



NOTICE OF MEETING

EMPLOYMENT COMMITTEE

THURSDAY, 17 NOVEMBER 2022 AT 2.00 PM

COUNCIL CHAMBER - THE GUILDHALL, PORTSMOUTH

Telephone enquiries to James Harris on 023 9260 6065

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

Membership

Councillor Cal Corkery (Chair)
Councillor Simon Boshier (Vice-Chair)
Councillor Dave Ashmore
Councillor Matthew Atkins
Councillor Darren Sanders
Councillor Gerald Vernon-Jackson CBE

Standing Deputies

Councillor Ryan Brent
Councillor Stuart Brown
Councillor Suzy Horton
Councillor Mark Jeffery
Councillor Terry Norton
Councillor Scott Payter-Harris
Councillor Asghar Shah

(NB This agenda should be retained for future reference with the Minutes of this meeting.)
Please note that the agenda, minutes and non-exempt reports are available to view online on the Portsmouth City Council website: www.portsmouth.gov.uk

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

Public health guidance for staff and the public due to Winter coughs, colds and viruses, including Covid-19

- Following the government announcement 'Living with Covid-19' made on 21 February and the end of universal free testing from 1st April, attendees are no longer required to undertake any asymptomatic/ lateral flow test within 48 hours of the meeting; however, we still encourage attendees to follow the public health precautions we have followed over the last two years to protect themselves and others including vaccination and taking a lateral flow test should they wish.
- We strongly recommend that attendees should be double vaccinated and have received any boosters they are eligible for.
- If unwell we encourage you not to attend the meeting but to stay at home. Updated government guidance from 1 April advises people with a respiratory infection, a high temperature and who feel unwell, to stay at home and avoid contact with other people, until they feel well enough to resume normal activities and they no longer have a high temperature. From 1 April, anyone with a positive Covid-19 test result is still being advised to follow this guidance for five days, which is the period when you are most infectious.
- We encourage all attendees to wear a face covering while moving around crowded areas of the Guildhall.
- Although not a legal requirement, attendees are strongly encouraged to keep a social distance and take opportunities to prevent the spread of infection by following the 'hands, face, space' and 'catch it, kill it, bin it' advice that protects us from coughs, colds and winter viruses, including Covid-19.
- 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.
- Those not participating in the meeting and wish to view proceedings are encouraged to do so remotely via the livestream link.

AGENDA

- 1 Apologies for Absence**
- 2 Declarations of Members' Interests**
- 3 Minutes of the meeting held on 7 July 2022 and the extraordinary meeting held on 26 August 2022 (Pages 5 - 12)**

RECOMMENDED that the minutes of the ordinary meeting held on 7 July 2022 and the extraordinary meeting held on 26 August 2022 be confirmed and signed by the Chair as correct records.

- 4 Health and Safety Annual Report (for period 1 April 2021 - 31 March**

2022) (Pages 13 - 24)

Purpose

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

This report is for NOTING.

5 Workforce Profile (Pages 25 - 52)

Purpose

The purpose of this report to present to the committee the workforce profile for 2021 with a summary of key highlights.

This report is for NOTING.

6 Real Living Wage Accreditation (Pages 53 - 56)

Purpose

At its meeting of 7 July 2022 the Committee resolved to ask Group leaders to nominate members from their group to form a task and finish group to investigate how Living Wage accreditation can be taken forward through the governance cycle and budget setting process and report back to the committee with recommendations at its next meeting in September.

The purpose of this report therefore is to provide recommendations of the task and finish group in accordance with the above resolution.

Recommendations

The task and finish group recommend that the Employment Committee:

- (i) Asks the Cabinet to consider including Real Living Wage accreditation in the upcoming budget setting process to seek sustainable funding; and**
- (ii) Asks Cabinet that in the budget setting process the financial impact is assessed using data previously provided to the committee on which to base its assumptions subject to the announcement of the revised Real Living Wage rate for 2023 which is expected to be announced in November by the Living Wage Foundation.**

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

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

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

EMPLOYMENT COMMITTEE

MINUTES OF THE MEETING of the Employment Committee held on Thursday, 7 July 2022 at 2.00 pm at the Council Chamber - The Guildhall, Portsmouth

Present

Councillor Cal Corkery (in the chair)
Councillor Simon Boshier (Vice-Chair)
Councillor Dave Ashmore
Councillor Darren Sanders
Councillor Gerald Vernon-Jackson CBE

Officers Present

Natasha Edmunds, Director of Corporate Services
Alison Forfar, Interim Assistant Director HR
Susan Page, Finance Manager

12. Apologies for Absence (AI 1)

There were no apologies for absence.

13. Declarations of Members' Interests (AI 2)

Councillor Cal Corkery declared a personal, non-prejudicial interest in all items as he was a member of Unison and Unite the Union.

14. Minutes of the meeting held on 9 March 2022 (AI 3)

The minutes of the previous meeting held on 9 March 2022 were confirmed and signed as an accurate record.

Matters Arising

In response to a question in respect of minute 11 (Senior Management Structure - Regeneration) the Director of Corporate Services confirmed that the Chief Executive was preparing a report for the committee, which would be considered at the earliest opportunity.

The committee requested that this report be considered as soon as possible at an extraordinary meeting, rather than the next scheduled meeting on 15 September 2022

15. Real Living Wage (AI 4)

(TAKE IN REPORT)

Natasha Edmunds, Director of Corporate Services, introduced the report which provided members with an update on current market conditions, the impact on PCC pay structure and staff and the benefits and challenges of accreditation.

The committee was also asked to determine how it wished to progress towards becoming an accredited Living Wage Employer, given the current economic pressures faced by the Council.

The committee noted the importance of the topic in light of the current cost of living crisis and the effects of the significant changes in the way that adult social care would be funded from 2023.

Councillor Gerald Vernon-Jackson proposed an amendment to Recommendation 1, as below: (additional text in *italics*)

- (i) group leaders nominate members from their group to form a task and finish group to investigate how Living Wage accreditation can be taken forward, *with sustainable funding*, through the governance cycle and budget setting process and report back to the committee with recommendations at its next meeting in September.

This amendment was duly seconded by Cllr Darren Sanders and following a vote was declared CARRIED.

Councillor Gerald Vernon-Jackson proposed an amendment to Recommendation 3, as below: (additional text in *italics*)

- (iii) the Employment Committee reiterates its commitment to the policy of paying PCC employees the Real Living Wage, *congratulates the administration on making this happen*, and resolves to report annually on the impact of this policy

This amendment was duly seconded by Cllr Darren Sanders and following a vote was declared carried.

Councillor Darren Sanders proposed an additional recommendation, as below:

- (iv) in future the real Living Wage is automatically uplifted in line with the recommendations of the Living Wage Foundation for Portsmouth City Council staff.

This additional recommendation was duly seconded by Cllr Gerald Vernon-Jackson and following a vote was declared CARRIED.

RESOLVED that:

- (i) group leaders nominate members from their group to form a task and finish group to investigate how Living Wage accreditation can be taken forward, with sustainable funding, through the governance cycle and budget setting process and report back to the committee with recommendations at its next meeting in September;**
- (ii) PCC staff currently in receipt of pay below the 2022/23 Real Living Wage (RLW) rate, be paid an uplift to £9.90 to bring their rate in line with the current RLW rate pending the outcome of the national pay negotiations;**
- (iii) the Employment Committee reiterates its commitment to the policy of paying PCC employees the Real Living Wage, congratulates the administration on making this happen, and resolves to report annually on the impact of this policy; and**
- (iv) in future the real Living Wage is automatically uplifted in line with the recommendations of the Living Wage Foundation for Portsmouth City Council staff.**

16. Sickness Absence - Quarterly Report (AI 5)

(TAKE IN REPORT)

Alison Forfar, Interim Assistant Director HR, introduced the report which updated the committee on the levels of sickness absence across the council and the actions being taken to manage absence and promote employee wellbeing

The committee discussed the top three causes of sickness absence, which were Coronavirus, psychological and musculoskeletal.

In respect of Coronavirus, the committee was advised that there had been very few work based outbreaks and that the majority of absences had been from service areas whose work involved close contact with people, such as adult social care.

A concern was raised in respect of musculoskeletal problems and whether home working arrangements had been a factor. It was felt that a breakdown of home based versus office based absences would be useful.

In response it was explained that musculoskeletal absences were predominantly in physical non desk based roles which involved manual handling. The development of new reporting systems as part of the Fusion software roll out for HR was underway and it remained an aspiration for more granular level analysis to be presented to the committee going forwards.

The committee was advised that stress and anxiety was more of an issue in respect of home or office based working, as some staff were anxious about returning, whilst others had felt lonely working from home.

Following the points raised during the discussion the committee felt that it would be useful to consider a report on Occupational Health at a future meeting.

The Chairman advised that he was minded to request that sickness absence reports be received twice a year rather than quarterly going forwards, as he believed that this would allow the committee to better monitor trends.

The committee agreed to this, subject to there being a mechanism for reporting back on any concerns raised at the subsequent meeting.

RESOLVED that the committee NOTED:

- (i) the levels and causes of sickness absence over the last quarter;**
- (ii) the activities and interventions undertaken to support attendance; and**
- (iii) the change in absence levels across the organisation.**

17. Trade Union Facilities Time 2021/22 (AI 6)

(TAKE IN REPORT)

Alison Forfar, Interim Assistant Director HR, introduced the report which presented the outcome of the Trade Union Facility Time Report 2022, thereby ensuring the Council could fulfil its statutory obligations in respect of the Trade Union (Facility Time Publication Requirements) 2017.

In response to a question it was confirmed that the percentages used for the breakdown of time spent on facility time included within the report was a statutory requirement, however a more detailed breakdown could be provided to the committee.

The committee believed that the council worked well with current trade union facilities time arrangements and noted the positive working relationship between the unions and management.

The committee did however feel that it would be helpful to substantiate whether the facilities time paid saved the council money and requested that a report by the relevant council officer be included on the agenda for a future meeting.

The committee wished to place on record its gratitude to the trade unions for the help that they gave to the running of the council.

RESOLVED that the Employment Committee Noted:

- (i) the data in Appendix 1 and the fact that the Appendix will be the report published on the PCC website, and the Government maintained website; and**
- (ii) that the data will be included in any relevant Annual Report and Accounts that are published by PCC.**

18. Appointment to the Hampshire Pension Fund Panel and Board (AI 7)

(TAKE IN REPORT)

James Harris, Senior Local Democracy Officer, introduced the report which requested that the Employment Committee appoint a Portsmouth City Councillor to the Hampshire Pension Fund Panel and Board to serve as a full member with Southampton City Council's representative serving as the substitute member.

Councillor Cal Corkery proposed that Councillor Judith Smyth be the Council's representative for 2022/23.

This proposal was duly seconded by Councillor Gerald Vernon-Jackson.

RESOLVED that Councillor Judith Smyth be appointed to serve on the Hampshire Pension Fund Panel and Board for the remainder of the 2022/23 municipal year, subject to her remaining an elected member.

The meeting concluded at 3.16 pm.

Councillor Cal Corkery
Chair

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EMPLOYMENT COMMITTEE

MINUTES OF THE MEETING of the Employment Committee held on Friday, 26 August 2022 at 2.00 pm at the Council Chamber - The Guildhall, Portsmouth

Present

Councillor Cal Corkery (in the chair)
Councillor Simon Boshier (Vice-Chair)
Councillor Dave Ashmore
Councillor Darren Sanders
Councillor Gerald Vernon-Jackson CBE

Officers Present

David Williams, Chief Executive
Natasha Edmunds, Director of Corporate Services
Susan Page, Finance Manager

19. Apologies for Absence (AI 1)

There were no apologies for absence.

20. Declarations of Members' Interests (AI 2)

There were no declarations of interest.

21. Transport Review (AI 3)

(TAKE IN REPORT)

David Williams, Chief Executive, introduced the report which summarised the outcome of the peer review of the transport function and recommendations for member consideration.

The peer review and consideration of the creation of a new post of Director of Transport had been requested by the committee at its meeting held on 9 March 2022, following the resignation of two Assistant Directors (Assistant Director for Transport and the Assistant Director for Strategic Development).

He advised the committee that the Peer Review had been fruitful and it had been very obvious from the outset that the city council's transport function was highly regarded and had been incredibly successful in attracting funding.

He was pleased that the conclusions of the external consultants had mirrored those of the council that there was no justification for the creation of a separate Director of Transport position and commended this recommendation to the committee.

The committee was supportive of the recommendations and commended the city council's transport function.

Whilst not forming a dedicated recommendation, in respect of paragraphs 4.1.1 and 4.1.2 it was suggested that the Constitution Working Group may wish to look at processes with regard to governing access to information and papers by non-ruling political groups across portfolios and directorates.

Councillor Darren Sanders proposed an additional recommendation:

'The committee welcomed the comments of the Peer review that the city council's transport function was highly regarded by funders and external stakeholders.'

This proposal was duly seconded by Councillor Simon Boshier and following a vote was declared carried.

Following a vote on the recommendations contained within the report and incorporating the additional recommendation in the name of Councillor Darren Sanders it was

RESOLVED that

- i. The recommendations of the peer review in relation to the three key areas of investigation be NOTED;**
- ii. The pros and cons of the creation of a new Directorate/Director of Transport be NOTED;**
- iii. The Transport function be retained within the Directorate of Regeneration;**
- iv. The further work to be undertaken by officers to improve structures within the Regeneration Directorate in line with the recommendations of the peer review be NOTED; and**
- v. The committee welcomed the comments of the Peer review that the city council's transport function was highly regarded by funders and external stakeholders.**

The meeting concluded at 2.19 pm.

Councillor Cal Corkery
Chair

Agenda Item 4



THIS ITEM IS FOR INFORMATION ONLY

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

Title of meeting:	Employment Committee
Subject:	Health and Safety Annual Report (for period 1 April 2021 - 31 March 2022)
Date of meeting:	17 November 2022
Report by:	Lynda Martin, Corporate Health and Safety Manager
Wards affected:	All

1. Requested by

1.1 The Annual Report on Health and Safety to the Employment Committee.

2. Purpose

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

3. Information Requested

3.1 The Annual Report, on Health and Safety activities within Portsmouth City Council during the reporting period of 1 April 2021 to 31 March 2022.

3.2 The Committee receives:

- The Annual health and safety report covering the reporting period 1 April 2021 to 31 March 2022.
- Updated 2021/22 Health and Safety Action Plan. (Appendix 1)
- New Health and Safety Action Plan which covers the period of 1 April 2022 to 31 March 2023. (Appendix 2)

4. Background

4.1 The Corporate Health and Safety management system is developed, maintained, and monitored by the Corporate Health and Safety team. The role of the Health and Safety team is to provide specialist advice, guidance, training and support to council members, managers, and employees to enable them to fulfil their legal Health and Safety responsibilities and comply with UK Health and Safety legislation, guidance, and best practice.

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4.2 The Corporate Health and Safety Manager has reviewed the management system, including risk identification, training and guidance documents and has introduced a Health and Safety legal register and risk register and has improved consultation, and communication by reviewing the membership of the Corporate Health and Safety Forum, which meets quarterly and has representation from each Directorate and the Unions. The 2022/23 Health and Safety Action Plan seeks to implement the revised components of the Management System and departmental risk registers.

5. Policy

5.1 The Overarching Health and Safety Policy was reviewed and updated in June 2021 and is published in the Policy Hub. The Statement of Intent was updated in July 2021. It was agreed that other Health and Safety policies and guidance documents would all be removed from the Policy Hub, reviewed and renamed as guidance. This work is ongoing and reports on progress are given to the Health and Safety Forum.

6. Risks

6.1 The Corporate Health and Safety Manager has reviewed all of the health and safety risks Portsmouth City Council faces and has produced a legal and risk register. These documents were consulted upon and approved by the Health and Safety Forum. The main health and safety risks that have affected Portsmouth City Council over the reporting period are:

6.1.1 COVID-19

During the reporting period a Joint Covid Health and Safety Meeting met each month (between the quarterly Health and Safety Forum meetings), attended by the Unions, Health and Safety, Facilities Management, HR, Corporate Communications, the Director of Corporate Services and the Assistant Director - Buildings. The group was established to address the many health and safety issues and risks that arose during the pandemic and ensured a partnership and solution focused approach was taken in managing risk and ensuring staff safety across the wide range of activities of the council.

The Corporate Health and Safety Team has provided advice and guidance to the organisation throughout the pandemic; ensured building risk assessments were undertaken and regularly reviewed as the pandemic progressed; adapted the Display Screen Equipment (DSE) risk assessment to cover home working and provided advice to managers on a range of health and safety matters thrown up by the pandemic.

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The Corporate Health and Safety Team contributed to the employee wellbeing strategy, which has been paramount throughout this time and advocates the sensible continuation of infection prevention and control mitigations.

6.1.2 Fire, Asbestos and Legionella Safety Groups

The Corporate Health and Safety Manager is a member of each of these groups who meet quarterly. Update reports are provided to the Health and Safety Forum.

Fire

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

There was one report of a minor fire in a corporate building, which resulted in evacuation but no injuries. The cause was deemed to be a faulty microwave, which was disposed of.

Asbestos

There have been no asbestos management failings or adverse 'asbestos related' incidents (accidents) reported to the Corporate Health and Safety Team or the HSE. The Corporate Health and Safety Team works with colleagues to ensure compliance with the Control of Asbestos Regulations 2012.

Legionella

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

7. Training

7.1 Completion of Health and Safety training was down in 2021/22 compared to the previous years.

Year	Completion number
2021/2022	3425
2020/2021	4505
2019/2020	4738

7.2 The training includes, Handling of People, DSE, Asbestos, Fire Safety, Incident Reporting, Health and Safety Induction, Legionella and Manual Handling of Loads.

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7.3 The reasons for the reduction in training completion are likely to include the capacity challenge presented by the pandemic - there has been a consistent reduction in training completion rates across a range of other disciplines - as well as the adjustment to a different way of working.

7.4 Compliance levels for Mandatory Health and Safety training is monitored and reported to the Health and Safety Forum, along with direct follow up with Departments. However, a review of mandatory training is going to be undertaken to ensure training is targeted to the right groups at the right time. For example all new staff should undertake the Health and Safety induction module within 3 months of joining PCC, however Handling of People, although mandatory, will only be relevant to specific groups of the workforce.

8. Incidents (Accident and Violent Incident reporting)

8.1 There were 28 RIDDOR reports submitted in this reporting period (17 in PCC + 11 in schools), compared to 11 in 2020/21 and 16 in 2019/20. This increase is believed to be due to better follow up reporting.

8.2 In 2021/22 'Overall' incidents reported to the Corporate Health and Safety Team (accidents and violent incidents) were 453 (226 in PCC + 227 in schools compared to in 2020/21 = 266 (175 in PCC + 91 in schools), and in 2019/20 = 596 (276 in PCC + 320 in schools).

8.3 Corporate incident statistics are below the normal expected industry norm compared to previous years which is attributed to the pandemic and associated periods of lockdown over the reporting period

9 Visits from Enforcing Authorities

9.1 Two issues relating to enforcing authorities arose during the reporting period as follows:

9.1.1 Working at Height procedures are being updated and the Health and Safety team will liaise with all departments to ensure compliance, further to the HSE following up the School RIDDOR that was reported previously.

9.1.2 As a result of proactive Health Surveillance for the risk of Hand Arm Vibration from using power tools there have been two RIDDOR notifications. Consequently, the HSE wrote to the Service, who responded detailing all of the measures they have in place. At the moment there has been no further contact from the HSE.

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

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asbestos, legionella or customer complaints/queries). Reportable issues and the actions of enforcing authorities are discussed regularly at the Corporate Health and Safety Forum.

10. Monitoring, Compliance, Audit and Inspections

10.1 Audit programme

The audit process was reviewed during the reporting period and the programme will recommence in 2022/23.

A new audit template has been produced and the audit schedule will recommence in 2022/23.

10.2 Schools Health and Safety Traded Service Agreements

The 21 Local Authority Schools and an additional 9 Academies benefit from the Health and Safety Traded Service Agreement, which was reviewed during the reporting period and states that, The Corporate Health and Safety Manager will be Schools' competent person and along with the Corporate Health and Safety Team, will work with schools to ensure health and safety compliance.

11. Communication and Consultation

11.1 The Corporate Health and Safety Team continue to use a wide range of communications channels to deliver appropriate Health and Safety messages.

- During this reporting period there were four formal quarterly Health and Safety and Forum meetings (July, September, November 2021 and February 2022). The function of this Board is to ensure the health, safety and wellbeing of those affected by the Council's activities by encouraging and promoting co-operation and communication, maintaining a safe and healthy working environment, ensuring safe systems of work and providing a forum for effective council-wide consultation on health and safety matters.
- The Joint Covid Health and Safety Meeting continued to meet each month between Health, Safety and Wellbeing Board, although this has now stood down
- E-newsletter - circulated and published on the Health and Safety Intranet pages following each quarterly Health and Safety Forum meeting.
- Policy Hub, staff intranet, Teams Channels and email provide access for all council and school employees to Corporate Health and Safety guidance documents and forms.
- The Corporate Health and Safety Manager is working with stakeholders to review and improve methods of consultation and communication.

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Signed by Lynda Martin, PCC Corporate Health and Safety Manager

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Appendices:

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

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

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

Title of document	Location

Corporate Health and Safety Action Plan 2021 / 2022

Action	Objective	Target date	Lead Person	Update/ Outcome
1. To review the management system, including risk identification, training and guidance documents and wishes to introduce a Health & Safety legal register, risk register, departmental risk registers, a job hazard identification form, better corporate record keeping, reporting, consultation and communication.	To protect the health, safety and wellbeing of those affected by the Council's activities and to comply with corporate H&S policy, and UK H&S legislation	31/03/22	H&S Manager	Complete. All of these areas have been reviewed and the aim of 2022/23 will be to continue to develop them where appropriate and to implement and embed them within the Directorates.
2. To continue to review the overarching Health & Safety Policy to change the emphasis to a more pro-active approach towards Health & Safety and base it on the HSE's Leading Health and Safety at work document.	To protect the health, safety and wellbeing of those affected by the Council's activities and to comply with corporate H&S policies and UK H&S legislation	31/03/22	H&S Manager	On-going. Once these new ways of working are embedded, the overarching policy will be updated to change the emphasis to a more pro-active approach and will be based on the HSE's Leading and Managing Health and Safety information.
3. To review the service schools receive and report on levels of compliance against the audit schedule at quarterly HSWB meetings.	To protect the health, safety and wellbeing of those affected by the Council's activities and to comply with corporate H&S policies and UK H&S legislation and generate income to support the H&S staffing levels	31/03/22	H&S Manager	Complete. The review of the traded service agreement is complete . A new audit template has been produced and the audit schedule will recommence in 2022/23.
4. To review the corporate H&S Team's 'Management Audit & Inspection' programme to ensure that all buildings are appropriately covered. The Health and Safety Forum will receive updates on progress throughout the year.	To provide corporate assurance by verifying service/ workplace-specific compliance with corporate H&S policies and UK H&S legislation	31/03/22	H&S Manager	Complete. A new audit template has been produced and the audit schedule will recommence in 2022/23.

Action	Objective	Target date	Lead Person	Update/ Outcome
5. To review methods of consultation and communication.	To comply with corporate H&S policy and UK legislation - and to facilitate H&S consultation and communication council wide	31/03/22	H&S Manager	Complete. The Health and Safety Forum has been established and includes representatives from each Directorate. Newsletters are published following each meeting.
6. To review the incident reporting procedure.	To prevent incidents and to assist managers/staff in complying with corporate 'post-incident' management requirements and UK H&S legislation. To assist service managers in collating/ documenting evidence for reference, in case of future legal/ civil litigation claims	31/03/22	H&S Manager	Complete. The 2022/23 Action Plan aims to implement the new processes.
7. To review all Health and Safety training, including liaison with other stakeholders, eg for First Aid Training, Conflict, etc	To ensure up to date H&S advice and training is available to all council employees and 'others' signed up to the H&S Team's traded service	31/03/22	H&S Manager	Ongoing. Health and Safety Training continues to be reviewed.
8. To review all PCC Health & Safety risks. Additional policies and guidance will be produced, along with a legal and risk register.	To protect the health, safety and wellbeing of those affected by the Council's activities and to comply with corporate H&S policy, and UK H&S legislation	31/03/22	H&S	Complete. The Health and Safety legal and risk registers were produced.

Action	Objective	Target date	Lead Person	Update/ Outcome
9. To review the Health & Safety team functions and report to Health and Safety Forum, to include exploring opportunities to expand the service offering to both internal and external customers.	To evaluate the council's H&S functions for compliance with corporate H&S policies and UK H&S legislation. To increase the service engagement across PCC and generate an external fee earning client base.	31/03/22	H&S Manager	Complete.

End of Action Plan

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Appendix 2

Corporate Health and Safety Action Plan 2022 / 2023

Our approach is based on the HSE's Leading and Managing Health and Safety guidance, adopting the Plan, Do Check, Act framework, where key actions are identified in each part of the cycle and related back to leadership, management, worker involvement and competence. The key actions are:

- Plan
 - Determining our policy
 - Planning for implementation
- Do
 - Profiling our health and safety risks
 - Organising for health and safety
 - Implementing our plan
- Check
 - Measuring performance
 - Investigating accidents and incidents
- Act
 - Reviewing performance
 - Learning lessons

Each year we produce a new Health and Safety Action Plan, which is specific and measurable. Performance against the plan is reported to the Health and Safety Forum.

Action	Objective	Target date	Lead Person	Update/ Outcome
1. To implement the components of the management system across the Council Directorates.	To protect the health, safety and wellbeing of those affected by the Council's activities and to comply with corporate H&S policy, and UK H&S legislation	31/03/23	H&S Manager	
2. To write a new Health and Safety Policy, adopting the HSE's Leading and Managing Plan, Do, Check, Act framework.	To protect the health, safety and wellbeing of those affected by the Council's activities and to comply with corporate H&S policies and UK H&S legislation	31/03/23	H&S Manager	
3. To support and engage with all schools with a Health and Safety Traded Services Agreement and carry out audits against a schedule.	To protect the health, safety and wellbeing of those affected by the Council's activities and to comply with corporate H&S policies and UK H&S legislation.	31/03/23	H&S Manager	
4. To introduce the revised Audit templates for Council Buildings and Directorates and carry out audits against a schedule, to include measuring performance.	To provide corporate assurance by verifying service/ workplace-specific compliance with corporate H&S policies and UK H&S legislation.	31/03/23	H&S Manager	

Action	Objective	Target date	Lead Person	Update/ Outcome
5. To consult with staff and union groups on health and safety matters and continue to review and improve communication methods.	To comply with corporate H&S policy and UK legislation - and to facilitate H&S consultation and communication council wide.	31/03/23	H&S Manager	
6. To implement the changes to the incident reporting procedure. This includes: <ul style="list-style-type: none"> the agreement the Board gave to removing the mandatory requirement for Incident Reporting Training for Managers (at the February 2022 meeting) the introduction of new Incident Reporting Training for staff an online process for reporting incidents consideration of how to include incidents of hate crime and their motivation consideration of restorative practices, rather than a blame culture and disciplinary action following incidents better analysis of data, eg hot spots and by Directorate 	To prevent incidents and to assist managers/staff in complying with corporate 'post-incident' management requirements and UK H&S legislation. To assist service managers in collating/ documenting evidence for reference, in case of future legal/ civil litigation claims.	31/03/23	H&S Manager	
7. To review all Health and Safety training, including liaison with other stakeholders and to produced Departmental Training Matrices.	To ensure up to date H&S advice and training is available to all council employees and 'others' signed up to the H&S Team's traded service.	31/03/23	H&S Manager	
8. To review and implement Health and Safety guidance against the legal and risk registers and best practice.	To protect the health, safety and wellbeing of those affected by the Council's activities and to comply with corporate H&S policy, and UK H&S legislation.	31/03/23	H&S Manager	
9. To continually review and improve the Health & Safety team and report to Health and Safety Forum, to include exploring opportunities to expand the service offering to both internal and external customers.	To evaluate the council's H&S functions for compliance with corporate H&S policies and UK H&S legislation. To increase the service engagement across PCC.	31/03/23	H&S Manager	

End of Action Plan

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:	Employment Committee
Subject:	Workforce Profile
Date of meeting:	17 November 2022
Report by:	Director of Corporate Services
Wards affected:	All

1. Purpose

The purpose of this report to present to the committee the workforce profile for 2021 with a summary of key highlights.

The Committee are asked to note the contents of the report and attached workforce profile.

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. A further workforce profile was completed for 2020. The current report deals with the workforce profile for 2021 which is attached at Appendix 1. An accessible version of the data is available at: <https://yourcityyoursay.portsmouth.gov.uk/workforce-insight-profile-2021/> . Where trends are able to be shown these are reported on in the workforce profile 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;

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)

- 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.

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

Accessible versions of the all published workforce profiles can be found on the following links to the council website:

Key areas that emerge from the workforce profile 2021 are highlighted below, as follows:

1. The gender balance of the workforce has remained consistent year on year since the first workforce profile was published in 2019 - 65% of the workforce are female, 35% of the workforce are male.
2. In 2021 the age profile of the workforce has increased; 4% more people are aged 60+ compared to 2020.
3. The proportion of staff who live within the city boundary is reducing with 54% of the workforce living in PO postal districts PO1 - PO6 in 2021, compared with 64% in 2020 and 63% in 2019. (NB: it should be noted that previous workforce profile reports showed staff living in postal districts PO1 - PO5 which did not reflect the city boundary and is now corrected for 2021 onward).
4. The majority of staff 94% are from white ethnic groups; 6% of staff are from minority ethnic groups. This has remained consistent from previous years.
5. Males earn on average 5.7% more than females, which is a reduction from previous years where in 2020 males earned on average 7.4% more than females.
6. The proportion of people working full time has increased marginally to 63% from 60% in 2019.

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7. Employee turnover increased to 11% in 2021; an increase of 2% on the previous year.

8. 2021 saw an increase in the average annual sick leave rising to 12 days per person, with long term absence consistently accounting for the highest proportion of absence.

It should be noted that during the year 2021 Portsmouth City Council changed its system for recording workforce information from EBS Oracle to Fusion. The transfer of data to the new system has resulted in a loss of data on employee postcode and disability information. A communications campaign was undertaken post data transfer encouraging all staff to review and update their information, which should follow through in the 2022 workforce profile analysis next year. As a result of the limited data held on disability there has been no analysis undertaken on this protected characteristic.

4. Workforce Profile Summary of Key Actions and Next Steps

The Workforce Profile for 2021 will be published on the council's website. The data contained in the workforce profile will be used to inform work going forward in relation to Equality, Diversity and Inclusion, and the updated Equalities Strategy from 2023.

A Workforce Strategy is in development that seeks to address workforce challenges and issues that are highlighted in the profile such as the age and ethnicity profile of the workforce, employee turnover and absence rates.

It is recognised that there continue to be gaps in data and these will be addressed, for example LGBTQ+ and veterans. Disability data will also be a part of this.

The previous report to the committee in 2021 stated that a new recruitment system was being implemented during 2022 which would enable aggregated reporting on those applying for jobs with Portsmouth City Council. The project is currently underway and due to go live at the end of November. Reporting on recruitment information will therefore be available once the new system is implemented.

The workforce profile will continue to be updated annually and reported to the Employment Committee.

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 2021

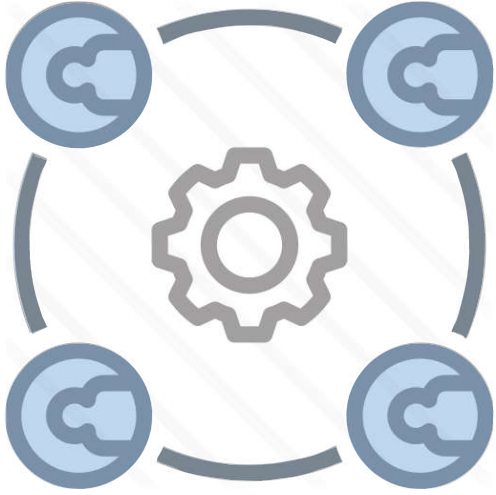
Background list of documents: Section 100D of the Local Government Act 1972

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



Portsmouth
CITY COUNCIL



Workforce Insight Profile 2022

Corporate Services

Introduction

Purpose

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.

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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 (either because the question was not asked at enrolment or due to employees opting out of providing specific pieces of personal data), therefore the base sizes vary from question to question (a summary of response rates by question is shown on the next slide).

Data Sources

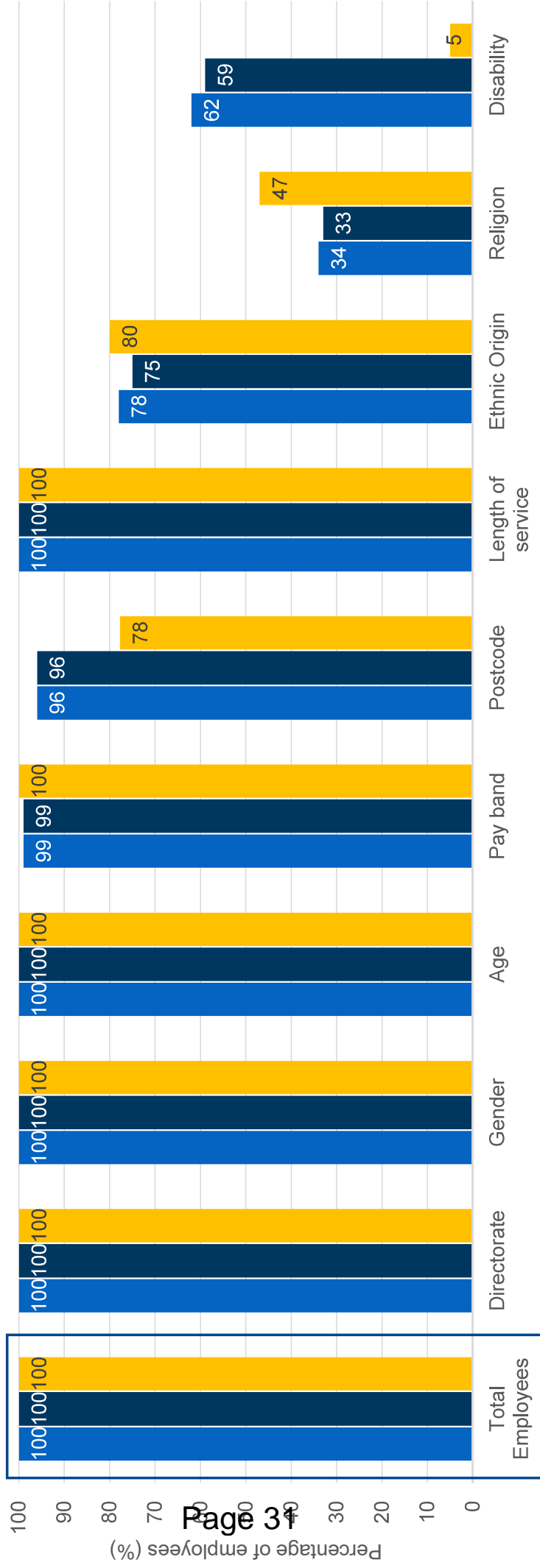
The 2021 data from 1st July onwards is based on employee data held on Fusion whilst all preceding data is from employee data held on EBS Oracle.

All information in this report is based on employee data from 1st December for the appropriate year unless otherwise stated. The data does not include agency staff.

Response Rates



Response rates | Base: (Dec) 2019 (3,769) | 2020 (3,796) | 2021 (3,884)



- Portsmouth City Council had information on directorate, gender, age, length of service and pay band on every employee in 2021
- The proportion of staff on which PCC holds ethnic origin and religion information on increased in 2021
- The switch to data being held on Fusion in 2021 appears to have resulted in a loss of employee postcode and disability information

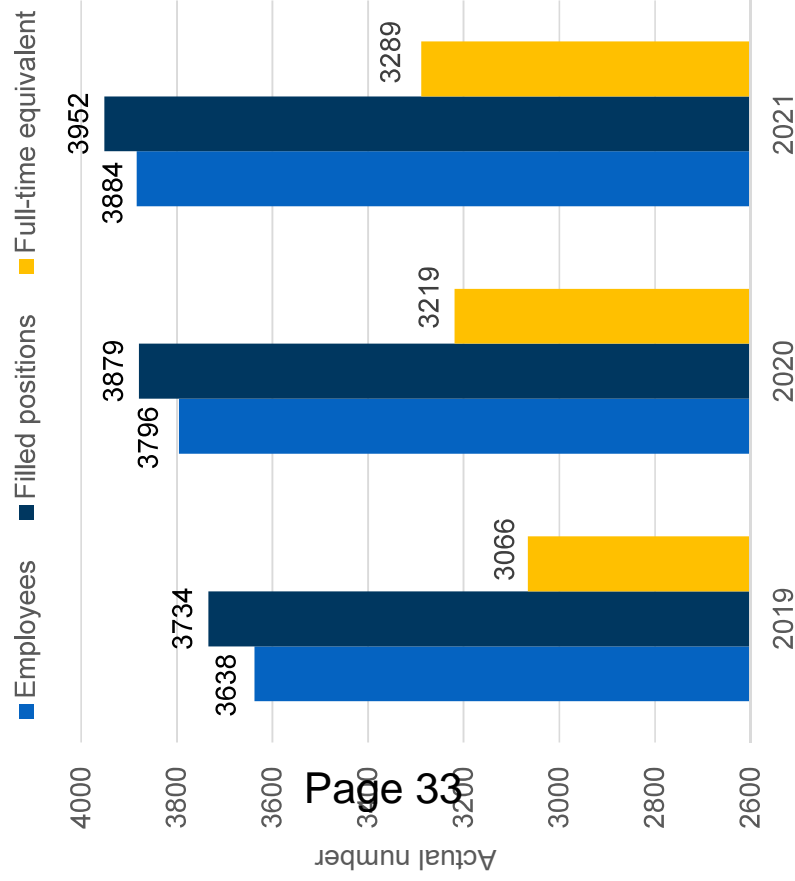
Key Findings

- 3,884 people are employed by Portsmouth City Council, with 'Housing, Neighbourhood and Building Services' (the largest directorate) accounting for 24% of staff
- The proportion of employees living outside of the City boundary (PO1-PO6) postal districts increased in 2021 to 46%; the shift to hybrid working has made it easier for staff to live further afield
- 65% of the workforce are female, 35% are male (consistent year-on-year)
- In 2021 the age profile of the workforce has increased; 4% more people are aged 60+ years compared to 2020
- The majority of staff at Portsmouth City Council are from white ethnic groups; 6% are from ethnic minority groups
- Christianity (all denominations) is consistently the most prevalent religion (45%) - a similar proportion do not follow any religion (46%)
- Males earn on average 5.7% more than females annually at £31,874
- Employees aged <25 and 65+ are most likely to be working in lower pay bands (1-5)
- Employee turnover increased by 2% to 11% in 2021; 551 employees started working at Portsmouth City Council and 443 left the organisation
- 2021 saw an increase in the average annual absence to 12 days per person, back to the levels seen in 2019; long-term sick leave consistently accounts for the highest proportion of absence
- In 2021 there was a higher incidence of absence due to Coronavirus, it was amongst the most popular reasons for short and medium term absence

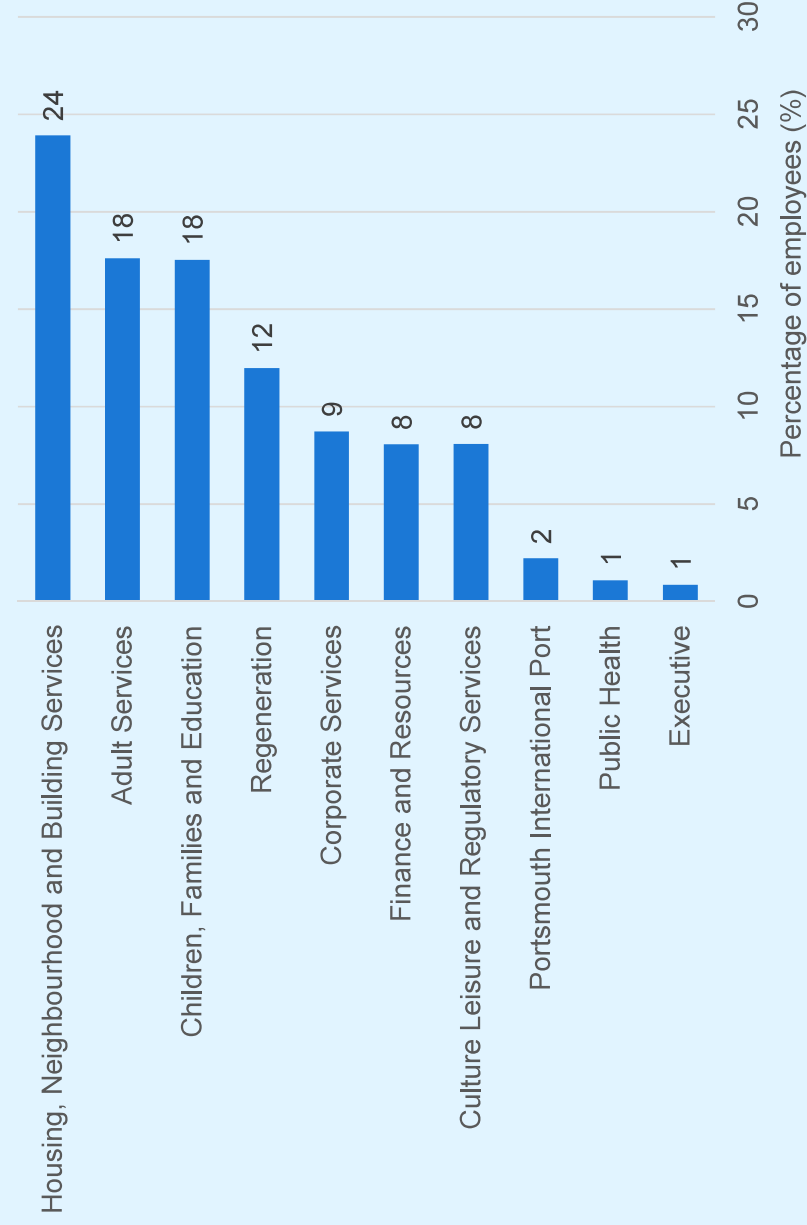
Workforce Summary



Number of... (December 2021)



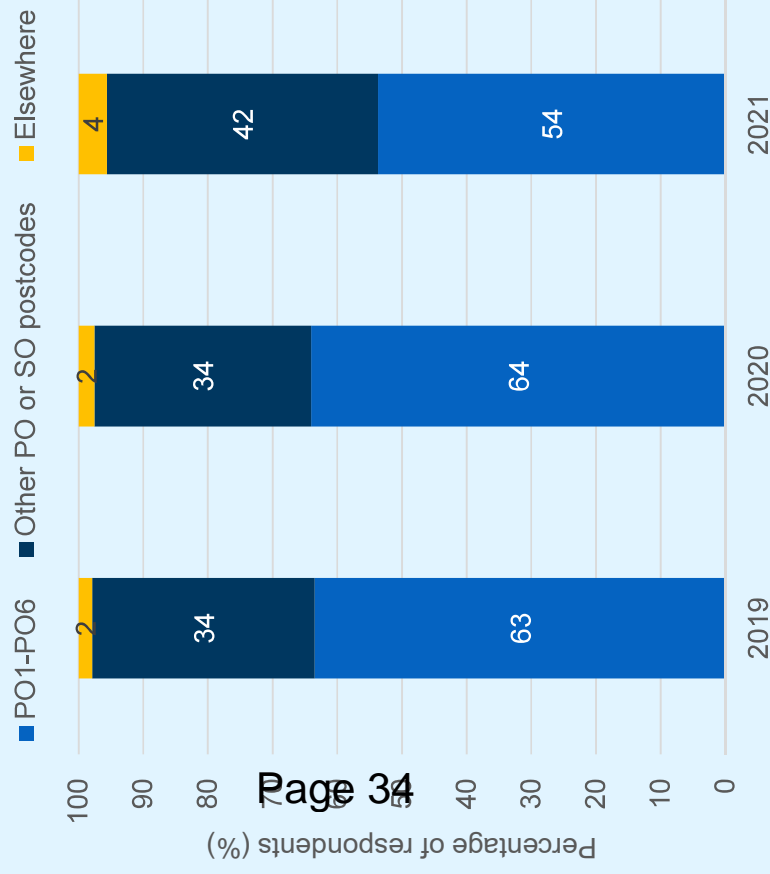
Employees by directorate | Base: Dec 2021 (3,884)



- The number of employees, filled positions and full-time equivalent roles have consistently increased year-on-year
- The Housing, Neighbourhood and Building Services directorate is the largest, employing just under a quarter of staff
- Adult Services, and Children, Families and Education are also large directorates, each accounting for 18% of employees

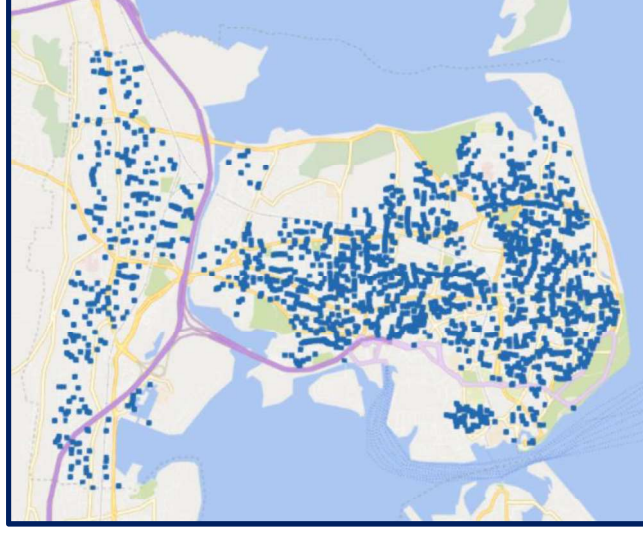
Postcode distribution

Employees by employment category
Base: (Dec) 2019 (3,503) | 2020 (3,658) | 2021 (3,018)



4% of employees come from outside PO and SO postal districts in 2021. Staff come from all over the UK:

- St Austell**
- Plymouth**
- Bath**
- Norwich**
- Leicester**
- Birmingham**
- Manchester**
- Carlisle**
- Newcastle upon Tyne**

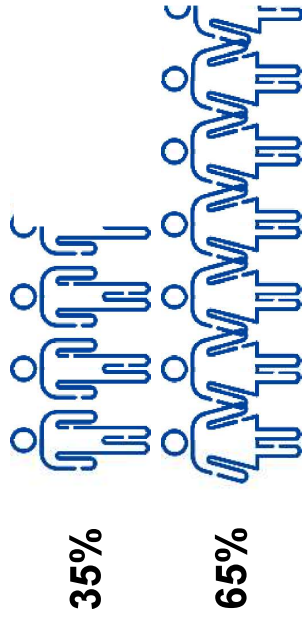


54% of Portsmouth City Council (PCC) employees live within the City boundary (PO1-PO6) postal districts in 2021.

- Over half of employees live within the City boundary (PO1-PO6) in 2021
- In 2021 a higher proportion of employees live outside of the City boundary; the shift to hybrid working has made it easier for staff to live further afield
- Employees come from as far afield as Cornwall and Tyne and Wear

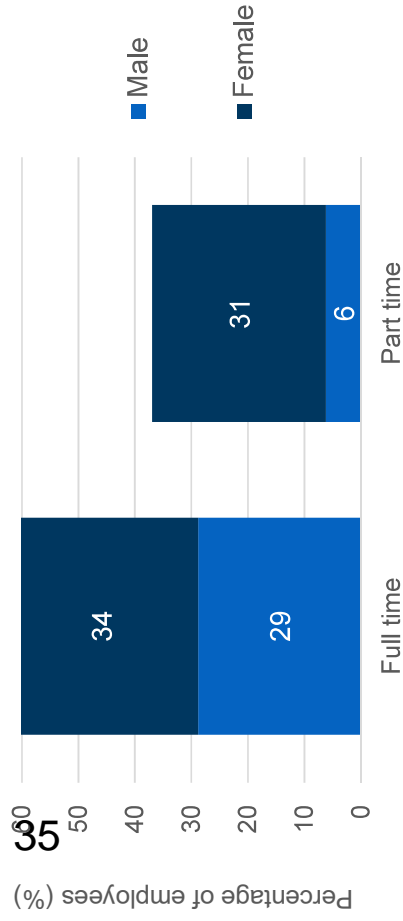
Gender

Employees **by gender** | Base: Dec 2021 (3,884)

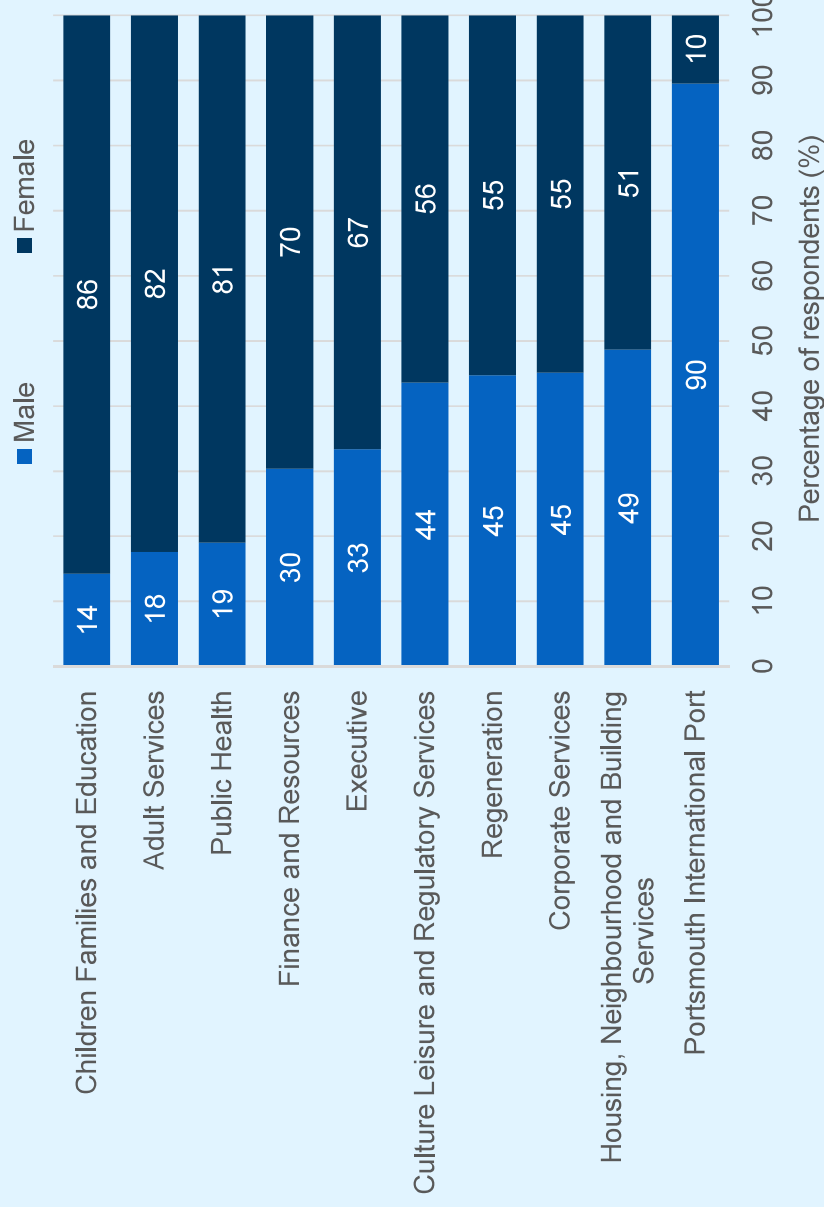


Employee gender **by employment category**

Base: Dec 2021 (3,884)



Employee gender **by directorate** | Base: (Dec 2021) | CFE: 681 | AS: 684 | PH: 42 | FR: 313 | Exec: 33 | CLRS: 312 | Regen: 465 | CS: 339 | HNBS: 929 | PIP: 86

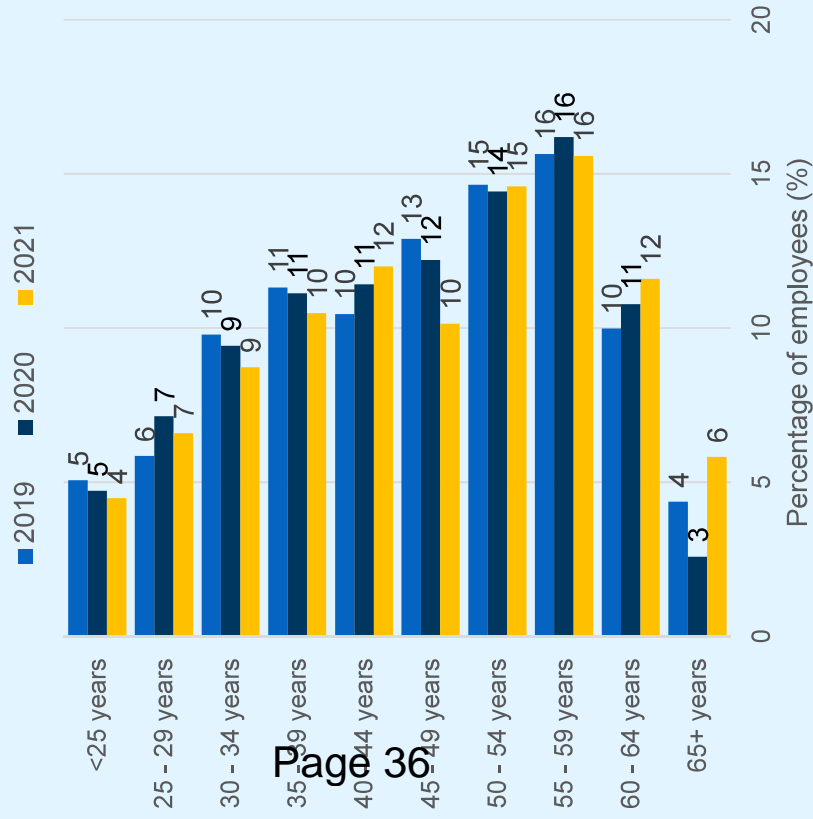


- Just over a third of employees are male and almost two-thirds are female
- Females are split fairly evenly between full-time and part-time contracts whilst males tend to work full-time, only 6% of males work part-time
- Portsmouth International Port is the only directorate where males form the majority (90%)

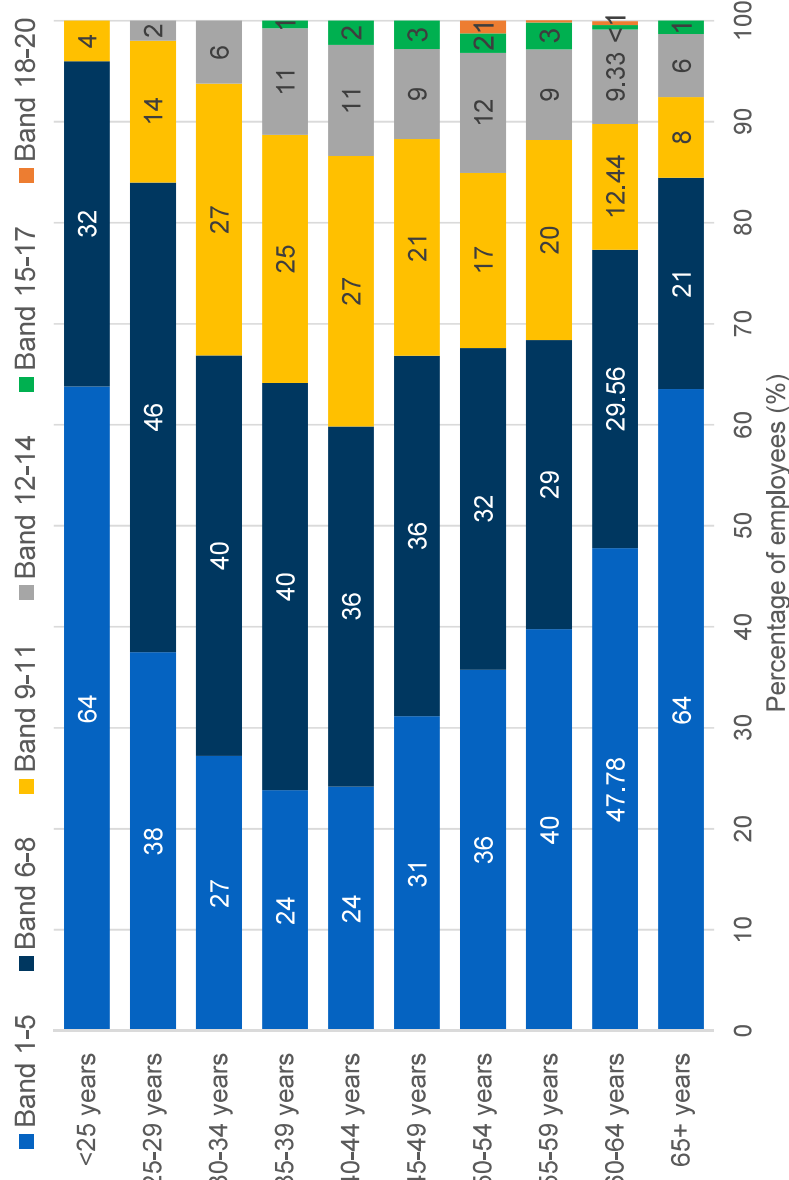
Age



Employees **by age** | Base: Dec 2019 (3,638) | 2020 (3,713) | 2021 (3,884)



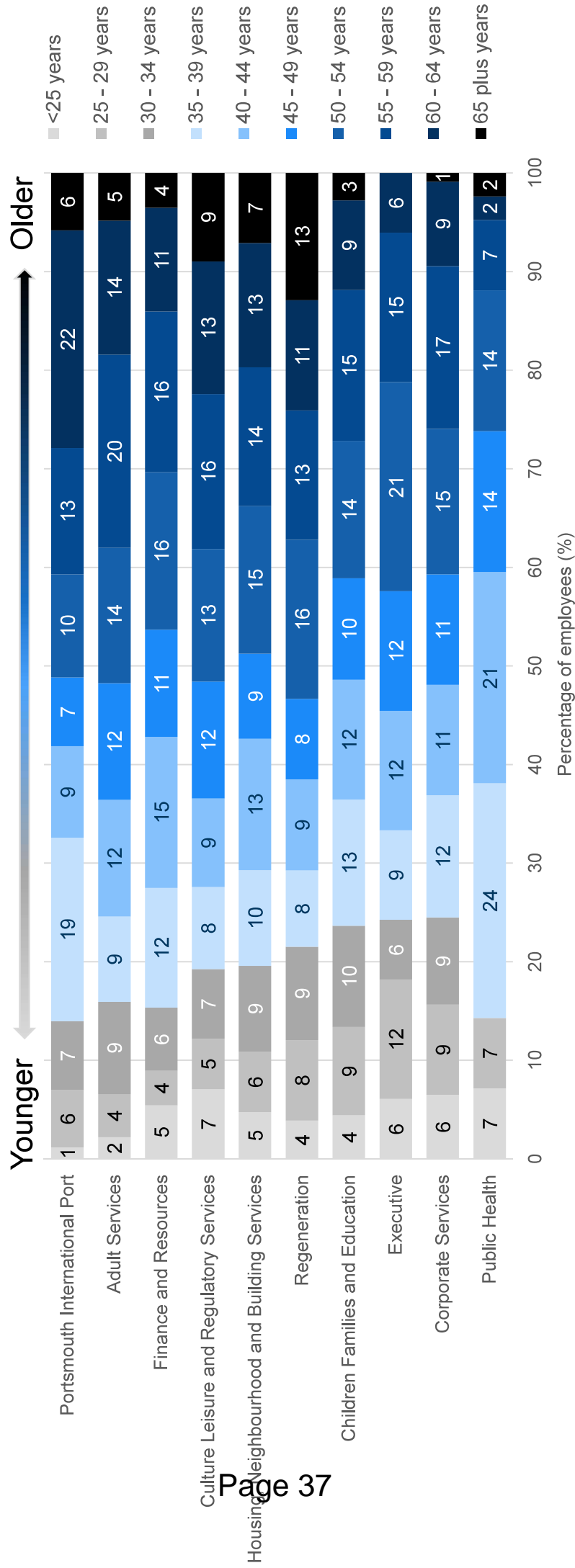
Employee age **by pay band** | Base: (Dec 2021) | >25 (174) | 25-29 (256) | 30-34 (338) | 35-39 (407) | 40-44 (463) | 45-49 (392) | 50-54 (565) | 55-59 (601) | 60-64 (450) | 65+ (225)



- Portsmouth City Council employs a good spread of people from across the age groups
- In 2021 the age profile of the workforce has increased; 4% more people are aged 60+ years compared to 2020
- Employees aged <25 and 65+ are most likely to be working in lower pay bands (1-5)

Age

Employees age **by directorate** | Base: Dec 2021 | PIP (86) | AS (684) | FR (313) | CLRS (312) | HNBS (929) | Regen (465) | CFE (681) | Exec (33) | CS (339) | PH (42)

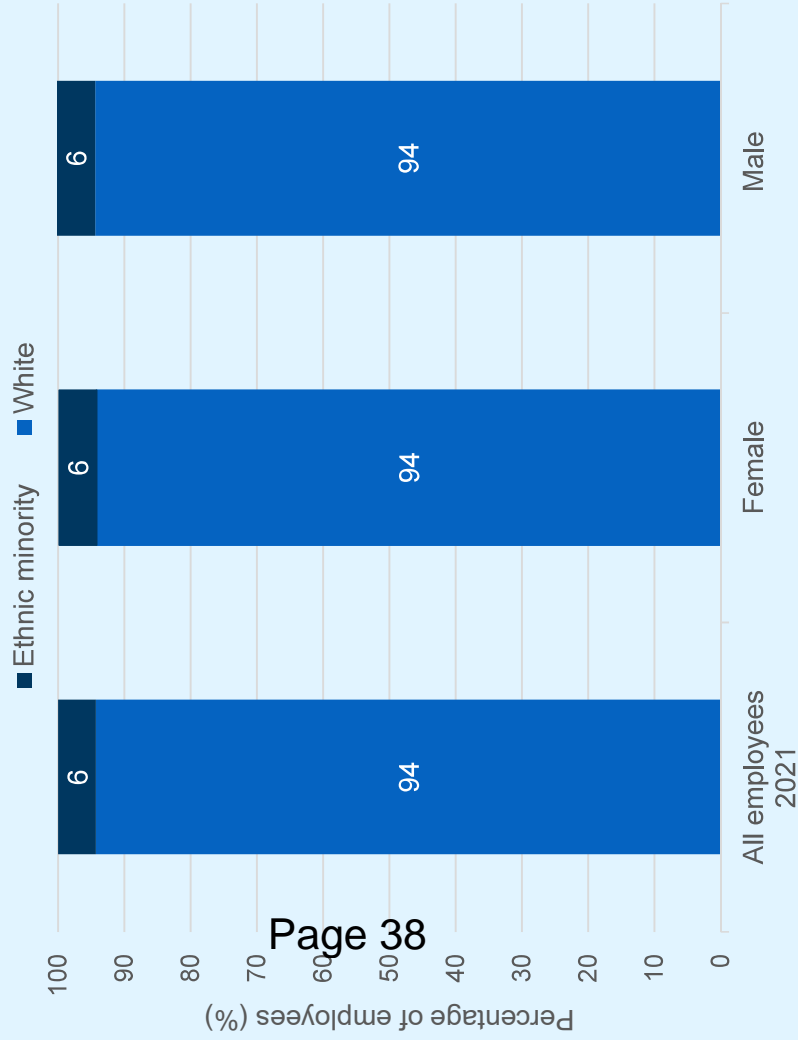


- Over a third of staff in Regeneration, Housing, Neighbourhoods and Building Services, Culture, Leisure and Regulatory Services, Adult Services and Portsmouth International Port are aged 55+
- Executive and Corporate Services have the youngest profile of staff; 24% are aged under 35

Ethnic Origin



Employees by ethnic origin | Base: Dec 2021 (3,098) | Female (2,048) | Male (1,050)



Breakdown of ethnic minority | Base: Dec 2021: 3,098

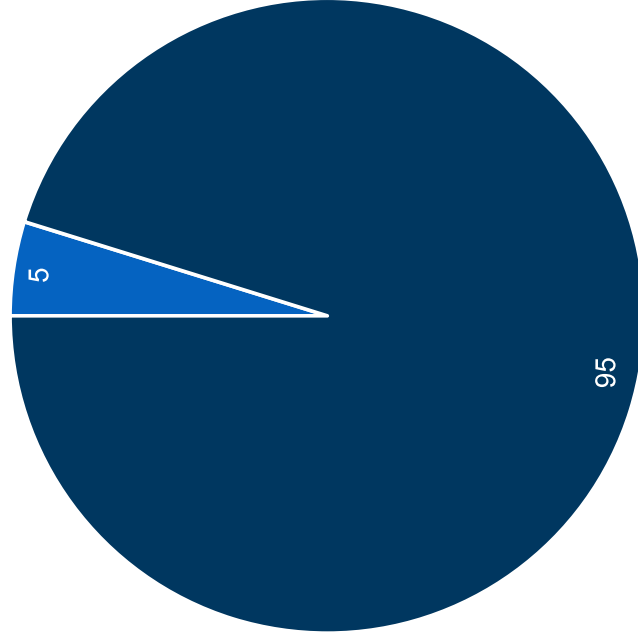
	%
Black - African	1.5%
White and Asian	0.2%
Any Other Asian Background	0.7%
Bangladeshi	0.7%
Indian	0.5%
Any Other Ethnic Group	0.4%
Any Other Mixed Background	0.4%
White and Black African	0.3%
Black Caribbean	0.3%
Chinese	0.3%
White and Black Caribbean	0.2%
Any Other Black Background	0.2%
Pakistani	0.0%

- The majority of staff at Portsmouth City Council are from white ethnic groups; 6% are from ethnic minority groups which is consistent with 2020
- Portsmouth City Council employs people from across a range of ethnic minority groups, 'Black, African' has the highest representation (1.5%)

Disability

Employees **by disability disclosure** | Base: Dec 2021 (3,884)

■ Disability information disclosed ■ Not disclosed



During 2021 Portsmouth City Council switched from holding employee data on EBS Oracle to holding it on Fusion. This change resulted in a loss of disability data.

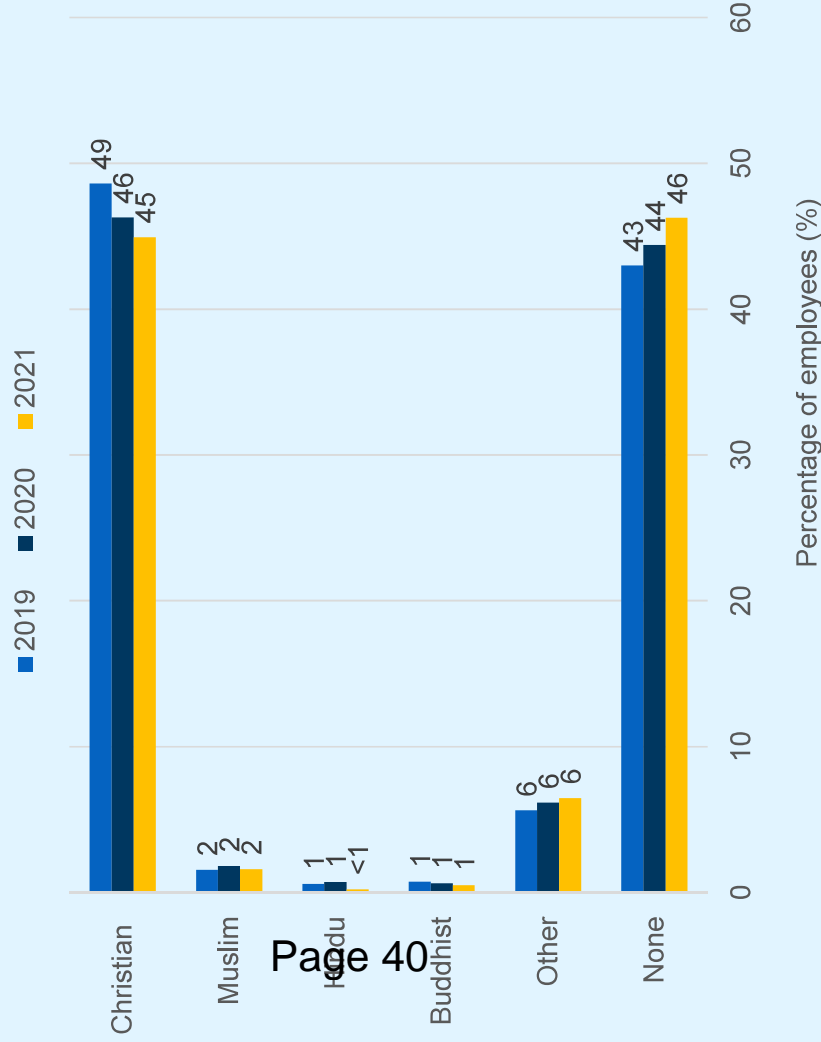
Given that disability information was only recorded for 5% of employees at the time of this data pull this report will not include analysis of that data.

- Information on disability was only recorded for 5% of employees at the time of this data pull, internal communications have since been cascaded to staff to encourage them to update their personal data records
- 42% of staff who PCC do hold disability information on have a disability – this is likely to be a significant over-representation of the total population

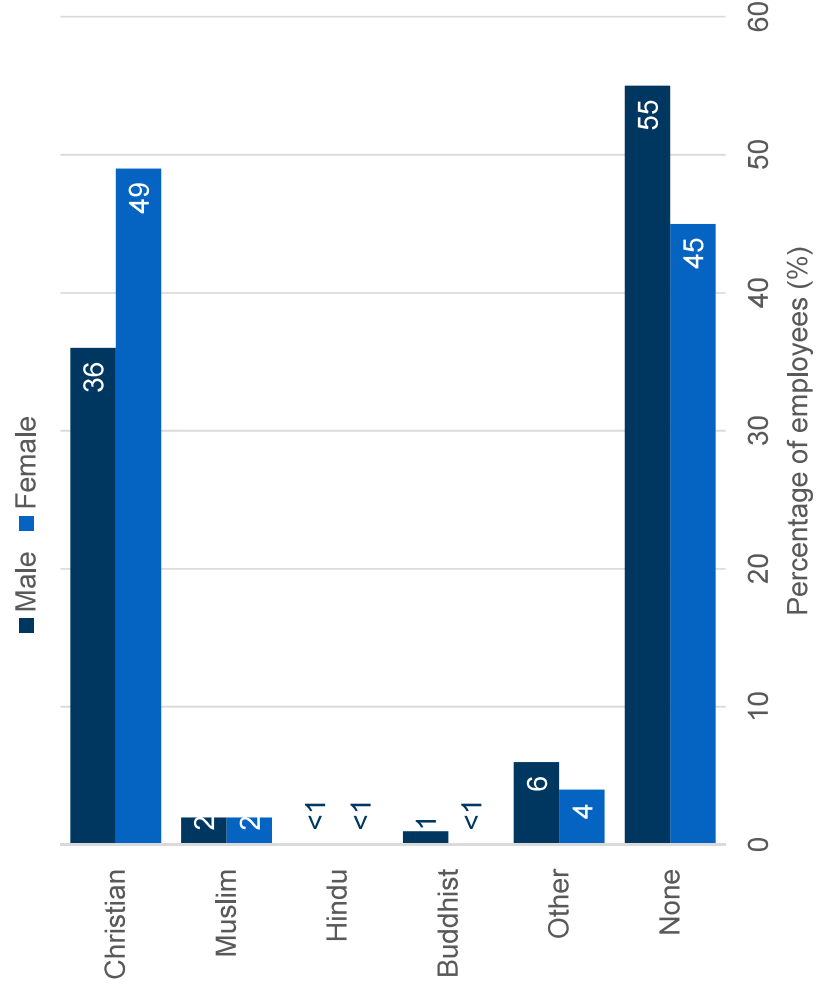
Religion & Belief



Employees **by religion** | Base: (Dec) 2019 (1,229) | 2020 (1,268) | 2021 (1,809)



Employee religion **by gender** | Base: Dec 2021: Females (1,243) | Males (566)

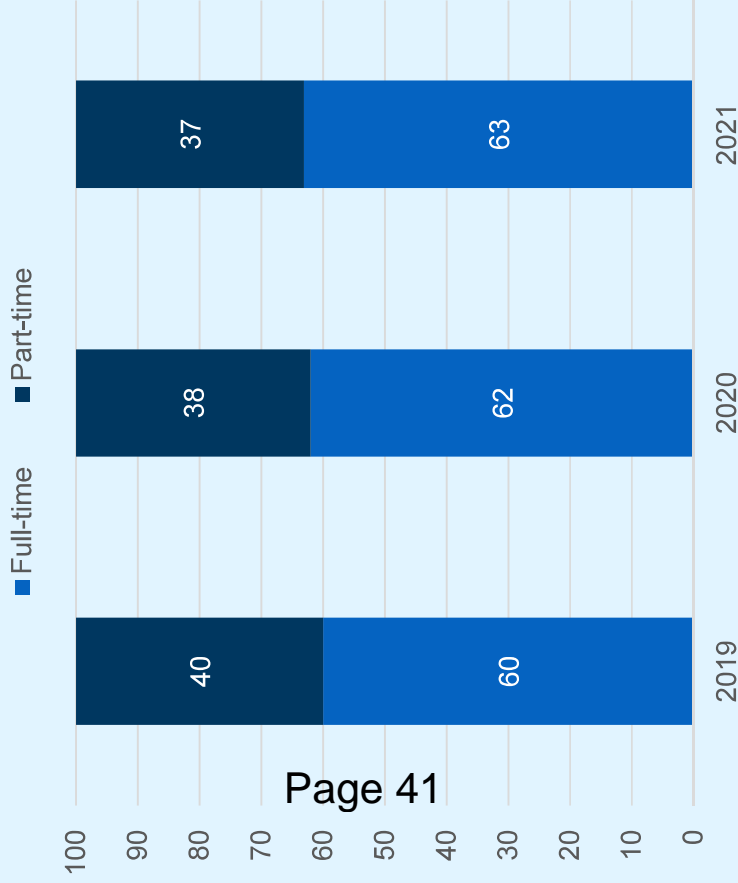


- Just under half of employees are Christian (all denominations); it is consistently the most prevalent religion (45%)
- The proportion of staff not following any religion has gradually increased since 2019 to 46% in 2021
- A higher proportion of females are Christian whilst males are more likely to say they don't have a religion

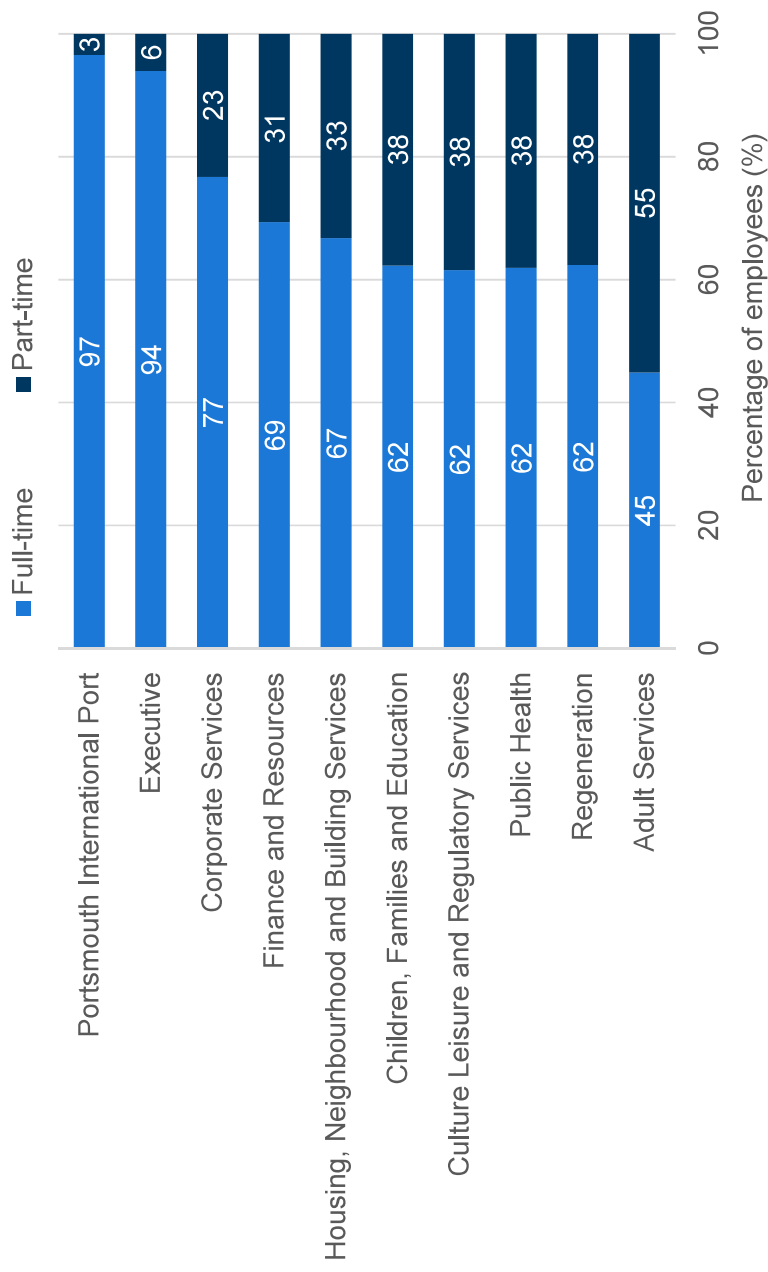
Employment category



Employees **by employment category**
 Base: (Dec) 2019 (3,637) | 2020 (3,795) | 2021 (3,884)



Employees **by directorate** | Base: (Dec 2021) | PIP: 86 | Exec: 33 | CS: 339 | FR: 313 |
 HNB: 929 | CFE: 681 | CLR: 312 | PH: 42 | Regen: 465 | AS: 684



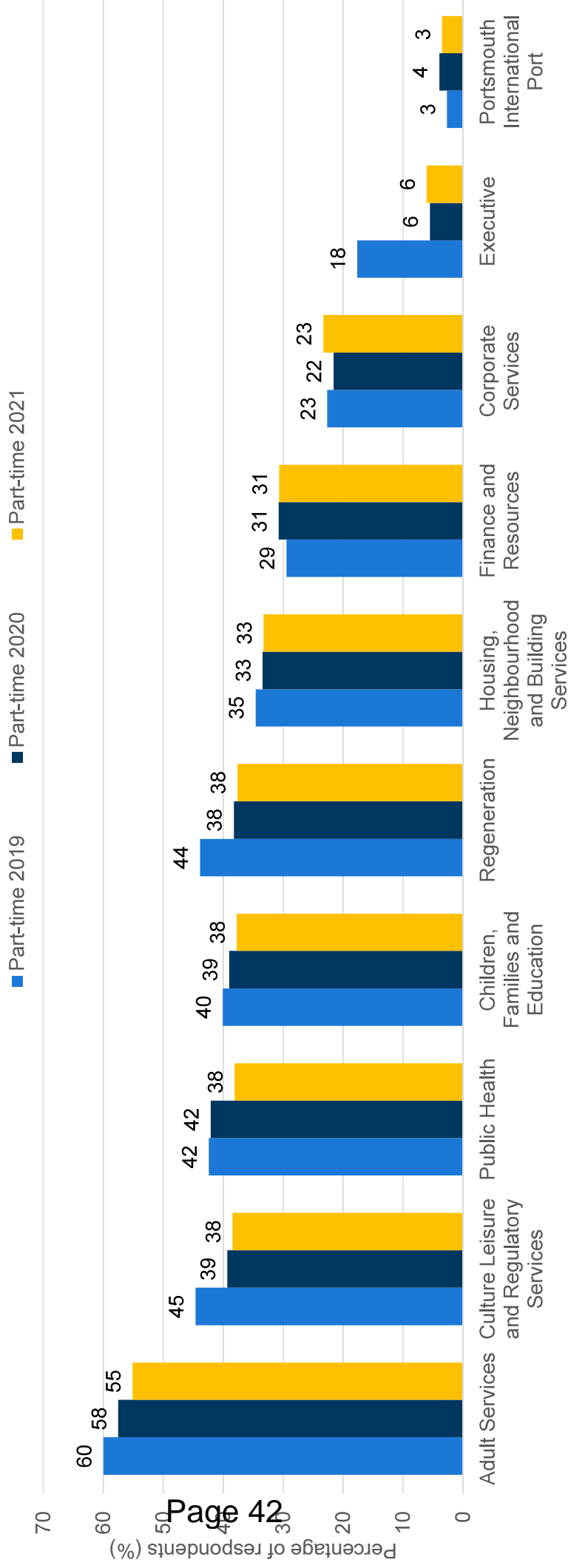
- The proportion of full-time employees has increased marginally year-on-year since 2019 to 63% in 2021
- Corporate Services, Executive and Portsmouth International Port have the smallest proportion of part-time employees
- Adult Services is the only directorate that have a larger proportion of part-time employees compared to full-time employees



Employment category (continued)

Employees by employment category and directorate

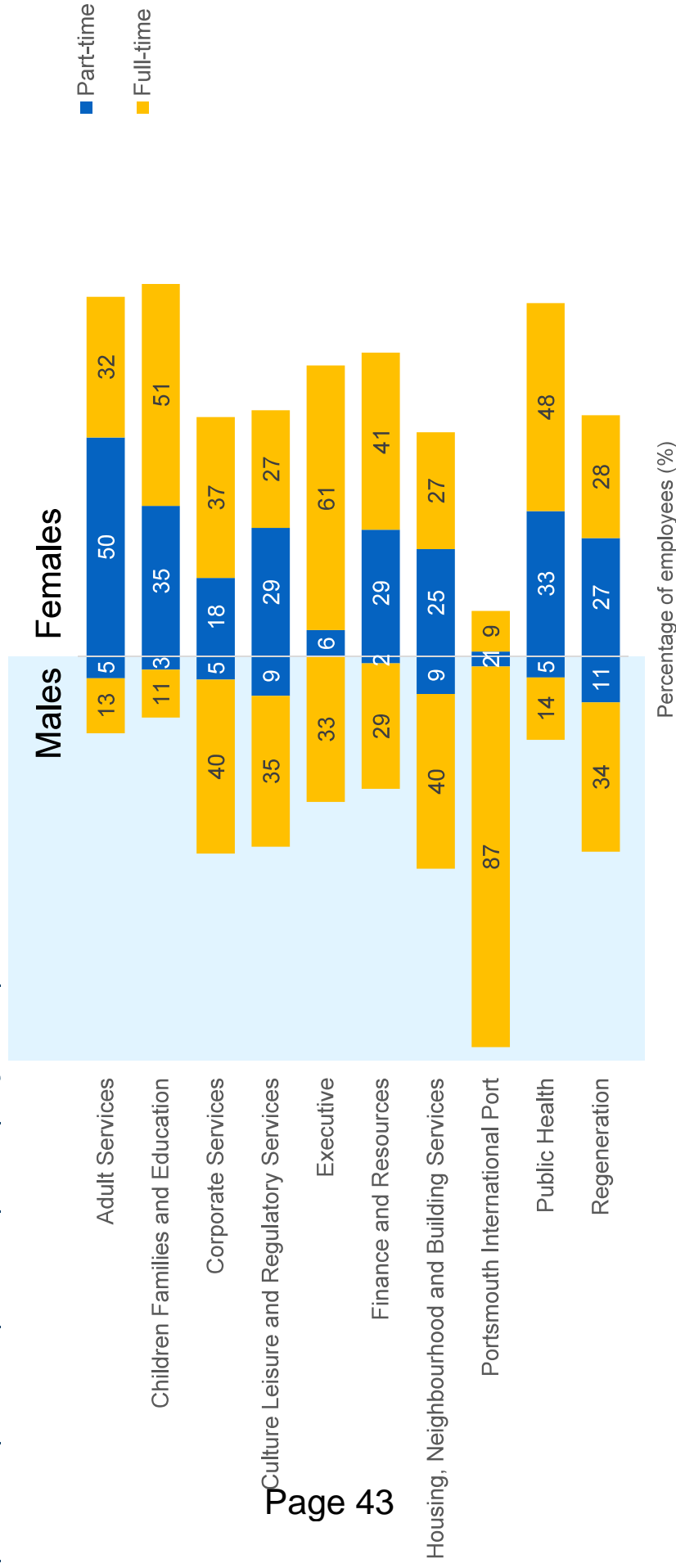
Base: (Dec) 2019 (3,637) | 2020 (3,795) | 2021 (3,884)



- The proportion of part time employees has decreased marginally year-on-year across the majority of directorates

Employment category (continued)

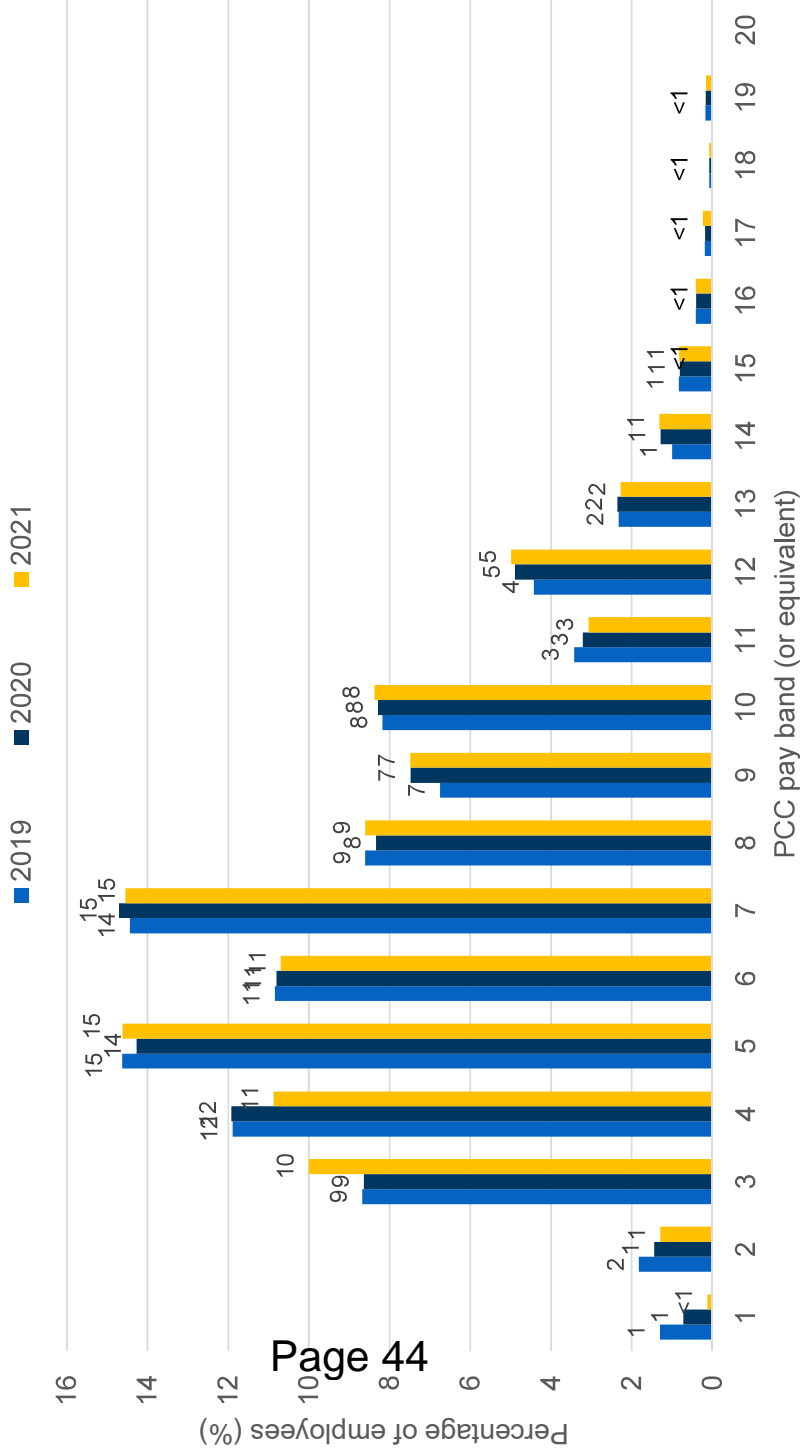
Employees **by directorate and gender** | Base: (Dec 2021) | PIP: 86 | Exec: 33 | CS: 339 | FR: 313
 | HNB: 929 | CFE: 681 | CLR: 312 | PH: 42 | Regen: 465 | AS: 684



- A larger proportion of part-time employees are females across almost all directorates, the only exception is Portsmouth International Port but the difference is marginal (1%)
- Half of staff in Adult Services are females working part-time; the highest proportion across all directorates

Pay bands

Employee **pay band** | Base: (Dec) 2019 (3,617) | 2020 (3,741) | 2021 (3,871)



Average salary

Base: (Dec 2021) Male (1,334) | Female (2,508)

M £31,874

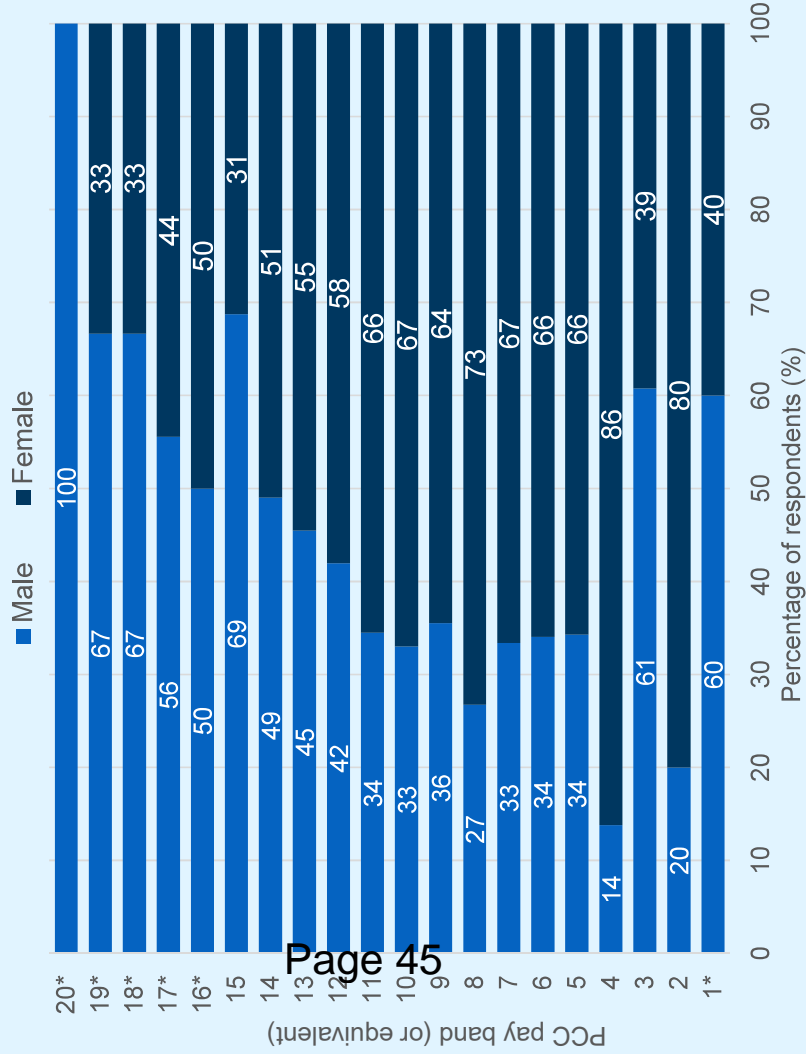
F £30,145

- Two thirds of staff are employed in bands three to eight; bands five and seven have the highest proportion of employees in (each 15%)
- Males earn on average 5.7% more than females annually

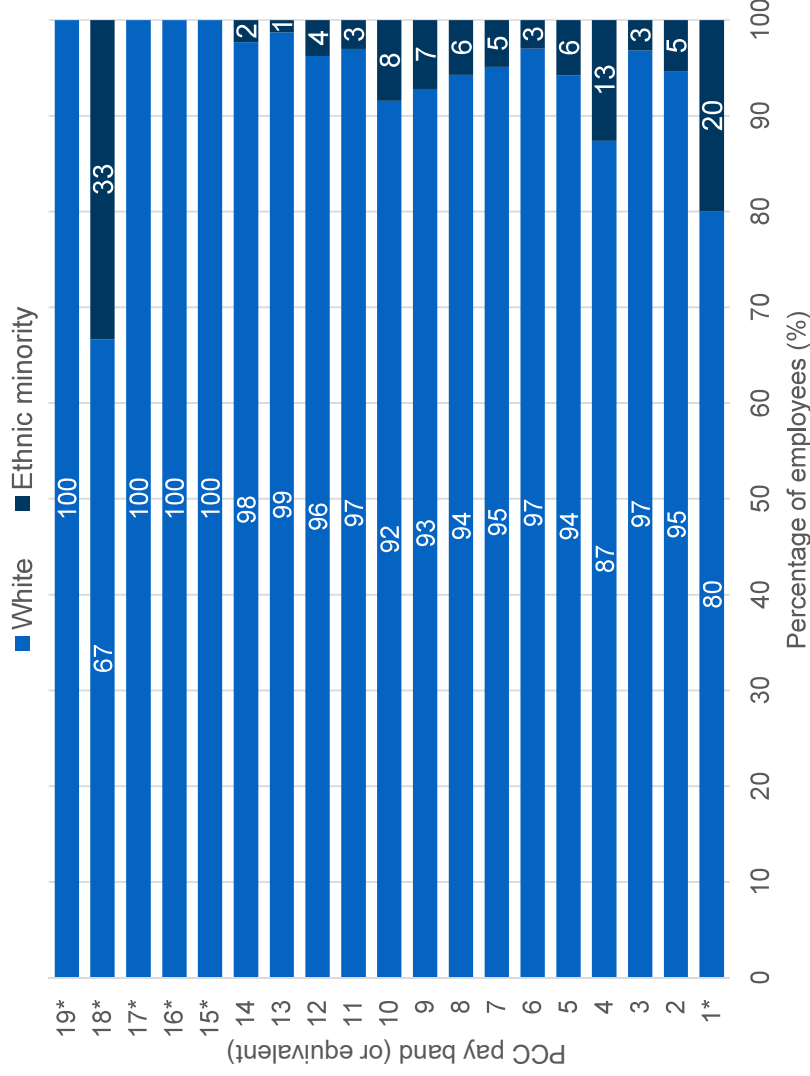
Pay bands (continued)



Employee pay band **by gender** | Base: (Dec 2021) | 20 (1*) | 19 (6*) | 18 (3*) | 17 (9*) | 16 (16*) | 15 (32) | 14 (51) | 13 (88) | 12 (193) | 11 (119) | 10 (324) | 9 (290) | 8 (333) | 7 (563) | 6 (414) | 5 (566) | 4 (421) | 3 (387) | 2 (50) | 1 (5*)



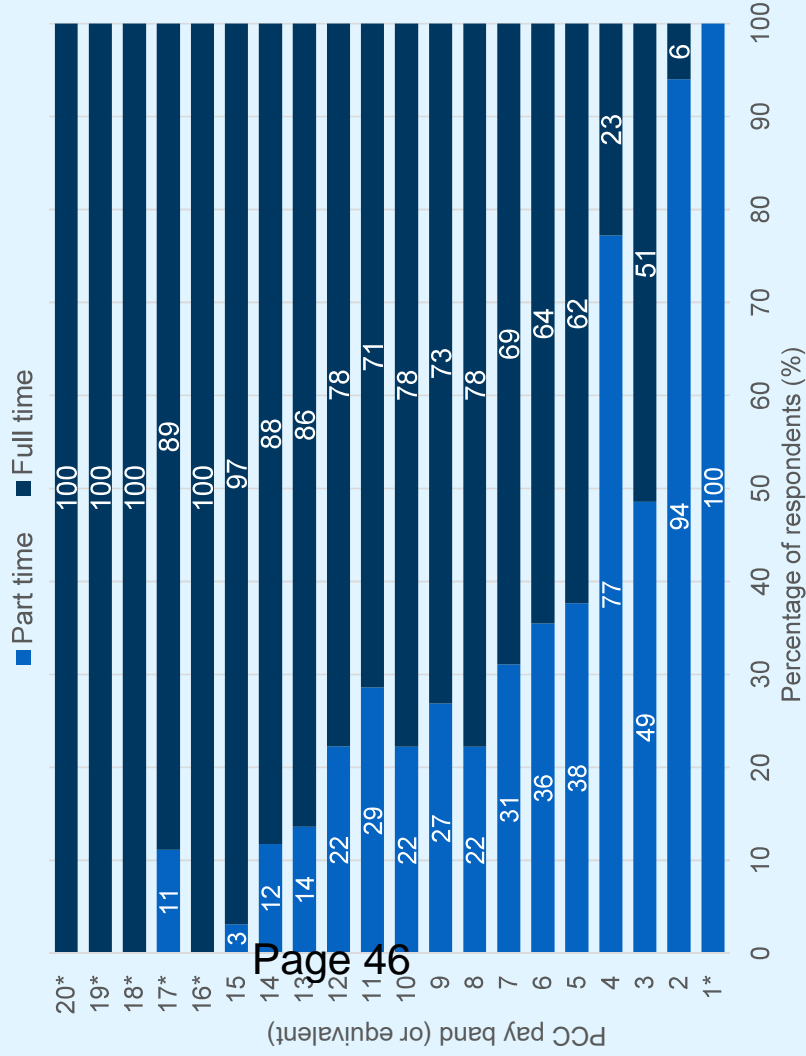
Employee pay band **by ethnic group** | Base: (Dec 2021) | 19 (4*) | 18 (3*) | 17 (8*) | 16 (16*) | 15 (29*) | 14 (43) | 13 (77) | 12 (160) | 11 (99) | 10 (272) | 9 (249) | 8 (279) | 7 (468) | 6 (334) | 5 (449) | 4 (309) | 3 (249) | 2 (37) | 1 (5*)



- Whilst only a small proportion of staff are in the higher pay bands, these are more likely to be males
- Females dominate the majority of bands from pay band 14 and below because they account for a higher proportion of staff overall
- Males account for over half of staff in bands 1 and 3

Pay (continued)

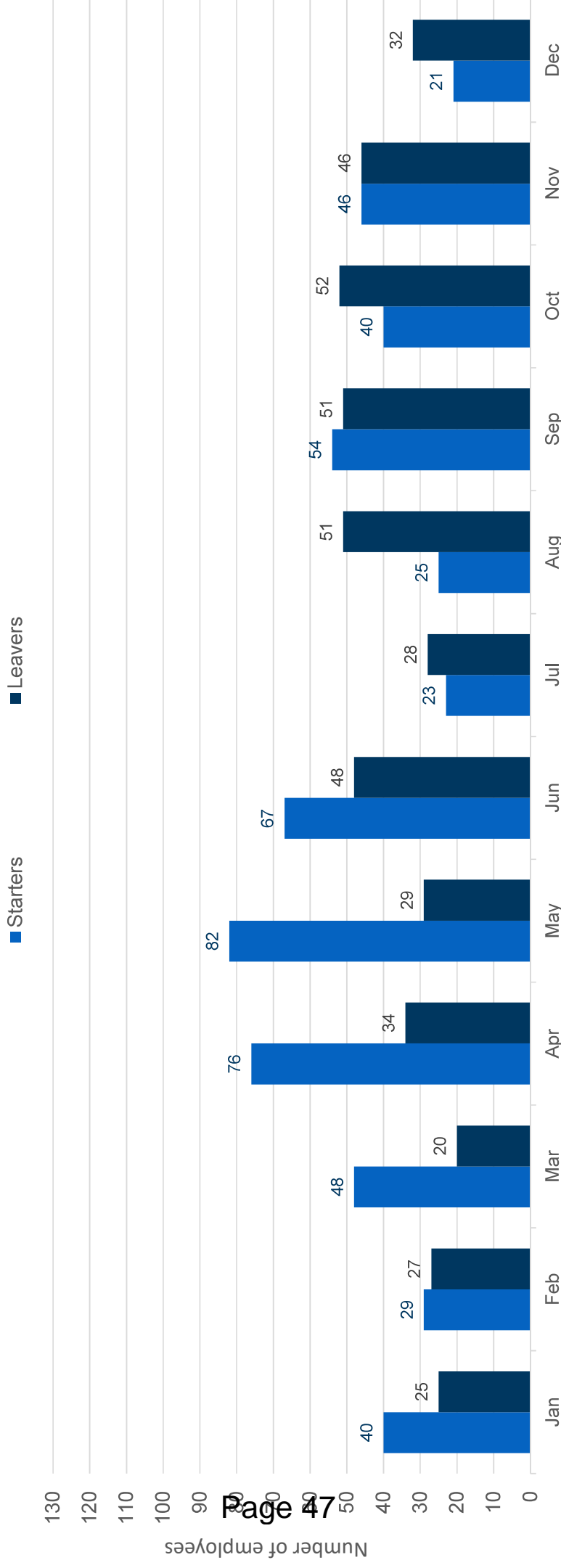
Employees by employment category and pay band | Base: (Dec 2021) | 20 (1*) | 19 (6*) | 18 (3*) | 17 (9*) | 16 (16*) | 15 (32) | 14 (51) | 13 (88) | 12 (193) | 11 (119) | 10 (324) | 9 (290) | 8 (333) | 7 (563) | 6 (414) | 5 (566) | 4 (421) | 3 (387) | 2 (50) | 1 (5*)



- There is a correlation with pay band and employment category; part-time employees are more likely to be in lower pay bands
- Less than a third of employees in bands 7-20 work part-time

Retention – starters and leavers

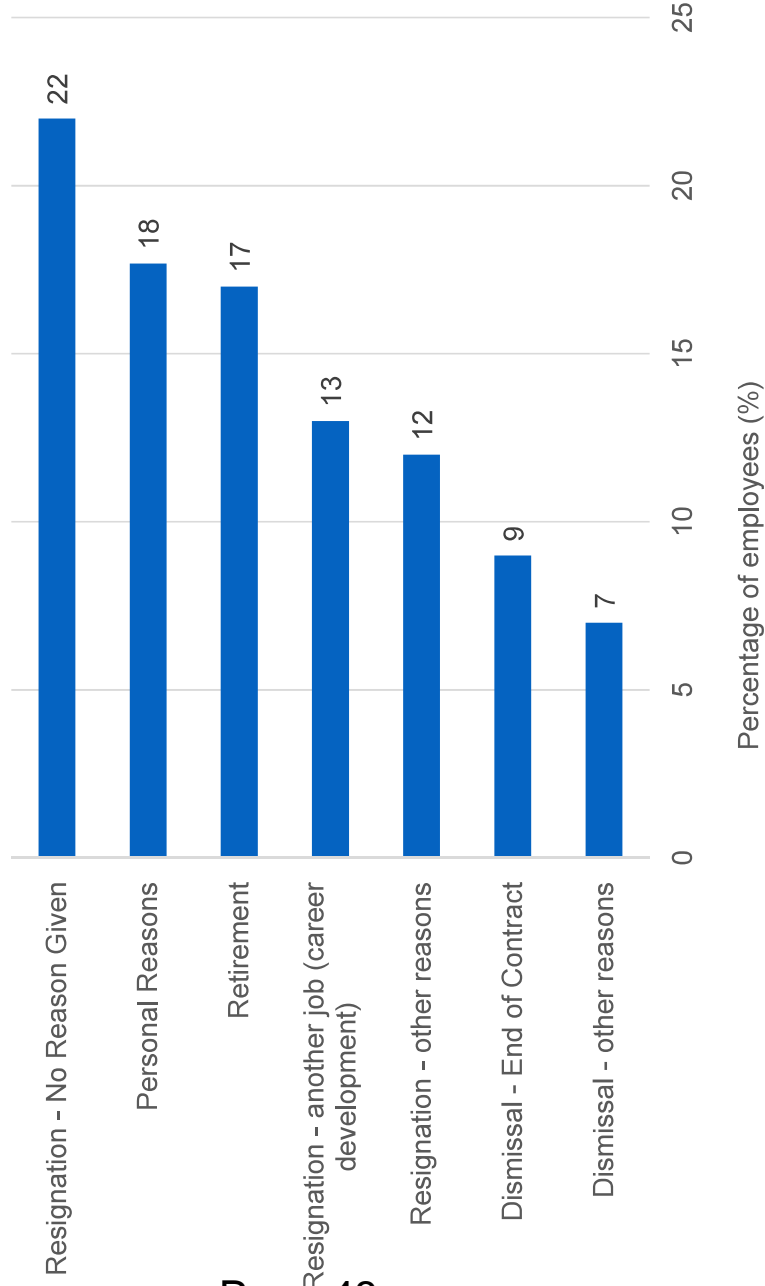
Number of starters and leavers **by month** | 2021



- In 2021 a total of 551 employees started working at Portsmouth City Council and 443 left the organisation
- April and May were the busiest months for new starters
- Leavers were more evenly spread across the year although August, September and October saw more employees leaving than other months

Leavers

Top reasons for leaving (1st Jan – 31st Dec 2021) | Base: 345

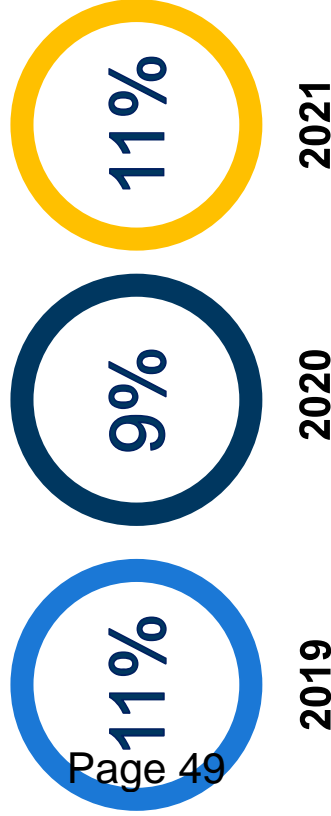


- The top reasons for leaving are for personal reasons, to retire and for career development aside from resignations for unknown reasons

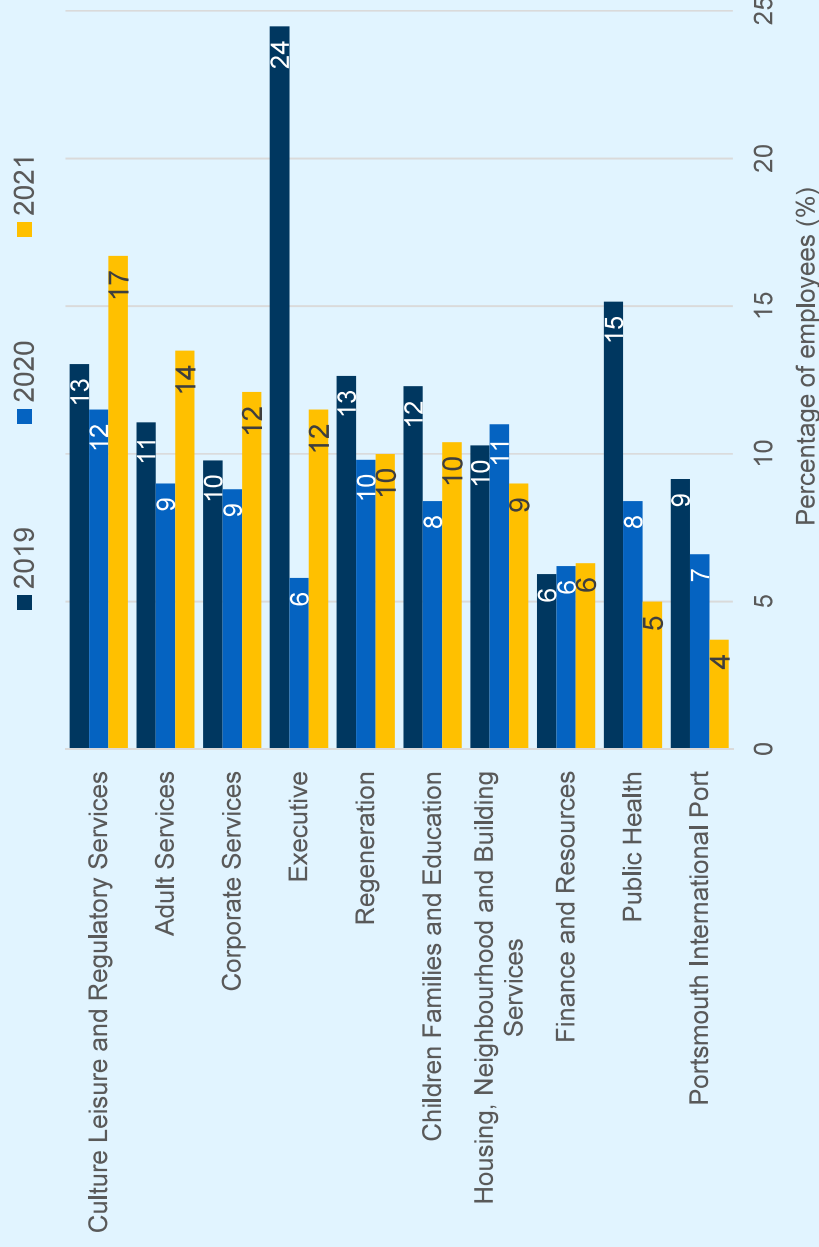
Employee Turnover

Employee turnover rate **by year**

Employee turnover is the proportion of staff who left over 2021



Employee turnover **by directorate** | Base: (Jan 01 – Dec 01)

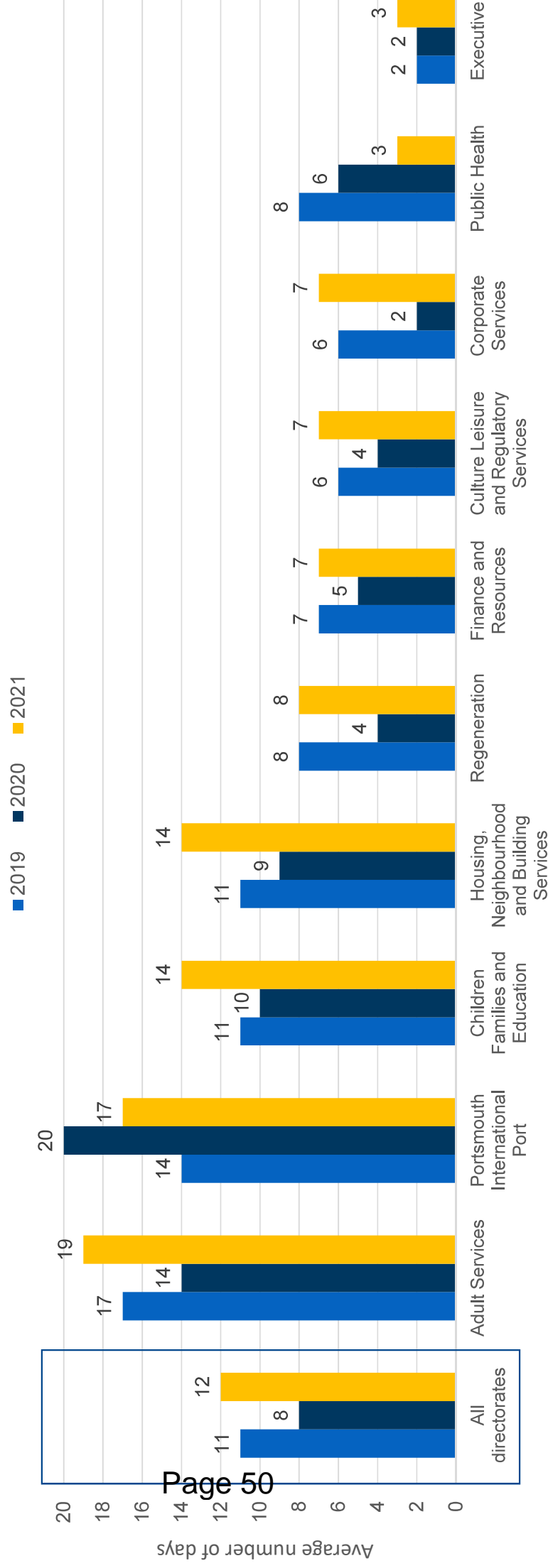


- Employee turnover increased by 2% in 2021 back to the same level seen in 2019
- The increase in turnover was driven by Culture, Leisure and Regulatory Services, Adult Services and Corporate Services

Sickness Absence

Average number of days lost per person per year

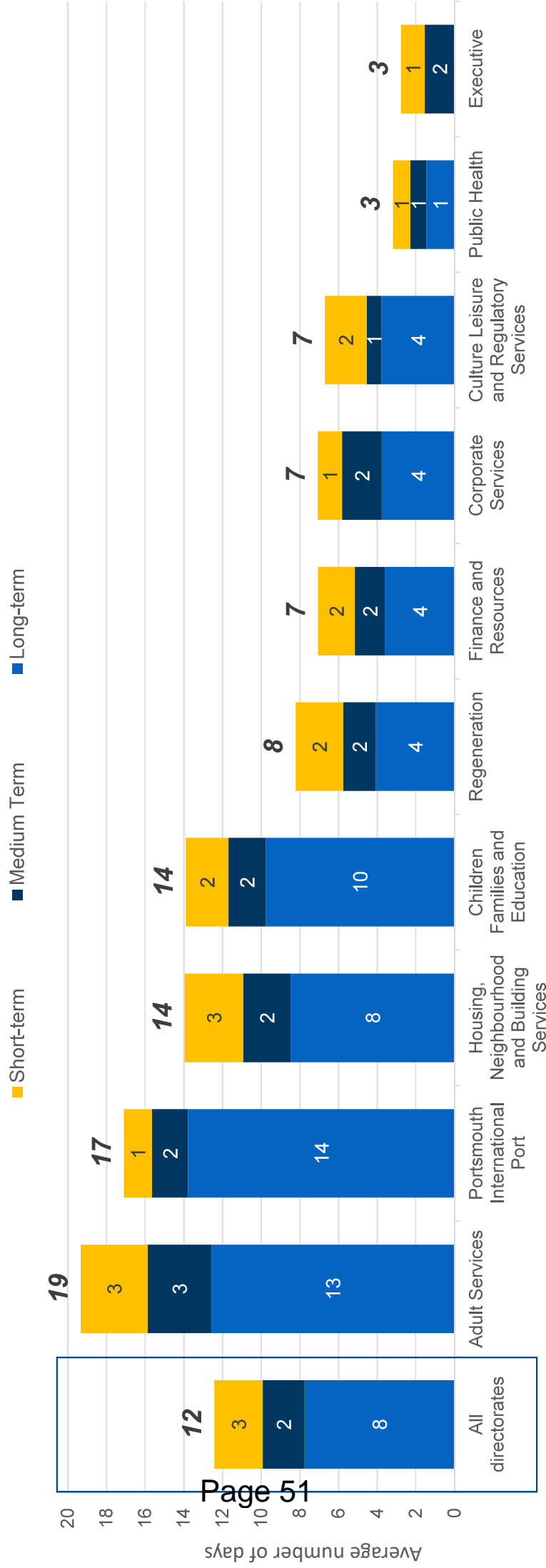
Base: Average head count 2021: All directorates (3860) | AS (711) | PIP (81) | CFE (687) | HNBS (925) | Regen (431) | FR (324) | CLRS (295) | CS (331) | PH (41) | Exec (35)



- Overall the average number of sick days increased by four days to 12 days in 2021; back to similar levels seen in 2019
- Adult Services and Portsmouth International Port consistently have the highest number of sick days on average per person
- In 2021 Public Health and Executive had the lowest number of sick days, these are the smallest two directorates

Sickness Absence - type

Average number of days lost **by type of absence** per person per year (2021)
 Base: All directorates (3,860) | AS (711) | PIP (81) | HNBS (925) | CFE (687) | Regen (431) | FR (323) | CS (331) | CLRS (295) | PH (41) | Exec (35)



- Consistently across directorates a higher proportion of absence is due to staff on long-term sick leave

Sickness Absence

Top reasons for absence by type of absence (1st Jan – 31st Dec 2021)

Short-term

Virus (incl. colds, coughs and influenza)

Gastrointestinal (incl. stomach and bowel)

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

Coronavirus

Musculoskeletal

Medium-term

Coronavirus

Psychological (incl. stress, anxiety and depression)

Musculoskeletal

Virus (incl. colds, coughs and influenza)

Long-term

Psychological (incl. stress, anxiety and depression)

Musculoskeletal

- The top reasons for absence have remained consistent between 2020 and 2021 except for a higher incidence of absence due to Coronavirus in 2021
- Viruses and gastrointestinal issues are common reasons for short-term absence, coronavirus and musculoskeletal are for medium-term absence and psychological and musculoskeletal issues are common for long-term absence

Agenda Item 6



Title of meeting:	Employment Committee
Date of meeting:	17 November 2022
Subject:	Real Living Wage Accreditation
Report by:	Director of Corporate Services on behalf of Cross Party Member working Group
Wards affected:	None
Key decision:	Yes/No
Full Council decision:	Yes/No

1. Purpose of report

- 1.1 At its meeting of 7 July 2022 the Committee resolved to ask Group leaders to nominate members from their group to form a task and finish group to investigate how Living Wage accreditation can be taken forward through the governance cycle and budget setting process and report back to the committee with recommendations at its next meeting in September.
- 1.2 The purpose of this report therefore is to provide recommendations of the task and finish group in accordance with the above resolution.

2. Recommendations

- 2.1 The task and finish group recommend that the Employment Committee:
 - Asks the Cabinet to consider including Real Living Wage accreditation in the upcoming budget setting process to seek sustainable funding.
 - Asks Cabinet that in the budget setting process the financial impact is assessed using data previously provided to the committee on which to base its assumptions subject to the announcement of the revised Real Living Wage rate for 2023 which is expected to be announced in November by the Living Wage Foundation.

3. Background

- 3.1 Over the past year a project team has worked to provide the committee with further detail on the implications of seeking accreditation as a Living Wage employer. Reports have been tabled detailing the likely cost implications, challenges, benefits

as well as current market conditions and feedback from those suppliers likely to be most affected by such a policy.

3.2 The committee have been clear that accreditation as a Living Wage employer is something the council aspires to and has reinforced its commitment by adopting a policy of paying directly employed PCC staff the living wage year on year since 2018.

3.3 In order to become an accredited Living Wage employer sustainable funding needs to be identified through the budget process. The most recent estimate of costs are outlined in the report to the committee of 7 July 2022 and repeated below for ease of reference:

The full year impact of requiring PCC contractors to pay the current RLW rate of £9.90 per hour has been estimated at circa £2m. This can be further analysed as follows:

	Year 1	Year 2	Year 3
	<i>£'000</i>	<i>£'000</i>	<i>£'000</i>
<i>Adult Social Care</i>	<i>1,600</i>	<i>1,600</i>	<i>1,600</i>
<i>Other General Fund services</i>	<i>189</i>	<i>284</i>	<i>378</i>
<i>Total General Fund</i>	<i>1,789</i>	<i>1,884</i>	<i>1,978</i>
<i>Schools</i>	<i>3</i>	<i>5</i>	<i>7</i>
<i>HRA</i>	<i>3</i>	<i>5</i>	<i>7</i>
Total Cost to PCC	1,795	1,894	1,992

3.4 The data above does not take into account the recent increase for the Real Living wage to £10.90 announced by the Living Wage Foundation. As the proposed National Minimum Wage rate applicable from April 2023 has yet to be announced, the differential between these two rates is unconfirmed. If the differential remains at 40pence, the data in para 3.3 remains a working assumption for the financial impact.

4. Integrated Impact Assessment

This report does not require an Integrated Impact Assessment as there are no proposed changes to PCC's services, policies, or procedures included within the recommendations. In the event that a policy decision is taken an integrated impact assessment will be completed.

5. Legal Implications

There are no legal implications that arise from the recommendations of this report. Any subsequent report to cabinet will be reviewed and comment provided separately.

6. Finance Comments

The Council's annual budget process provides each Portfolio with an allocation for inflation so that it is funded to operate 'steady state' services. No provision is included in the current budget for the additional cost of requiring contractors to pay the RLW to their employees.

The largest impact here is in the Adult Social Care service. Currently a national exercise is being undertaken as part of the Social Care Reform programme with a planned implementation date in Autumn 2023. This includes a review of the fair cost of care. Until this work is completed, and the impact understood, it would be premature to conclude anything regarding the cost to the Council of ASC suppliers adopting the RLW.

Whilst the 3-year forward forecast for 2023/24 to 2025/26 included in the Budget report to City Council in February 2022 did not plan for any savings requirement to balance the budget, there are now cost pressures emerging which will impact budgets going forward e.g. energy, fuel, waste and general inflation.

At the point any decision is taken to implement the RLW, the City Council will simultaneously need to identify and approve savings of £1.978m in order to fund this policy initiative. Similarly, any cost impact on the HRA will need to be factored into the HRA budget and considered as part of the consultation with tenants.

N Edmunds

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Signed by (Director)

Appendices:

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

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

Title of document	Location

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