks on days they are attending the office. The system will enable management of the capacity in the Civic Office, whilst providing data on team and individual working patterns. It will also enable infection prevention and control by 'switching off' desk availability in the event of a need to have greater distance between workstations, reducing building occupancy, as well as providing usage data to assist with contact tracing should there be a need.

In order to work effectively with lower building occupancy there will inevitably be a mixture of both home and office-based working. In order to facilitate team working and collaboration, 37 hybrid meeting facilities will be introduced across the Civic Offices and other PCC offices enabling some participants to join remotely. Whilst not all meetings will need to take place from a meeting room, the council delivers a wide range of services involving multiple stakeholder and partner input/engagement; as such a range of individuals/teams will often need to meet and do so in a confidential environment, or in such a way as to not impact on other workplace users. A range of new furniture to enable

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)

non-confidential hybrid meetings and equipment for meeting rooms for confidential or large group hybrid meetings would meet this need.

Outside of the programme scope there are a number of other pieces of work underway that will enable our new ways of working. This includes the implementation of Fusion, Microsoft 365 and service re-designs through system thinking interventions.

6. Funding

c£1.3m of funding was secured from the Covid Outbreak Management Fund via the Public Health Protection Board on 12th October 2021. This funding covers the projected costs of Phase 1 (and the three projects outlined above).

7. Programme management and governance

The Programme Management Office (PMO) have supported the set up of a robust governance framework to drive and embed best practice programme management standards. The following engagement and reporting groups have been established and resource is being recruited to ensure the successful delivery of the programme:

- A monthly Programme Board responsible for developing and implementing the programme strategy. Membership includes the Director of Corporate Services (accountable for the successful delivery of the programme), Directors from Housing, Regeneration and Children/Adult Services.
- A monthly Steering Group to provide feedback from services that will help shape/prioritise programme and ensure the programme is service led around the needs of customers and business requirements. This includes representation from all Directorates.
- A monthly Working Group to plan the operational work required to deliver the project outputs and programme outcomes and benefits. This includes those tasked with project and programme management work, communications and stakeholder engagement activity and representation from all Unions.

8. Staff engagement and change management

We have learned that we are able to adapt, flex and innovate like never before and should keep that capability alive as the programme progresses. Work is underway to actively engage with staff and prepare all stakeholders in the organisation for any further changes to our ways of working. In addition to delivering a comprehensive communications plan of activity, the following engagement work has been carried out over the last few months to ensure staff and managers are listened to:

- February 2021 - all staff were sent a wellbeing survey - 1,815 responses received.

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)

- March 2021 - structured discussions were held with Senior Management Teams supported by the market research team.
- April 2021 - staff workshops run by Baker Stuart (accommodation consultants).
- May 2021 - Cabinet member for Communities and Central Services Portfolio and opposition spokesperson invited to participate in workshops with Baker Stuart.
- August 2021 - all teams were asked to create principles setting out how, where and when they will work. These were signed off by respective Director.
- October 2021 - all staff were invited to attend one of three vision development workshops to understand what they want the future state to look like. A programme vision will be approved by the Programme Board in December 2021.

9. Integrated Impact Assessments

Individual integrated impact assessments will be completed to understand if the projects could impact a number of areas including equality and diversity. Action will be taken to ensure any potential negative impacts are successfully mitigated.

10. Legal Implications

Following the removal of Covid-related restrictions which came into effect from 19th July 2021, Portsmouth City Council will continue to implement employers' guidance to ensure the safety of workplaces and in compliance with Health and Safety legislation. Particular circumstances of staff will be duly considered as part of the council's general duty of care. HR Policies relating to new ways of working will be reviewed and consulted. It is anticipated that this work will begin in early 2022.

11. Director of Finance Comments

The scope for Phase 2 of the Programme needs to be agreed and funding secured. This will be dependent on other decisions around the future usage of the Civic Offices. At this stage an expression of interest for £788k capital funding has been submitted to deliver a digital post solution in order to increase the efficiency and effectiveness of the council's activity. The project would be a key enabler to transition to a more flexible working, breaking the link between specific locations being responsible for managing incoming and outgoing paper mail.

.....
Signed by:

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)

.....
Signed by (Director)

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

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

Title of document	Location

Agenda Item 7



THIS ITEM IS FOR INFORMATION ONLY

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

Title of meeting:	Cabinet Member for Communities & Central Services
Subject:	Workforce Profile
Date of meeting:	16 December 2021
Report by:	Director of Corporate Services
Wards affected:	All

1. Purpose

The purpose of this report to present to the Cabinet Member the workforce profile for 2019 and for 2020 and to outline how this data will be used going forward.

The Cabinet member is asked to note the contents of the report and attached workforce profile and note the key actions and next steps.

2. Background Information

As part of the council's commitment to equality, diversity and inclusion work has been undertaken to profile the workforce against the protected characteristics (where data is held) to enable a better understanding of the make up of the workforce.

The first workforce profile was completed for the year 2019 however, publication and reporting of the data has been delayed due to the need to respond to the global pandemic. A further workforce profile has subsequently been completed for 2020 and both the 2019 and 2020 data are presented in this report.

Both the Local Government Association and the Equality and Human Rights Commission recommend collecting and analysing equality information about employees in order to:

- Identify key issues;
- Assess performance;
- Take action.

Having workforce data profiled against protected characteristics provides an evidence base to inform the setting of equality objectives, decision making relating to employment policies and practices and regular monitoring enables assessment of the impact of any decision taken or changes made.

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)

Publication of the workforce profile provides transparency for service users, staff and other interested parties as well as demonstrating compliance with the general equality duty.

3. Workforce Profile Summary of Key Issues

The detail of the workforce profile for 2019 and for 2020 can be seen in Appendix 1 and 2 respectively. Accessible versions of the profiles can be found on the following links to the council website: [Workforce Insight Profile 2019 - Your City, Your Say survey research \(portsmouth.gov.uk\)](https://www.portsmouth.gov.uk/workforce-insight-profile-2019) and [Workforce Insight Profile 2020 - Your City, Your Say survey research \(portsmouth.gov.uk\)](https://www.portsmouth.gov.uk/workforce-insight-profile-2020)

However, some key issues that emerge are highlighted below, as follows:

- a) The Equality and Diversity Strategy 2019 - 2022 identified that the "council's current workforce does not match the profile of Portsmouth, with a large gender imbalance (though this is typical of local government) and under-representation of disabled people and people from BAME communities". The workforce profile analysis shows that this remains the case.
- b) 54% of the workforce live on Portsea Island (PO1-PO5) and 93% live in the local area (PO postal district) therefore a significant proportion of the workforce are also residents, yet not representative of the diversity evident in the city's working age population.
- c) The standard data held on employees has gaps resulting in an inability to analyse and understand a range of other protected characteristics for example, sexual orientation, gender reassignment.
- d) It remains the case that there is low reporting of protected characteristics among staff for example in 2020 only 59% of staff recorded their disability status, and only 33% recorded religion or religious belief.
- e) Equalities data of those applying for jobs at the council is not collected resulting in an inability to analyse and understand who is applying for jobs, what barriers may be being experienced by applicants with protected characteristics, what changes to recruitment policy and practice could be implemented to ensure the workforce is more representative of the community it serves.
- f) There remains a wider range of data that should be analysed against protected characteristics such as disciplinary, grievance, dismissal, complaints about discrimination, incident reporting data and data arising from staff surveys.

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)

4. Workforce Profile Summary of Key Actions and Next Steps

A number of actions arise from the analysis of the workforce profile the first of which is to report on and publish the data. Going forward, further analysis will be undertaken to better understand the demographic profile of the city against which to compare the workforce profile.

During 2020 a new system has been implemented for all HR records (Fusion) and now includes the ability to capture data across all the protected characteristics. Since the system went live in July 2021 a communications campaign has been underway encouraging staff to update their personal records to enable the council to better understand the workforce profile and take action to address any gaps. Other channels are also being explored to encourage staff to record their personal data. It is anticipated that the workforce profile for 2021 will include a wider range of protected characteristics and an increase in data that is recorded.

Following the Fusion system going live a new data dashboard is now available for managers to see 'at a glance' the profile of their team with data that includes age distribution, ethnicity, gender and length of service. HR are working with managers to support their use of the dashboard to inform workforce planning in their teams.

During 2022 a new recruitment system will be implemented that will give the ability to capture applicant data and enable a better understanding of applicant diversity profiles and conversion rates from application to employment against the range of protected characteristics. Reporting of recruitment data will be for a part year for 2022 and full year from 2023.

Further work is underway to collect data across a range of areas to further inform our understanding of our workforce and the extent to which PCC is an inclusive workplace. Actions include reviewing the Health and Safety incident reporting process to improve the process, raise awareness, incorporate a wider range of incidents (e.g. racial harassment incidents, sexual harassment incidents), develop communications and training where necessary. A wide range of stakeholders are being engaged in the review, including the Staff Race Equality Network to ensure a fit for purpose reporting process and ability to review/investigate incidents and take appropriate actions.

More detailed analysis of the workforce profile is being undertaken by HR and will be used to inform an action plan and equality and diversity objectives for the Equality and Diversity Strategy for 2022 - 25, which will also take account of and underpin the council's plan for recovery and renewal in developing a more diverse workforce and inclusive workplace.

Going forward the workforce profile will be updated annually and reported to the Employment Committee. The workforce profile will also be used to identify key metrics against which to measure progress in the Equality and Diversity Strategy in future years as well as key indicators for corporate health in quarterly performance reporting.

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)

.....
Signed by (Director)

Appendices:

- Appendix 1 - Workforce Profile 2019
- Appendix 2 - Workforce Profile 2020

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
Equality Information and the Equality Duty: A Guide for Public Authorities (Equality and Human Rights Commission)	Equality Information and the Equality Duty: A Guide for Public Authorities Equality and Human Rights Commission (equalityhumanrights.com)
Equality Framework for Local Government (Local Government Association)	Equality Framework for Local Government (EFLG) 2020 Version



Workforce Insight Profile

Corporate Services

Introduction

The purpose of this report is to provide an annual summary of the profile of the workforce for Portsmouth City Council. It supports the Council's commitment to equality and diversity and fulfils the statutory requirement to publish workforce equality data under the Equality Act 2010.

As part of the Portsmouth City Council workforce strategy, directorate action plans are going to be developed across the organisation.

Base sizes

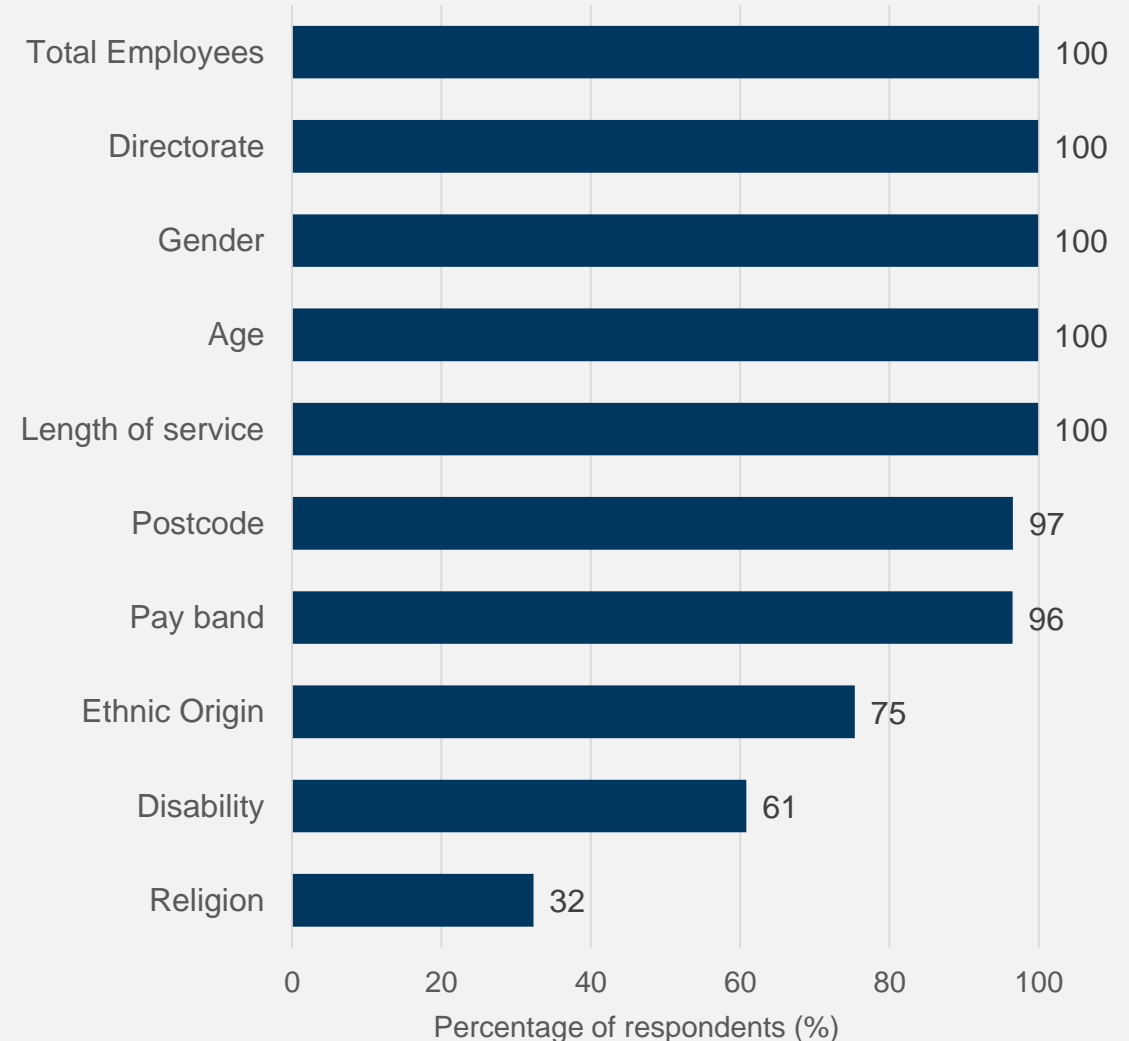
Unless otherwise stated, the reported base always refers to the number of employees. Portsmouth City Council does not hold complete data on every employee (this may be because the question was not asked at enrolment or employees chose not to provide an answer for specific questions), therefore the base sizes vary from question to question (a summary of response rates by question is shown in the chart on the right).

Data Source

This report is based on employee data held on EBS Oracle as at 1st December 2019 (unless otherwise stated). Starters and leavers data refers to the period January 2019 – September 2019.

Attributers: Icons made by Freepik from www.flaticon.com

Response rates (Dec 2019); base 3,796



Key Findings

3796 people employed by Portsmouth City Council

93% of staff live in the PO postal district

65% of the workforce are female, **35%** are male

Older profile of staff; **57%** are aged 45+ years

Majority of staff working at PCC are white **95%**

Just **3%** of employees working at PCC have a disability

47% of staff are Christian, **43%** have no religious beliefs

Average length of service is **10 years**

89% staff retention rate

PCC loses **11 working days** on average per employee to sickness (7 from

Workforce Summary

Number of...



Page 52

Filled
positions



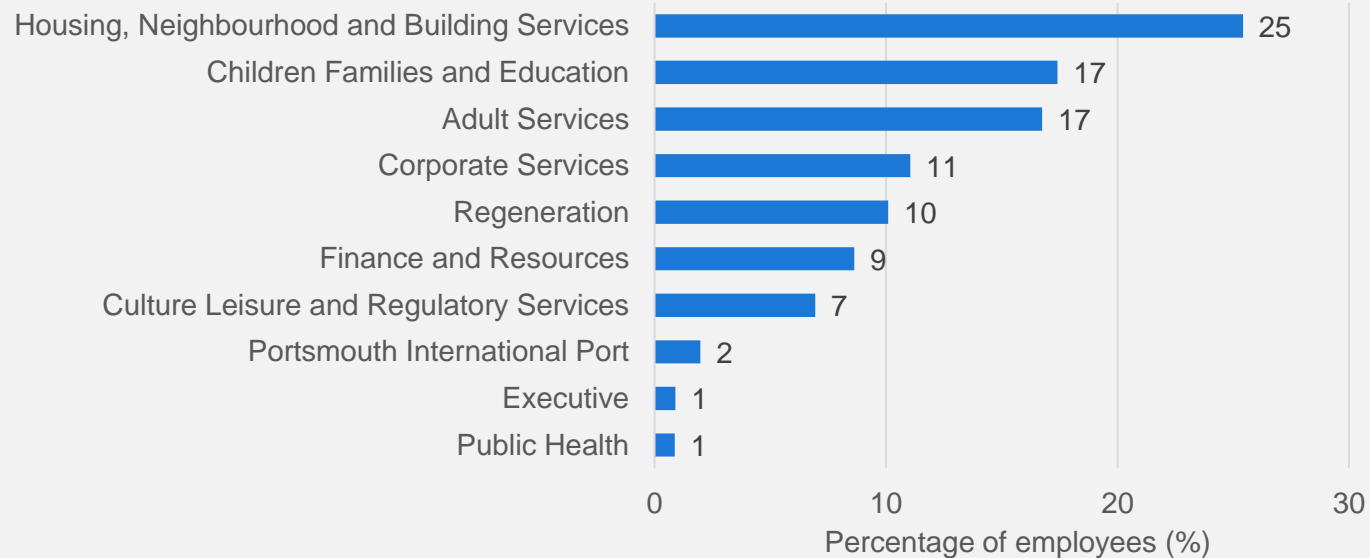
Employees



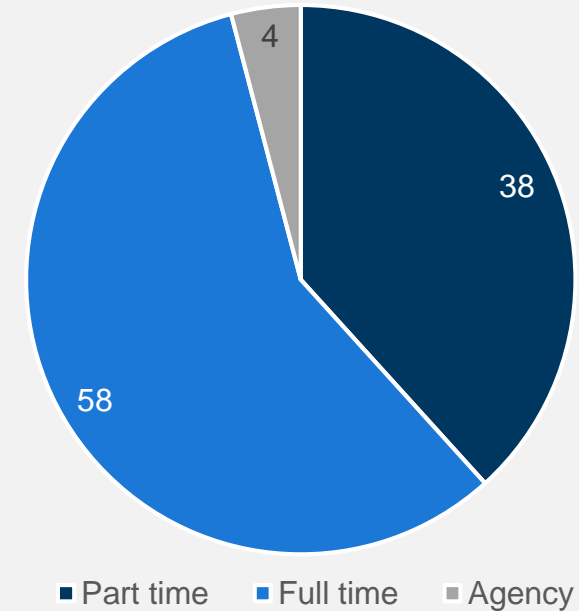
Full-time
equivalent



Employees *by directorate* (Dec 2019); base: 3,793



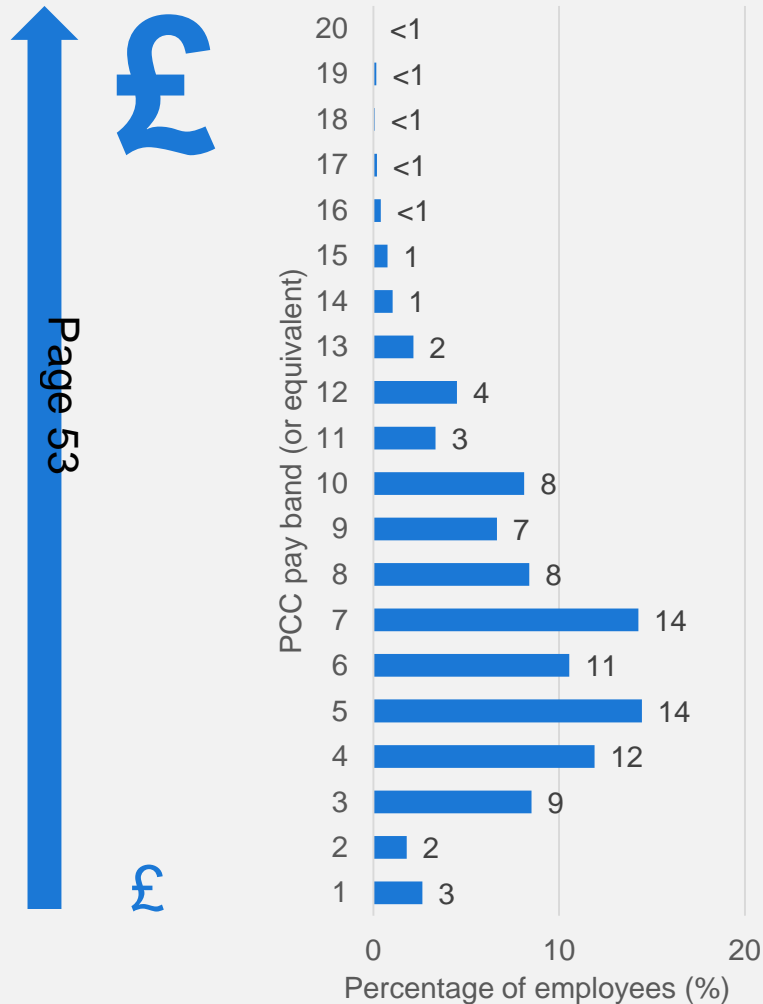
Employees *by employment category*
(Dec 2019); base 3,792



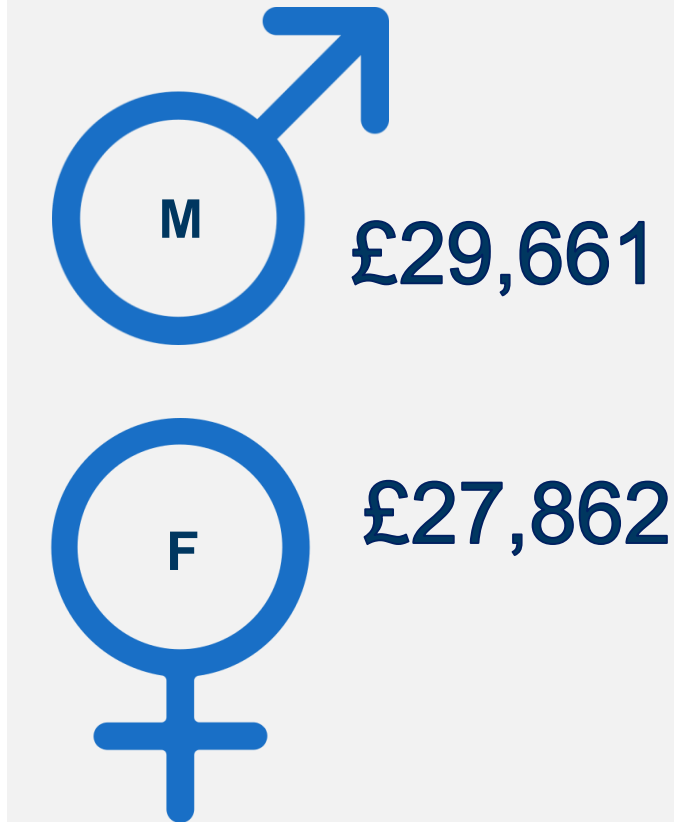
Portsmouth City Council (PCC) has 3,793 employees, a quarter of these employees work within the 'Housing, Neighbourhood and Building Services' directorate.

Pay bands

Employee **pay band** (Dec 2019) | Base: 3,663

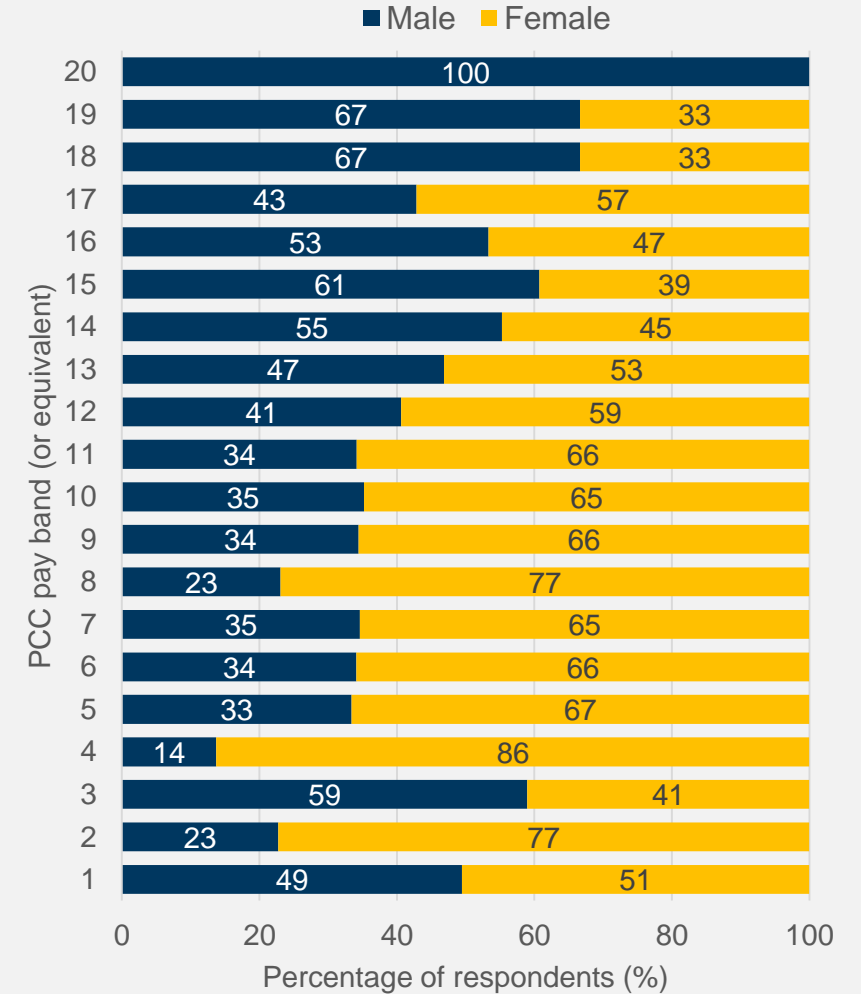


Average salary (Dec 2019)

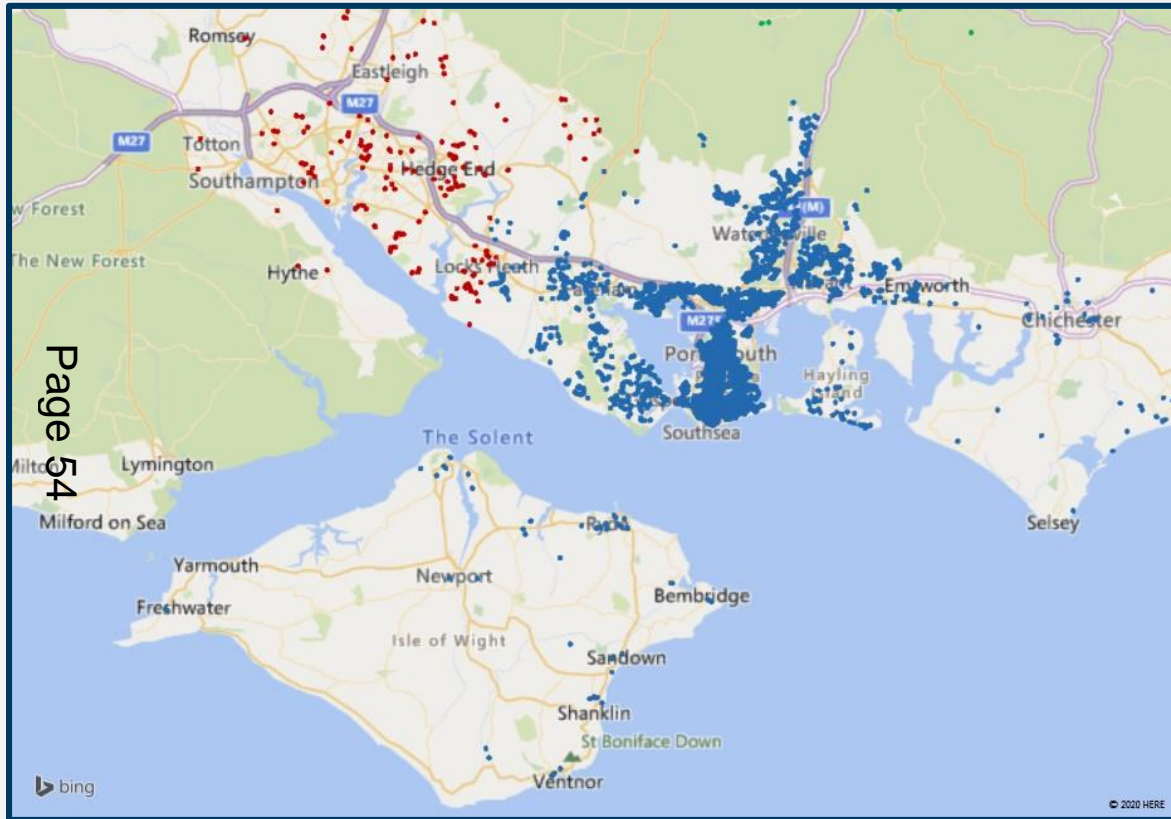


Over half of PCC employees are on salary bands 4-7 (52%).

Employee pay band **by gender** (Dec 2019)
Base: 3,663



Postcode distribution

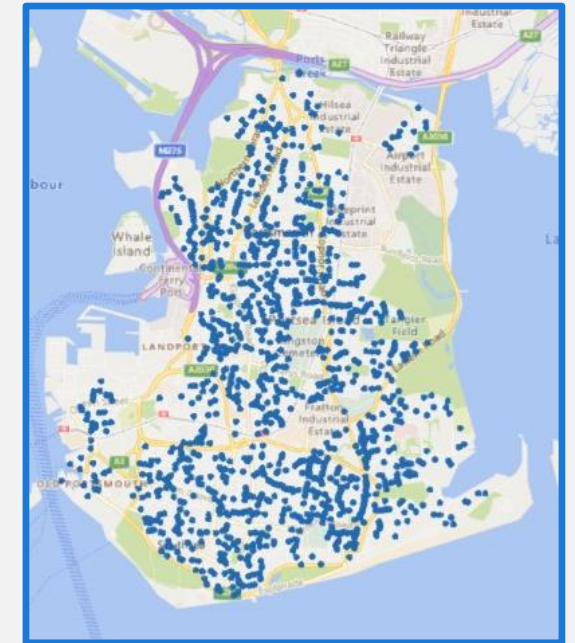


Employee postcodes

93% from the PO postal district

5% from the SO postal district

2% are from elsewhere in the UK



53% of Portsmouth City Council (PCC) employees live on Portsea Island (postcode districts PO1-PO5)

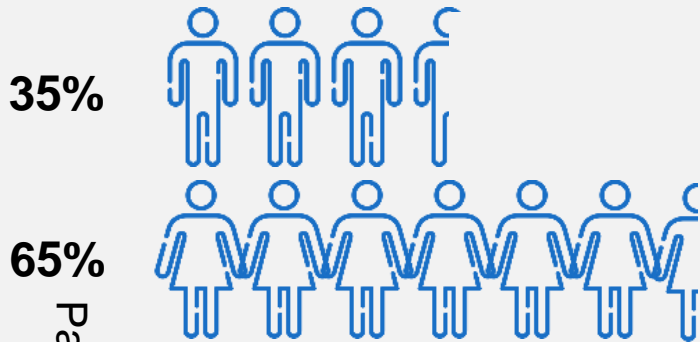
Bournemouth | Guildford | Barnstaple
Croydon | Bromley | Dartford | Norwich
Chester | Plymouth | Milton Keynes



Employees home postcodes come from all over the UK although it is unlikely that staff are travelling such large distances on a daily basis

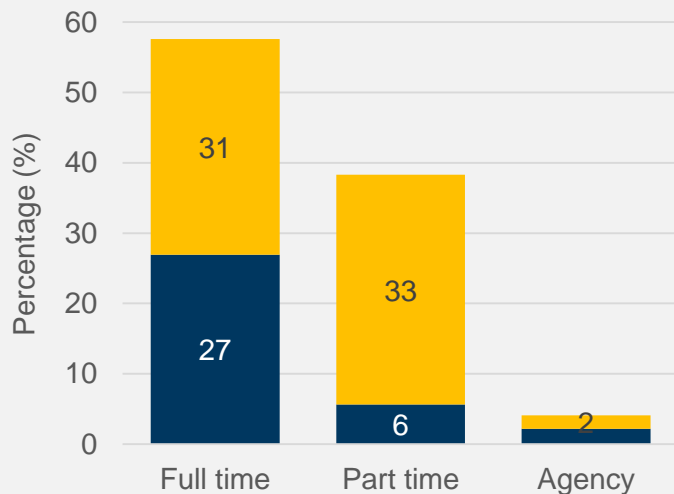
Gender

Employees **by gender** (Dec 2019) | Base: 3,793



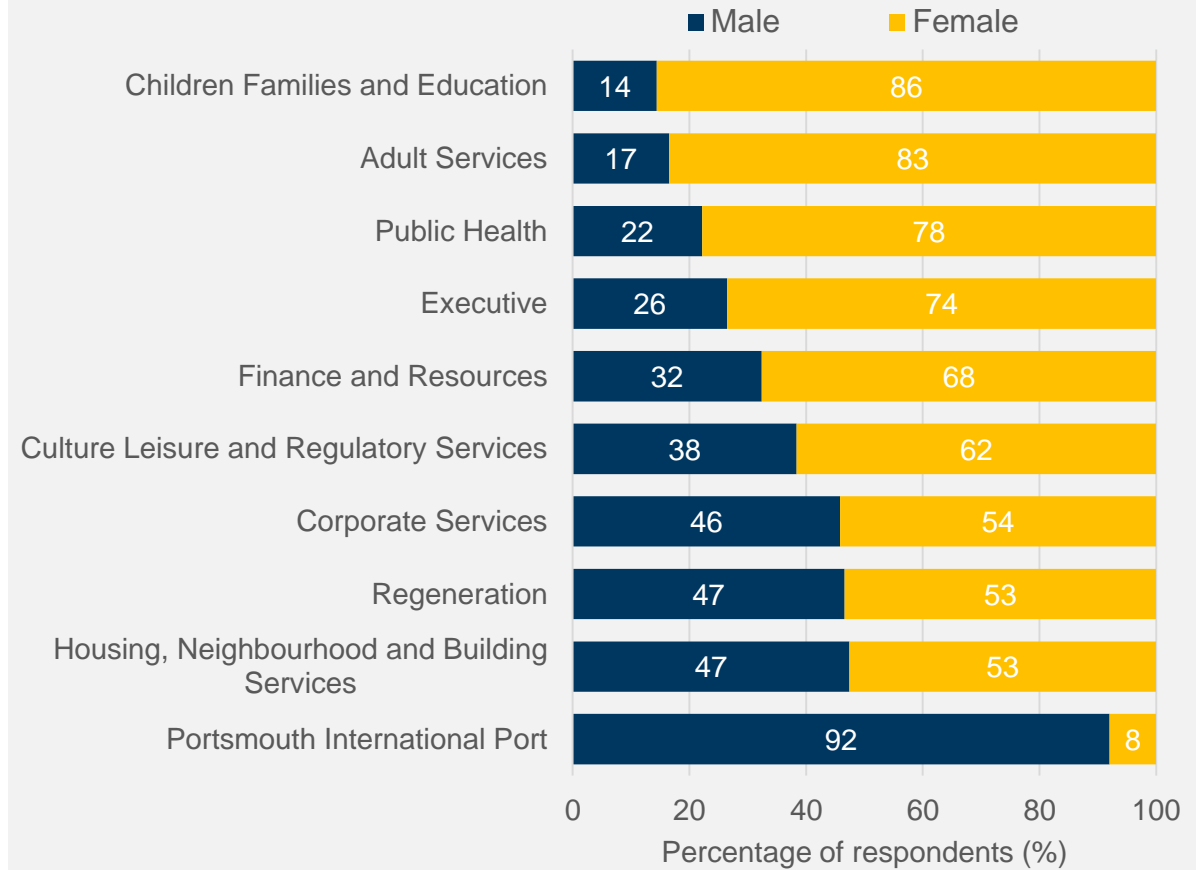
65% of the workforce are female, whilst 35% are male.

Employee gender **by employment category** (Dec 2019) | Base: 3,793



Full-time employees are fairly evenly split by gender however the majority of part time employees are female.

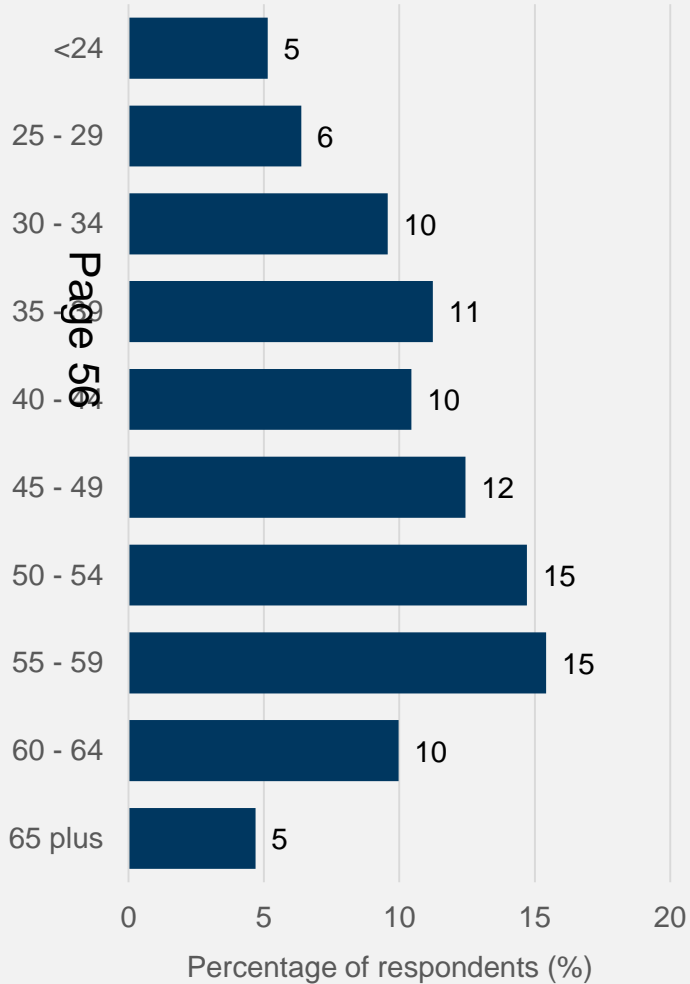
Employee gender **by directorate** (Dec 2019)
Base: Employee roles (3,890)



Females dominate in the majority of directorates except Portsmouth International Port where 92% of employees are male.

Age

Employees **by age** (Dec 2019) | Base: 3,793

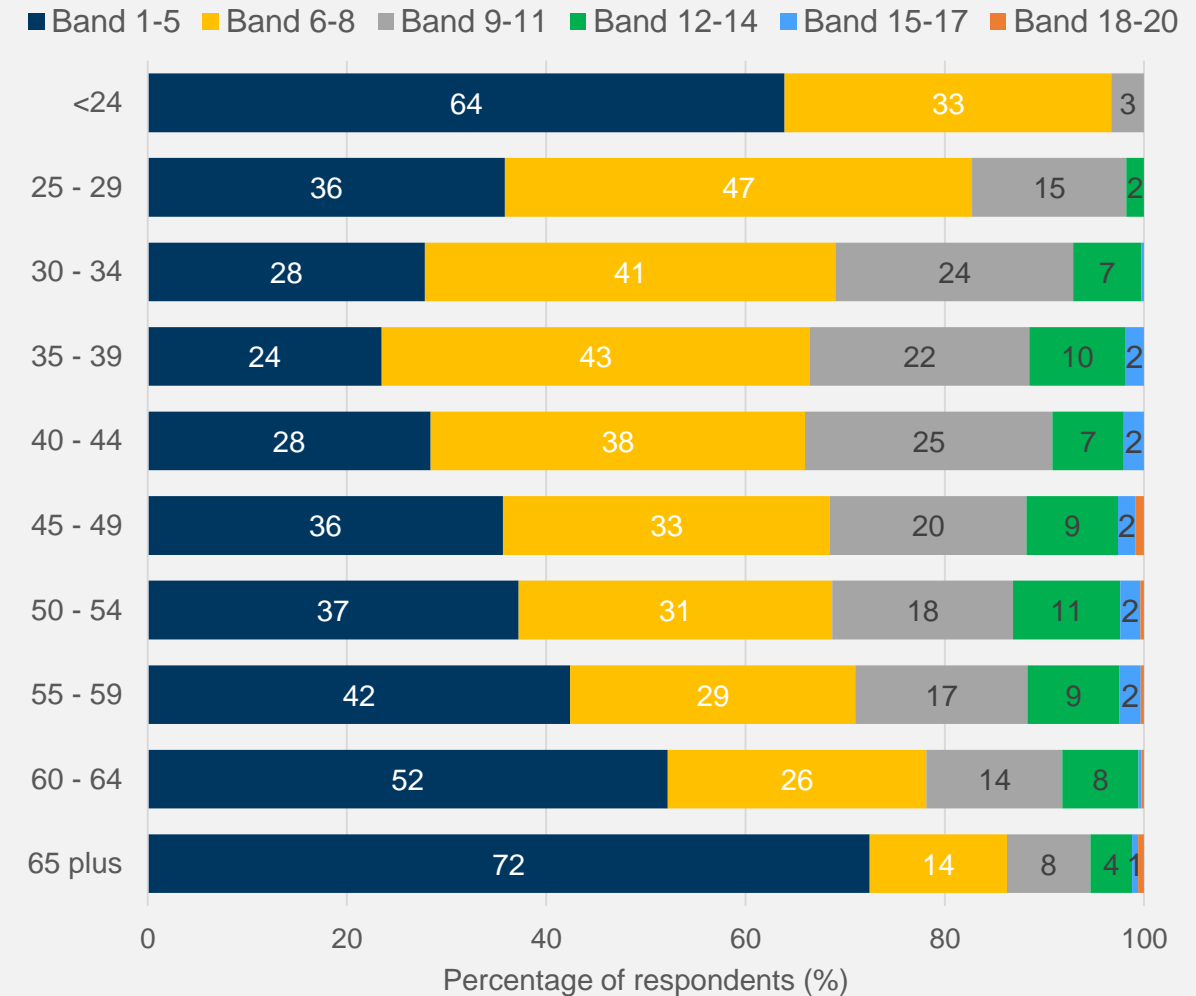


PCC employs a good spread of people from across the age groups. The profile of employees is slightly older with 57% aged 45+ years.

The majority of positions in bands 1-5 (at the lower end of the pay scale) are filled by employees aged under 25 or 60+.

More senior positions (bands 12-20) are filled by employees aged between 35-59.

Employee age **by pay band** (Dec 2019) | Base: 3,672

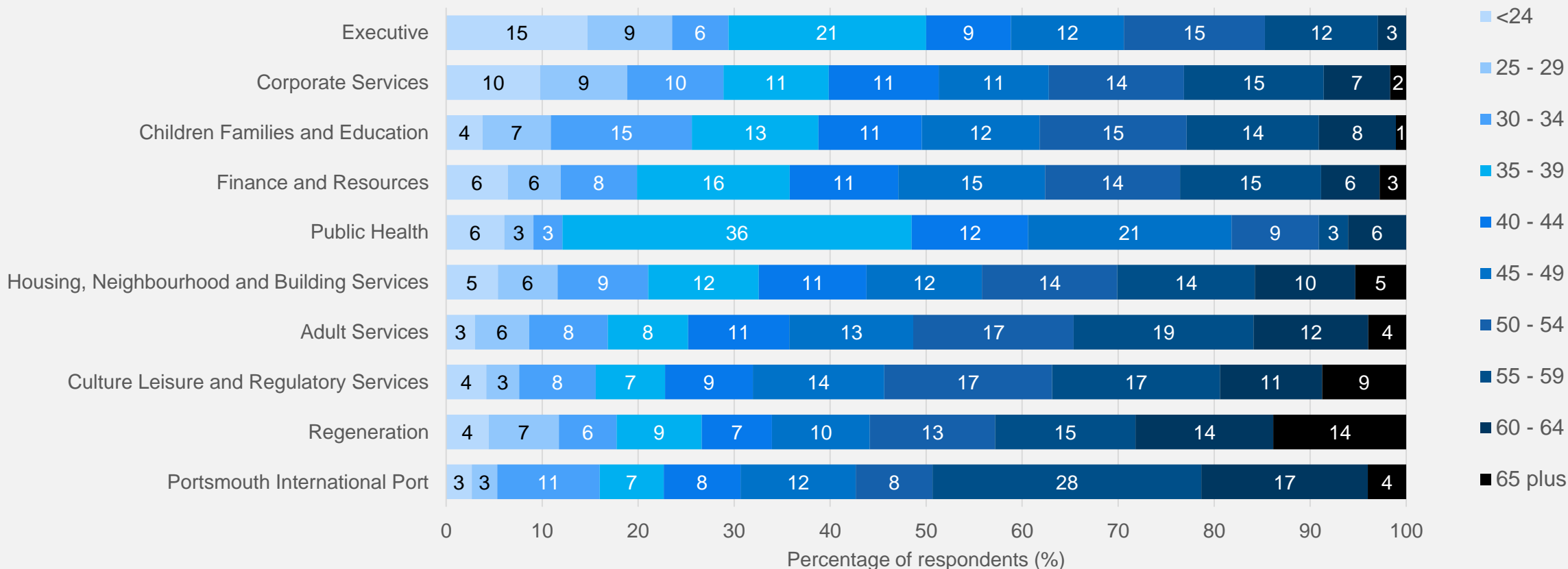


Age

Employees age by **directorate** (Dec 2019) | Base: 3,793

Younger ← → Older

Page 57

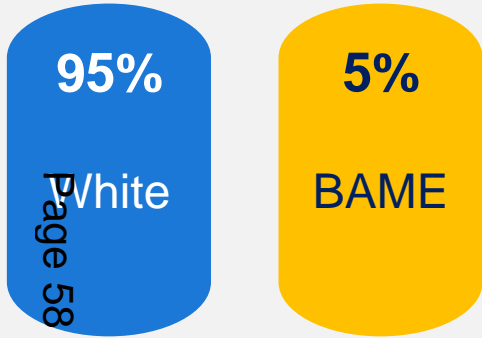


Executive and Corporate Services have the youngest profile of employees (around 30% are under 35 years old). Portsmouth International Port has the oldest distribution with almost half of employee being aged 55+ (49%).

Ethnic Origin

Employees by **ethnic origin**
(Dec 2019) Base: 2,861

The majority of staff working at PCC are white (95%).

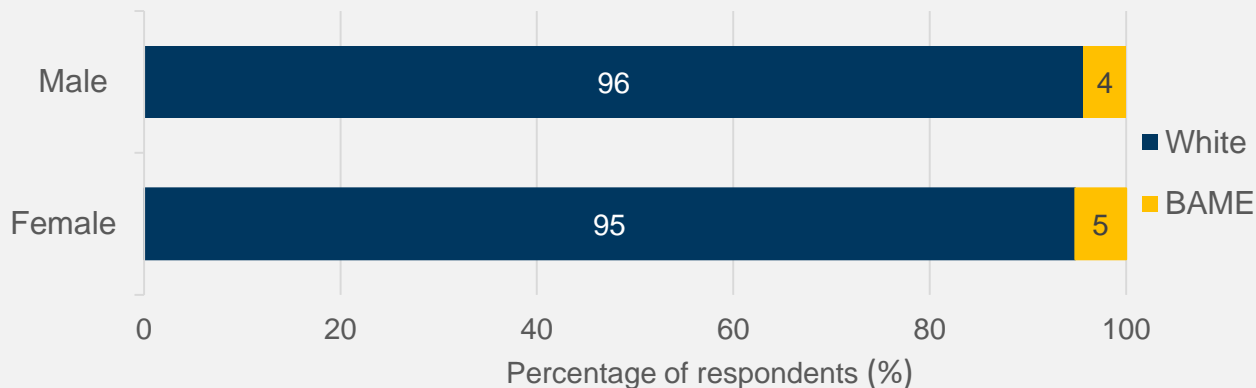


Differences between males and females are minor; 1 percentage point more females are from Black, Asian and minority ethnic (BAME) groups.

The largest BAME group is 'Black or Black British/ African' who account for 1% of employees.

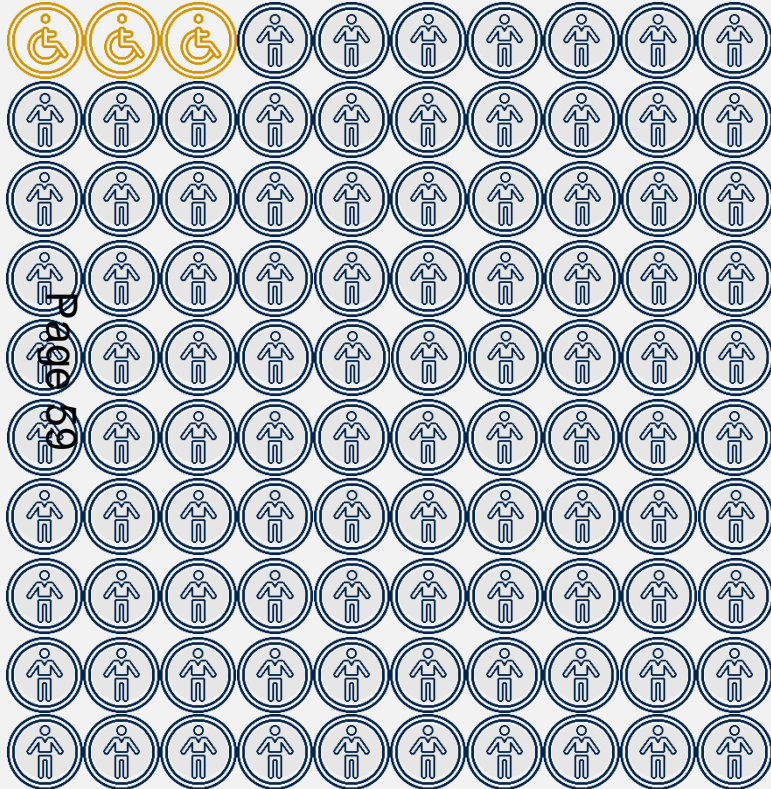
BAME Breakdown (Dec 2019) Base: 2,861	%
Black or Black British / African	1.0
Asian or Asian British / Any Other Asian Background	0.7
Asian or Asian British / Bangladeshi	0.6
Asian or Asian British / Indian	0.5
Other Ethnic Group	0.3
Black or Black British / Caribbean	0.3
Mixed / White & Black African	0.3
Chinese	0.2
Mixed / Any Other Mixed Background	0.2
Black or Black British / Other Black Background	0.2
Mixed / White & Black Caribbean	0.2
Mixed / White & Asian	0.2
Asian or Asian British / Pakistani	0.1

Employee **gender** by ethnic origin (Dec 2019) | Base: 2,861



Disability

Employees **by disability** (Dec 2019) Base: 2,310



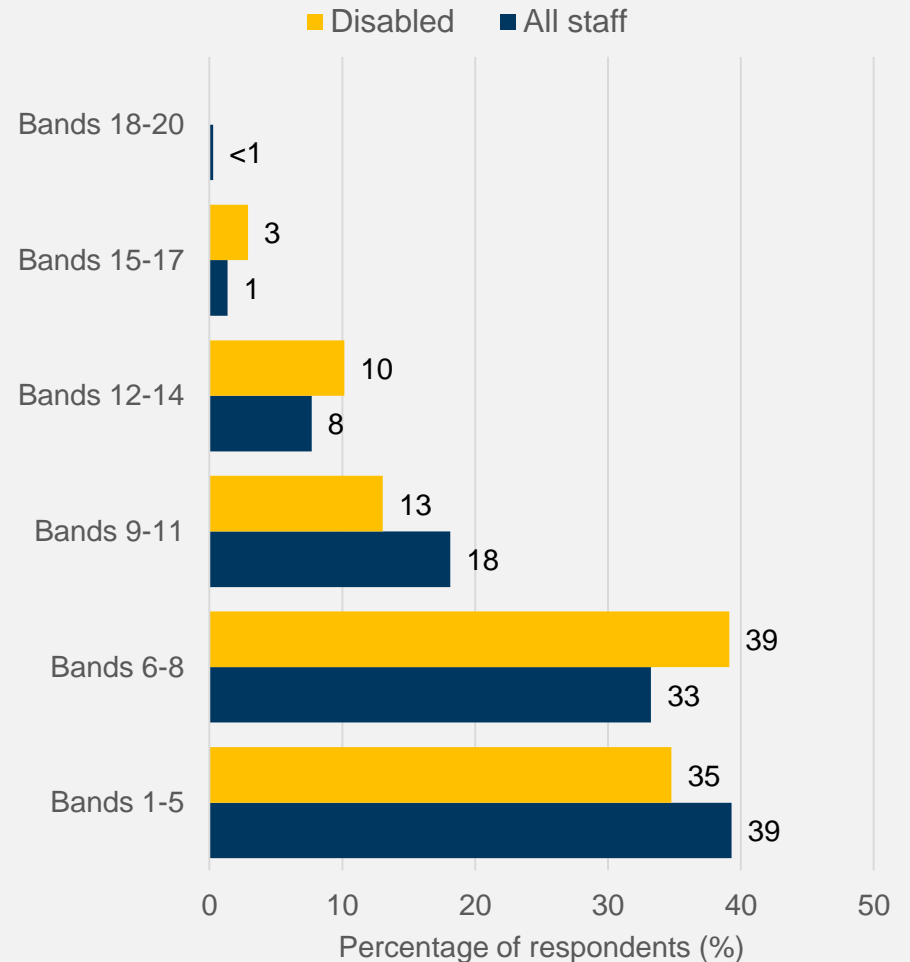
Just 3% of employees working at PCC have a disability.

PCC employs staff with disabilities throughout the pay bands.

Employees with disabilities are over represented in some bands (6-8 and 12-17) and under represented in others (bands 1-5 and 9-11) however this is not unusual when looking at such a small proportion of the total population (3%).

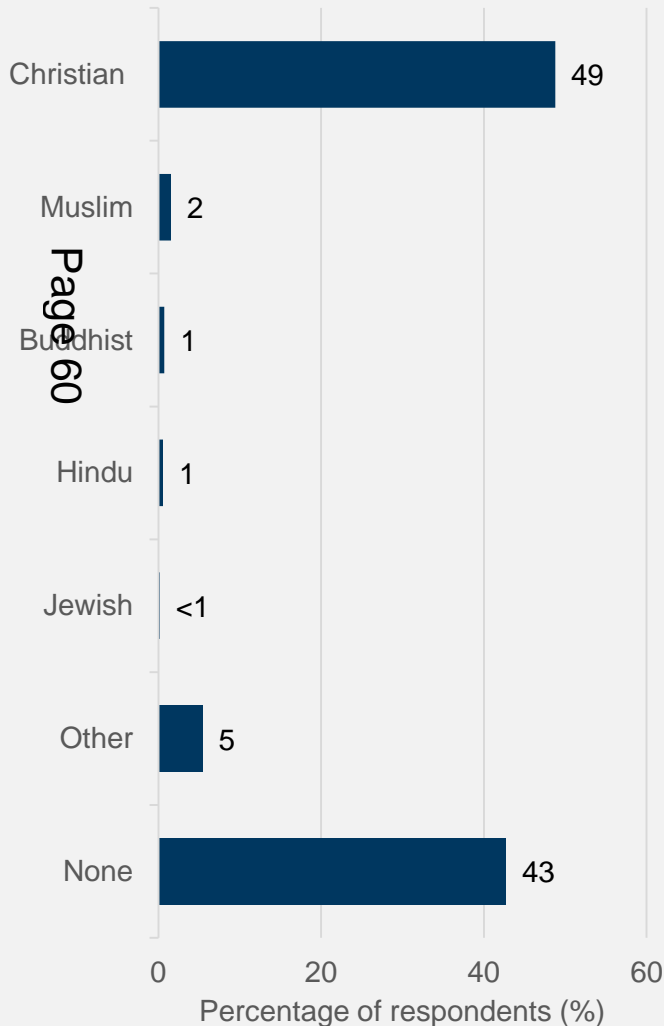


Employee disability **by pay band** (Dec 2019)
Base: All staff (3,667) | Disabled staff (69)



Religion & Belief

Employees **by religion** (Dec 2019) | Base: 1,228

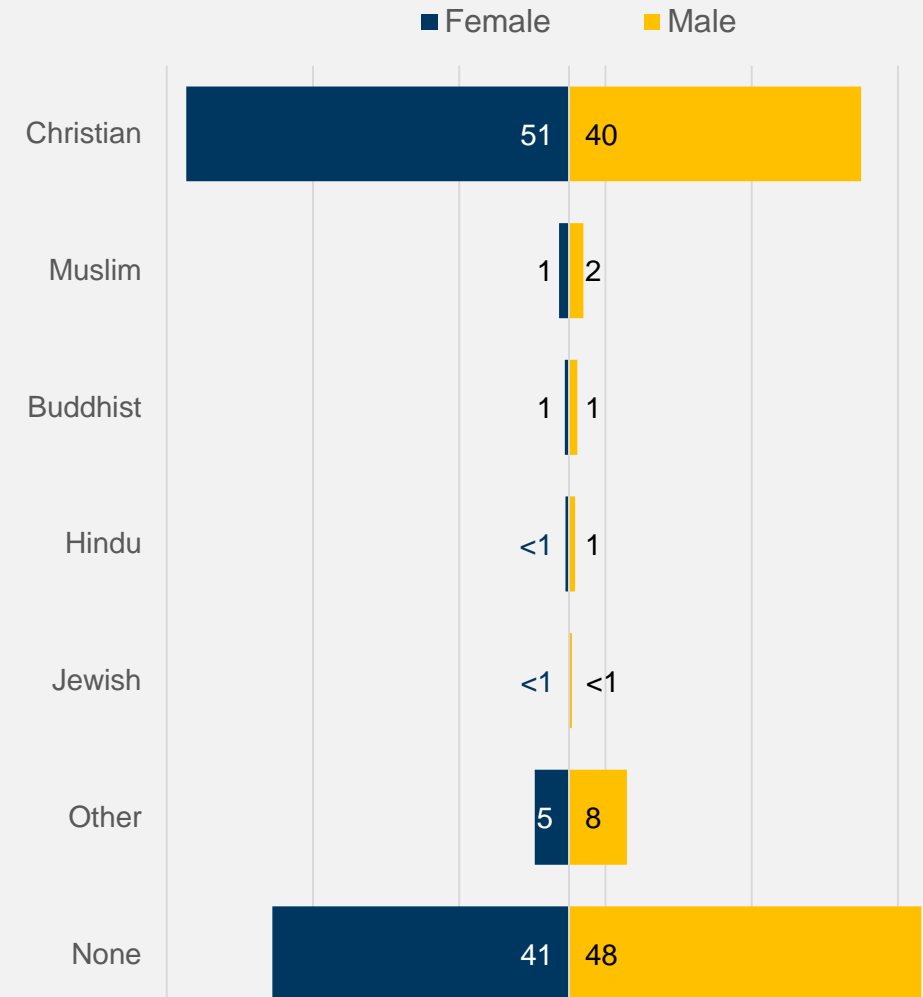


Christianity (all denominations) is the most dominant religion amongst PCC employees (47%), other religions account for a further 10% whilst 43% have no religious beliefs.



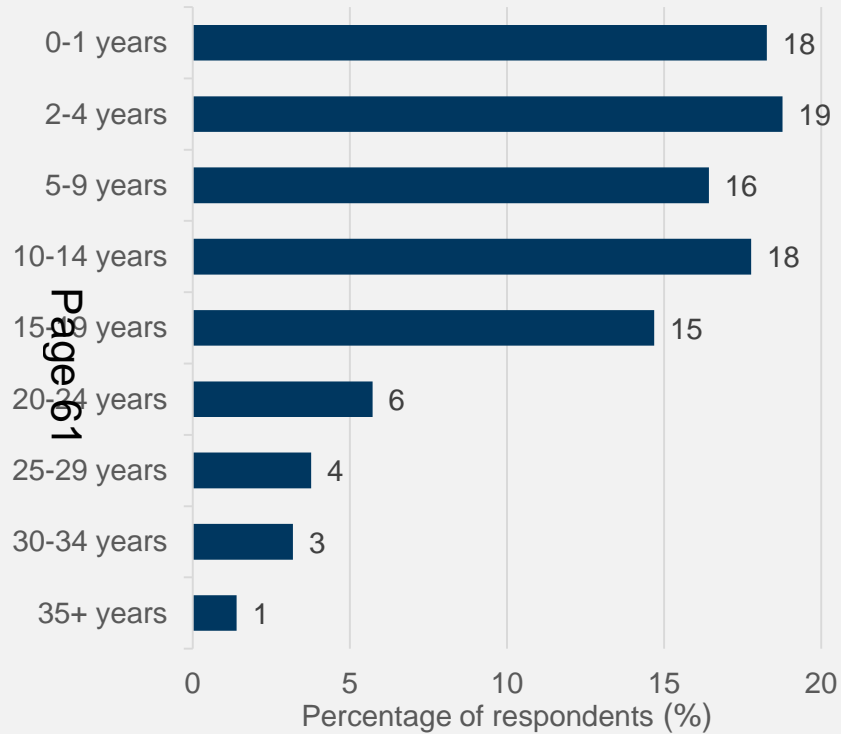
A higher proportion of males working at PCC are Christian. Females are more likely to have no religion than males.

Employee by religion **by gender** (Dec 2019) | Base: 1,228



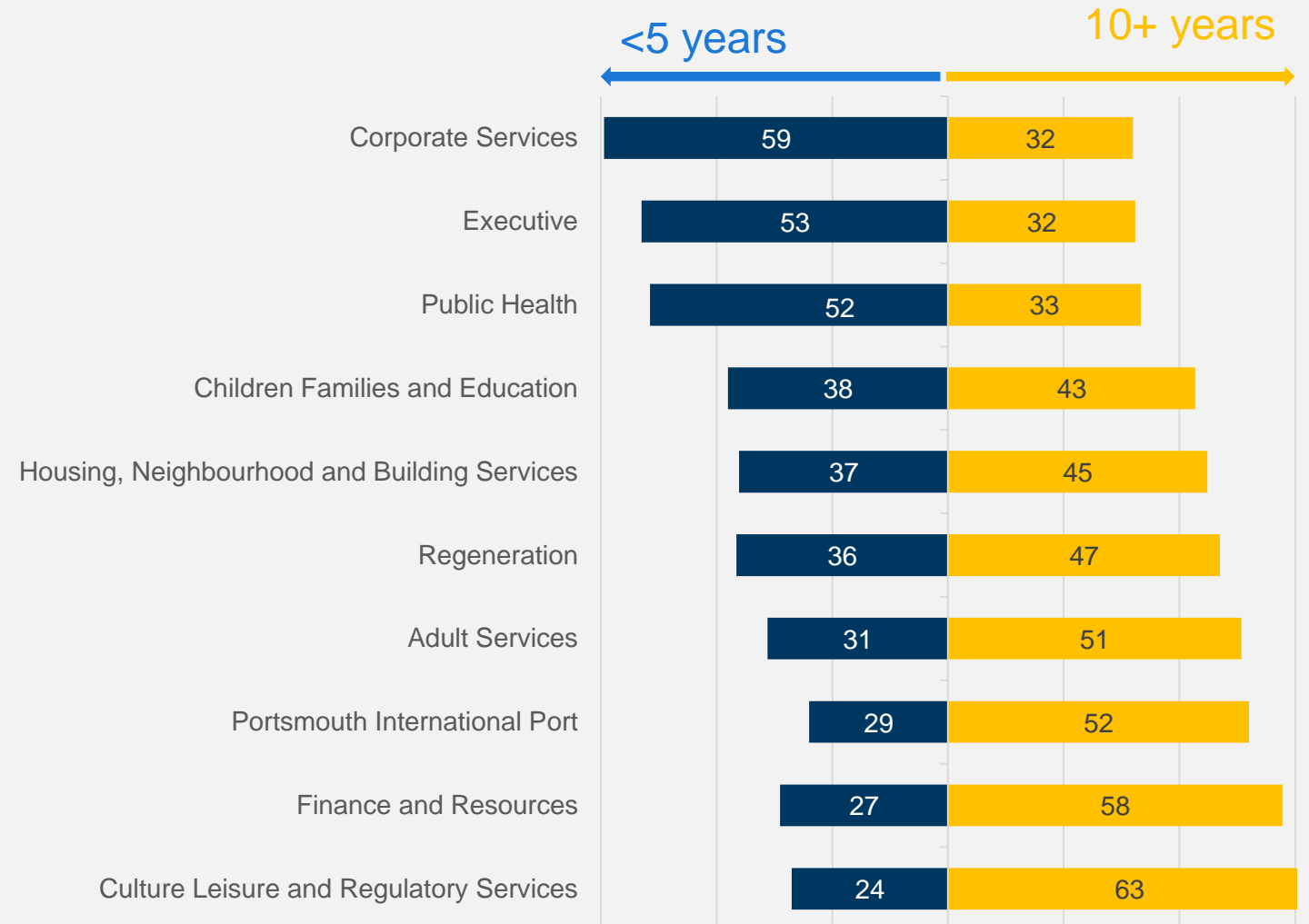
Length of Service

Employees by **length of service** (Dec 2019)
Base: 3,793

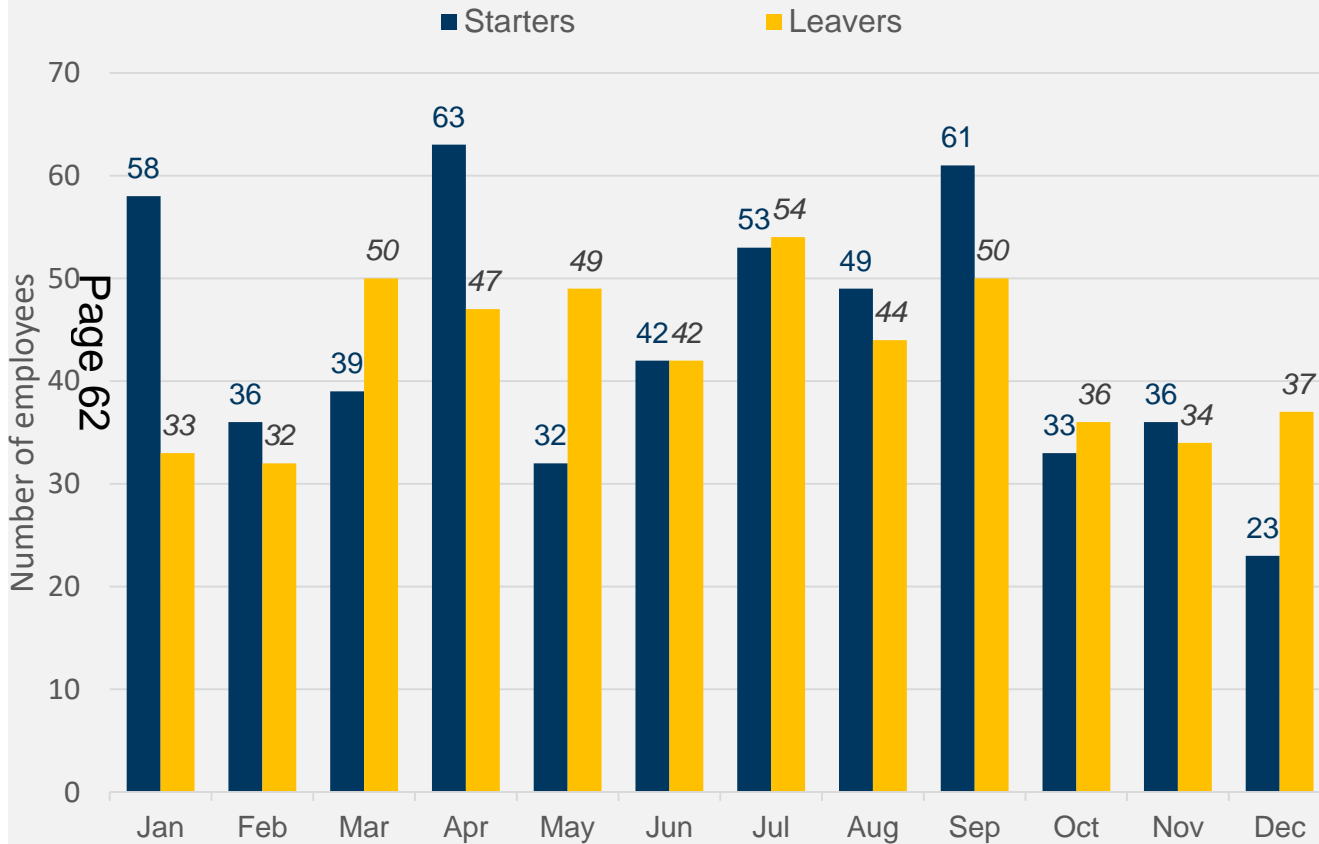


Across all PCC employees, the average length of service is 10 years. The longest serving employees have worked for PCC for 45 years.

Length of service **by directorate** (Dec 2019) | Base: 3,793

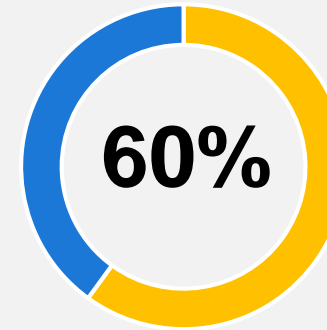


Number of starters and leavers **by month** (2019)



In total 525 people began working at PCC and 508 people left PCC during 2019. January, April and September are peak months for new starters.

2019 Starters leaving with a year (01 Jan - 01 Dec 2019)



60% of staff starting at PCC in 2019 left within 12 months. Of these just over a third left within 6 months (36%).

Staff leaving within 12 months are most likely to be:

- Aged 30-39 years (33%)
- From Culture, Leisure & Regulatory Services (30%)
- Fixed term (41%) or permanent contract (44%)

Employee Turnover

Turnover and Retention rates

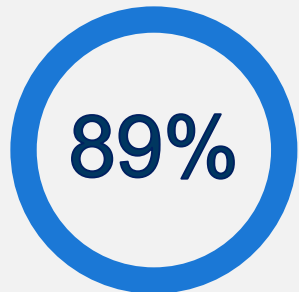
(Jan 01 – Dec 01 2019)

Employee Turnover

Page 63

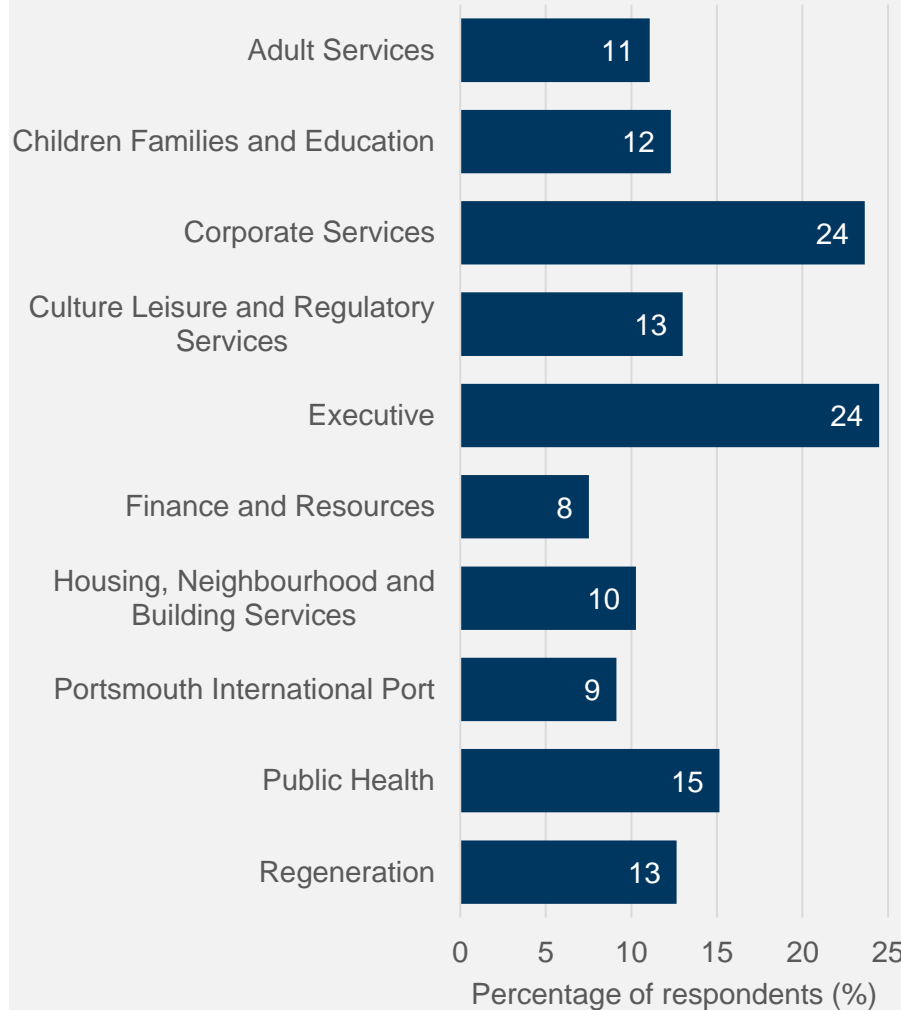


Employee Retention



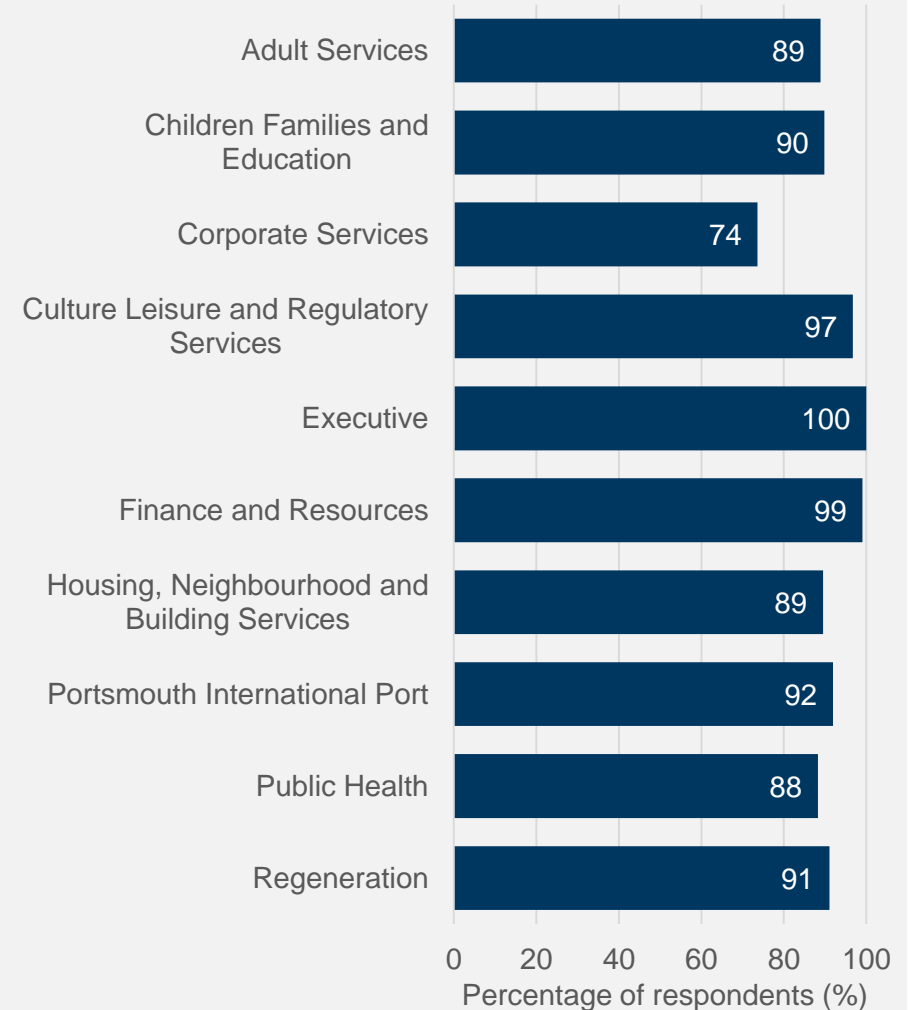
Employee turnover rate by directorate

(Jan 01 – Dec 01 2019)



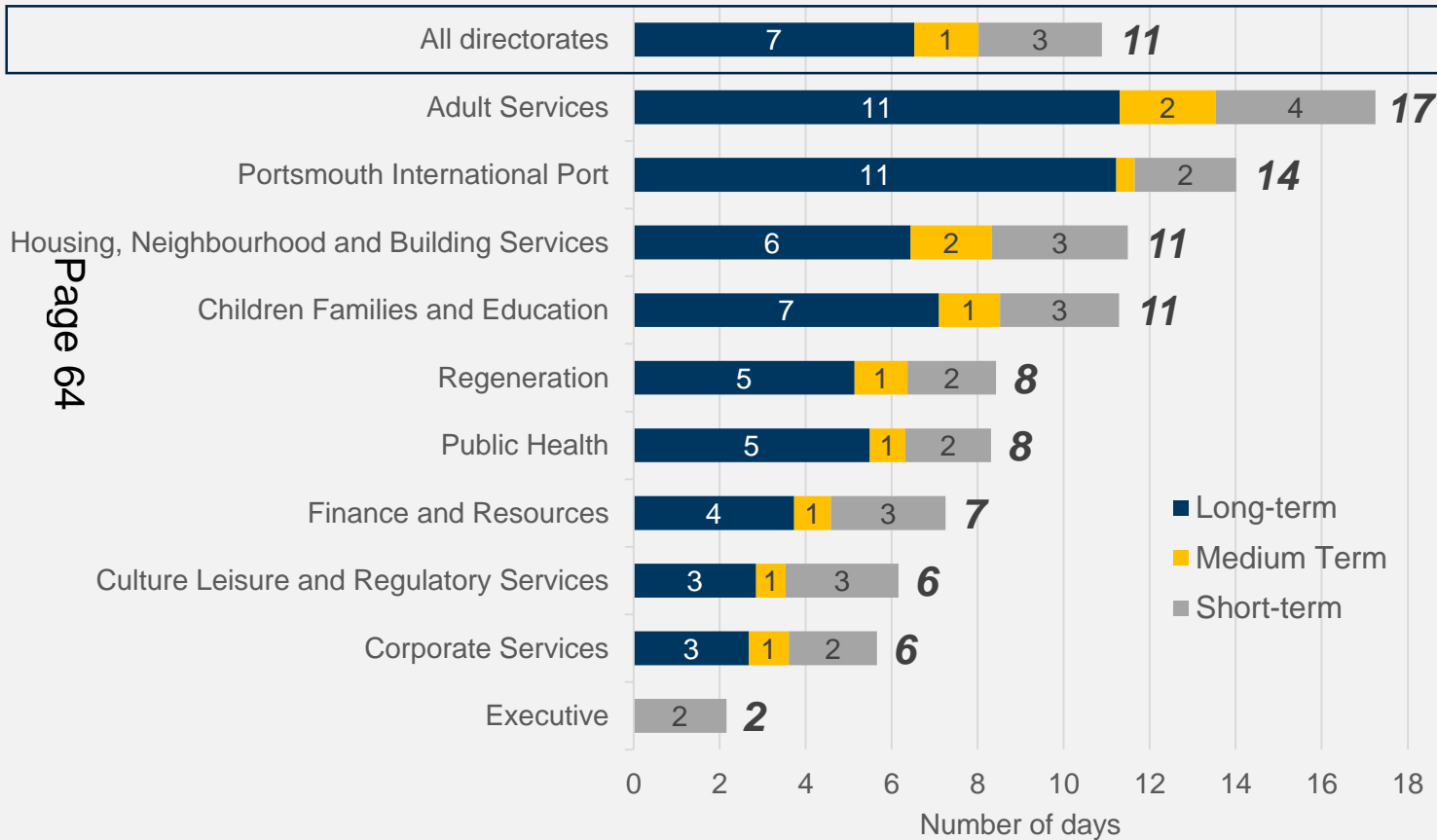
Employee retention rate by directorate

(Jan 01 – Dec 01 2019)



Sickness Absence

Average number of days lost per person per year (1st Jan – 31st Dec 2019) | Base 3639



Adult Services and Portsmouth International Port have the highest annual number of sick days on average per person; this is largely due to staff on long-term sick leave.

Top reasons for absence (1st Jan – 31st Dec 2019)

Psychological
(incl. stress, anxiety and depression)

Musculoskeletal

Virus
(incl. colds, coughs and influenza)

Gastrointestinal
(incl. stomach and bowel)

Cancer and tumours

Neurology/Nervous system
(incl. headache, migraine and epilepsy)



Workforce Insight Profile 2021

Corporate Services

The purpose of this report is to provide an annual summary of the profile of the workforce for Portsmouth City Council. It supports the Council's commitment to equality and diversity and fulfils the statutory requirement to publish workforce equality data under the Equality Act 2010.

As part of the Portsmouth City Council workforce strategy, directorate action plans are going to be developed across the organisation.

Base sizes

Unless otherwise stated, the reported base always refers to the number of employees. Portsmouth City Council does not hold complete data on every employee (this may be because the question was not asked at enrolment or employees chose not to provide an answer for specific questions), therefore the base sizes vary from question to question (a summary of response rates by question is shown in the chart on the next slide).

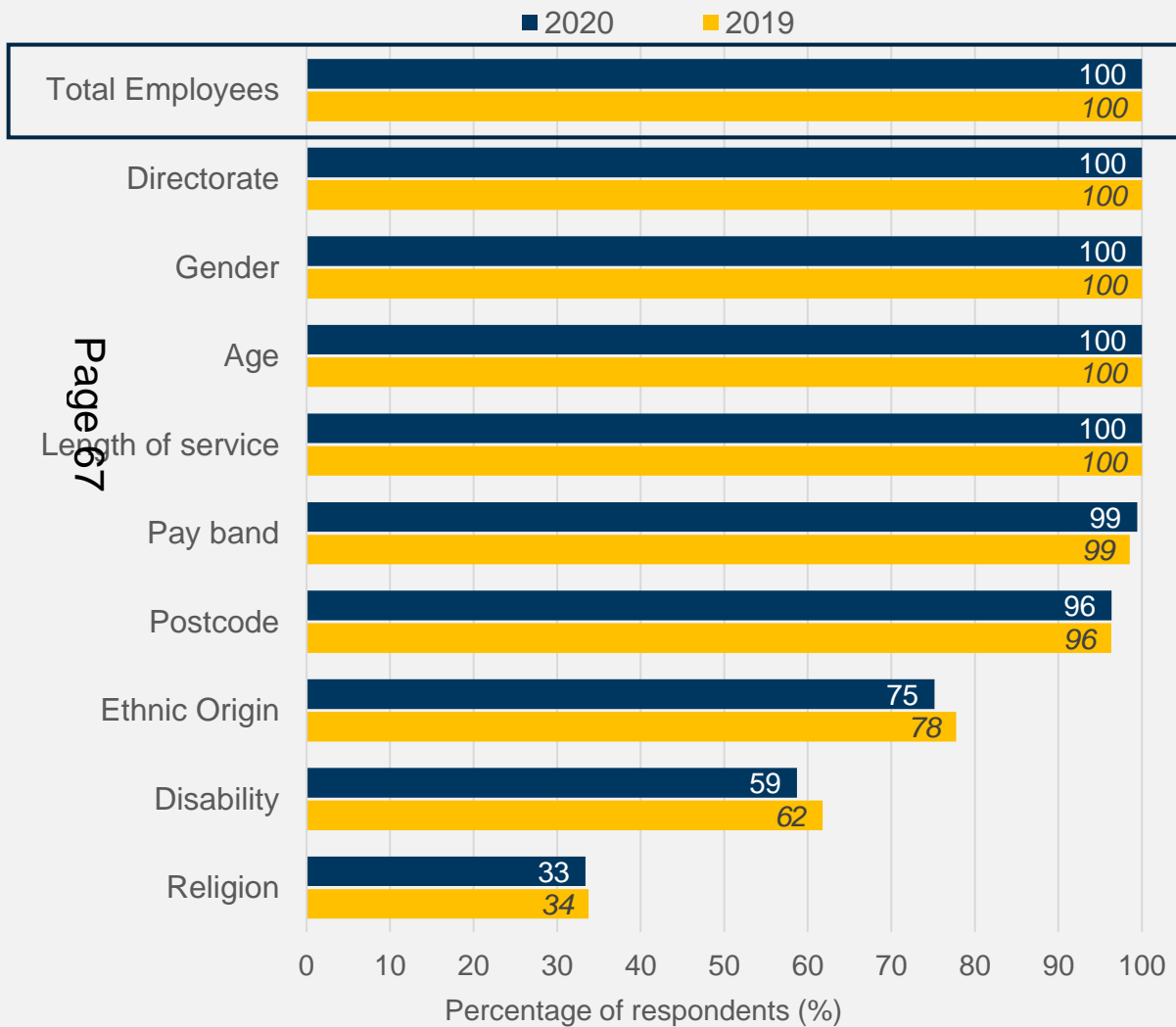
Data Source

This report is based on employee data held on EBS Oracle as at 1st December (2020) (unless otherwise stated). The data does not include agency staff.

Attributers: Icons made by Freepik from www.flaticon.com

Response Rates

Response rates (Dec); Base: 2020 (3,796) | 2019 (3,769)



Portsmouth City Council has information on directorate, gender, age and length of service on every employee.

The proportion of staff on which PCC holds ethnic origin and disability information on decreased by three percentage points from 2019 to 2020.

- 3,796 people are employed by Portsmouth City Council, with 'Housing, Neighbourhood and Building Services' (the largest directorate) accounting for 25% of staff
- 93% of staff live within the PO postal district with 54% living on Portsea Island
- 66% of the workforce are female, 34% are male (consistent year-on-year)
- PCC has an older profile of staff with 56% aged 45+ years; Adult Services is the 'youngest' directorate with 28% aged under 30 years
- The proportion of staff from BAME groups increased by 1% from 2019 to account for 6% of staff in 2020
- Just 3% of employees working at PCC have a disability (consistent year-on-year)
- 46% of staff are Christian, 44% have no religious beliefs
- Average length of service is 10 years (consistent year-on-year); just over a fifth of the workforce have worked at PCC for less than two years (21%)
- 92% staff retention rate (the proportion of staff employed for the whole year) in 2020 which is up 2% from the previous year
- 11% employee turnover rate which is based on the proportion of staff who left over 2020
- There was a huge spike in starters in April which was due to the transfer of a care home back to PCC
- PCC lost 8 working days on average per employee to sickness, this is down from 11 days in 2019 ; Adults Services and Portsmouth International Port consistently have the highest absence levels

Workforce Summary

Number of...



Filled
positions



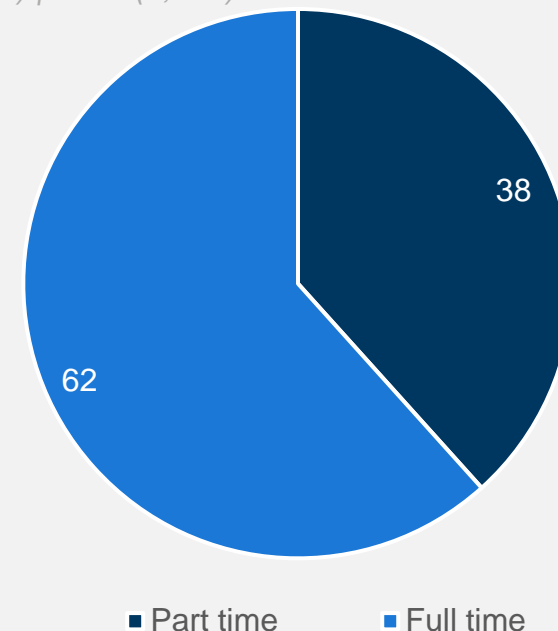
Employees



Full-time
equivalent

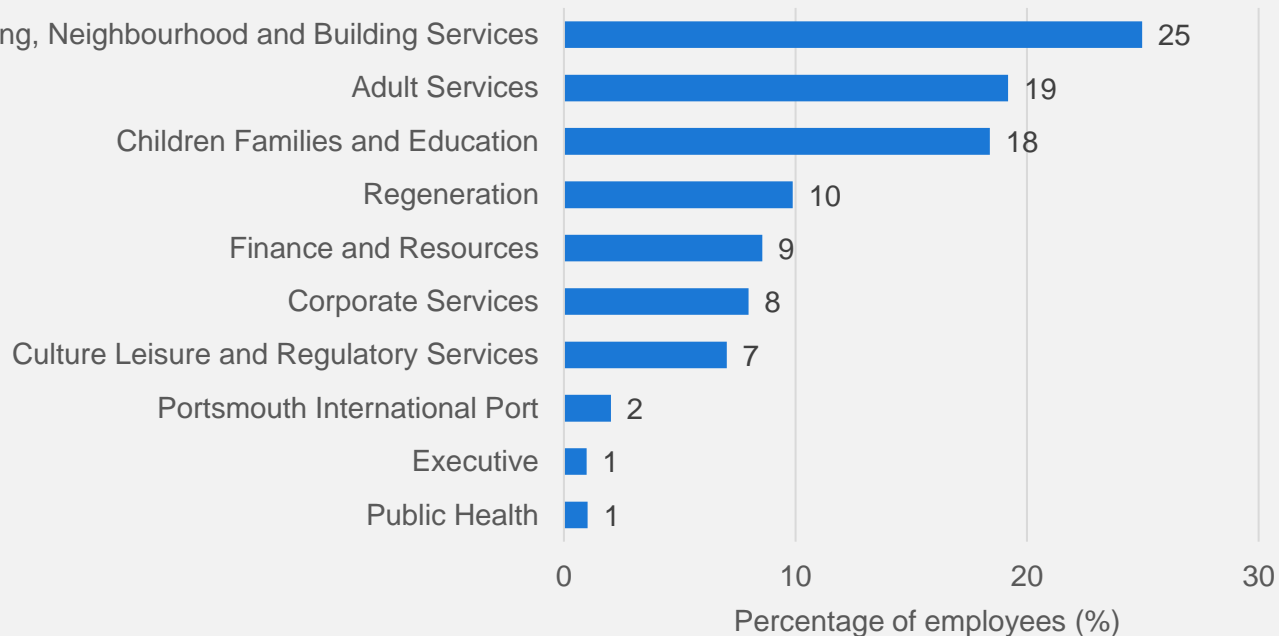


Employees *by employment category*
(Dec 2020) | Base (3,795)



Page 69

Employees *by directorate* (Dec 2020) | Base (3,796)

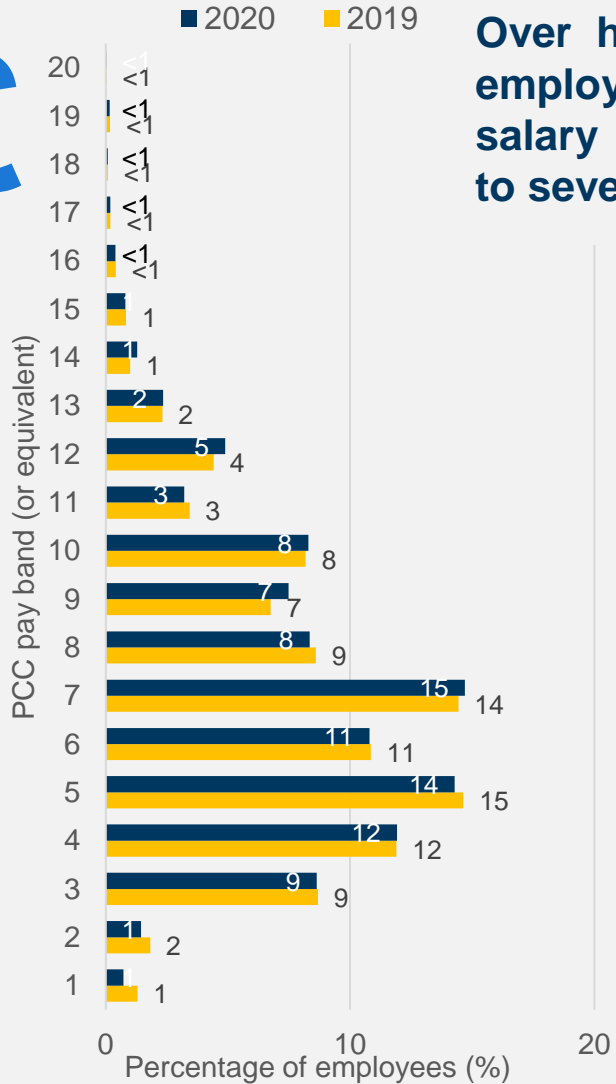


Portsmouth City Council (PCC) has 3,796 employees, a quarter of these work within the 'Housing, Neighbourhood and Building Services' directorate. The majority of staff work full time (62%).

Pay bands

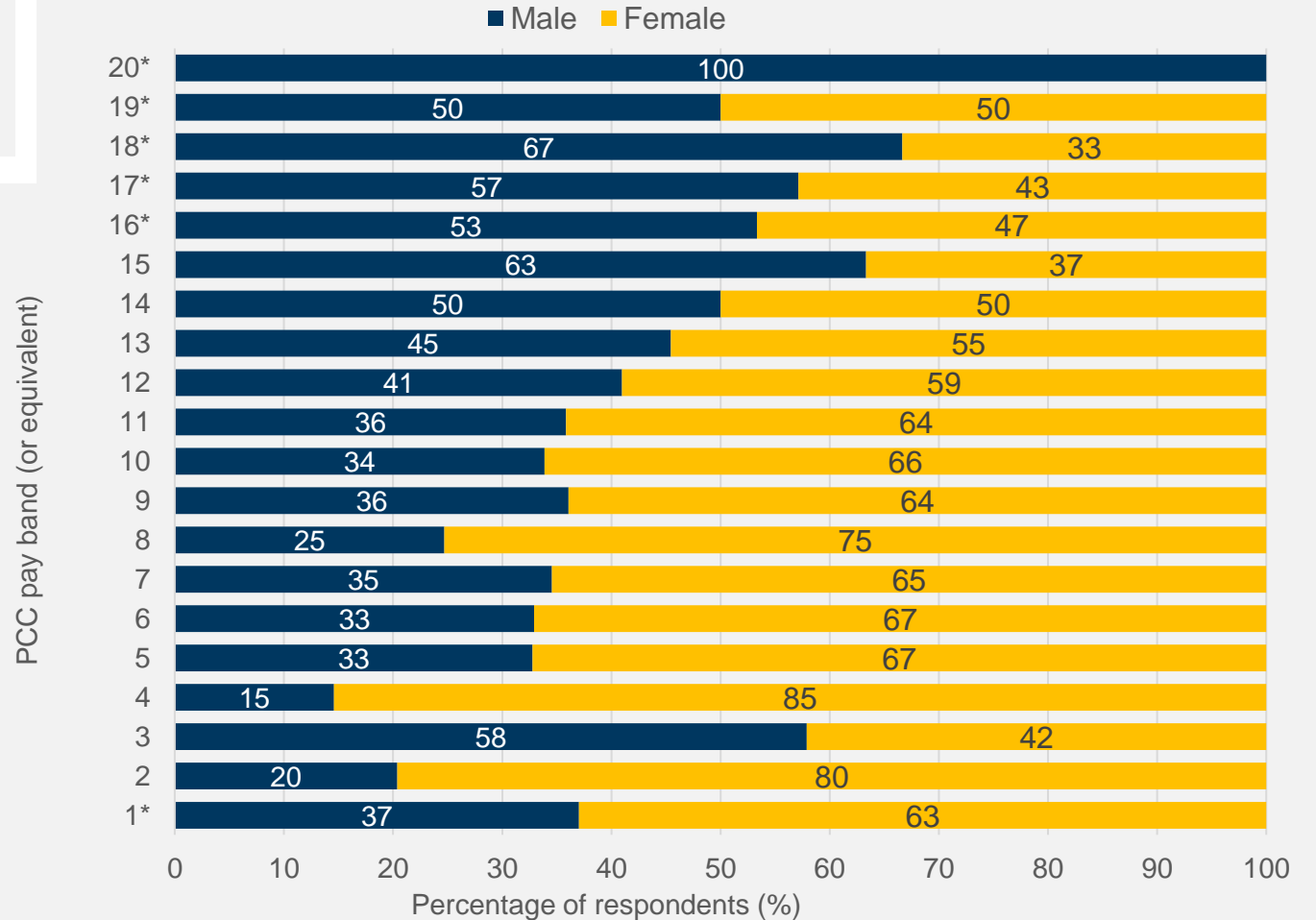
Employee **pay band** (Dec) | Base: 2019 (3,617) | 2020 (3,741)

Over half of PCC employees are on salary bands four to seven (52%).



Employee pay band **by gender** (Dec 2020)

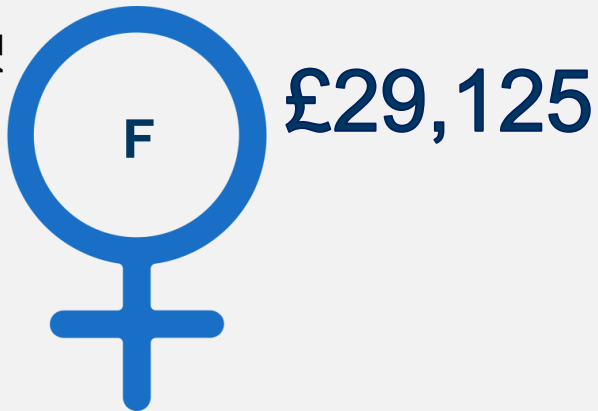
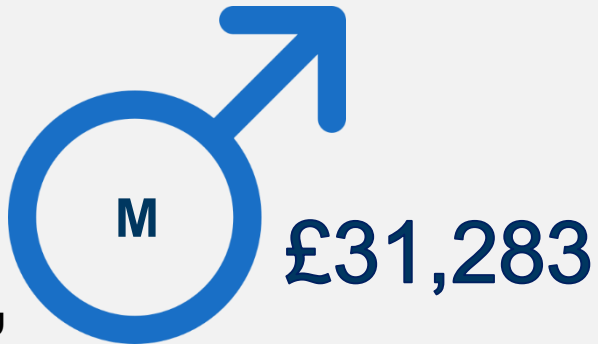
Base: 1 (27*) | 2 (54) | 3 (323) | 4 (446) | 5 (534) | 6 (404) | 7 (550) | 8 (312) | 9 (280) | 10 (310) | 11 (120) | 12 (183) | 13 (88) | 14 (48) | 15 (30) | 16 (15*) | 17 (7*) | 18 (3*) | 19 (6*) | 20 (1*) | *caution small base



Pay bands (continued)

Average salary (Dec 2020)

Base: Male (1,273) | Female (2,468)

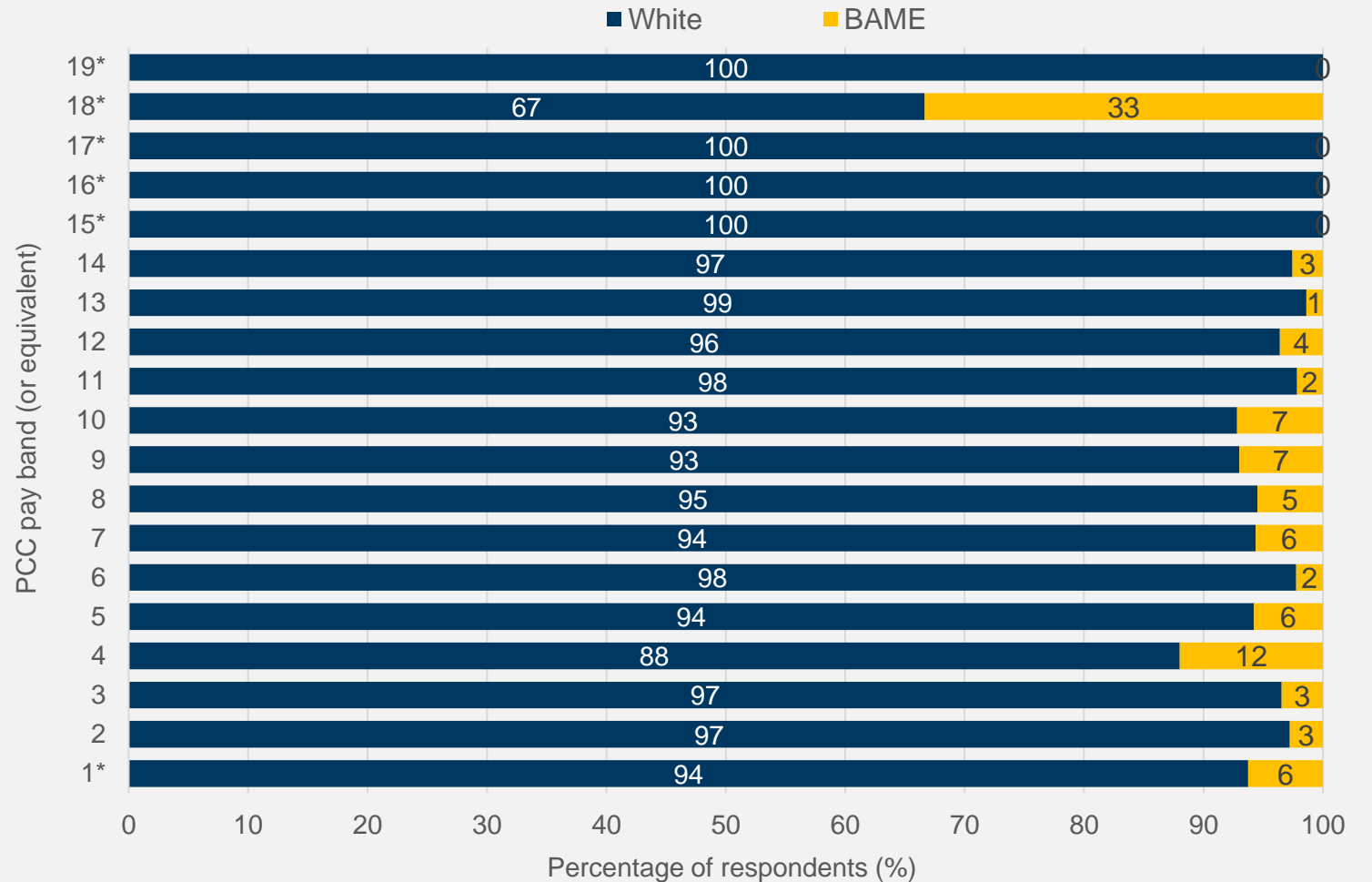


Page 71

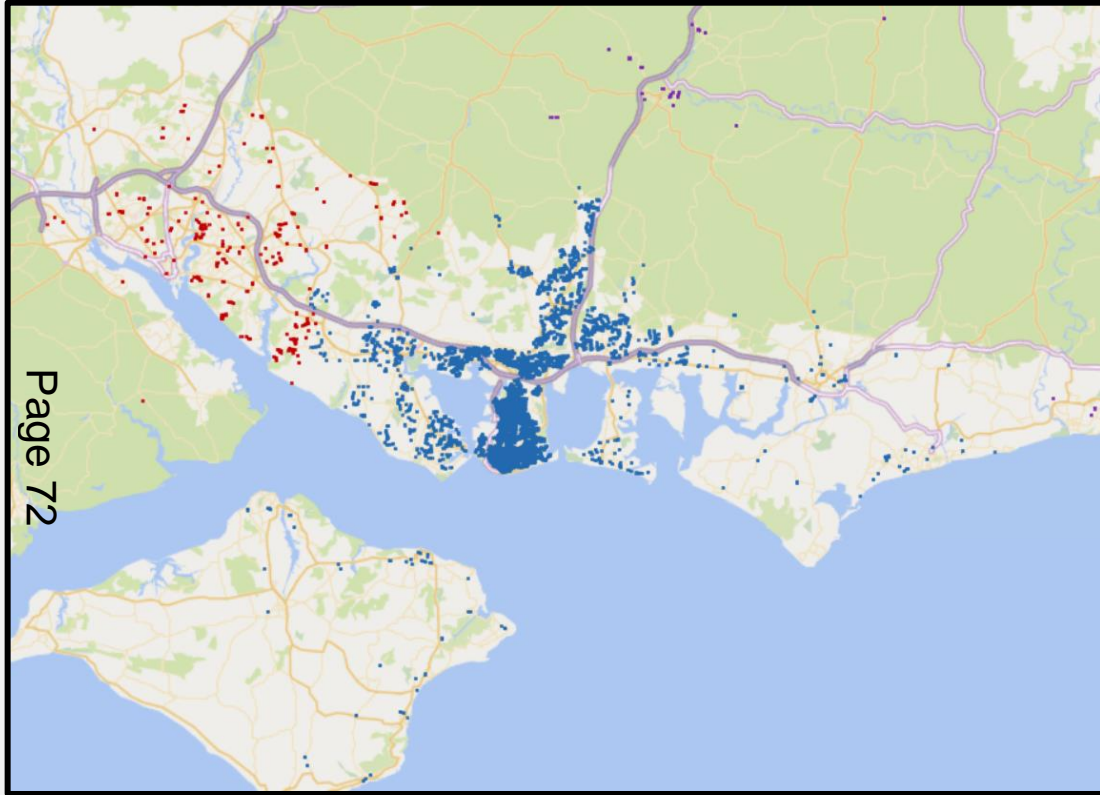
Over half of PCC employees are on salary bands four to seven (52%).

Employee pay band *by ethnic group* (Dec 2020)

Base: 1 (16*) | 2 (36) | 3 (174) | 4 (317) | 5 (381) | 6 (314) | 7 (427) | 8 (237) | 9 (229) | 10 (237) | 11 (92) | 12 (139) | 13 (73) | 14 (39) | 15 (25*) | 16 (14*) | 17 (6*) | 18 (3*) | 19 (4*) | *caution small base



Postcode distribution



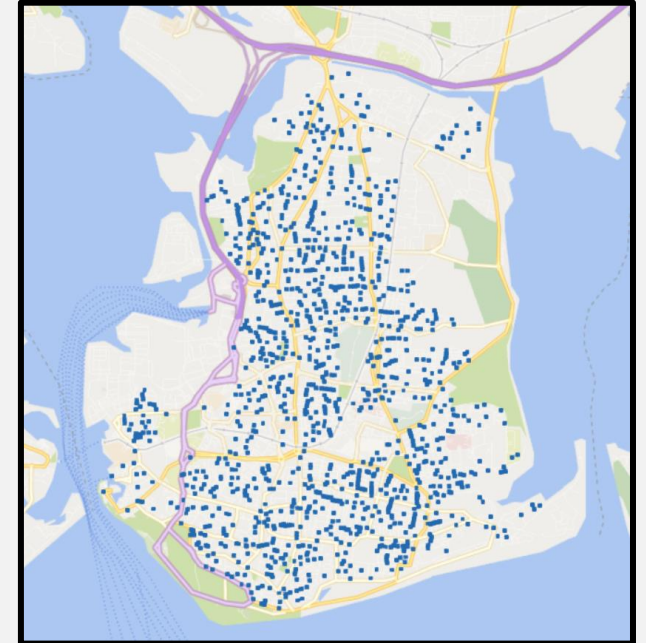
Employee postcodes

(Dec 2020) | Base: (3,658)

93% from the PO postal district

5% from the SO postal district

2% are from elsewhere in the UK



54% of Portsmouth City Council (PCC) employees live on Portsea Island (postcode districts PO1-PO5)

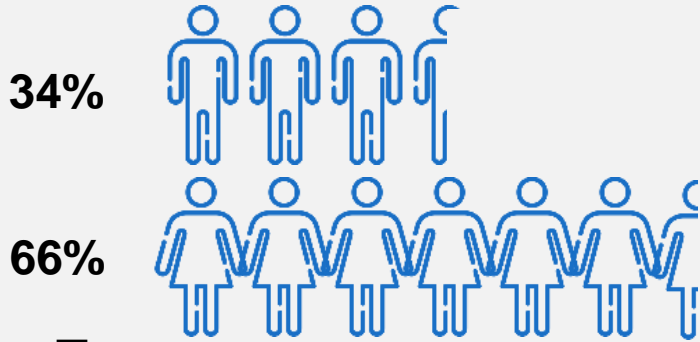
St Austell | Plymouth | Bristol | Lewes
Birmingham | Peterborough | Swindon
Carlisle | Wallasey | Gillingham | Crewe



Employees home postcodes come from **all over the UK** although it is unlikely that staff are travelling large distances on a daily basis. The government guidance is still to work from home wherever possible.

Gender

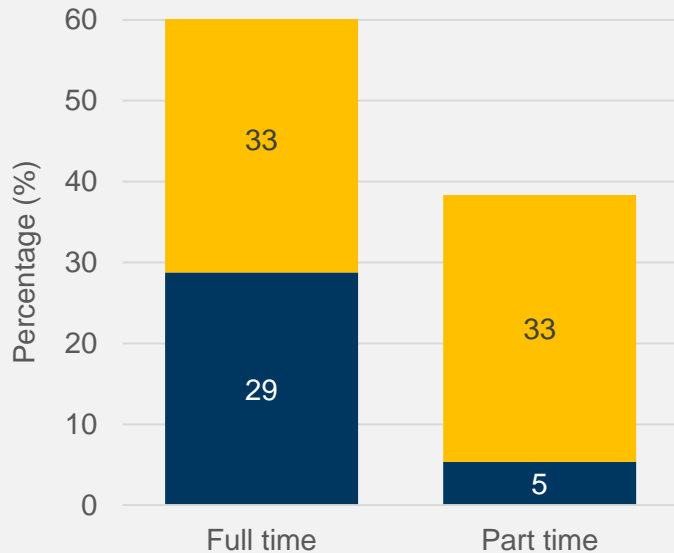
Employees **by gender** (Dec 2020) | Base: 3,795



66% of the workforce are female, whilst 34% are male (this is consistent year-on-year).

Page 73

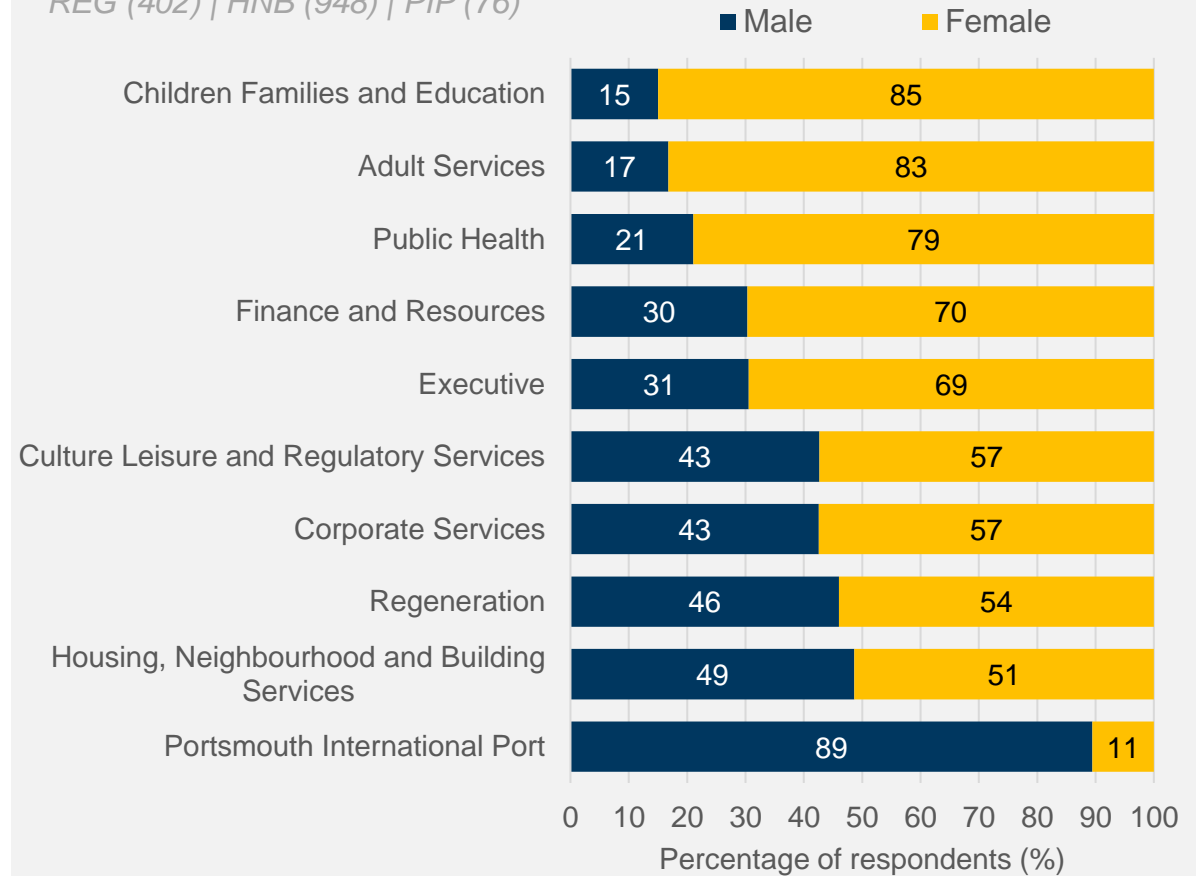
Employee gender **by employment category** (Dec 2020) | Base: 3,795



Full-time employees are fairly evenly split by gender however the majority of part time employees are female.

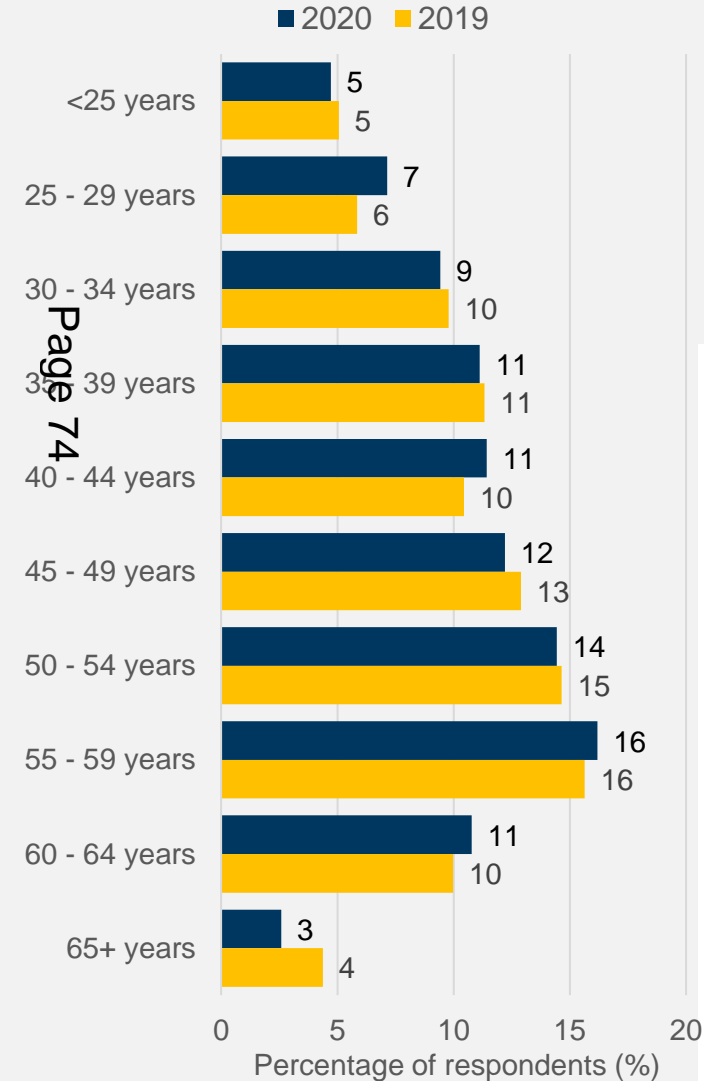
■ Male
■ Female

Employee gender **by directorate** (Dec 2020) | Base - Employee roles: CFE (685) | AS (720) | PH (38) | Exec (36) | FR (323) | CLR (272) | CS (296) | REG (402) | HNB (948) | PIP (76)



Females dominate in the majority of directorates except Portsmouth International Port where 89% of employees are male.

Employees **by age** (Dec) | Base 2019 (3,638) | 2020 (3,713)

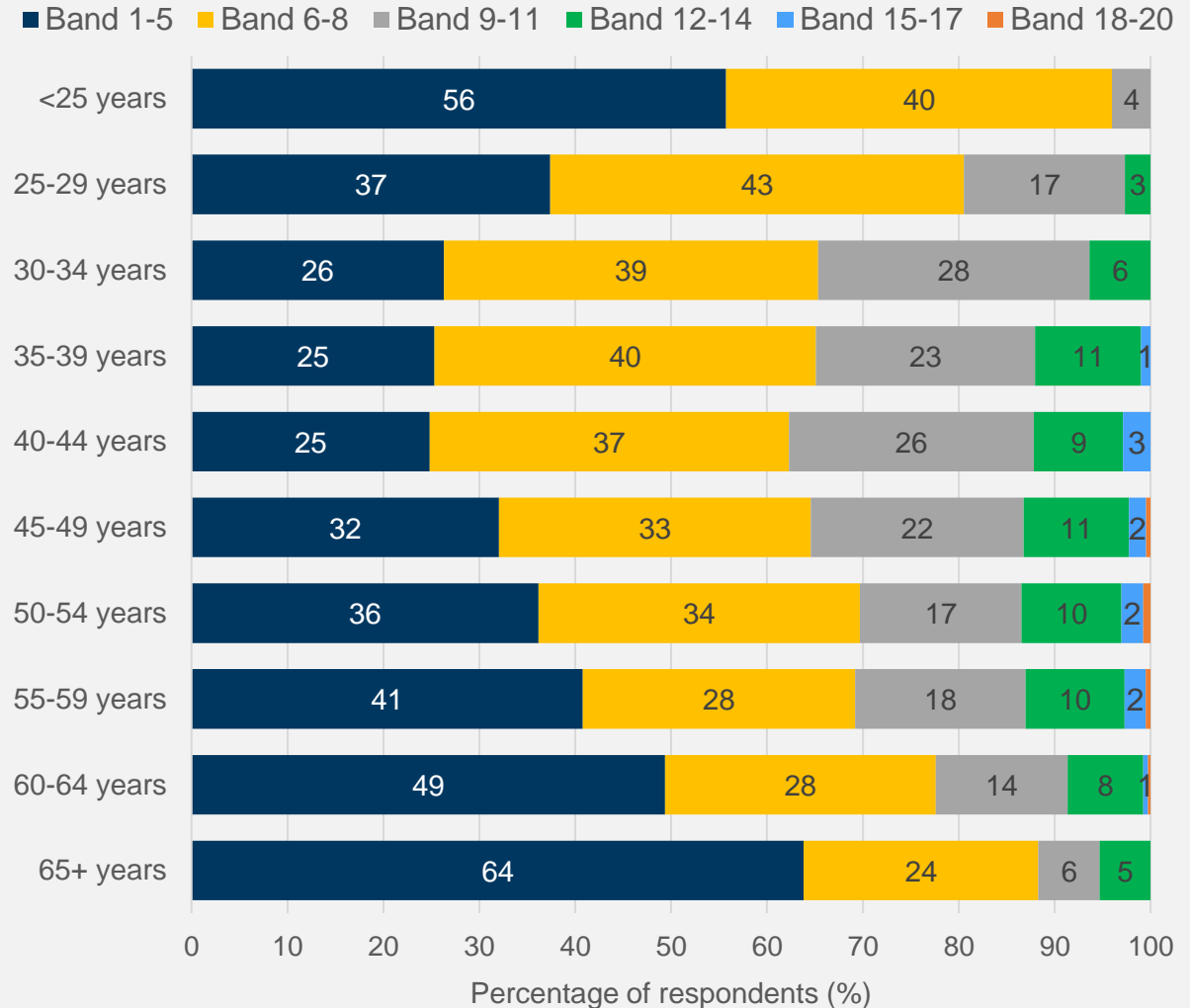


PCC employs a good spread of people from across the age groups. The profile of employees is slightly older with 56% aged 45+ years.

The majority of positions in bands 1-5 (at the lower end of the pay scale) are filled by employees aged under 30 or 55+.

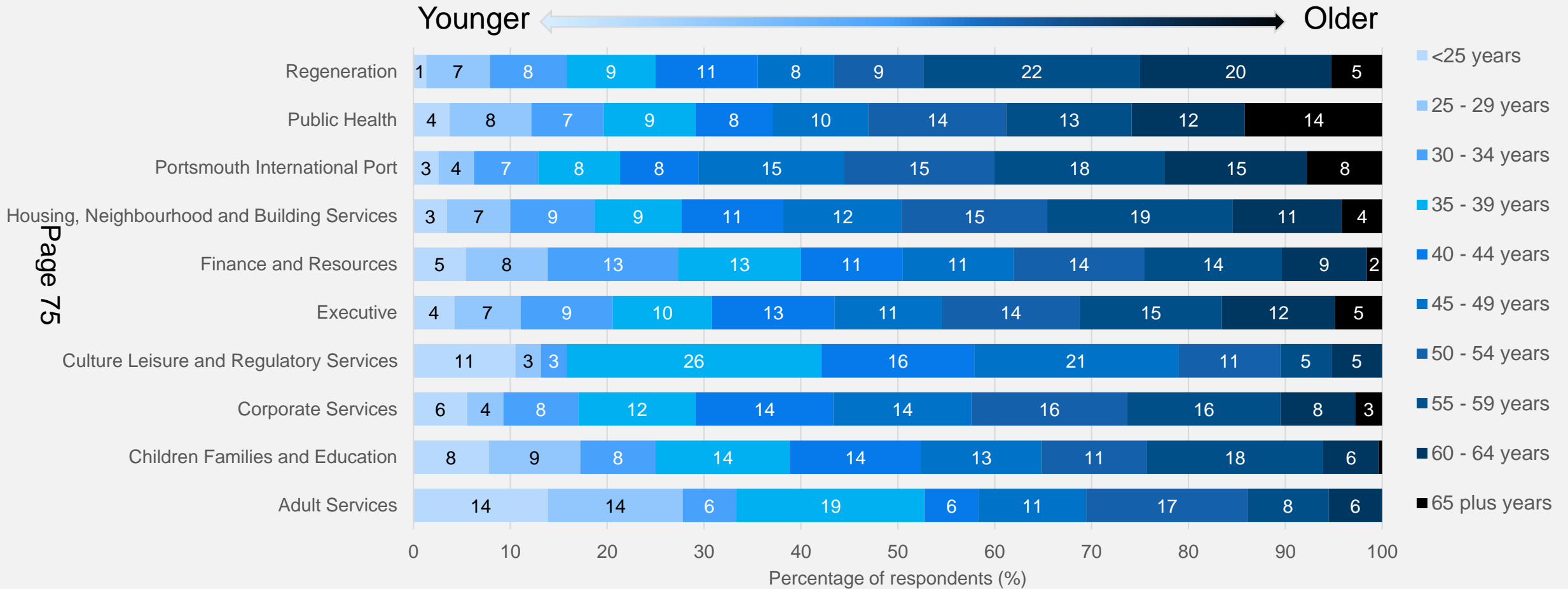
Senior positions (bands 12-20) tend to be filled by employees aged over 30.

Employee age **by pay band** (Dec 2020) | Base: >25 (174) | 25-29 (262) | 30-34 (346) | 35-39 (407) | 40-44 (419) | 45-49 (446) | 50-54 (528) | 55-59 (591) | 60-64 (393) | 65+ (94)



Age

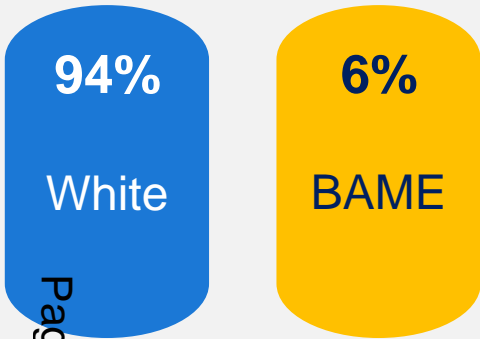
Employees age by **directorate** (Dec 2020) | Base: Exec (36) | CS (296) | FR (323) | PH (38) | HNB (948) | CFE (685) | AS (720) | CLR (272) | REGEN (402) | PIP (76)



Adult Services, Children, Families and Education and Corporate Service Finance and Resources have the youngest profile of employees (at least a quarter are aged under 35). Regeneration has the oldest distribution of staff; 47% are aged 55+.

Ethnic Origin

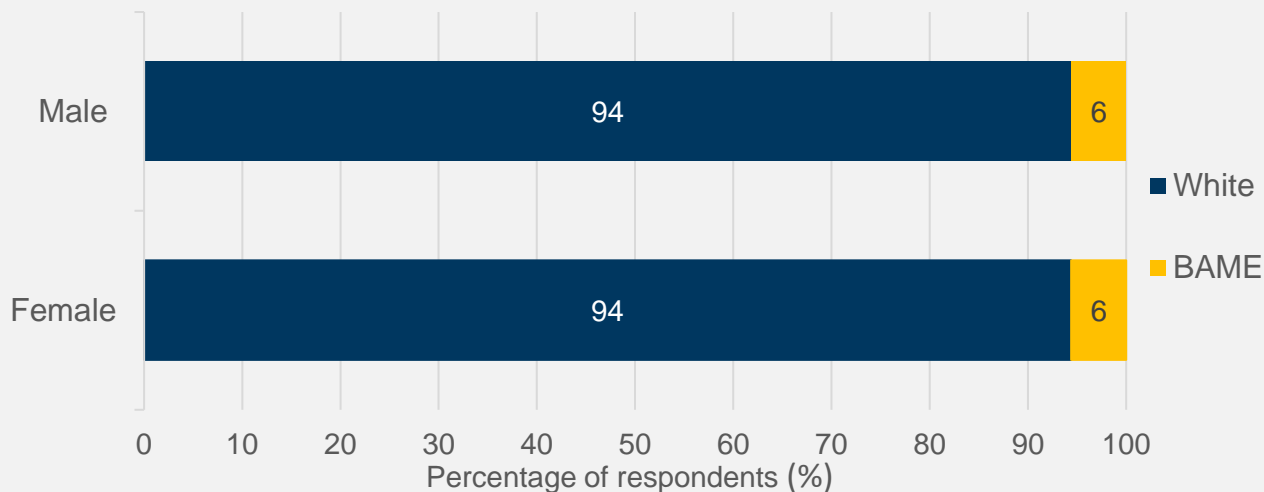
Employees by **ethnic origin**
(Dec 2020) | Base: 3,009



The majority of staff working at PCC are white (94%). In 2020 1% more staff were from BAME groups compared to 2019.

There is no difference in ethnic origin by gender.

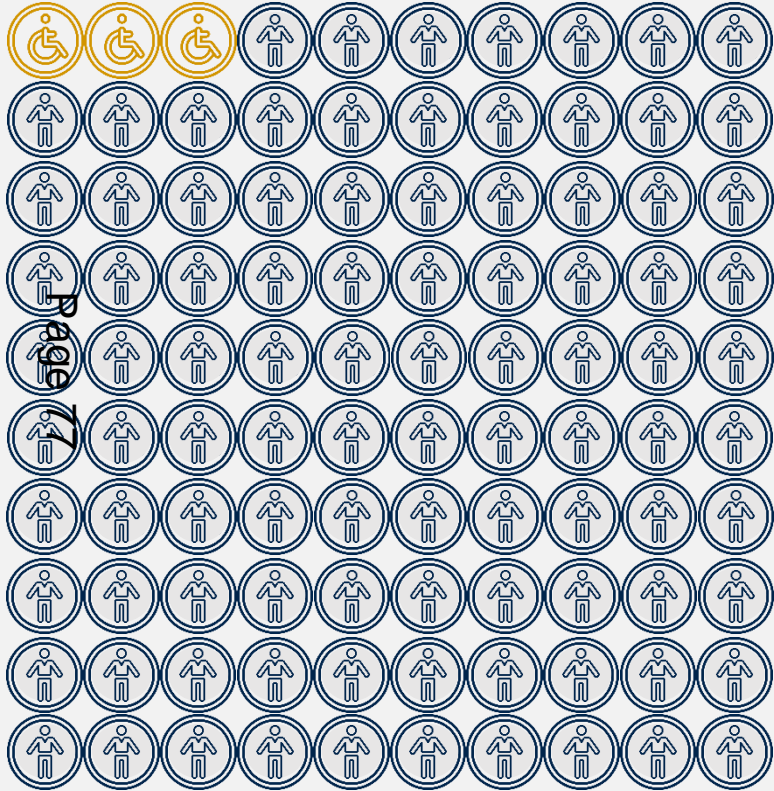
Employee **gender** by ethnic origin (Dec 2020) | Base: Male (953) | Female (1900)



The largest BAME group is 'Black or Black British/ African' who account for 1.4% of employees.

BAME Breakdown (Dec 2020) Base: 2,853	%
Black or Black British / African	1.4
Asian or Asian British / Bangladeshi	0.7
Asian or Asian British / Any Other Asian Background	0.7
Asian or Asian British / Indian	0.6
Other Ethnic Group	0.4
Mixed / White & Asian	0.3
Black or Black British / Caribbean	0.3
Black or Black British / Any Other Black Background	0.2
Chinese	0.2
Mixed / White & Black Caribbean	0.2
Mixed / Any Other Mixed Background	0.2
Mixed / White & Black African	0.2
Asian or Asian British / Pakistani	0.1

Employees **by disability** (Dec 2020) Base: 2,229



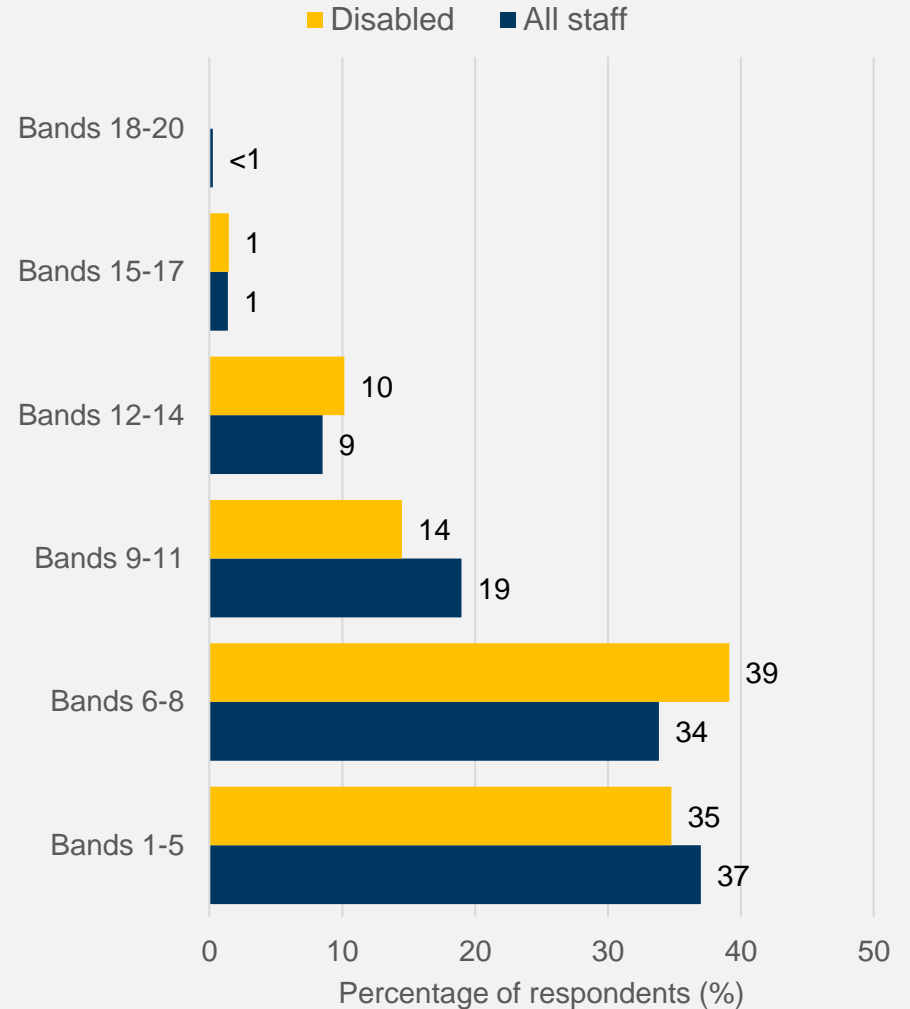
PCC employs staff with disabilities throughout the pay bands.

Employees with disabilities are over represented in some bands (6-8 and 12-14) and under represented in others (bands 1-5 and 9-11) however this is not unusual when looking at such a small proportion of the total population (3%).

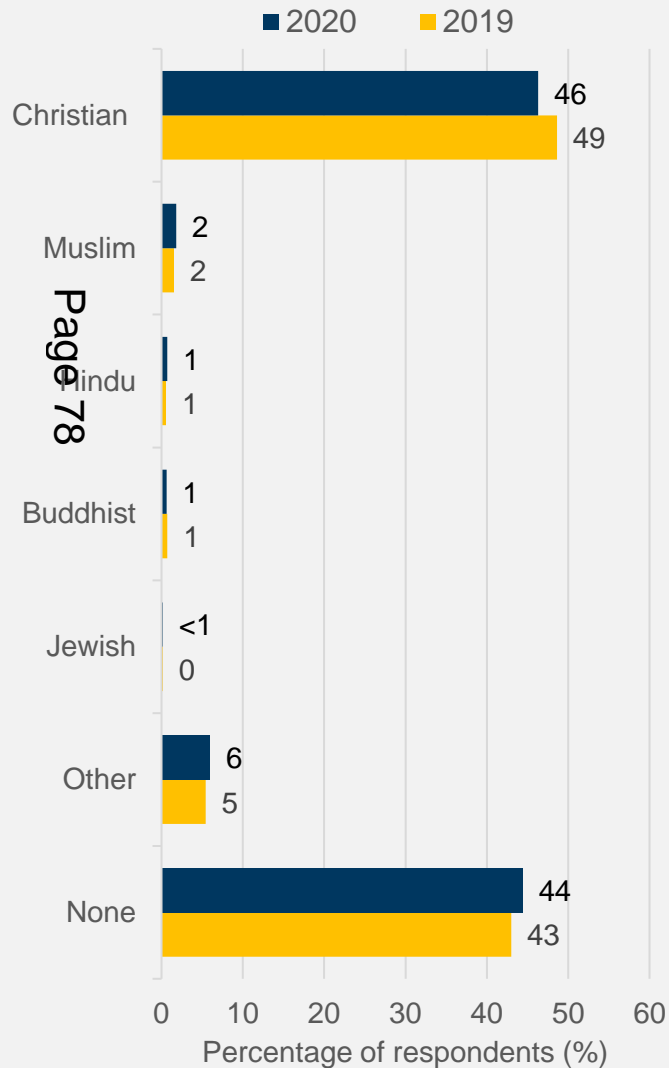


Just 3% of employees working at PCC have a disability; this is consistent year-on-year.

Employee disability **by pay band** (Dec 2020)
Base: All staff (3,741) | Disabled staff (69)



Employees **by religion** (Dec) | Base: 2019 (1,229) | 2020 (1,268)

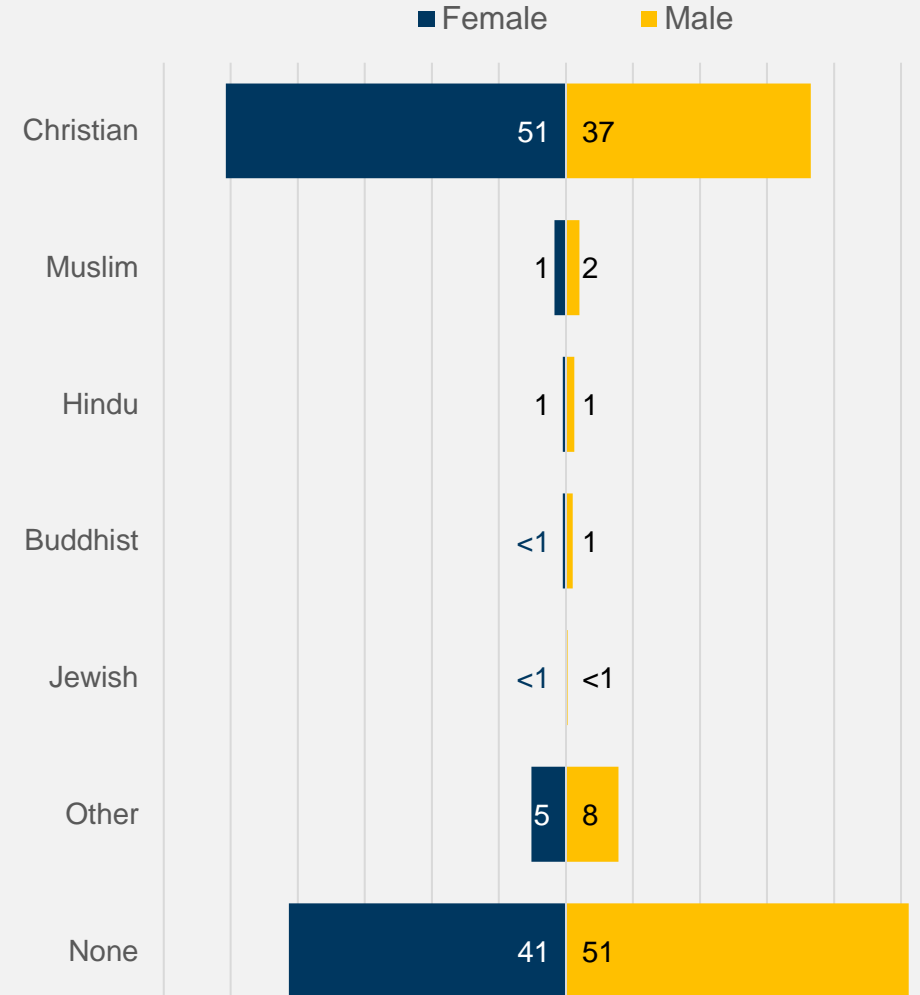


Christianity (all denominations) is consistently the most dominant religion amongst PCC employees (46% in 2020) and a large proportion of staff have no religion (44% in 2020).



A higher proportion of females working at PCC are Christian. Males are more likely to have no religion than females.

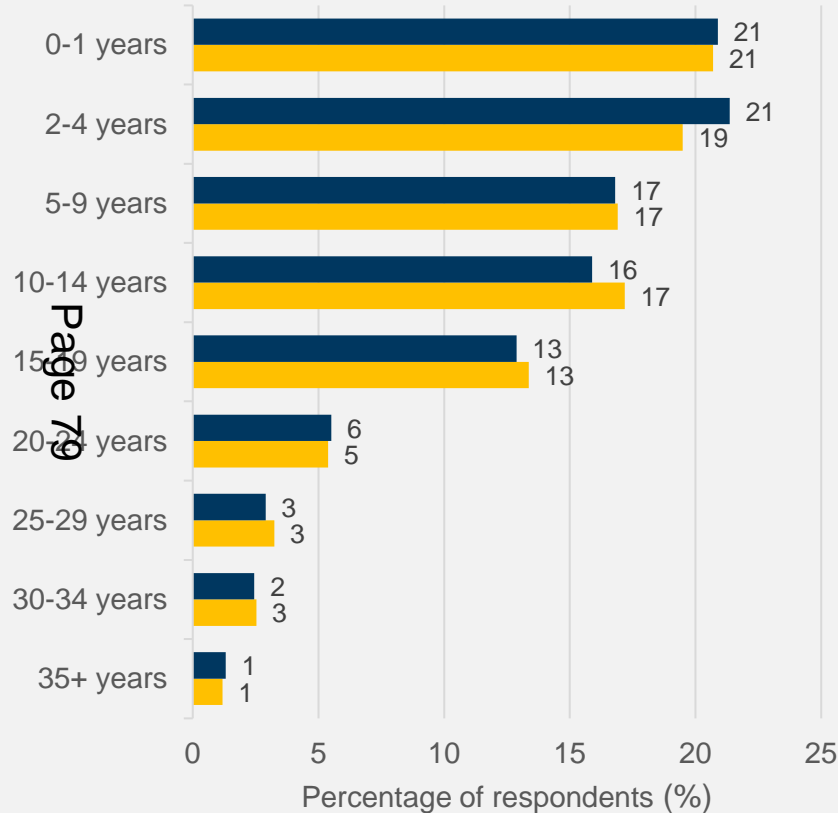
Employee by religion **by gender** (Dec 2020) | Base: Females (871) | Males (397)



Length of Service

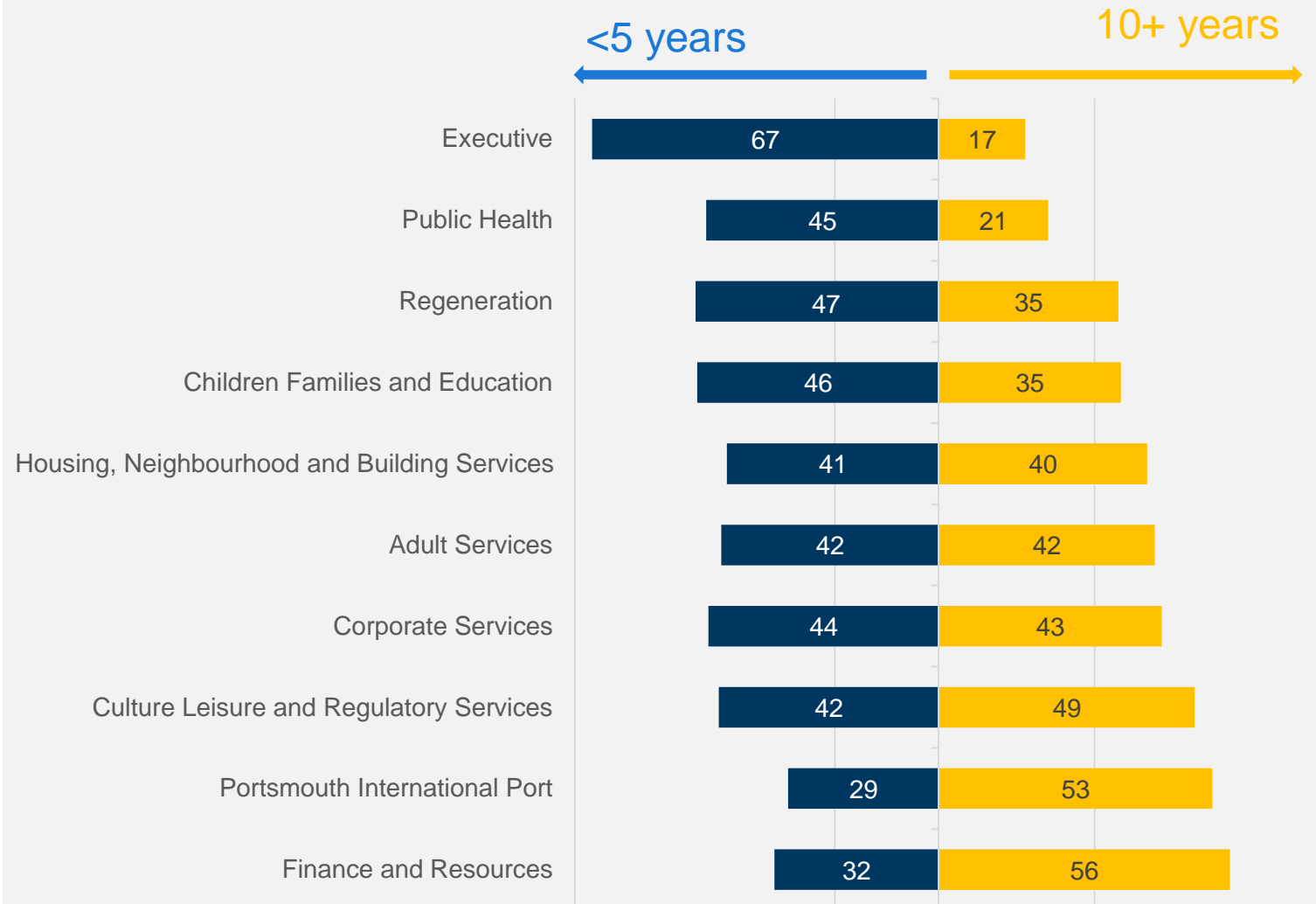
Employees by **length of service** (Dec) | Base: 2019 (3,637) | 2020 (3,796)

■ 2020 ■ 2019

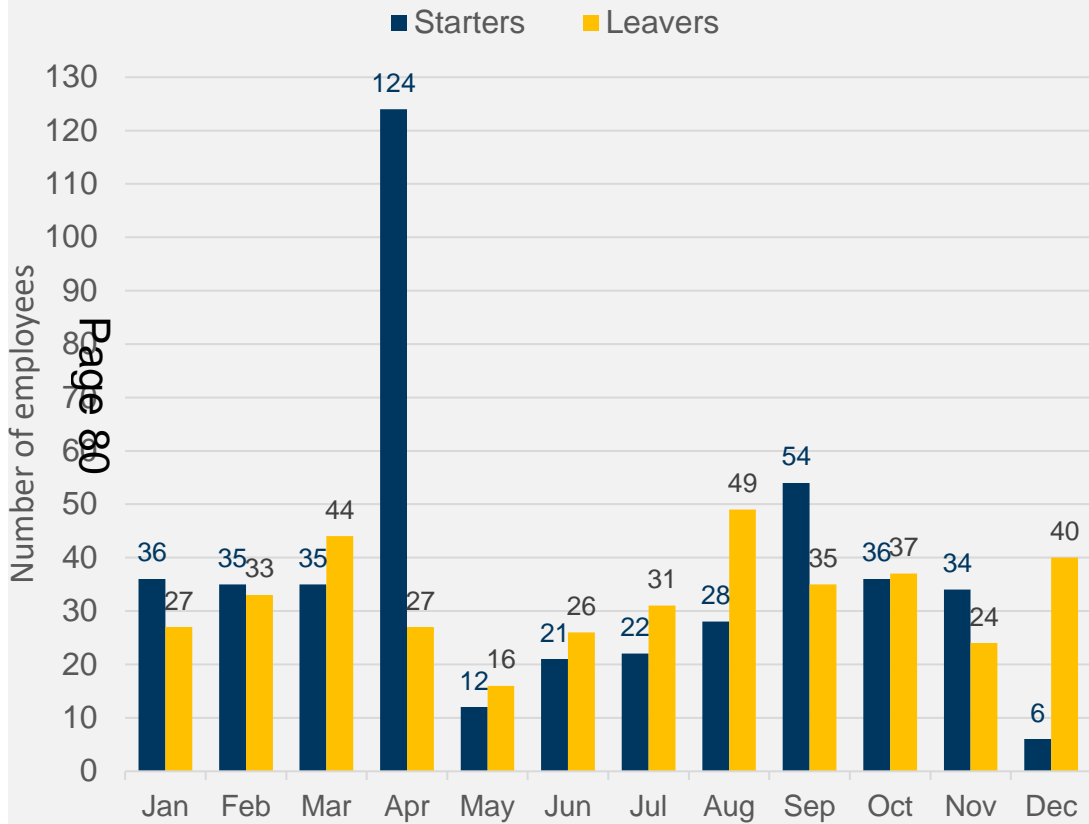


Across all PCC employees, the average length of service is 10 years. The longest serving employees have worked for PCC for 46 years in 2020.

Length of service **by directorate** (Dec 2020) | Base: Exec (36) | CS (296) | FR (323) | PH (38) | HNB (948) | CFE (685) | AS (720) | CLR (272) | REGEN (402) | PIP (76)

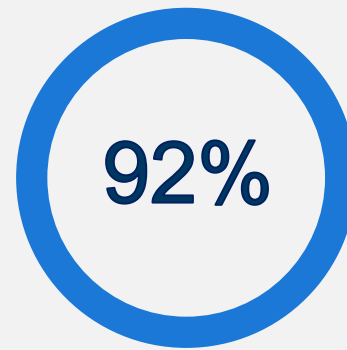


Number of starters and leavers **by month** (2020)

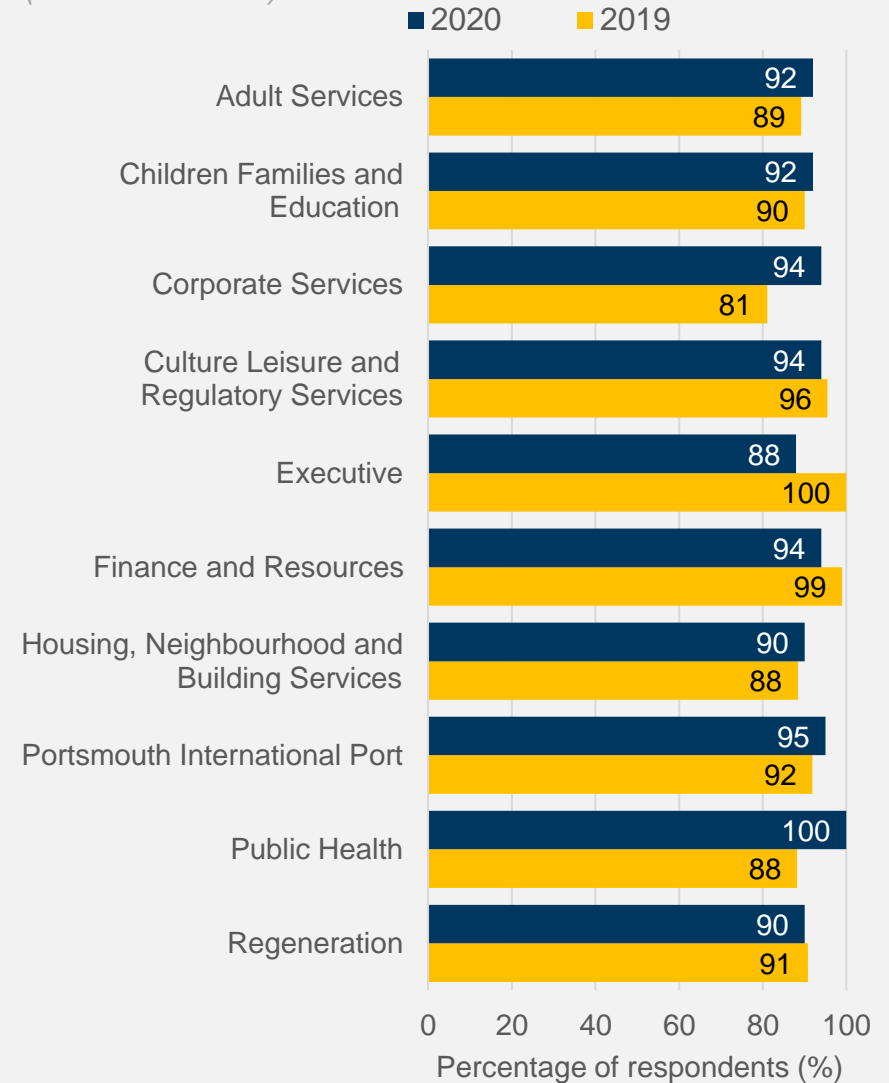


In total 443 people began working at PCC and 389 people left PCC during 2020. April was a huge peak month for new starters, this was due to the transfer of a care home back to PCC.

Employee retention rate is the proportion of staff employed for the whole of 2020



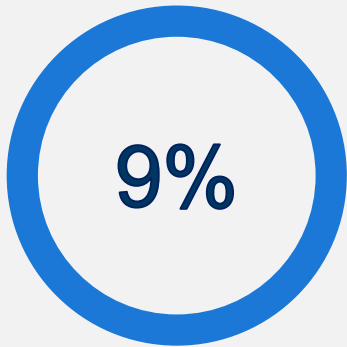
Employee **retention** rate **by directorate** (Jan 01 – Dec 01)



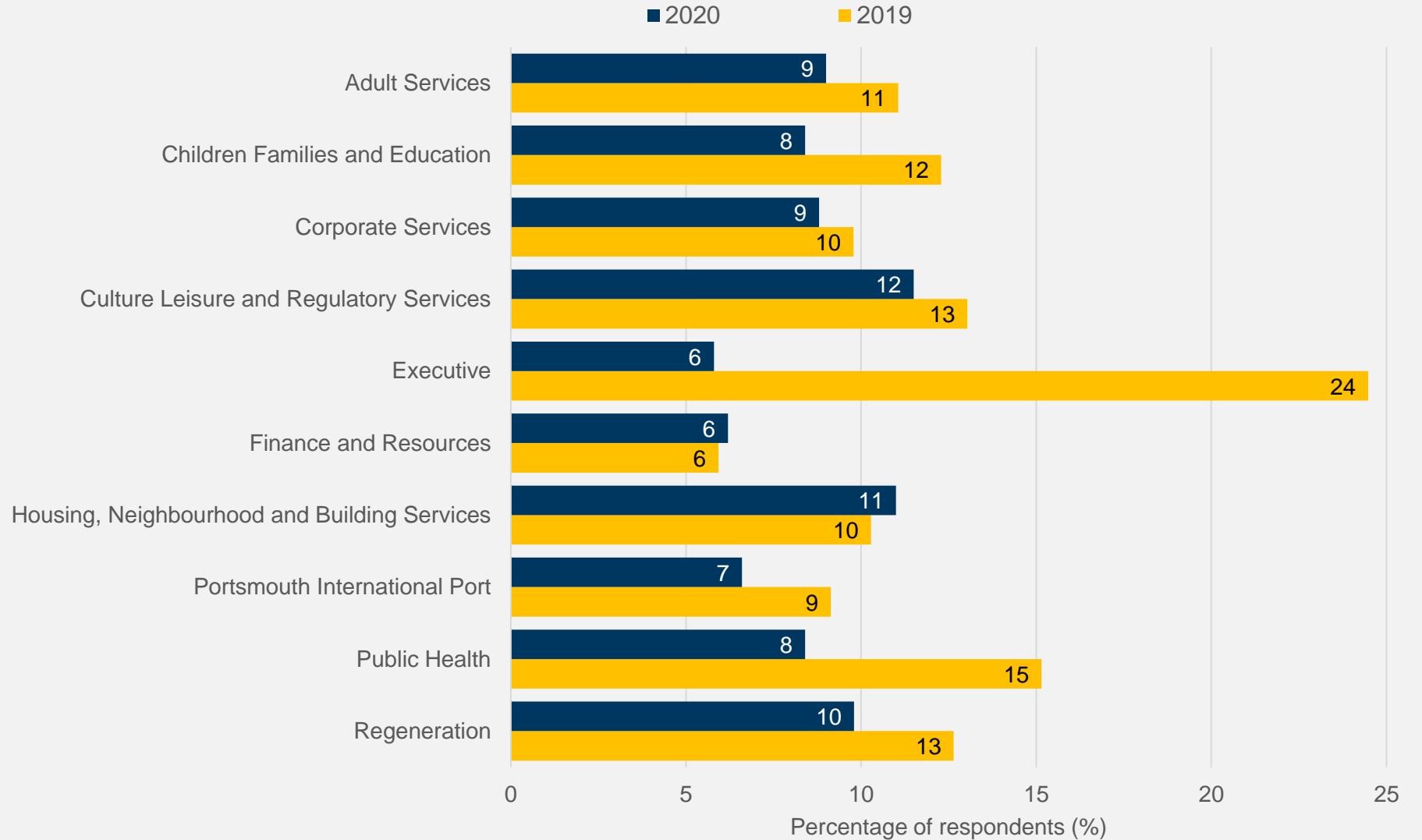
Employee Turnover

Employee turnover is the proportion of staff who left over 2020

Page 81



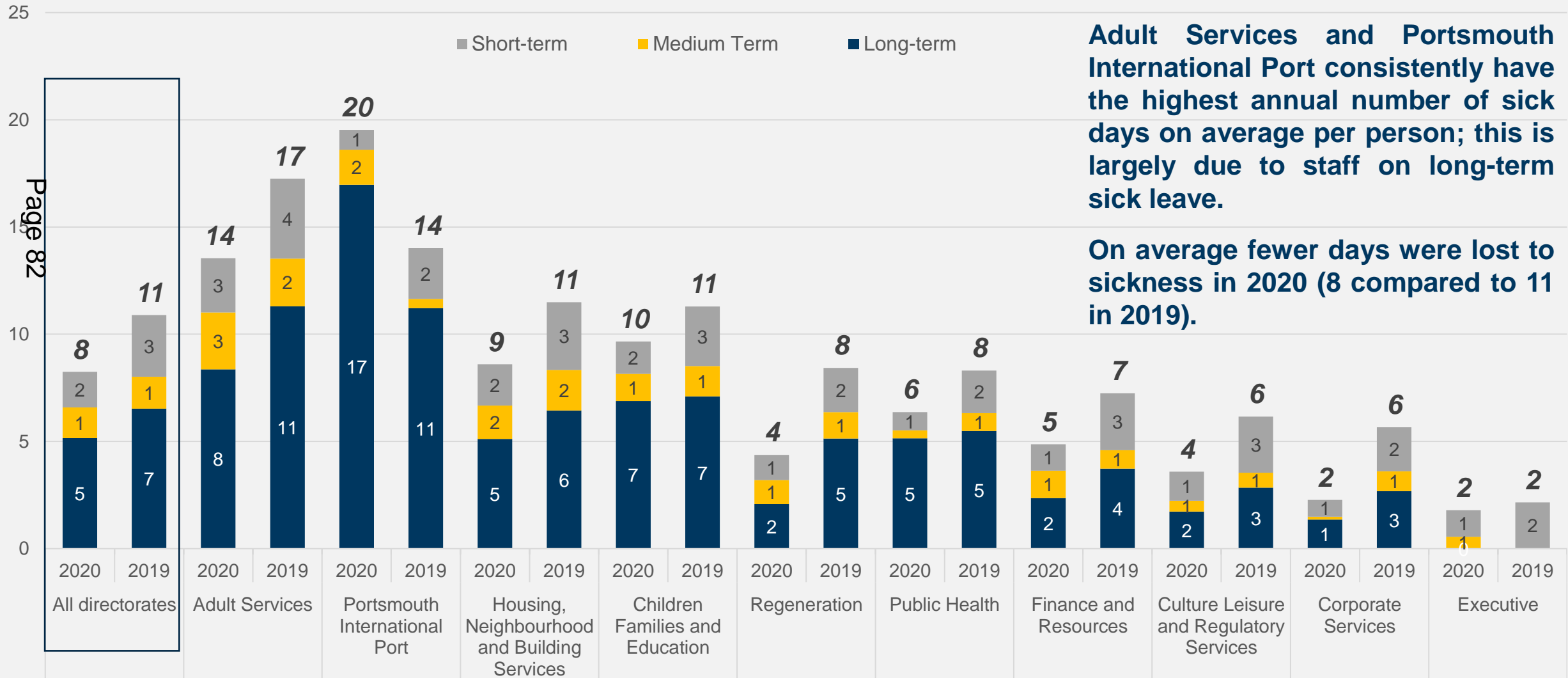
Employee *turnover* rate *by* *directorate* (Jan 01 – Dec 01)



Sickness Absence

Average number of days lost per person per year (2019 and 2020)

Base: (left to right): (3,763) | (3,639) | (710) | (637) | (76) | (75) | (945) | (960) | (684) | (664) | (391) | (383) | (35) | (33) | (319) | (328) | (268) | (259) | (297) | (267) | (38) | (33)



Adult Services and Portsmouth International Port consistently have the highest annual number of sick days on average per person; this is largely due to staff on long-term sick leave.

On average fewer days were lost to sickness in 2020 (8 compared to 11 in 2019).

Top reasons for absence (1st Jan – 31st Dec 2020)

Virus (incl. colds, coughs and influenza)

Gastrointestinal (incl. stomach and bowel)

Neurology/Nervous system (incl. headache, migraine and epilepsy)

Psychological (incl. stress, anxiety and depression)

Musculoskeletal

Ear/ nose/ throat (incl. dental)

Coronavirus

Viruses were the biggest cause of absence in 2020, unlike in 2019 where psychological reasons were most common.



This page is intentionally left blank

Agenda Item 8



THIS ITEM IS FOR INFORMATION ONLY

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

Title of meeting:	Cabinet Member for Communities & Central Services
Subject:	Equality, Diversity and Inclusion
Date of meeting:	16 December 2021
Report by:	Director of Corporate Services
Wards affected:	All

1. Purpose

The purpose of this report is to update the Cabinet Member on progress against the actions set out in the Equality and Diversity Strategy 2019 - 2022 and provide an update on the council's actions in regard to Equality Diversity and Inclusion throughout the Covid 19 response (March 2019 to date). The report also outlines a forward plan of action to further enhance and embed the council's commitment to equalities, evidence compliance with the Public Sector Equality Duty and set out the actions to be taken that will underpin the Council Corporate Plan for Recovery and Renewal.

2. Recommendations

The Cabinet Member is asked to note the contents of this report and endorse the planned activity to enhance and embed the council's commitment to equality, diversity and inclusion.

3. Background

The current PCC Equality and Diversity Strategy 2019 - 2022 was published in 2019 and had strong member support from the Cabinet Member. Not long after publication the council underwent a restructure and as a result it was not clear where in the officer structure strategic responsibility for Equalities then rested, compounded with no dedicated corporate Equalities resources as this team had been disbanded several years previously. Furthermore, as a result of the change in structure a number of actions had been assigned to specific roles within the council that no longer existed. The consequence of these changes was a hiatus in progressing a number of actions for a period of some months leading up to the start of the pandemic response in March 2020. During the same period a new role was created in the senior leadership team and was appointed to in September 2019 (Director of Corporate Services).

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)

Both prior to, and during the pandemic response there has been recognition and commitment by the council of the importance of equalities and diversity in ensuring delivery of high quality services for all residents; and that our employment policies and practices ensure we attract and retain a diverse workforce, enable all staff to reach their potential, and deliver services that are fair and accessible for all residents.

During March 2020 the council entered into an emergency response phase in order to manage the response to the Covid 19 pandemic. As the pandemic progressed more and more evidence emerged of the disproportionate impact of the pandemic on our communities and in particular:

- Black and Asian communities
- Those with underlying health conditions and disabilities (clinically extremely vulnerable, clinically vulnerable)
- Those living in poverty or experiencing deprivation
- The homeless
- Those aged 60 and over

In addition, during the summer of 2020 the killing of George Floyd raised awareness of race inequality on a global scale.

The combination of factors outlined above shone a light on the structural inequalities that exist within the UK, and within the city.

As a result of the above the council publicly declared its commitment to equality, and race equality in particular, at its meeting in July 2020.

At the same time the Director of Corporate Services assumed strategic responsibility for Equality, Diversity and Inclusion and more recently a corporate Equalities Officer role has been created and recruitment completed. The new Equalities Officer starts in role on 15 December 2021.

4. Progress Against Equality and Diversity Strategy Action Plan

The Equality and Diversity Strategy 2019 - 2022 sets out 32 actions/objectives under 5 themes.

Objective Theme	No of Actions
Promote fairness and equality by tackling inequalities, disadvantage and discrimination	8
Leadership and partnerships	4
Employment and training	9

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)

Service delivery and access	8
Promoting community and the voluntary sector	3
Total	32

Progress in delivering a number of the actions has been superseded by the Covid response, for example around Homelessness, and in some cases actions have not been progressed due to capacity in the organisation where Covid response has been prioritised. However, several actions are now in progress and a small number have been completed as set out below:

The chart 1 below sets out progress against all actions:

Chart 1 Equality and Diversity All Actions Progress (November 2021)

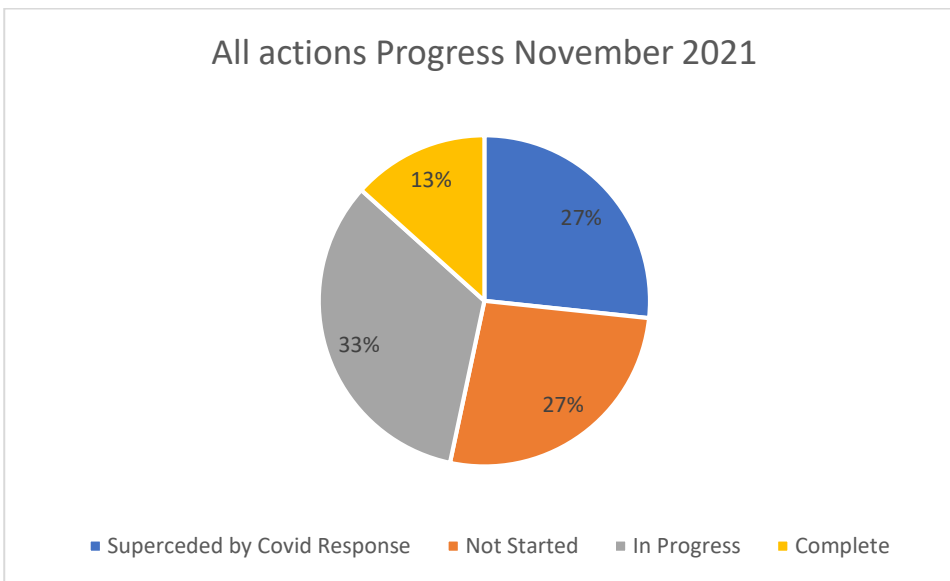
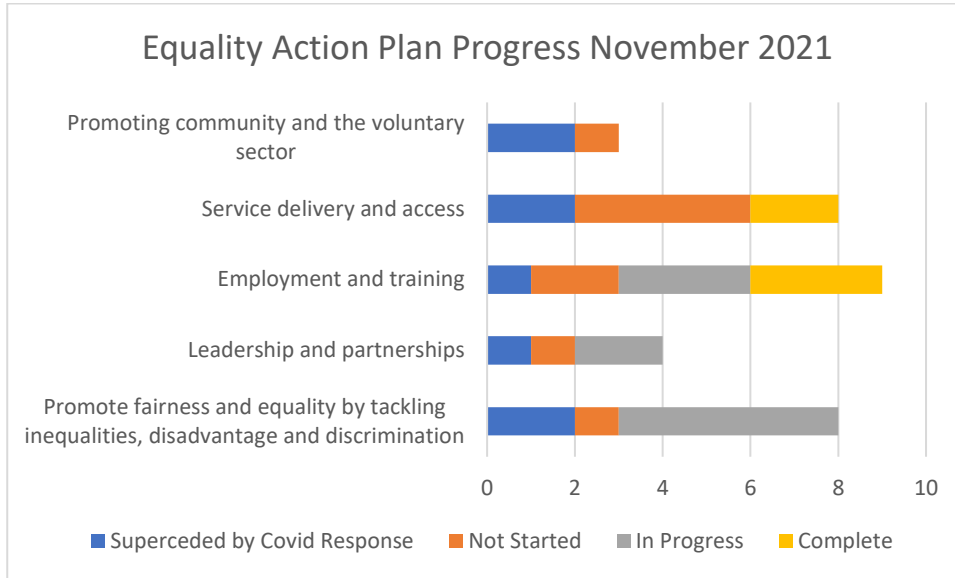


Chart 2 below sets out progress against actions under each objective theme:

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)

Chart 2 Equality and Diversity Progress by Theme



The details of actions and their status can be seen in Appendix 1.

Although action against 27% of the objectives has not been started to date, it should be noted that despite the challenges presented by a global pandemic 46% of objectives are either in progress or complete.

The Equality and Diversity Strategy states that an annual report will be produced to show progress on achieving the equality objectives and will report to the Governance, Audit and Standards Committee. For all the reasons outlined above an annual report was not produced during 2020, however the above charts show progress against achieving the objectives and further information setting out additional actions undertaken is set out below.

5. Actions Undertaken March 2020 to Date

As outlined above the requirement of the council to move into a pandemic response mode in March 2020 meant the organisation focused on business continuity to ensure critical services remained in place to support our residents and communities. Over the last 18 months of the pandemic services have resumed although methods of delivery have had to be altered to ensure covid safety for both residents and staff. In working through these changes equality, diversity and inclusion considerations have been at the forefront, and additional activity has also been undertaken to support those most vulnerable. Actions taken during the period are outlined below, some of which are actions arising from the Equality and Diversity Strategy and some are in addition. The activities outlined below are

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)

those with a specific reference to Equality and Diversity and do not represent all of the work undertaken by the council and partners, in responding to the pandemic.

At its October 2020 meeting the Council further declared its commitment to inclusion by committing to becoming a Sunflower Friendly Council and signed up to the Hidden Disabilities Sunflower Scheme. As a result all customer facing staff were given training in recognising hidden disabilities and how to support customers; non-customer facing staff were also given training in the scheme as part of an awareness raising campaign and so staff can support each other. Residents and staff can access Hidden Disabilities Sunflower Lanyards and our staff wellbeing resources have incorporated the hidden disabilities tools. Councillors were also trained in the scheme and a good uptake of the training by members was seen.

In July 2020 a Staff Race Equality Network was established. The group is open to all staff within PCC, the CCG and staff from other partner organisations who don't have a similar network. The focus of the group is on inclusion, providing a forum for mutual support, sharing of experience, consultation about new policies and strategies and support to the wider equalities agenda. It also includes race equality allies from across the organisation and links in to the equalities network established among our schools and education colleagues. The group has an established terms of reference and a number of sub groups on specific areas such as events and support. The Group is chaired at Director level and the Cabinet member is also a member of the group as a race equality ally thereby ensuring senior level champions and the ability for the group to have a voice at strategic level in the organisation. The group have also recently developed a Race Equality Action Plan which is now being populated with action owners and measures to track delivery and impact; the action plan will eventually come under the umbrella of the EDI strategy as one of a number of action plans that will deliver the outcomes in the overarching strategy when it is refreshed in 2022. The group have also been assigned a small budget to progress their work.

One of the achievements of the staff Race Equality Network is the council joining the Safe Space initiative. The initiative creates a Safe Space for individuals who might need support on a night out and is now located in the reception of Civic Offices in Guildhall Square. This has moved from Guildhall Walk Practice, where it has been located over the summer. The Safe Space will be open every Friday and Saturday from 10pm to 3am to offer confidential and non-judgemental advice, immediate medical care, and help for minor injuries from trained professionals to anyone who needs it. Members of the network reached out to the organisers of the initiative and were able to work with services to enable the council offices to participate. The initiative is run in partnership with health and with support from Hampshire Constabulary and the Street Pastors network.

A further area highlighted by the pandemic is the role of unpaid carers in society. As a result of Covid there has been an increase in people who are caring for someone, with 8 out of 10 carers being of working age (i.e. between 16 and 65) according to research carried out Carers UK. Working in partnership with the Adult Social Care Carers Service

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)

work is currently underway to develop our approach as an employer to supporting staff with caring responsibilities. The council have taken out membership of Employers for Carers which gives us access to a range of resources including guidance documents, employer toolkits, sharing of best practice, digital resources and networking events. Two workshops have been completed, one for working carers and one for managers to start a conversation and understand current experience in the council and to inform how we develop policies and initiatives to support working carers. A lunch and learn session was hosted to promote the membership resources available to staff who are carers and more recently a Staff Carers Network has been established, along similar lines to the Staff Race Equality Network.

Immediately prior to the pandemic work was started to develop insight about the workforce profile so we can better understand the range of protected characteristics among the workforce and begin to understand the barriers and enablers to inclusion. The council has also implemented a new system for all its workforce information during 2021 and has used the opportunity to encourage staff to update their personal information so that we have a better quality of workforce data from which to draw insight. The categories against which data is collected also now includes all protected characteristics, including some that were not captured under the previous system such as gender identity and sexual orientation. Future years workforce profiles will therefore include these additional categories to further improve our understanding of our workforce.

One of the benefits of annual workforce profile analysis is the ability to track trends and evidence changes arising from actions set out in the Equality and Diversity Strategy in relation to having a diverse workforce and one that is representative of our local community. In order to aid comparison the categories for reporting purposes have been aligned to those of the Office for National Statistics so that like for like comparisons can be made with our population data.

An issue identified as a gap in our workforce data, is an inability to capture data of job applicants. During 2022 a new recruitment system will be implemented that will give greater insight on the protected characteristics of applicants and this will help us to understand who is applying for jobs at the council, how we can improve our reach into our communities and promote careers in local government amongst the widest and most diverse audience as possible. Insight on applicants also helps to identify any potential issues in the recruitment process that may present a barrier.

It is also a requirement of the Public Sector Equality Duty to publish workforce information on an annual basis and therefore the Workforce Profile will be refreshed and published annually and reported to the Employment Committee, with the current workforce profiles for 2019 and 2020 being reported to Employment Committee on 23 November 2021.

Over the last 18 months there has been close working with the Directorate of Children, Families and Education in ensuring that EDI runs through the recently launched Children's

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)

Trust Plan and a particular commitment to tackling race equality in education. The plan is currently being consulted with stakeholders.

The directorate are working in close partnership with the University and through the Portsmouth Education Partnership. The two areas of focus currently are on tackling racism and supporting transgender young people.

In amongst the above work we have also been taking a targeted approach to encouraging vaccine uptake within the city with an equalities focus. This work is data driven enabling us to target specific sections of our community where the data shows the greatest need. The work to date has focused on our Black and Minority Ethnic communities, younger people aged 16+, those living in more deprived parts of the city (including the homeless) and our Eastern European communities. It has included webinars for the Black community, pop up vaccination clinics e.g. at the Jami Mosque and Friendship House, Instagram stories and Tick Tok features as well as direct outreach work among the Buy Black network of retailers in the city. The working group also has a local resident as a core member, who is a community leader for race equality; this involvement of a resident has been invaluable to our approach to targeting vaccine uptake among our younger age groups and among our ethnic minority communities and enabled the voice of our communities to directly inform the approaches we have taken. The new community champions programme is now becoming established and we are looking to recruit community champions from younger age groups to help encourage vaccine uptake among young people. The work on increasing vaccine uptake has been and continues to be well supported by partners, in particular the Hive, with joint working on webinars, access to community groups and volunteers.

The council has also started working with other large institutions in the city, namely the Naval Base, Portsmouth University, Portsmouth Hospitals University NHS Trust, and Hampshire Constabulary to develop a city wide approach to inclusion and equalities among these partners, starting with some shared activities as part of national inclusion week at the end of September, Black History Month throughout October and, national hate crime awareness week.

6. The Future and Next Steps

Going forward pandemic response work will continue on encouraging vaccine uptake using a data driven approach to target the areas of greatest need. The two established staff networks will also continue to be supported and engaged in supporting the wider equality, diversity and inclusion agenda for the council and the city.

An Equalities Steering group will be established with representation from across all council service areas and partners where appropriate. An initial task for this group will be to undertake an equality, diversity and inclusion self-assessment using the Local Government Association equalities framework. The group will also review progress against the current strategy and identify the underpinning activities needed to support and

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)

enable delivery of the council plan for recovery and renewal. The two activities will be used to inform the Equality and Diversity Strategy 2022 - 2025.

A number of gaps have already been identified that need addressing including:

- Greater focus on LGBTQ+ communities and staff
- Greater focus on disabled communities and staff
- Expand the city-wide strategic approach to include more partners, in particular in the voluntary and community sector
- Further develop the council's approach to measuring achievement of objectives, for example tracking changes in the workforce profile
- Equalities data gathering from recruitment activity
- Further develop the data sets used to inform, measure and provide an evidence base for equality and diversity initiatives
- Incorporate regular reporting of equalities achievements/data in corporate performance reporting to Governance, Audit and Standards Committee
- Develop mechanisms to ensure community engagement by services and partners enables the community voice to be heard in setting equality and diversity priorities

.....
Signed by (Director)

Appendices:

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

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

Title of document	Location



**Equality
and
Diversity
Strategy
2019-22**

Foreword

I am delighted as portfolio holder for resources to present our Equality & Diversity strategy for 2019 - 2022.

Along with all our staff at Portsmouth City Council, I am committed to ensuring we deliver high quality services for all our residents. At the same time Portsmouth City Council seeks to be an employer of choice attracting and developing staff to reach their full potential and deliver services which are fair, personal and diverse.

The vision of Portsmouth City Council is to achieve equality, celebrate diversity and advance inclusion in Portsmouth and in line with public sector general equality duty.

We shall show leadership and will help to embed fairness into the cultures and behaviors by:-

- Championing and advancing equality, diversity and inclusion
- In partnership with local providers identify local needs and priorities, particular those at risk of disadvantage and discrimination to help reduce local inequalities
- In partnership with local providers seek the engagement of everyone in shaping local services to meet individual needs and achieve better outcomes for local people
- Helping and supporting staff to understand the importance of fairness and diversity in planning and delivering services.

- Acknowledge and valuing all our local partners who help to deliver fairness and equality

Together we can achieve a more balanced vision and ensure that everyone counts.

Councillor Jeanette Smith
Portfolio Holder for Resources

Introduction

This document sets out Portsmouth City Council's approach to equality and diversity issues over the next four years (2019–2022).

The purpose of the Council's equality and diversity strategy is to set out our vision, approach, key activities and monitoring arrangements in relation to tackling inequalities in Portsmouth.

The strategy has been informed by research and data, as well as gathering information from various protected characteristic groups across the city and analysing the type of corporate complaints that have been received by the council.

We have re-visited our equalities objectives from for the council and for the city, based on:

• actions from the previous action plan

• a review of the latest data on outcomes for communities in the city;

- the results of a range of surveys and consultations;
- changes in the diverse population of Portsmouth; and,
- changes in the legislative context and policy framework.

This document also outlines what equality objectives we are going to progress over the next 4 years based on our five key priorities that were supported by council officers, the residents of Portsmouth and various protected groups across the city, as well as

providing a summary of the council's workforce diversity.

This document has been prepared as an PDF (portable document format) to enable the reader to access key facts and figures and get an overview of Portsmouth's growing diversity and related equality issues.

This document is available in alternative formats on request from 023 9283 4789 or by emailing equalities@portsmouthcc.gov.uk

Our commitment

Our commitment to equalities remains the strong and we will endeavour to ensure this commitment is embedded into the organisation through training, awareness of the protected characteristics described by the Equality Act 2010, we will also aim to make our services and policies accessible and meet the needs of the residents of Portsmouth.

'Portsmouth City Council's approach to equality and diversity primarily focuses on our customers to ensure that our services meet people's needs, both now and in the future. For us, this means all our customers in all our communities. We are working towards making our services more accessible by planning ahead and taking action based on listening to and involving our communities.'

Our aim is to have a workforce that is reflective of the communities in Portsmouth, and is open to new ideas, ways of working and diversity. We are raising awareness on equality and diversity with our staff through an improved training programme that focuses on mainstreaming these principles into all of our work.

Our improved Equality Impact Assessment (EIA) process works across all our services and functions. This EIA process helps us to meet our legal requirements under equalities legislation, as well as helping us to measure the impact of our services on all of us in relation to age, disability, sex, transgender, race, sexual orientation, religion or belief, pregnancy and maternity as well as in relation to community cohesion'.

Our Equality objectives (previously Equality & Diversity Action Plan) works alongside this refreshed equality & diversity strategy and has been developed in line with identified needs and priorities. The relating Equality objectives will ensure that equality and diversity issues are at the forefront of the plans that we make, services we develop and actions we take.

Our priorities

Our Equality objectives underpin our five key priority areas. They are:

1 Promoting fairness and diversity by tackling inequalities, disadvantage, and discrimination

Inequalities and disadvantage occur in many different settings, depending on the issue, and vary between the equality strands on the same basis. Therefore, Priority 1 requires a whole range of actions – some corporate in nature that look at issues holistically, and some service-specific actions that will improve particular outcomes for communities.

2 Leadership and partnerships

The council has a role in shaping the communities it serves as well as simply commissioning and providing public services. The council cannot achieve its aims in isolation and we will continue to work to 'identify local needs and to address these at a strategic level'.

3 Employment and training

Access to employment opportunities and training services are vital in addressing socio-economic deprivation. Our research shows that people from diverse communities in the city may be more likely to suffer deprivation than the wider population, with some communities feeling that discrimination remains an issue when applying for jobs. The council's role as an employer is one area where it can take very direct action on this issue. The council is one of the largest employers in Portsmouth and as such can do a great

deal to break down barriers and tackle discrimination. We continue to improve work opportunities at the council by providing work placements and apprenticeships.

4 Service delivery and access

All of Portsmouth's residents have the right to expect to be able to easily access services, advice, and information provided or funded by the council. The equality act places additional duties on the council to consider the needs of all of its communities in the design and delivery of services.

5 Promoting community and the voluntary sector

Delivering on all of the priorities in this strategy and addressing entrenched inequalities cannot be delivered by the council alone, but will be best achieved by involving and engaging communities in the decision-making process, in service design, and in developing our future plans.

Equality objectives

1. Promoting fairness and diversity by tackling inequalities, disadvantage, and discrimination		
Objective	Lead officer	Progress
Ensure Equality impact assessments are carried out on all committee reports where necessary, service reviews, strategies, policies, functions and if services are created or ceases to exist	Report authors Directors Access & Equality Advisor	Ongoing
Reduce rough sleeping and homelessness in Portsmouth. Produce a strategy of the way forward and the councils approach on how to reduce homelessness and rough sleeping in the city	Homeless & Rough Sleeping Strategic Programme Manager	Supceded by Covid 19 Everyone In campaign
Alleviate poverty and break the cycle of deprivation using the 6 priorities in the Tackling Poverty Strategy Action Plan	Acting Tackling Poverty Co-ordinator	Supceded by Covid 19 response
Monitor and act on corporate complaints including complaints that are perceived as harassment or discrimination	Corporate complaints officer	Ongoing
Review and revise the Equality Impact Assessment forms as appropriate	Access & Equality Advisor	Not started
Actively promote PCC vacancies to diverse community groups	Director of HR, Legal & Performance	in planning
Encourage people to report all types of hate crime, investigate 3rd party reporting training and look at premises/organisations that could be utilised for this purpose	Directors Access & equality advisor	Review of reporting mechanisms underway

To ensure Portsmouth is a good place for children and young people with autism and make sure there is high quality education provision and access to health services to improve their physical and mental health	Head of inclusion	Autism strategy
To promote inclusion and improve outcomes for children and young people with special educational needs (SEND) and their families	Head of inclusion	SEND strategy

2. Leaderships and partnerships		
Objective	Lead officer	Progress
Joint working with voluntary and statutory organisations	Access & Equality Advisor	Ongoing
Work with different protected characteristic groups across the city to ensure access to our services is achieved/engagement of groups to tackle inequalities	Access & Equality Advisor Independence & Wellbeing Team	Superseded by Covid 19 response
Work with the Portsmouth Hospital Trust and Patient experience team to ensure joined up working	Access & Equality Advisor	In progress
Create Member equality champions and equalities steering group across political parties and create equality champions across all directorates	Director of Community & Communications	Not started

Page 100

3. Employment and training		
Objective	Lead officer	Progress
Cultural information, guidance and training awareness promoted to staff	Team Manager, Independence & Wellbeing Service	Ongoing and subject to review during 2021/22
Monitor staff perceptions of equality via staff surveys and produce actions relating to the outcome of the survey	Director of HR, Legal & Performance	superceded by covid 19 response, full staff survey to be run in 2022
Through the staff survey and other channels we will look at ways on how we can improve the workforce data so we know who are the employees and how best to support them	Director of HR, Legal & Performance Communications Access & equality advisor	See workforce profile 2019 and
Ensure mandatory Equality & diversity training reflects new legislation & government guidelines	Director of HR, Legal & Performance	Ongoing
Portsmouth City Council to be a Disability Confident employer/leader	Director of HR, Legal & Performance	Complete
Provide training to Members on their duties under the Equality Act 2010	Deputy Chief Executive & City Solicitor Director of HR, Legal & Performance	Complete (member attendance on training offered is low)
Support the voluntary sector and partners to provide training for staff regarding the protected characteristics	Access & Equality Advisor	Not started
Re-establish diversity staff groups if demand is evident and ensure the staff have the opportunity to attend in working hours	Director of HR, Legal & Performance	Staff Race Equality Network and Staff Carers Forum established
Review the internal volunteering policy to enable PCC officers to immerse themselves in the community they serve	Director of HR, Legal & Performance	Not started

Page 101

4. Service delivery and access - Ensure access, information and advice is available / accessible to all		
Objective	Lead officer	Progress
Feasibility study and costings on allowing disabled people to use their concessionary bus pass before 9.30am to encourage disabled people to work, and college.	Assistant Director, Transport, Environment & Business Support	Superseded by Covid 19 response
To ensure all digital channels of communication is accessible to all people including those that use assistive technology	Assistant Director of Community & Communications Service Manager, Adult Services	Complete
To make sure all the council access points including partnership and commissioned services can be easily accessed e.g. housing offices, library's. Co-produce an audit form that will include all disabilities including autism and sensory impairments and work with these groups to carry out the audits.	Director of Community & Communications Director of Housing, neighbourhood and Building Services Director of Culture and City Development	Superseded by Covid 19 response
Conduct an audit and assessment of all customer facing policies across the authority	Access & Equality Advisor	Not started
Mainstream equality considerations in procurement to ensure wider social benefits, such as creating training or employment opportunities	Assistant Director of Contracts, Procurement & Commercial	Complete - see also Social Value Policy
To seek views of the Licensing committee in respect of Section 167 of the Equality Act 2010-Maintain a list of accessible taxis and PHVs licensed in the city	Licensing Manager	Not started

Page 102

To review and commission disability awareness training for example Blue Lamp to provide this for taxi drivers	Licensing Manager	Not started
Run an awareness campaign for the public regarding the unlawful act of refusing guide and assistance dogs in taxis	Communications Licensing Manager	Not started

5. Promoting community and the voluntary sector		
Objective	Lead officer	
To engage with minority communities and their organisations to make sure these voluntary and social enterprise organisations have their say, and have the opportunity to be part of future projects in the city	Voluntary Sector Partnership Manager-	Superseded by Covid 19 response, engagement underway focused on Covid
To work with the voluntary, community and social enterprise sector in the city, working to improve partnership and integration between different groups. This integration and collaboration with diverse and minority groups will work to support our understanding of our communities and their needs.	Voluntary Sector Partnership Manager	Superseded by Covid 19 response
To embed equalities monitoring into our VCSE contracts, grants, this information will support our understanding of our local communities and identify potential gaps in the city	Voluntary Sector Partnership Manager	Not started

Legislative context

The Equality Act came into force on 1st October 2010. The act brought together over 116 separate pieces of legislation into one single act. Combined, the act provides a legal framework to protect the rights of individuals and to advance equality of opportunity for all.

The act covers discrimination because of age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion or belief, sex and sexual orientation.

The act simplifies and strengthens previous legislation to provide a new discrimination law which protects individuals from unfair treatment and promotes a fair and more equal society.

The general equality duty (set out in the equality act) places upon public authorities a requirement to:

- Eliminate unlawful discrimination, harassment and victimisation and other conduct prohibited by the act.
- Advance equality of opportunity between people who share a protected characteristic and those who do not.
- Foster good relations between people who share a protected characteristic and those who do not.

The act explains that having due regard for advancing equality involves:

- Removing or minimising difficulties suffered by people due to their protected characteristics.

- Taking steps to meet the needs of people from protected groups where these are different from the needs of other people.
- Encouraging people from protected groups to participate in public life or in other activities where their participation is extremely low.

Specific Duties were introduced by the Government in September 2011 with an aim of facilitating an efficient and effective compliance of certain public bodies with the general Equality Duty. This includes:

- Publishing information to demonstrate compliance with the general equality duty annually;
- and
- Preparing and publishing one or more equality objectives that will contribute to satisfying the three aims of the general Equality Duty (as above) every four years.

A ban on age discrimination was introduced by the Government in October 2012. The objective of the ban is to eliminate any age-related discriminative practices in the provision of goods, services or facilities, and in the carrying out of public functions. The council has been committed to age equality in the way it provides public services and exercises its functions long before the ban was introduced. However, the law provisions provide us with an

opportunity to closely examine our policies and practises to ensure that our residents are afforded fair treatment, regardless of their age.

In 2013 the Marriage(Same sex Act 2013) was passed which allows couples who are in a same sex relationship to get married rather than just having a civil partnership.

Between 01 January 2017and 01 January 2018, 31 same sex couples were married in Portsmouth.

This Act makes the marriage of same sex couples lawful in England and Wales, while protecting and promoting religious freedom.

For more detailed guidance on the Marriage (same sex couples) Act 2013 visit:

www.equalityhumanrights.com/en/publication-download/marriage-same-sex-couples-act-2013-quick-guide

For more detailed guidance on the Equality Act 2010 visit:

www.gov.uk/equality-act-2010-guidance

For more information on equality and human rights law, visit the Equality and Human Rights Commission website at:

www.equalityhumanrights.com

Consultation

The consultation will take place from 13 August until 02 November 2018.

There will be an online survey as well as a paper copy for people that don't have access to a computer.

The survey will also be distributed to groups across the city and PCC officers will attend meetings to get feedback and suggestions for the proposed actions for the next 4 years.

Equality & Diversity at Portsmouth City Council

Our approach to equality and diversity primarily focuses on our customers and their needs, to ensure that we serve all of our communities in the city.

The council's equality diversity work is supported within the Community and communications directorate. It provides support to services and advice on best practice, legislative requirements, monitoring and manages the EIA process.

Equality impact assessments (EIA)

The council has a well established Equality impact assessment process which assists compliance with the Equality Duty, although EIA's are not a legal document in itself. It was decided in 2016 at the Governance and audit and standards committee that preliminary EIA's should be completed on any decision making reports if required. This was a more effective way of assessing any potential adverse impact our decisions they have on protected characteristics as described under the Equality Act 2010.

Initially a preliminary EIA is completed which is a screening process, this should highlight any potential impact the policy, function or service could have on any protected characteristic groups, if there is not enough information to make a decision or there could be adverse impacts a full EIA would be completed.

A full EIA would include consultation with the groups that could potentially be impacted on and where possible mitigation put in place or barrier removed completely.
All EIA's are published with the report it relates to and any additional

significant EIA's that are completed will be published on the Equality and diversity web pages, these will be published on a rolling year.

The council will publish a list of 'Equality Impact Assessments' (EIAs) on proposed, new, changed or terminated services, policies, strategies, projects and functions with a link to the report that the EIA refers to.

This helps to evidence how the duties under the Equality Act 2010 have been considered, and, if necessary, mitigated any discriminative impact on our residents and visitors.

Equality objectives

The Equality objectives are incorporated in the equality & diversity action plan which provides a list of our objectives. It sets out our key actions on promoting equality with regard to age, disability, sex, gender reassignment, race, religion or belief and sexual orientation, (as well as socio economic deprivation).

We are required to publish equality objectives in response to our specific duties in legislation.

An annual report will be produced to show progress on the Equality objectives and will report to the Governance, Audit and Standards committee.

Workforce Diversity and Management

All Portsmouth City Council's recruitment and human resources policies are designed to be compliant with existing legislation and ensure that discriminatory practices are avoided.

The council ensures that all employees and managers undertake appropriate equalities and diversity training, proportionate to their role and level of responsibility. A range of management development programmes are provided to ensure that all managers have the opportunity to develop effective communication and leadership skills and value diversity within the workplace.

The council supports the wellbeing of its employees and provides information and advice to support the health of the workforce. An employee opinion survey is conducted on an annual basis across the whole workforce to provide feedback on a range of aspects. This is analysed across the protected characteristics of age, sex, ethnicity and disability.

Under Specific Duties introduced in 2011 as part of the Equality Act 2010, the council has a legal obligation to publish equality information relating to its employees on an annual basis. The council currently monitors the diversity of its workforce with relation to age, sex, disability and race as well as gender pay gap.

Sex

The council, like most authorities, has a predominantly female workforce, with 75% female and 25% male employees.

Ethnicity

Data held by the council indicates that 6.5% of our staff are from BME groups - this figure has remained unchanged since the previous strategy. However, this is likely to be an under-estimate, as

18.9% are listed as undisclosed. The BME figure does not reflect the diversity of the city, as the most recent data suggest that 16% of our resident population are from BME groups.

Age of council staff

The council has 38.6% (increase from 3.6% recorded in the previous strategy) of its staff over the age of 50, while only 5.4% are under 25 (up from 5.3% recorded in the previous strategy).

Disabled staff

1.5% of the council staff have disclosed having a disability. 30.9% are listed as 'undisclosed'; however, this high percentage includes staff who joined the authority prior to the introduction of any monitoring system to collect information on disability. In addition, because this data is captured at the time of recruitment, it does not reflect any staff that become disabled whilst working for the council. As such, this figure is almost certainly an under-estimate of the true position.

Gender Pay Gap

The Gender Pay Gap for Portsmouth City Council was published in September 2017, the report includes school staff.

At the time of the report being published the data was correct for all staff, including school staff in post with PCC who earned their full-pay (relevant employees) At that time, there were 5,873 relevant full pay employees, which is made up of 75% (n4377) of females and

25% (n1496) were males.

The difference between the mean hourly rate of pay for male full-pay relevant employees and that of female full-pay relevant employees is 11%.

The average mean hourly rate of pay for a male was £16.84. For a female the average mean hourly rate of pay was £14.93, which results in the mean figure reported above.

The gender pay gap exists within Portsmouth City Council as the significantly larger proportion of female employees at the council work on the lower quartile (out of 20 pay bands) than our male employees – 22% male and 78% female staff.

The percentage of male employees increases throughout the remaining quartiles, from 20% in the lower middle quartile to 33% in the upper quartile.

In direct comparison the percentage of females employees decreases throughout the remaining quartiles from 80% in the lower middle quartile to 67% in the upper quartile.

Clearly, the council's current workforce does not match the profile of Portsmouth, with a large gender imbalance (though this is typical of local government) and under-representation of disabled people and people from BAME communities.

For more information on the Gender Pay Gap at Portsmouth City Council visit:

<https://www.portsmouth.gov.uk/ext/the-council/transparency/senior-management-salary-information>

Apprenticeships

In Portsmouth City Council we have a successful apprenticeship scheme and look to promote this further especially to the different communities across the city.

The council currently have 74 apprentices-57% females and 43% males

The age of apprentices vary but 62% are aged 19-21 and 11% are aged between 26 and 49.

This page is intentionally left blank