



NOTICE OF MEETING

EMPLOYMENT COMMITTEE

THURSDAY, 9 MARCH 2023 AT 2.00 PM

COUNCIL CHAMBER - THE GUILDHALL, PORTSMOUTH

Telephone enquiries to Jane Di Dino, Tel: 023 9283 4060

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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 2022 and the end of universal free testing from 1 April 2022, 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 2022 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 2022, 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 those attendees with an underlying health condition 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.

A G E N D A

Risk Assessment: Council Chamber

1 Apologies for Absence

2 Declarations of Members' Interests

3 Minutes of the Special meeting held on 15 February 2023 (Pages 5 - 8)

RECOMMENDED that the minutes of the Special meeting held on 15 February 2023 be confirmed and signed by the Chair as a correct record.

4 Pay Policy Statement 2023-24 (Pages 9 - 18)

Purpose of report

The Council is required by section 38(1) of the Localism Act 2011 (openness and accountability in local pay) to prepare a Pay Policy Statement. The Local Government Transparency Code 2014 further clarifies and describes the information and data local authorities are required to publish to increase democratic accountability.

A Pay Policy Statement must articulate the Council's policies towards a range of issues relating to the pay of its workforce, particularly its senior staff, Chief

Officers and its lowest paid employees.

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

The Employment Committee is RECOMMENDED to approve the Pay Policy Statement attached as Appendix 1, to go forward for approval by the Full Council prior to 31 March 2023.

5 Gender Pay Gap 2022-23 (Pages 19 - 48)

Purpose

To present the outcomes of the Gender Pay Gap 2022-23, ensuring the Council can fulfil its statutory obligations in respect of the Gender Pay Gap Information Regulations, and note the recommended action plan to build on the council's inclusive working practices, to continue to reduce the gap.

At Employment Committee on 4 December 2018, Members requested that additional data on the age breakdown be included in the Gender Pay Gap Report. The Gender Pay Gap report now includes a breakdown of the workforce profile by age, gender and whether full time or part time. Appendix 1 includes this additional information, as well as the statutory data that the Council is required to publish in accordance with the Gender Pay Gap Information Regulations.

It is RECOMMENDED that the Employment Committee:

- 1. Note the key findings of the Gender Pay Gap Report 2022-23 (Appendix 1).**
- 2. Note the action plan as set out as item 8 in the Gender Pay Gap Report 2022-23 (Appendix 1).**

6 Sickness Absence Report (Pages 49 - 64)

Purpose of report

The purpose of this report is to update the Employment Committee about the levels and causes of sickness absence across the council and the actions being taken to improve attendance and promote employee health and wellbeing.

The Employment Committee is RECOMMENDED to:

- 1. Note the change in absence levels across the organisation.**
- 2. Note the levels and causes of sickness absence across the council and by directorate.**
- 3. Note the activities and interventions undertaken to support attendance.**

7 Health and Safety Training Deep Dive (Pages 65 - 68)

Purpose of information report

To provide a greater level of detail to the Employment Committee regarding the health and safety training data provided within the 2021-22 Health and Safety Annual Report.

8 Member Training Working Group (Pages 69 - 74)

Purpose of information report

To advise members of the Committee of the revised member induction programme and the wider training offer for members in 2023-24.

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>

Agenda Item 3

EMPLOYMENT COMMITTEE

MINUTES OF THE MEETING of the Employment Committee held on Wednesday 15 February 2023 at 3.30 pm at the Council Chamber - The Guildhall, Portsmouth

Present

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

Officers Present

David Williams, Chief Executive
Natasha Edmunds, Director of Corporate Services
Rochelle Williams, Assistant Director Human Resources
Sue Page, Finance Manager
Karen Martin, Local Democracy Officer

- 1. Apologies for Absence (AI 1)**
Councillor Asghar Shar was present as Standing Deputy for the Labour Group.
- 2. Declarations of Members' Interests (AI 2)**
There were none.
- 3. Minutes of the meeting held on 17 November 2022 (AI 3)**
The minutes of the meeting held on 17 November 2022 were confirmed and signed as an accurate record.
- 4. Appointment Sub-Committee and Recruitment Arrangements (AI 4)**

(TAKE IN REPORT)

Councillor Gerald Vernon-Jackson stated that he wished to place on record the Committee's thanks to David Williams, Chief Executive and Tristan Samuels, Director of Regeneration for their achievements on behalf of the city. The Committee agreed.

Natasha Edmunds, Director of Corporate Resources, introduced the report and informed members that authority was sought for the establishment of an Appointments Sub-Committee for an appointment to the role of Chief Executive Officer (Head of Paid Service). She added that this was a statutory role reserved for full Council, that the Appointment Sub-Committee would act on behalf of full Council and the Employment Committee's recommendations would be subject to full Council approval. She informed members that the report also

set out recommendations for delegating authority to the Chief Executive to appoint an interim Director of Regeneration and that the process of seeking a permanent replacement will take place once the new Chief Executive is in post.

Councillor Gerald Vernon-Jackson suggested three amendments to the recommendations, relating to:

- Widening the pool of councillors eligible for appointment to the Appointments Sub-Committee to all members of the Council;
- The timing for a report to the Employment Committee setting out proposals for a future structure of the Regeneration Directorate to be no later than May/June 2023 rather than "summer 2023" as proposed; and
- In relation to the appointment of a new Chief Executive, the close working relationship with Gosport Council be recognised in a non-decision making way given that the incumbent is Chief Executive of both Councils.

The Committee discussed the suggested amendments in turn.

The Vice Chair agreed that widening the pool for the interview panel to all councillors would be beneficial. Councillor Sanders noted that councillors appointed to the interview panel needed to have experience of interviewing candidates and he enquired about the timing of interviews. Natasha Edmunds informed the Committee that interviews would likely take place after the elections and Annual Council in May. Councillor Sanders commented this was sensible as the Council currently had three independent members and they should also be represented on the panel.

The Vice Chair agreed that "summer 2023" was vague and suggested a deadline of the end of June. Natasha Edmunds advised that the Employment Committee normally met each July. Councillor Sanders noted that HR capacity would need to be considered, that July should be the latest date and that a special Committee meeting could take place earlier if necessary. It was agreed that the words "in summer 2023" be amended to read, "by no later than June/ July 2023".

Councillor Sanders noted that it would be helpful if the appointment of an interim Director of Regeneration had democratic oversight. David Williams, Chief Executive, confirmed that Group Leaders would be consulted although the decision to appoint would be delegated to him as Chief Executive. It was agreed to amend the recommendation to reflect this.

The Vice Chair noted that in the past candidates have had extensive opportunities for engaging with elected members as well as visits around Portsmouth. He enquired if this would include opportunities to visit Gosport in relation to the appointment of a new Chief Executive. Natasha Edmunds informed the Committee that opportunities to engage with several partner organisation including in health and other Local Authorities would be an important part of the process for the candidates as well as the council.

Councillor Sanders noted that it was not certain that the new Chief Executive would also be appointed as Chief Executive of Gosport. David Williams commented that although there was a section 113 agreement in place, both

councils remained sovereign. He added although Portsmouth has an interest in perpetuating the relationship, the candidates may not wish to take on both roles and Gosport may decide to make a separate appointment. He added that Gosport could make interim arrangements and decide later about the Portsmouth candidate taking on both roles.

Councillor Gerald Vernon-Jackson suggested adding the following words to the recommendation: "Gosport council to be invited to be part of the recruitment process in an informal and non-decision making manner". Members were minded to agree.

Members of the Committee discussed the potential for the interim Director of Regeneration to advise the council on the potential restructure of the Regeneration Directorate. It was agreed that it would be sensible to revisit the Transport Review report (August 2022). Natasha Edmunds confirmed that the report to Employment Committee which members had earlier agreed would be presented to the Committee by no later than June/July 2023, would set out proposals for a future restructure taking account of the Transport Review report considered by the Committee in August 2022.

The Committee then RESOLVED that:

1) In relation to the appoint to the role of Chief Executive, the Employment Committee:

- **Noted the requirement to recruit to the post of Chief Executive (Head of Paid Service) following the resignation of the current incumbent.**
- **Delegated the appointment to the role of Chief Executive (Head of Paid Service) to an Appointments Sub-Committee to act on behalf of Full Council.**
- **Noted that the Appointments Sub-Committee selection decision will be subject to Full Council approval.**
- **Agreed the composition of the Appointments Sub-Committee as:**
 - **Leader of the Council**
 - **Group leader(s) of the opposition group(s)**
 - **Such members of the full Council as are required to ensure political proportionality of the Sub-Committee, as nominated by respective group leaders.**
- **Gosport Borough Council to be invited to engage in the recruitment process in an informal and non-decision making manner.**
- **Delegated the candidate search process and administrative matters to the Director of Corporate Services/ Assistant Director of Human Resources.**
- **Placed on record its thanks to David Williams for the long service and dedication to the residents of the city of Portsmouth and the staff and members of the city council during his 16 years as Chief Executive and Head of Paid Service.**

2) In relation to the post of Director of Regeneration, the Employment Committee:

- **Agreed to seek an interim appointment to start no later than end April.**
- **Requested a report to Employment Committee by no later than June/July 2023 setting out proposals for a future structure taking account of the report tabled at the Committee in August 2022.**
- **Delegated authority to appoint an interim Director of Regeneration to the Chief Executive after consultation with Group leaders.**
- **Placed on record its thanks to Tristan Samuels for his achievements and dedication to the city and its residents during his time as Director of Regeneration.**

The meeting concluded at 16.09 pm.

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Chair of the Committee

Agenda Item 4



Title of meeting: Employment Committee
Date of meeting: 9 March 2023
Subject: Pay Policy Statement 2023/24
Report by: Natasha Edmunds, Director for Corporate Services
Wards affected: None
Key decision: Yes/No
Full Council decision: Yes/No

1. Purpose of report

The Council is required by section 38(1) of the Localism Act 2011 (openness and accountability in local pay) to prepare a Pay Policy Statement. The Local Government Transparency Code 2014 further clarifies and describes the information and data local authorities are required to publish to increase democratic accountability.

A Pay Policy Statement must articulate the Council's policies towards a range of issues relating to the pay of its workforce, particularly its senior staff, Chief Officers and its lowest paid employees.

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

2. Recommendations

The Employment Committee is recommended to:

- 2.1 Approve the Pay Policy Statement attached as **Appendix 1**, to go forward for approval by the Full Council prior to 31 March 2023.

3. Background

- 3.1 Increased transparency about how taxpayers' money is used, including the pay and reward of public sector staff is now a legislative requirement under section 38(1) of the Localism Act 2011. The Department for Levelling Up, Housing and Communities published a revised Local Government Transparency Code on 3 October 2014. The code enshrines the principles of transparency and asks

relevant authorities to follow these three principles when publishing the data they hold. These are as follows:

- Responding to public demand
- Releasing data in open format available for re-use; and
- Releasing data in a timely way

This includes data on senior salaries and how they relate to the rest of the workforce (pay multiple).

- 3.2 The Council must have regard to the Secretary of State's guidance "Openness and accountability in local pay: Draft guidance under section 40 of the Localism Act". It is now essential that an authority's approach to pay, as set out in a Pay Policy Statement, is accessible for citizens and enables taxpayers to take an informed view of whether local decisions on all aspects of remuneration are fair and make the best use of public funds.

Approved statements must be published on the authority's website and in any other manner that the authority thinks appropriate, as soon as reasonably practical after they have been approved by Full Council.

- 3.3 The Act also requires that authorities include in their pay policy statement, their approach to the publication of and access to information relating to the remuneration of chief officers. Remuneration includes salary, expenses, bonuses, performance related pay as well as severance payments.
- 3.4 The definition of a chief officer as set out in the Act is not limited to Head of Paid Service or statutory chief officers. It also includes those who report directly to them.
- 3.5 The Portsmouth Pay Policy statement is attached as **Appendix 1**. The pay multiple data used for this report is based on 31 March 2022 and on the difference between the highest salary and the median salary which is 6.83. This equates to a median salary of £24,401.

In comparison, based on the data published in the 2022/23 Pay Policy Statement, the ratio between the highest paid salary and the median salary of the whole of the local authority's workforce based on data as of 31st March 2020 was a multiple of 7.21 with a median salary of £22,526 (the pay award for 2021/22 had not yet been applied as national pay negotiations were ongoing at the point of publication).

The Council also considers that the relationship between the base salaries of its highest and lowest paid employees, which is currently a ratio of 1:8.23, represents an appropriate, fair, and equitable internal pay relationship. The ratio based on the previous year's published data was a ratio of 1:8.45.

- 3.6 A comparison of pay multiples was undertaken across comparator Local Authorities. Portsmouth City Council does have a high pay multiple but is

below the projected multiples of 8.1 - 12.1 for the public sector as identified in the [Hutton Review of Fair Pay in the Public Sector \(March 2011\) Report](#) . A lower ratio provides the Council with better value for money.

Local Authority	Pay Multiple based on the difference between the highest salary and the median
Portsmouth City Council	6.83
Cornwall Council	6.5
Reading Borough Council	5.9
Buckinghamshire Council	6.69
Medway Council	6.2
Milton Keynes Council	6.2
Thurrock Council	6.3
Plymouth City Council	6.29
Oxford City Council	4.5
West Sussex County Council	5.69

- 3.7 Whilst the Pay Policy Statement relates to the year 2023/24, Members' attention is drawn to the changing shape of the council and the environment in which it operates, and the impact this may have in future on its pay structure. In particular:
- The need for officers to operate across organisational boundaries, e.g. with the health sector and other local authorities
 - The increased commercialisation of the council and the need to recruit and retain suitably skilled staff (who may expect alternative reward packages)
 - The council's role as accountable body for commercial or quasi-commercial bodies
 - The increased specialisation of skills in some employment markets, driving pay inflation that the council's pay structure is not well suited to meet

Members approval will be sought for any significant changes to the Council's pay structure resulting from these, or other factors.

4. Reasons for recommendations

The Council is required by the Localism Act 2011, section 38(1) to publish a Pay Policy Statement on a yearly basis which is approved by Full Council.

5. Integrated impact assessment

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

6. Legal implications

- 6.1 The Director of Corporate Services is satisfied the Pay Policy Statement at Appendix 1 meets the legislative requirements under Section 38 Pay Accountability, of the Localism Act 2011 and is in line with the Local Government Transparency Code 2014.
- 6.2 The Council is required to prepare a Pay Policy Statement for the financial year 2023/24 and each subsequent year, which sets out the policies, remuneration and other benefits of its chief officers and lowest paid employees and the relationship between its chief officers and every other officer.
- 6.3 The Pay Policy Statement must be approved by Full Council before 31 March 2023 and can only be amended thereafter by resolution to Full Council.

7. Director of Finance's comments

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

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Signed by:

Appendices:

Appendix 1: Pay Policy Statement 2023/24

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

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

Title of document	Location

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

.....
Signed by:

PAY POLICY STATEMENT FOR THE FINANCIAL YEAR 2023/24

INTRODUCTION

This policy statement has been produced in accordance with Sections 38 to 43 of the Localism Act 2011 (the Act) and is compliant with the Local Government Transparency Code 2014.

The Act requires each local authority to produce a Pay Policy Statement (the 'statement') explaining its approach to the pay of its 'chief officers' and its 'lowest paid' employees and the relationship between the two. The statement must be published and accessible to the public. The statement must be approved annually before 31 March each year prior to the financial year to which it relates.

SECTION 1: REMUNERATION OF STATUTORY AND NON-STATUTORY CHIEF OFFICERS, DEPUTY CHIEF OFFICERS, AND MONITORING OFFICER

1.1 REMUNERATION COVERED IN THIS SECTION OF THE POLICY

This section covers the Council's policies in relation to the remuneration of its senior employees, including:

- Its Chief Executive (who is its Head of Paid Service)
- The Directors, who report to and are directly accountable to the Chief Executive or any Director who acts in the capacity of Deputy Chief Executive. These Directors fulfill the roles of statutory Chief Officers, Section 151 Officer, and non-statutory Chief Officers;
- City Solicitor and Monitoring Officer
- The Port Director;
- The managers who report to and are directly accountable to the Port Director.

1.2 OVERALL POLICY ON REMUNERATION FOR SENIOR ROLES

The Council's remuneration policy complies with the Equality Act 2010 and other relevant legislation. The Council's Job Evaluation Support Scheme (JESS) is used when setting pay levels for all posts within the Council. This system is a factor-based analytical job evaluation scheme designed to measure the relative responsibilities of all jobs fairly and accurately.

1.3 THE REMUNERATION OFFERED TO SENIOR EMPLOYEES

At Chief Executive and Director level (and for the Port Director and his direct reports), the Council offers only an annual salary, access to the Local Government Pension Scheme, and the payment of a small number of allowances, details of which are set out below. No other cash benefits or benefits in kind are offered. The Council does not offer performance related payments or bonuses to its senior employees.

All are employed on PAYE taxation arrangements. However, in exceptional circumstances e.g., interim appointments, an alternative form of engagement/employment may if appropriate be used.

Annual salaries

Annual salary levels for senior employees are set in accordance with the overall principles set out in section 1.3, above. At Chief Executive and Director level, they consist of a grade range which is determined locally by the Council. This grade range consists of a number of incremental salary points, through which employees may progress until the top of the grade is reached.

The pay ranges based on 1 April 2022:

Chief Executive	£151,024 - £166,719
Port Director	£113,703 - £123,048
Director (upper band) **	£113,703 - £123,048
Director (lower band)	£97,734 - £107,823
Senior Managers*	£84,250 - £92,917

**This includes any Director (upper band) who also acts in capacity of Deputy Chief Executive as part of their role as Director.

The Council has entered into shared working arrangements with Gosport Borough and Isle of Wight Councils to share senior management and their related statutory functions. All Councils have retained their clear identities as individual councils under this arrangement. Gosport Borough and Isle of Wight Council pay a contribution under this arrangement to Portsmouth City Council. Additional payments are made to these Chief Officers for carrying out the statutory functions under this shared working arrangement. These payments are separate to the level of pay received for performing their duties within Portsmouth City Council - see Section 4 - Honoraria payments.

Other groups of employees are paid in accordance with salaries or salary scales agreed by the relevant national negotiating bodies. These groups include such workers as, NHS workers (statutory transfer from Primary Care Trusts) and those falling within the group of the Soulbury Committee or School Teachers' Pay and Conditions agreements.

Remuneration of senior employees on recruitment

The Council's policy is that any newly appointed senior employee will commence employment at the lowest pay point in the pay range for their job, other than in circumstances where it is necessary to pay at a higher point within the range in order to match the salary of their previous post with another organisation. Any decision to appoint a senior employee on a higher pay point within the relevant pay range would be made by the Members Appointment Committee.

Pay progression

Pay progression is by annual increment, payable from 1st April. Pay progression is based on the period of time the employee has served in that grade. Increments are due on 1 April each year, or 6 months after appointment if less than 6 months in the new grade by 1 April, i.e., an increment is paid after 6 months if the employee is appointed between 1 October and 31 March.

There is no scope for accelerated progression beyond one increment per annum, or for progression beyond the top of the grade's pay range.

Pay awards

The salaries of Directors (lower and upper bands) will be increased in line with any pay increase agreed nationally in line with the Joint National Councils (JNCs) for Chief Executives and Chief Officers. Senior Managers pay will be increased with any pay increase agreed nationally in line with the National Joint Council (NJC).

Eligibility of Pay awards for TUPE employees will be reviewed on an annual basis as these are not automatically applied in order to preserve the employee's terms and conditions of

employment. Employees who TUPE into the Council on existing NJC terms and conditions will continue to receive the NJC pay award applied.

Bonuses

The Council does not pay bonuses to any of its employees.

Other Allowances and Payments

Other payments and allowances that the Chief Officers may be eligible for are detailed in Section 4 – **POLICIES COMMON TO ALL EMPLOYEES**. This includes Market Supplements, Local Government Pension Scheme (LGPS), Payments on Termination of Employment, Allowances.

Election fees

A Returning Officer fee is payable for nationally funded elections and referendums in accordance with the Fees & Charges Order made by Parliament at a relevant poll. Where a director or other officer performs specified duties at an election or referendum where a fee is payable, either at a locally or nationally funded poll, this will be paid in accordance with the schedule of fees agreed by the Hampshire and Isle of Wight Election Fees Working Group.

SECTION 2: REMUNERATION OF LOWEST PAID EMPLOYEES

2.1 DEFINITION OF LOWEST PAID EMPLOYEES

The definition of the “lowest-paid employees” adopted by the Council for the purposes of this statement is as follows:

The lowest paid employees* within the Council are those employees who are paid on the minimum salary point of the Council’s substantive pay structure, i.e., spinal column point 1, within Band 1 of its salary scales.

With effect from 7th July 2022, the Employment Committee confirmed its commitment to Portsmouth City Council Employees (subject to agreement by governing bodies of schools) to pay the Living Wage rate as set by the independent Living Wage Foundation, each year. The current annual full-time equivalent value of this pay level, based on a 37-hour standard working week at £9.90 per hour is £19,100.

In line with the annual increase of the Living Wage, from May 2023 the annual full-time equivalent, based on a 37-hour standard working week will rise to £10.90 per hour or £21,029 per annum.

SECTION 3: PAY RELATIONSHIPS

Under the provisions of the Code of Recommended Practice for Local Authorities on Data Transparency, issued by the Department for Levelling Up, Housing and Communities under Section 2 of the Local Government Planning and Land Act 1980, the Council is expected to publish its “pay multiple”, i.e., the ratio between the highest paid salary and the median salary of the whole of the local authority’s workforce based on data as of 31st March 2022. This multiple is 6.83 with a median salary of £24,401.

(The median salary figure is the salary value at which 50% of the salaries which apply to the whole of the local authority’s workforce are below that value and 50% are above it. The lowest pay point in the overall salary range which has been used by the Council in calculating the median salary is that which applies to its lowest paid employees, as defined in section 2 of this pay policy statement.)

The Council considers that the current pay multiple, as identified above, represents an appropriate, fair and equitable internal pay relationship between the highest salary and the pay levels which apply to the rest of the workforce. It will therefore seek to ensure that, as far as possible, the multiple remains at its current level.

The Council also considers that the relationship between the base salaries of its highest and lowest paid employees, which is currently a ratio of 1:8.23, represents an appropriate, fair and equitable internal pay relationship.

SECTION 4: POLICIES COMMON TO ALL EMPLOYEES

The following elements of remuneration are determined by corporate policies or arrangements which apply to all permanent employees of the Council (including its Chief Executive, Directors (including those who act in the capacity as Deputy Chief Executive) and the lowest paid employees as defined above), regardless of their pay level, status or grading within the Council:

Market Supplements

A Market Supplement payment may be made if there is a clear business need, supported by effective market data, where a post is difficult to recruit to or to retain key members of staff, in addition to the normal reward package. The supplement payment will be made in strict accordance with the Recruitment and Retention Policy and will be reviewed biennially. The full Recruitment and Retention Policy will be provided on request.

Payments on Termination of Employment

Other than payments made under the LGPS, the Council's payments to any employee whose employment is terminated on grounds of redundancy or in the interests of the efficiency of the service will be in accordance with the policy the Council has adopted for all its employees in relation to the Local Government (Early Termination of Employment) (Discretionary Compensation) (England and Wales) Regulations 2006. This policy (Early Termination of Employment Payments) has been published in accordance with the requirements of Regulation 7 of these regulations and is available on request.

Reimbursement of removal/relocation costs on appointment

The Council's relocation scheme is to enable financial assistance (within pre-defined limits) to be given to any employee who is required to relocate to the Portsmouth area to take up an appointment in a post deemed 'hard to fill' by the appropriate Director. Full details of the policy can be provided on request.

Honoraria

The Council pays honoraria to any employee only in accordance with its corporate scheme for such payments. This scheme provides that honoraria payments may be made to any employee who undertakes exceptional additional duties unrelated to those of a higher post, for example a special project. Such payments must be approved by the Director for HR where payments will exceed £1,000 per annum.

Acting up/additional responsibility payments

Where employees are required to "act-up" into a higher-graded post and take on additional responsibilities beyond those of their substantive post, for a temporary/time-limited period (which must exceed 4 weeks), they may receive an additional payment in accordance with the terms of the Council's policy. The payment will be based on the percentage of the higher duties and responsibilities undertaken and on the salary that would apply were the employee promoted to the higher post. (i.e., the lowest spinal column point of the higher grade).

Standby and call out allowances

Any employee who is required to undertake standby and call-out duties will be paid at the appropriate rate and in accordance with the policy. A full copy of the policy can be provided on request.

Mileage rates

The Council compensates employees who are authorised to use their own car, motorcycle, or bicycle on Council business, in accordance with the mileage rates set out by HMRC.

Subsistence allowance

The Council reimburses expenditure on meals and accommodation and any other expenses necessarily incurred by employees who must be away from home on Council business on the basis of actual expenditure incurred and in accordance with the Travel and Subsistence Policy. These allowance rates are set out by HMRC.

Childcare (salary sacrifice scheme)

Childcare vouchers are available to existing users via the HMRC-approved salary sacrifice scheme. New users will be able to access the Government Tax-Free Childcare scheme. There is no direct subsidy towards childcare costs by the Council.

SECTION 5: DECISION MAKING ON PAY

The provisions of this pay policy statement will apply to any determination made by the Council in the relevant financial year in relation to the remuneration, or other terms and conditions, of a Chief Officer of the Authority and of its lowest paid employees, as defined in this statement. The Council will ensure that the provisions of this pay policy statement are properly applied and fully complied with in making any such determination.

Any proposal to offer a new chief officer appointment on terms and conditions which include a total remuneration package of £100,000 or more, which would routinely be payable to the appointee and any benefits in kind to which the officer would be entitled as a result of their employment (but excluding employer's pension contributions), will be referred to the Full Council for approval before any such offer is made to a particular candidate.

Additionally, any severance payments over £100,000 are referred to Full Council for approval.

SECTION 6: AMENDMENTS TO THIS PAY POLICY STATEMENT

The Council may agree any amendments to this pay policy statement after it has been approved, but only by a resolution of the full Council.

The finalised Pay Policy Statement will be agreed by the Council by end of March 2023 for the financial year 2023/24.

SECTION 7: PUBLICATION OF AND ACCESS TO INFORMATION

The Council will publish this pay policy statement on its website as soon as is reasonably practicable after it has been approved by the Council. Any subsequent amendments to this pay policy statement made during the financial year to which it relates will also be similarly published.

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Agenda Item 5



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Title of meeting:	Employment Committee
Subject:	Gender Pay Gap Report 2022/23
Date of meeting:	9 th March 2023
Report by:	Director of Corporate Services
Wards affected:	N/A

1. Purpose

To present the outcomes of the Gender Pay Gap 2022/23, ensuring the Council can fulfil its statutory obligations in respect of the Gender Pay Gap Information Regulations, and note the recommended action plan to build on the council's inclusive working practices, to continue to reduce the gap.

At Employment Committee on 4th December 2018, Members requested that additional data on the age breakdown be included in the Gender Pay Gap Report. The Gender Pay Gap report now includes a breakdown of the workforce profile by age, gender and whether full time or part time. Appendix 1 includes this additional information, as well as the statutory data that the Council is required to publish in accordance with the Gender Pay Gap Information Regulations.

2. Recommendations

It is recommended that the Employment Committee:

- 2.1 Note the key findings of the Gender Pay Gap Report 2022/23 (Appendix 1).
- 2.2 Note the action plan as set out as item 8 in the Gender Pay Gap Report 2022/23 (Appendix 1).

3. Background

3.1 The National Context

- 3.1.1 The Gender Pay Gap Information Regulations came into force in March 2017. The regulations applied to all employers with 250 or more employees on the snapshot date of 31st March (for Public Sector employers). Therefore, the authority is

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required to publish its gender pay gap for each year and publish this information on its website, no later than 30th March of the following year.

- 3.1.2 Employers in the public sector are subject to a specific public sector equality duty in respect of their functions. They must have due regard to the need to eliminate discrimination and advance equality of opportunity.
- 3.1.3 The purpose of Gender Pay Gap reporting is to achieve greater gender equality across the UK and increase pay transparency.
- 3.1.4 According to the ONS Gender Pay Gap in the UK: 2022 the national gender pay gap for full-time employees was 8.3%, meaning that average pay for full-time female employees was 8.3% lower than for full-time male employees. This is a slight increase since 2021, where the gap was 7.7%. The national gender pay gap for all employees, full and part-time is 14.9% which is a slight decrease from 2021 when it was 15.4%. It is important to note that the Coronavirus pandemic and the furlough scheme may continue to have an artificial impact on the national gender pay gap figures for 2022/23.
- 3.1.5 Nationally the gender pay gap is higher for all employees than for the category of full-time employees and part-time employees. This is because women fill more part-time jobs, which have lower hourly median pay than full-time jobs, and are more likely to be in lower paid occupations. A contributory factor may be that occupations with the highest rates of pay tend to offer fewer part-time jobs than those with lower pay. A lack of flexible working arrangements on offer at senior levels can be a factor affecting women's progression opportunities.
- 3.1.6 Whilst the data on the age breakdown is not a statutory requirement under the legislation, this data has been included at the request of Members. The ONS has published some national data on the age breakdown and the same categorisation and calculations used by the ONS have been replicated for the breakdown of the data for Portsmouth City Council. The findings are contained in section 3.2.

3.2 The Regional Context

- 3.2.1 The table below provides a comparison of the reporting figures from other Local Authorities for the year 2021/22.

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Employer	Employer Size	% Difference in hourly rate (Mean)	% Difference in hourly rate (Median)	% Women in lower pay quartile	% Women in lower middle pay quartile	% Women in upper middle pay quartile	% Women in top pay quartile	% Who received bonus pay (Women)	% Who received bonus pay (Men)	% Difference in bonus pay (Mean)	% Difference in bonus pay (Median)
Birmingham City Council	5000 to 19,999	3.9	4.7	62	58	57	56	0	0	0	0
Brighton & Hove City Council	1000 to 4999	-7.9	-8.1	52.6	56.4	60	64.1	0	0	0	0
Cornwall Council	5000 to 19,999	4.9	8.9	73	71	48	62	0	0	0	0
Reading Borough Council	1000 to 4999	2.1	4.9	59.1	62.1	57.4	56.4	1.8	1.7	2.8	0
Medway Council	1000 to 4999	10.6	7	75.6	80.4	76.4	67.2	0.6	1.2	0	0
Milton Keynes Council	1000 to 4999	11.4	10	82.4	83.3	77.5	70.4	0	0	0	0
Oxford City Council	Not Provided	11.4	9.4	66.3	64.8	54	47.7	0	0	0	0
Oxfordshire County Council	5000 to 19,999	1.8	0	70.3	60.7	64.9	67.8	0	0	0	0
Thurrock Borough Council	1000 to 4999	10.4	7.8	70.2	74.7	70.7	61.9	0	0	0	0
Portsmouth City Council	5000 to 19,999	9.1	13.6	72	74	71	63	2.2	1.7	-4.7	17.9
Plymouth City Council	1000 to 4999	0.7	-5.1	63	67	58	62	0	0	0	0

3.3 The Local Context

- 3.3.1 The Gender Pay Gap data supplied is correct for all staff, including school staff, in post with Portsmouth City Council on 31st March 2022 who earned their full-pay (relevant employees). At that time, there were 4872 relevant full pay employees, which is made up by 3382 females (70%) and 1490 (30%) males. Out of the 4872 relevant employees, 76 are covered by TUPE regulations (28 are male and 48 are female). This was a minor variation to 2021 figures which was a total of 4869 employees.
- 3.3.2 The profile of the workforce has been broken down into the proportion of full time and part time employees, whereby 1162 (78%) of males are full time¹ and 328 (22%) are part time compared to 1305 (39%) of females are full time and 2077 (61%) are part time.
- 3.3.3 The profile of the workforce has been further categorised by age range. The age ranges used are based on those as determined by the ONS data. The table below outlines the workforce profile for **full-time** employees. The numbers have primarily stayed the same as 2021 for both males and females however, there has been a slight increase in numbers for both in the 30-39 and 60 and over age brackets.

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

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Age Range	Full-time women headcount	Full-time women %	Full-time men headcount	Full-time men %	Total headcount
16 to 21	18	58	13	42	31
22 to 29	195	60	131	40	326
30 to 39	252	53	226	47	478
40 to 49	298	52	275	48	573
50 to 59	422	55	351	45	773
60 and over	120	42	166	58	286
Total	1305		1162		2467

3.3.4 The table below outlines the workforce profile for part-time employees.

Age Range	Part-time women headcount	Part-time women %	Part-time men headcount	Part-time men %	Total headcount
16 to 21	38	70	16	30	54
22 to 29	195	78	55	22	250
30 to 39	475	89	57	11	532
40 to 49	536	92	48	8	584
50 to 59	583	90	64	10	647
60 and over	321	78	93	22	414
Total	2148		333		2481

3.3.5

In addition to the above age profile of the workforce, and using the same methodology as applied by the ONS, the gender pay gap has been broken down by age and full-time/part-time hours. In accordance with the ONS data, full-time hours have been classed as 30 hours or more. The Gender pay gap by age full-time/part-time is based on the median salary within each data category (as per the ONS data) and uses a separate calculation for part-time and full-time per age range. The data looks at the gender pay gap for people of a similar age and working pattern, unlike the statutory data which looks at the gender pay gap based on the median difference between men and women. Therefore, the gender pay gap within each age bracket does not relate to the overall median figure because that is based on **all** relevant employees across the Council, whereas the age gender gap is based on

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each individual age groupings and working patterns within those age brackets.

Age Bands	Full Time %	Part Time %
16 to 21	1.96	0.00
22 to 29	-2.00	0.00
30 to 39	-0.78	22.78
40 to 49	0.00	-2.20
50 to 59	8.24	7.70
60 and over	11.05	-0.78

The table above shows that within each age bracket where there is a negative figure, for example -2.00%, this indicates the extent to which females earn, on average, **more** per hour than their male counterparts. A positive measure, for example 2.00%, indicates the extent to which females earn, on average, **less** per hour than their male counterparts.

- 3.3.6 Therefore it can be determined that female employees earn more between the ages of 22 up to age 39 for full-time employees and between the ages of 16 to 21 for part-time employees. As male employees get older, over 40 years old, they tend to earn more than female employees within the same age bracket when working full time.
- 3.3.7 Whilst our figures show that full-time females are earning less, on average, than their male counterparts (with the exception of 22- to 39-year-olds), this could be attributed to the fact that a significantly higher number of females are employed within these age brackets, compared to the number of males. The pay gap has increased for part-time workers in the 16 - 21 and 60 and over age bracket compared to previous years. Conversely, the pay gap has decreased in the 22 -29 and 40-49 age brackets.

3.4 Key Findings

- 3.4.1 **Mean Gender pay gap** - The difference between the mean hourly rate of pay for male full-pay relevant employees and that of female full-pay relevant employees is **9.27%**. In March 2021 this gap was 9.12%.
- 3.4.2 **Median Gender pay gap** - The difference between the median hourly rate of pay of male full-pay relevant employees and that of female full-pay relevant employees is **13.85%**. In March 2021 this gap was 13.58%.
- 3.4.3 ***Mean bonus pay gap** - The difference between the mean bonus pay paid to male relevant employees and that paid to female relevant employees is

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12.62%. In March 2021 this was -4.86%. This gap has increased as the overall average bonus payment made to males is higher, though not as significantly as previously, than that of females. Males are paid on average £1445.71, and females are paid on average £1375.93.

- 3.4.4 ***Median bonus pay gap** - The difference between the median bonus pay paid to male relevant employees and that paid to female relevant employees is **54.77%**. In March 2010 this was 17.89%. The bonus gap between males and females has increased significantly and can be attributed to the fact that whilst more females received a payment the value of these payments is lower. There was a total of 74 females who received a 'bonus' payment compared to 26 males. The bonus value ranges for females from £63.00 up to £16,458.74 compared to the range for males from £84.00 up to £3924.26.
- 3.4.5 ***Bonus proportions** - The proportions of male and female relevant employees who were paid bonus pay during the relevant period in the 12 months up to 31st March was 26 males (1.7%) out of a total of 1490 males and 75 females (2.2%) out of a total of 3382 females. These are the same figures as in 2021.
- 3.4.6 **Quartile pay bands** - The proportions of male and female full-pay relevant employees in the lower, lower middle, upper middle and upper quartile pay bands are set out in a table contained within the report.

*For PCC 'Bonus Pay' captures Long Service Awards and one- off honoraria payments. Regular honoraria payments are excluded from "bonus" calculations and included in "ordinary pay".

4.0 Conclusions

- 4.1 The gender pay gap exists within PCC as the majority (70%) of the workforce are female and predominantly a large proportion of these are employed in the lower quartile pay bands, with fewer employed at the more senior levels.
- 4.2 PCC's gender pay gap is lower than the national average for all employees, full time, and part time, and this is down to several factors that already exist within the council.
- 4.3 The Gender Pay Gap for the "mean" and "median" categories fall below that of the national average for all employees.
- 4.4 The mean gender bonus gap and the median gender bonus gap for the council have increased significantly to 12.62% and 54.77% respectively,

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showing that male employees are paid more than their female counterparts and on average the value of the payments received were lower. There does not appear to be any benchmarking data in relation to bonus payments from ONS that will correlate directly with the calculation method defined by the Gender Pay Gap Information Regulations. Therefore, we do not know how the percentage for bonus payments compares with the national average or sector trends.

- 4.5 The Public Sector Equality Duty (PSED) forms part of the Equality Act 2010, it is made up of a general equality duty and specific duties. The general equality duty covers the following protected characteristics: age (including children and young people), disability, gender reassignment, pregnancy and maternity, race, religion or belief, sex, and sexual orientation. The specific duties require the authority to publish information to demonstrate its compliance with the general equality duty, this information must include information relating to people who share a protected characteristic who are:
- Its employees, and
 - People affected by its policies and practices.
- 4.6 Unlike the gender pay gap, organisations are not legally required to publish their ethnicity pay gap. The ethnicity pay gap is the percentage difference in average hourly rate of pay of white and Black and Ethnic Minority employees.
- 4.7 The council is committed to ensuring equality across its workforce, and race equality is of particular importance. Therefore, we are currently reviewing workforce data held in relation to ethnicity with a view to including pay ethnicity reporting as part of future Gender Pay Gap Reporting.
- 4.8 The release of Census 2021 ethnicity data for the population of England and Wales was released in November 2022. This data will be used by the Council as a comparison to the workforce data to understand if we are representative of our local region and where improvements need to be made, this analysis will be fed into the work currently underway to inform the Councils Equality and Diversity Strategy 2023 - 2025.

.....
Signed by (Director)

Appendices:

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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



www.portsmouth.gov.uk

Gender Pay Gap Report 2022-23

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1. Background

The Gender Pay Gap Information Regulations require all employers with 250 or more employees to report their Gender Pay Gap annually, publishing on a national Government website as well as the organisations website. The Gender Pay Gap Information Regulations apply to employers in the Public and Private sector.

In addition to these new regulations, employers in the public sector are subject to a specific public sector equality duty in respect of their functions - The Equality Act 2010 (Specific Duties and Public Authorities) Regulations 2017.

The regulations apply to all employers with 250 or more employees on the "snapshot" date. The "snapshot" date for the public sector is 31st March each year. Therefore, the authority is required to publish its gender pay gap for each year on the Portsmouth City Council (PCC) website and on a government website, no later than 30th March of the following year. So, for the snapshot date of March 2022, the findings must be published no later than 30th March 2023.

The purpose of Gender Pay Gap reporting is to achieve greater gender equality across the UK and increase pay transparency by narrowing and eventually eliminating the pay differential between men and women.

In 2022, the national gender pay gap for full-time employees increased to 8.3%, up from 7.7% in 2021, meaning that average pay for full-time female employees was 8.3% lower than for full-time male employees. This remains below the gap of 9.0% before the coronavirus pandemic in 2019.

The national gender pay gap for all employees, full and part-time in 2022 is 14.9% which is a slight decrease to that of 2021 when it was 15.4%. This latest change in the figures is more in line with the longer-term trend which is showing a continual decline.

It is important to note that the Coronavirus pandemic and the furlough scheme may have had an artificial impact on the national gender pay gap figures for 2020/21 and therefore it is encouraged to focus on long-term trends rather than year-on-year changes.

What is clear from the latest data is that a challenge remains in addressing the gender pay gap. The inequality of pay between men and women is affected by short-term labour market conditions, but longer-term social norms are also central to the gulf in remuneration.

The Government considers that this rate of progress is too slow and has committed to closing the gender pay gap within a generation.

PCC is committed to the principle of equal pay for all employees by ensuring that it meets the requirements of the Equality Act. To achieve this PCC uses a job evaluation system scheme (JESS) to assess the value of all jobs across the organisation, which provides evidence in support of the banding of each job within our grading structure. Salaries are paid according to band and incremental annual progression within the band occurs irrespective of employee's gender.

Whilst the data on the age breakdown is not a statutory requirement under the legislation, this data has been included at the request of our Members. The ONS publishes national data on the age breakdown and the same categorisation and calculations used by the ONS have been replicated for the breakdown of the data for Portsmouth City Council.

Sources:

ONS Gender Pay Gap in the UK: 2021

ONS Gender Pay Gap in the UK: 2022

2. Methodology

The Regulations clearly define the methodology for the Gender Pay Gap calculations and reporting guidelines.

The regulations require employers to publish the following information:

- The mean gender pay gap;
- The median gender pay gap;
- The mean bonus pay gap;
- The median bonus pay gap;
- And the relative proportions of male and female employees in each quartile pay band.

The Regulations detail how to carry out the calculations and these are based on how the ONS undertakes their calculations to allow for comparisons to be made nationally against the data.

All public sector organisations are required to publish their reports by no later than 30th March of the following year.

The report will be based on hourly pay rates as of 31 March 2022 and on bonuses paid between 1 April 2021 and 31 March 2022.

3. Scope

The regulations create two categories of people who have to be taken into account in the gender pay gap reporting: relevant employees and relevant full-pay employees.

For the purposes of gender pay gap reporting, the definition of an employee is that which is given in the Equality Act 2010. This is an extended definition which includes:

- Employees (those with a contract of employment)
- Workers with a contract to do work or provide services for your organisation
- Some self-employed people who have to personally carry out the work they do for you.

The gender pay gap calculation is based on the number of individual employees and not the full-time equivalent. This means that each part-time employee counts as one employee.

Apprentices, seasonal, temporary or casual employees and zero hours workers are included if they fall within the reference period created by the snapshot date.

4. Definitions

Gender Pay Gap

The gender pay gap is a measure of labour market or workplace disadvantage, expressed in terms of a comparison between males and females' average hourly rates of pay. The gap can be measured in various ways, and it is important to understand how the gap is being measured. The hourly rates of pay, excluding overtime are used to take account of the fact that many more males than females work full-time. Overtime is excluded because it is recognised that male employees work more overtime than female employees due to female's caring responsibility and part-time nature of work.

Equal Pay

Equal pay means that there should be no difference in the contractual terms of a female and a male doing equal work, who both work for the same employer. For further details please refer to the Equality Act 2010.

The difference between Gender Pay Gap and Equal Pay

The most important difference between equal pay and the gender pay gap is that equal pay requires one to scrutinise information at the level of the individual employee (to satisfy that there is equal pay for equal work). Gender pay gap reporting asks you to examine aggregate data.

Mean Gender Pay Gap

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

To calculate the mean

The mean is an average of all the numbers in a dataset, that is, you have to add up all the numbers and then divide the result by how many numbers you are dealing with. To find the mean hourly rate for PCC's full-pay relevant male employees, all the hourly rates will be added together and then divided by the total number of full-pay relevant male employees. This will give the "mean" hourly rate.

Median Gender Pay Gap

The difference between the median hourly rate of pay of male full-pay relevant employees and that for female full-pay relevant employees.

To calculate the median

The median is the numerical value which splits the top 50% and the bottom 50%. To find the median, all the hourly rates for all employees will be listed in numerical order; if there are an odd number of values, the median is the

number in the middle. If there is an even number, the median is the mean of the two central numbers.

Bonus

Bonus pay means any remuneration that is in the form of money, vouchers, securities, securities options, or interests in securities and relates to profit sharing, productivity, performance, incentive, or commission. Non-consolidated bonuses are included. Long service awards with a monetary value are also included.

For PCC, this captures Long Service Awards and one-off honoraria payments. Regular honoraria payments are excluded from "bonus" calculations and included in "ordinary pay".

Mean Bonus Gap

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

Median Bonus Gap

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

Bonus Proportions

The proportions of male and female relevant employees who were paid bonus pay during the relevant period.

Quartile Pay Bands

The proportions of male and female full-pay relevant employees in the lower, lower middle, upper middle and upper quartile pay bands.

Quartiles

A quartile is one of the three points that divide the population of data into 4 equal parts. In the context of gender pay gap reporting, the four quartile pay bands are created by dividing the total number of full-pay relevant employee into four equal parts. For clarification, that is not PCC Pay bands.

Measures

A positive measure, for example 18%, indicates the extent to which females earn, on average, **less** per hour than their male counterparts.

A negative measure, for example -18%, indicates the extent to which females earn, on average, **more** per hour than their male counterparts. This may happen, for example, if PCC employ a high proportion of males in low-paid part-time work, and/or the senior and higher paid employees are female.

5. The Workforce Profile

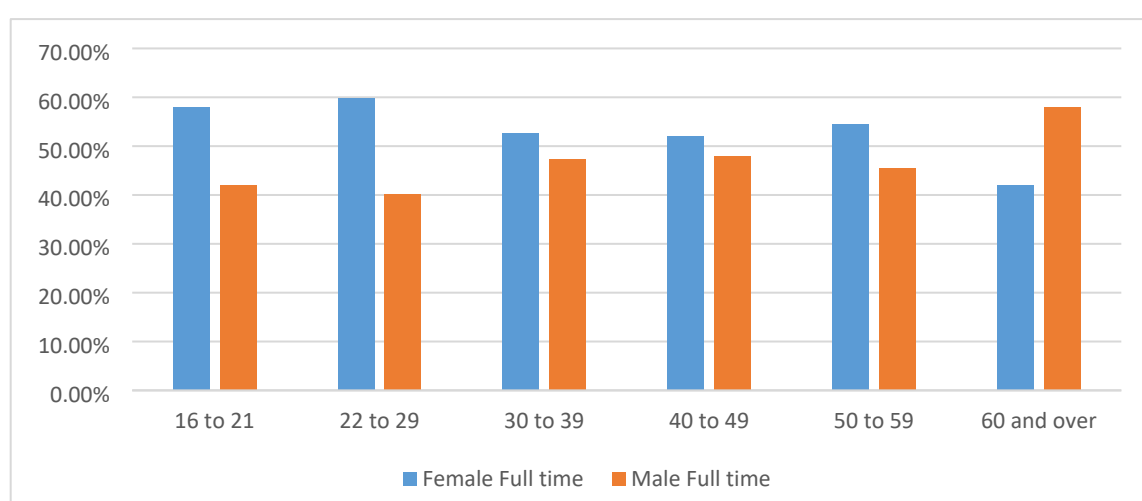
The Gender Pay Gap data supplied is correct for all staff, including school staff, in post with Portsmouth City Council on 31st March 2022 who earned their full-pay (relevant employees). At that time, there were 4872 relevant full pay employees, which is made up by 3382 females (70%) and 1490 (30%) males. Out of the 4872 relevant employees, 76 are covered by TUPE regulations (28 are male and 48 are female).

The profile of the workforce has been broken down into the proportion of full time and part time employees, whereby 1162 (78%) of males are full time¹ and 328 (22) are part time compared to 1305 (39%) of females are full time and 2077 (61%) are part time.

The profile of the workforce has been further categorised by age range. The age ranges used are based on those as determined by the ONS data.

Fulltime Female vs Male

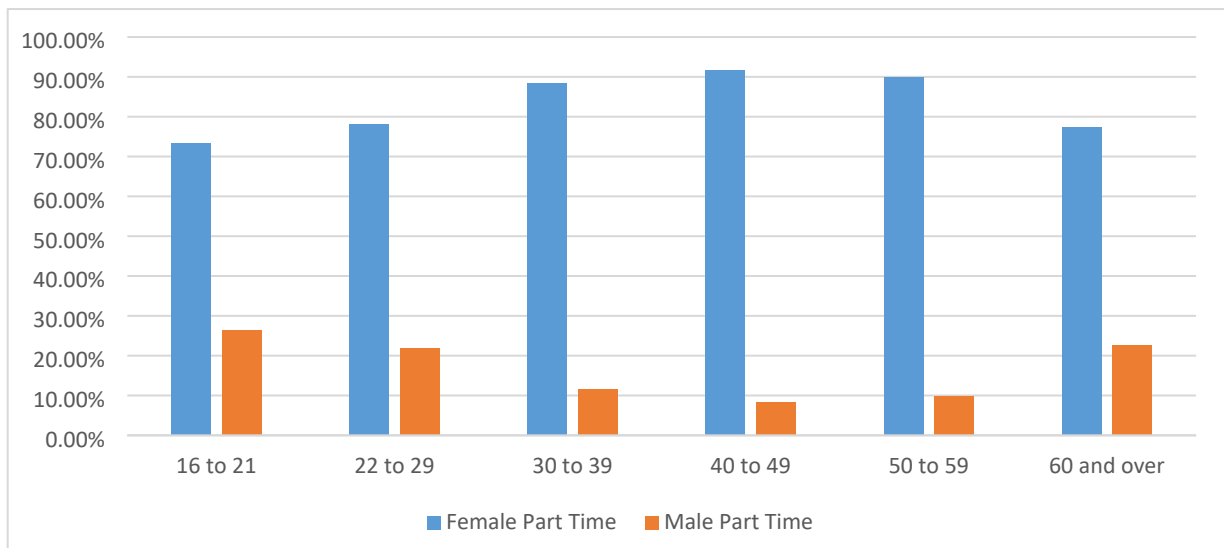
Age Range	Full-time women headcount	Full-time women %	Full-time men headcount	Full-time men %	Total headcount
16 to 21	18	58	13	42	31
22 to 29	195	60	131	40	326
30 to 39	252	53	226	47	478
40 to 49	298	52	275	48	573
50 to 59	422	55	351	45	773
60 and over	120	42	166	58	286
Total	1305		1162		2467



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

Part time Female vs Male

Age Range	Part-time women headcount	Part-time women %	Part-time men headcount	Part-time men %	Total headcount
16 to 21	36	73	13	27	49
22 to 29	178	78	50	22	228
30 to 39	423	88	56	12	479
40 to 49	529	92	48	8	577
50 to 59	579	90	64	10	643
60 and over	332	77	97	23	429
Total	2077		328		2405



Looking at the data for both part time and full-time workers, between the ages of 30 to 59 there are 852 men (57%) employed full time and 972 (28%) are women. In comparison across the same age ranges (30 to 59 years old) 1531 (45%) of women are employed part time and 30 (2%) of men work part time. This evidences that women are more likely to work part-time than men.

However, as the majority of our workforce is predominantly female (70%) the data is skewed as it shows that women are the higher proportion of workers across each age category compared to males, with the exception of the 60 and over age group in full time employment.

It is worth noting that there has been an increase of 150 male and female **full-time** employees from a total of 2317 in 2021 to 2467 in 2022. The increase can be seen across the 30-39 and 50-59 age ranges for females and with a slight increase in the 16-49 age ranges for male full-time employees with decreases for both in the 60 and over age range employees.

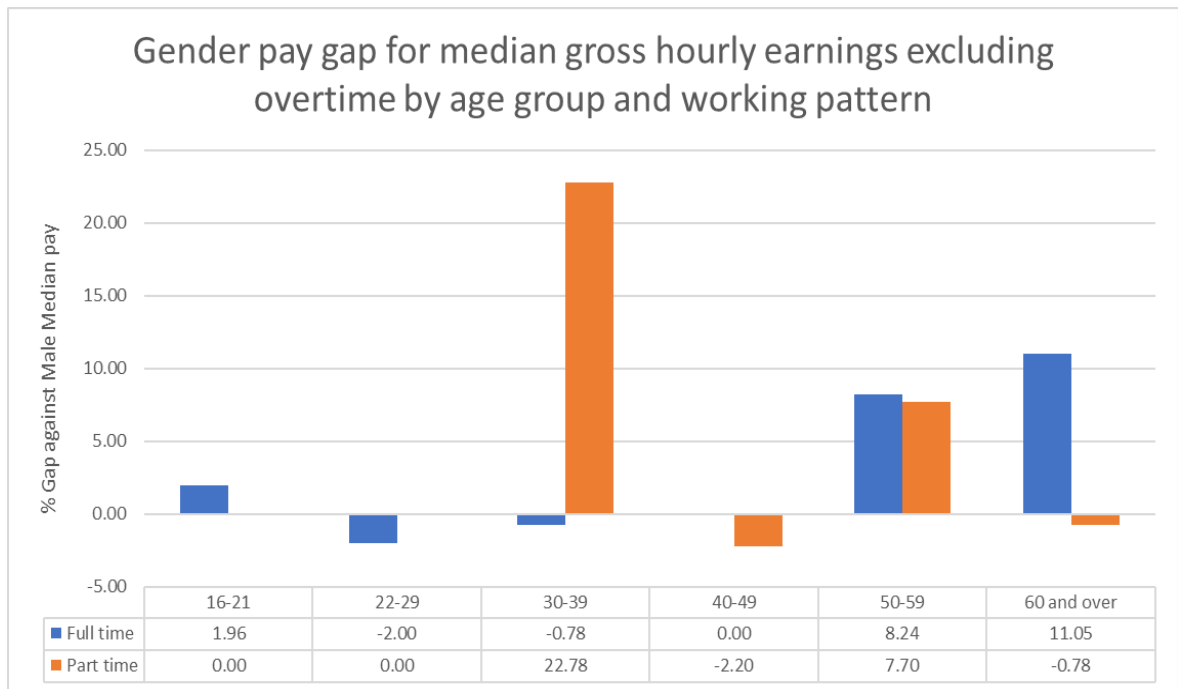
In contrast the overall number of **part-time** men and women has decreased compared to last year with 406 fewer employees working part time. Interestingly, the number of women working part-time has decreased in all age-ranges and the number of men working part-time in the age ranges of 16-39 all increased. The only decrease for men was in the 60 and over category.

In addition to the above age profile, using the same methodology as applied by the ONS, the gender pay gap has been broken down by age and full-time/part-time hours. In accordance with the ONS data, full time hours have been classed as 30 hours or more. The Gender pay gap by age full-time/part-time is based on the median salary within each data category (as per the ONS data) and uses a separate calculation for part time and full time per age range.

The data looks at the gender pay gap for people of a similar age and working pattern, unlike the statutory data which looks at the gender pay gap based on the median difference between men and women. Therefore, the gender pay gap within each age bracket does not relate to the overall median figure because that is based on **all** relevant employees across the Council, whereas the age gender gap is based on each individual age groupings and working patterns within those age brackets.

2020, 2021 and 2022 data

Age Bands	2020 Full Time %	2021 Full Time %	2022 Full time %	2020 Part time %	2021 Part Time %	2022 Part Time %
16 to 21	27.65	1.96	1.96	-15.57	-3.52	0.00
22 to 29	-2.69	-2.00	-2.00	1.55	7.70	0.00
30 to 39	-3.37	-1.99	-0.78	23.91	36.37	22.78
40 to 49	6.01	0.00	0.00	29.29	18.00	-2.20
50 to 59	6.87	2.06	8.24	27.50	7.70	7.70
60 and over	3.44	3.27	11.05	16.32	-3.83	-0.78



The graph above shows that within each age bracket where there is a negative figure, for example -2.00%, this indicates the extent to which females earn, on average, **more** per hour than their male counterparts. A positive measure, for example 2.00%, indicates the extent to which females earn, on average, **less** per hour than their male counterparts.

Whilst our figures show that **full-time** females are earning less, on average, than their male counterparts (with the exception of 22- 39-year-olds), this could be attributed to the fact that a significantly higher number of females are employed within these age brackets, compared to the number of males.

The pay gap has increased for **part-time** workers in the 16 - 21 and 60 and over age bracket compared to previous years. Conversely, the pay gap has decreased in the 22 - 29 and 40 - 49 age brackets.

The reduction in the pay gap across the age groups as listed above, could be explained by the recruitment of new employees, subject to where they start in the pay band for example, as female employees are likely to start at the bottom of the pay band due to breaks in employment. If an existing employee changes their working pattern from full time to part time, their hourly rate will remain the same and if they have been employed for several years, they are likely to be at the top of their pay band through the incremental rises within the pay band compared to a new starter.

Where there are pay gaps in the age ranges this may indicate the impact of taking time out of the labour market and the preference for working part time when re-joining the labour market, for example for reasons such as taking time out to have children or other caring responsibilities.

6. Key Findings

6.1 Mean Gender Pay Gap

The difference between the mean hourly rate of pay for male full-pay relevant employees and that of female full-pay relevant employees is **9.27%**. In March 2021 this gap was 9.12% (2020 the gap was 10.99%).

The average mean hourly rate of pay for a male was £17.72. For a female the average mean hourly rate of pay was £16.08, which results in the 9.27% difference in the mean figure reported above. This gap has slightly decreased since last year as a result of the female average mean hourly rate of pay increasing marginally less than the previous years' average compared to the increase of males mean average hourly pay.

6.2 Median Gender Pay Gap

The difference between the median hourly rate of pay of male full-pay relevant employees and that of female full-pay relevant employees is **13.85%**. In March 2021 this gap was 13.58%.

The average median hourly rate for a male was £15.59. For a female the average median hourly rate was £13.43. This result is a 13.85% difference in the median figure reported above. This gap has increased as the male average median hourly rate has increased marginally more than the female average median salary for 2021 resulting in a slight increasing of the gap.

6.3 Mean and Median Pay Gap summary

PCC's median and mean gender pay gap compares favourably with the national figure from the ONS where the average gap for all employees, part-time and full-time is 14.9% based on data from 2022.

In addition to a job evaluation scheme, PCC has a clear policy of paying employees equally for the same or equivalent work, regardless of their gender. As such, the council:

- provides regular job evaluation training for employees involved in undertaking job evaluation; and
- evaluates job roles and pay bands as necessary to ensure a fair structure

The council is therefore confident that its gender pay gap does not stem from paying male and female employees differently for the same or equivalent work. Rather its gender pay gap is the result of the roles in which male and females work within the council and the salaries that these roles attract.

Across the UK economy, males are more likely than females to be in senior roles (especially very senior roles at the top of organisations), while females

are more likely than men to be in front-line roles at the lower end of the organisation. In addition, men are more likely to be in technical and IT-related roles, which attract higher rates of pay than other roles at similar levels of seniority.

Unpaid care work, including childcare and informal adult care, is disproportionately performed by women. This can have a big impact on pay and progression. Females are also more likely than males to work part time, and many of the jobs that are available across the UK on a part-time basis tend to be lower paid. In addition, new females tend to take jobs that are nearer to home because of their caring responsibilities so this in turn may reduce their job opportunities and give them less access to productive, high-paying firms. Therefore, the gap widens over time. As men move up the pay ladder, women fall behind, either staying in lower paid positions, reducing their hours, or both. Others drop out of work entirely.

The gender pay gap exists within PCC as the majority (70%) of the workforce is female and predominantly a large proportion of these are employed in the lower quartile pay bands, with fewer employed at the more senior levels.

PCC's gender pay gap is lower than the national average and this is down to several factors that already exist within the council:

- The commitment of PCC to continue to follow and adopt the Foundation Living Wage increases annually.
- PCC continues to promote and support flexible and hybrid working policies for all employees within the organisation, irrespective of gender.
- Robust equal opportunities and diversity policies ensure that all employees are treated fairly and equally with a clear escalation process if an individual feels they are being treated unfairly.
- The JESS Job evaluation scheme ensures that all jobs are evaluated to ensure equal pay for equal work across the entire authority. For example, a female support worker or female manager will be paid the same pay band as her male counterpart.

6.4 Mean Bonus Pay Gap

The difference between the mean bonus pay paid to male relevant employees and that paid to female relevant employees is **12.62%**.

This has significantly increased from last year's gap which was -4.86% (comparatively 14.68% in 2020). The reason for the change is that the overall average bonus payment made to males is higher than that of females. Males are paid on average £1445.71, and females are paid on average £1375.93.

6.5 Median Bonus Pay Gap

The difference between the median bonus pay paid to male relevant employees and that paid to female relevant employees is **54.77%**.

This has increased significantly from last year's figure which was 17.89%. The increase in the bonus gap between males and females can be attributed to the fact that more females (74 compared to 26 males) received a payment however on average the value of the payments received were lower.

6.6 Bonus Proportions

The proportions of male and female relevant employees who were paid bonus pay during the relevant period in the 12 months up to 31st March was 26 males (1.7%) out of a total of 1490 males and 74 females (2.0%) out of a total of 3382 females.

6.7 Bonus pay gap summary

The mean gender bonus gap and the median gender bonus gap for the council have changed to 12.62% and 54.77% respectively, there were a total of 74 females who received a 'bonus' payment compared to 26 males, which is minimal change to last year with the comparative figures of 25 males and 75 females who received a bonus payment compared to 2021. The bonus value ranges for females from £63 up to £16,450 compared to the range for males from £84 up to £3,287.

The figures in the bonus proportions show that whilst there were a higher number of female employees than male employees who received a bonus payment, overall, the average value of bonus payments were slightly higher for male employees with the average for females being £1375.93 and males being £1445.77.

Some honoraria payments made within PCC are used to reward outstanding contributions and the definition of "bonus" for this report captures these types of payments. As such this can skew the data and creates inconsistencies in reporting. Continuing work is needed to ensure that recording of this data is accurate in the future.

6.8 Quartile Pay Bands

The proportions of male and female full-pay relevant employees in the lower, lower middle, upper middle and upper quartile pay bands are set out in the table below.

	Number of males	Number of females	Total	Male %	Female %	Total %
Upper Quartile	441	777	1218	36	64	100
Upper Middle Quartile	392	826	1218	32	68	100
Lower Middle Quartile	322	896	1218	26	74	100
Lower Quartile	335	883	1218	28	72	100

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

6.9 Quartile Pay Band Summary

For there to be no gender pay gap, there would need to be an equal ratio of male to female in each quartile. However, within the Council, 72% of the employees in the lower quartile are female and 28% are male. The percentage of male employees increases throughout almost all the remaining quartiles, from 26% in the lower middle quartile to 36% in the upper quartile. In direct comparison the percentage of female employees decreases throughout almost all the remaining quartiles from 74% in the lower middle quartile to 64% in the upper quartile.

7. Conclusions

While the Council's gender pay gap compares favourably with that across the whole UK economy, it is committed to doing everything that it can to continue to reduce the gap. The Council is confident that its gender pay gap does not stem from an equal pay issue as the pay and grading system in place ensures that all roles are evaluated equally and ensures individuals receive equal pay for equal work.

The Council recognises that its scope to act is limited in some areas and has for example, no direct control over the subjects that individuals choose to study, their career choices or the choices individuals make about their work/life balance. However, as the employer, the Council can ensure that individuals can make these choices without suffering discrimination with its various flexible working policies and culture.

8. Action Plan/Recommendations:

Portsmouth City Council are committed to continuing to close the gender pay gap. Our aim is to reduce this further as part of a wider agenda to improve equality, diversity, and inclusion across our entire workforce. This will be a staged approach over the long term.

Based on the 2021 report we have been working to the following:

Stage 1: Analysis of the current workforce profile - ongoing

An Equalities Steering group was newly established in 2022 with representation from across all council service areas and some partners. The initial task for this group was to undertake an equality, diversity and inclusion self-assessment using the Local Government Association equalities framework. This work is ongoing with an external consultation on the forthcoming Equality and Diversity Strategy 2022 -2025.

The combined data gathered will inform the draft Strategy and plan of action with the Legal obligation to release at least 1 Equality Objective by 31st March with the completed Strategy to follow.

Stage 2: Review of current policies and procedures - Ongoing

Recruitment and Retention:	Action Taken:
<p>Work is underway to improve data gathering from recruitment activity-to assess how posts are currently advertised, who is applying for them, who is being selected for interview and who is being appointed. This will enable us to better understand if there are barriers for women and underrepresented groups with our current practices.</p>	<p>New Oracle Recruitment system has been implemented and gone live. This will be developed to enable the reporting function to show applicant data. The reporting function of the system is now being developed.</p> <p>New starter survey is being sent out to people who have joined PCC in the last 12 months this is to evaluate our recruitment and onboarding processes.</p> <p>We are engaging with the community to understand how minority groups feel about PCC as an employer and how we can best attract them to apply for our roles.</p>
<p>A review of job advertisements, job design and interview processes will be undertaken to assess whether</p>	<p>Wording has been reviewed and the careers portal is being developed to</p>

they are inclusive. Training and setting performance metrics will be implemented to measure effectiveness	better promote benefits, such as flexible working.
A review of exit interview data is being completed to understand changes in the workforce profile and identify trends affecting career progression that are linked to equality and to understand if one gender is leaving for common reasons compared to others	This data has been collated and is now being analysed.

Talent management:	Action Taken:
Review of the induction process is in progress to ensure all new recruits feel welcomed and staff can integrate well into and across the organisation	This is now complete, and a new EDI module has been added to all staff inductions.
Work is underway to improve monitoring of employee's career progression, this will be used to understand if there are any barriers that are preventing women and underrepresented groups from progressing	<p>A new development policy is being drafted to include guidance on career development pathways.</p> <p>A new coaching faculty is being developed, the first cohort of coaches have just qualified, and the next cohort of coaches have commenced their training. Coaching for managers module and handbook is being developed as part of the new leadership and management course.</p>
We will continue to promote the benefits of flexible working practices to employees and managers, as part of the Council's new ways of working as we move towards a hybrid working model and to support those with caring responsibilities	A Hybrid working policy has been introduced and services are encouraged to promote this as a benefit to assist with R&R difficulties. Job adverts now promote flexible working opportunities where job roles permit.
Increase awareness about apprenticeship schemes to encourage more employees to improve their skills and experience giving them the opportunity to progress their career	Active programmes to raise awareness are in place with a full programme of events planned for Apprenticeships Week including full intranet marketing. There has been an increased uptake in apprenticeships in PCC Maintained

	<p>schools due to pro-active work in this area.</p> <p>We are producing a 'marketing' video to further help promote apprenticeships with staff and managers.</p> <p>We are in the process of developing a pilot programme to recruit apprentices into care environments with external funding via the ICB.</p> <p>We are also looking at how PCC can support student placements for T levels and will be working with FE providers locally to enable these.</p>
<p>Continue to find ways to maximise the diversity of our applicants. Encouraging closer working with schools, colleges, and universities to promote careers to women and underrepresented groups</p>	<p>Currently exploring ways to engage with external groups as well as possibility of setting up a women's network.</p>
<p>Work is currently underway to map clear career paths and competency frameworks for multiple professions across the authority-this will be to promote career development at the Council and improve retention</p>	<p>HR continue to work with services to develop career pathways to assist with staff development and as part of succession workforce planning.</p>
<p>Explore the introduction of a mentoring program linking in with the Equalities Steering group to help reduce the identified gender pay gap at senior levels, supporting women and underrepresented groups to progress in their career, build skills and encourage development</p>	<p>Informal arrangements are in place across the council we will look to expand on this as the coaching faculty develops.</p>

Equality, Diversity, and Inclusion Actions:

	Action Taken
<p>Following the introduction of the new HR system and EDI Intranet page, encourage employees to update their personal records and explain how this information benefits employees and produces an</p>	<p>Ongoing - continued promotion of the need for employees to update their personal records.</p>

evidence base for equality related action	
Regularly analyse and present workforce equalities data to inform decision making, review progress against the current strategy and identify the underpinning activities needed to support and enable the Equality and Diversity strategy	Ongoing - challenges with Fusion has limited the data available. This is currently being worked on with the HRMI team to ensure data is accessible.
The new EDI Officer has been appointed, they will work closely with HR (Human Resources) to act as a 'critical friend' to audit current processes and help inform improvements to achieve greater diversity	Ongoing - continue to build relationship and work closely for better outcomes and joined up thinking
Review of the Equalities Impact Assessment process is underway	The new Equalities Impact Assessment form is ready with plans for a change management and internal comms campaign to take place early in 2023 when the form will start to be in use. Drop-in sessions and support will be available to ensure that the subject matter experts have the capacity meet regularly to review the completed IIAs and have an oversight to ensure IIAs are robust and meet legal obligations and safeguard the Council. A robust and well-functioning Equality Impact Assessment is a priority of the EDI Strategy.
Continue to support, engage with, and grow employee network groups to progress the work on the wider equality, diversity and inclusion agenda for the council and the city Work is underway to review our current Equality Impact Assessments to ensure that our policies, practices, decision making, and projects are fair and do not present barriers or disadvantage any protected groups	Grants have been awarded to 34 organisations in the city who are undertaking EDI related projects, helping in supporting our PSED. A new Disability Forum group and a support group for people who are who are neurodivergent have been established There is also an Accessible Communications service user group at the Kestrel Centre. The group are very happy to look at any documents that PCC (or other services) produce and make comments /

	recommendations for improvement - in terms of clarity, design, easy read etc.
Review Census data for working populations to compare and identify any gaps to determine if our workforce is reflective of the regional area. This data will also be used to inform a uniform process for data collection going forwards	Ongoing - working with our EDI Officer to undertake this piece of work using ONS Census data.
Pay and Benefits:	
Maintain a robust job evaluation scheme to ensure equal pay and transparency around our pay structure	Continue to maintain a robust job evaluation scheme to ensure equal pay and transparency around our pay structure
Work is underway to improve data gathering and reporting for additional payments, such as honoraria payments that are at the managers discretion to ensure that this is not contributing to the gender pay gap or unequal pay, if any anomalies are found these should be addressed	Annual report presented to leadership team to review pay at PCC.
Include ethnicity pay gap reporting as part of future Gender Pay Gap reports	A concerted effort is being made to improve the data held on Fusion HR system to allow us to undertake analysis of pay ethnicity. PCC ethnicity workforce data will be compared to the ONS census data of the city once this has been released. It is our aim that the diversity of our workforce will be representative of the community we service.
Develop a process to monitor starting pay both on recruitment and promotion for men and women to assess whether there is a difference on starting pay, this can be one of the most common causes of the gender pay gap	System is in development for this.
Continue to follow the Real Living Wage increases to help reduce the	PCC has committed to paying the RLW in line with the Real Living

Gender Pay Gap where there is a high proportion of female employees	Wage Foundation annual increase recommendations.
Undertake an equal pay audit and analysis of occupational segregation to critically examine pay structures to identify the ways these affect our employees	Step one of this has commenced to collate staff data from surveys sent to new starters, leavers, and current staff.

Stage 3: Evaluation of progress

- Monitor current pay systems to identify and address any systematic issues and prevent any distortion of the data used for pay reporting purposes
- Use the trend analysis to inform and address future training needs of managers and employees

10. Timescales of achieving the action plan

The action plan will be implemented over the next 12 months and reviewed on an ongoing basis, and annually in comparison with the published results of the Gender Pay Gap report, each March. Some of the actions have been difficult to implement during 2021 due to the pandemic response and the remote ways of working.

Agenda Item 6



Title of meeting: Employment Committee

Date of meeting: 9th March 2023

Subject: Sickness Absence – Bi-annual Report

Report by: Rochelle Williams - Assistant Director HR

Wards affected: N/A

Key decision: No

Full Council decision: No

1. Purpose of report

1.1. The purpose of this report is to update the Employment Committee about the levels and causes of sickness absence across the council and the actions being taken to improve attendance and promote employee health and wellbeing.




2. Recommendations

2.1. Members are recommended to:

- Note the change in absence levels across the organisation.
- Note the levels and causes of sickness absence across the council and by directorate.
- Note the activities and interventions undertaken to support attendance.

3. Background

3.1. Compared to the last sickness absence report presented in July 2022 overall absence levels are down by 2,056 working days. The detail behind this figure is set out below:

Sickness level type	June 2022 – average days per person	January 2023 – average days per person	Direction of travel
Overall sickness absence	11.37	11.10	
Long term absence	6.27	5.68	
Short term absence	2.82	3.32	

- 3.2. The areas that have seen the largest increases in short term absence include:

Directorate	Jun-22	Jan-23	difference
Portsmouth International Port	2.01	3.91	1.9
Adult Services	3.96	5.01	1.05
Housing, Neighbourhood and Building Services	3.29	3.94	0.65
Public Health	1.88	2.42	0.54
Regeneration	2.45	2.95	0.5

- 3.3. The areas that have seen the largest decreases in long term absence include:

Directorate	Jun-22	Jan-23	difference
Education	4.51	3.05	-1.46
Executive	2.15	0.71	-1.44
Housing, neighbourhood and building services	7.6	6.43	-1.17
Corporate services	1.96	0.95	-1.01
Adult Services	9.48	8.65	-0.83

- 3.4. In the period since the last report to the committee in July 2022 seven directorates have seen a decrease in overall absence levels and four directorates have seen an increase.

- 3.5. Absence levels by directorates for the rolling year are attached in Appendix 1.

4. Causes of sickness absence

- 4.1. Since the previous report psychological (stress, anxiety and depression) is now the highest reason for sickness absence. Coronavirus is now ranked 2nd and Musculoskeletal (Lower Limb) continues to be ranked 3rd.
- 4.2. Although psychological (stress, anxiety and depression) reasons are ranked as the highest cause of sickness absence representing 16.61% of days lost, it is important to note that this is non work related. Psychological reasons for absences that are work related are ranked lower and represent 4.36% of days lost.
- 4.3. Coronavirus is still prevalent in our communities and still impacts on our workforce as sickness absence and is the second highest ranking cause of absence. In settings where staff are in contact with those who are clinically vulnerable infection prevention and control measure remain in place as does workplace testing. When staff in these settings test positive for coronavirus they are required to abstain from work for a period of 5 days.

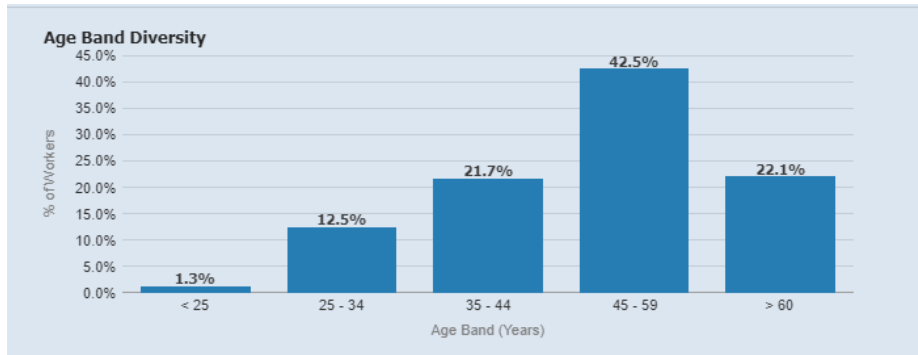
- 4.4. Musculoskeletal absences are divided into three categories – lower limb, upper limb and back and neck; if these were collated, they would become the highest ranked reason for absence. All three categories of musculoskeletal absence are ranked in the top ten reasons for absence.
- 4.5. The period covered by this report shows that within the top ten reasons for sickness absence there is a high proportion of viruses (excluding coronavirus), respiratory conditions and gastrointestinal absences. These reasons for absence mirror the pattern of reported illness in the population at large and are typical for the time of year as confirmed by public health monitoring in the Health Protection Forum.
- 4.6. In the previous meeting members requested further information on absences listed as Blank and Substance misuse. Blank is currently ranked as the 18th reason for absence, this relates to sickness absences that don't have an absence reason recorded against it. This is down 570 working days compared to the previous report to the committee in July 2022, and we are continuing to work with services to ensure that the appropriate information is added. Substance misuse is currently ranked 23rd and this relates to two cases, both of which have returned to the workplace.
- 4.7. Please also note that Coronavirus and Long Covid continue to be split into separate absence reasons.
- 4.8. The full list of reasons for sickness absence for the last year is attached in Appendix 2.

5. Reasons by directorate and interventions to support attendance.

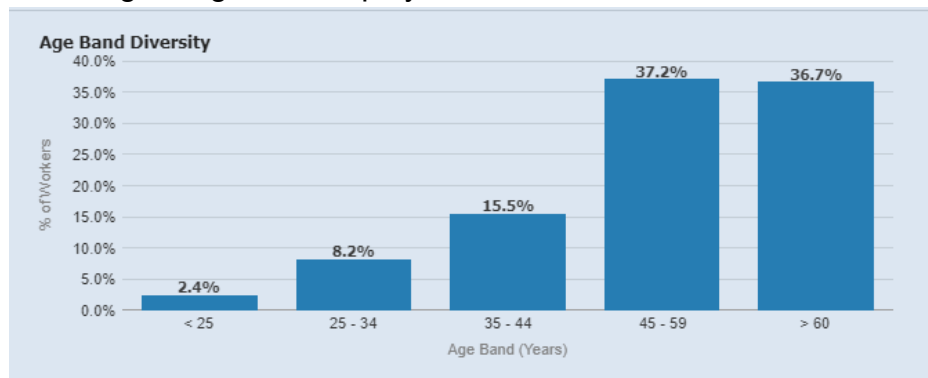
- 5.1. Appendix 3 shows details of the top 5 absence reasons per directorate. The following section provides more analysis on the absences within those areas:
- 5.2. **Musculoskeletal absences** - The directorates with the highest levels of absence due to combined Musculoskeletal reasons are Adult Services, Housing, Neighbourhood and Building Services and Regeneration. There are several factors that could be leading to these absences, we know from the cases that we support that a large proportion are due to issues and injuries caused outside of the workplace and individuals requiring operations due to the biochemical and mechanical changes associated with aging. The age ranges across the council are:

	<25	25 - 34	35-44	45-59	>60
Council wide	4.1%	14.2%	22.1%	39.1%	20.5%

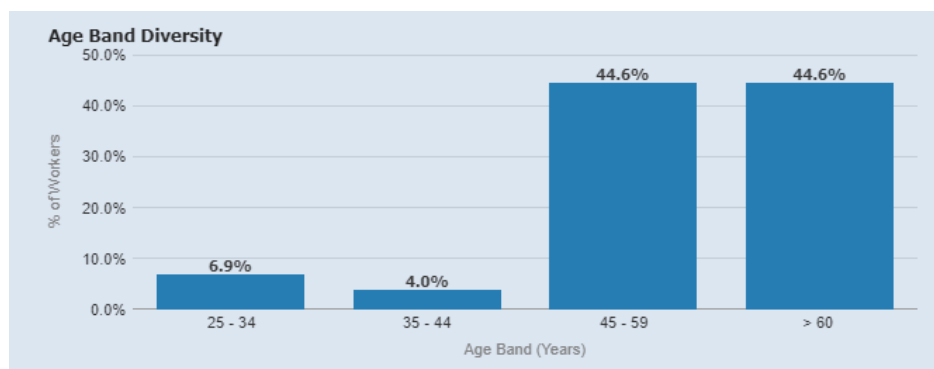
5.3. Within Adult Services roles that involve moving and handling such as Rehabilitation and Reablement Assistant and support workers have the highest levels. The age ranges for employees in these roles are shown below:



5.4. In Housing, Neighbourhood and Building Services roles that involve manual work such as Cleaners and Green and Clean operatives have the highest absence levels. The age ranges for employees in these roles are shown below:



5.5. In Regeneration the roles with the highest absence are Passenger Assistants and Civil Enforcement Officers. The age ranges for employees in these roles are shown below:



5.6. An example of supporting attendance in relation to Musculoskeletal absence has happened within Adult Services in January 2023 when following an accident, and foot surgery (MSK lower limb) the employee was not likely to return to work for at least four months. The length of absence was starting to have an impact on the individual's emotional wellbeing and impacted on the service by having less

resource available. In order to assist with an earlier return to work, the manager liaised with Human Resources and referred the staff member to Occupational Health. They met with the employee and provided the manager with a report that recommended some reasonable adjustments and workplace risk assessments that it would make it possible for the staff member to return to work sooner. The manager was able to implement these by swapping the individual into a temporary role doing other activities within the same service, assisting in a much earlier return to work and improving the employee's mental wellbeing.

- 5.7. Adult Services and Housing, Neighbourhood and Building Services are the directorates with the highest usage of the councils back care advisor and have the highest attendance on posture awareness courses. They are also the highest users of the councils Occupational Health service. Regeneration is the fourth highest user of these services.
- 5.8. **Psychological - stress, anxiety and depression absences** - The directorates with the highest levels of absence due to psychological - stress, anxiety and depression reasons are Childrens and Families, Adult Services and Housing, Neighbourhood and Building Services.
- 5.9. Within Childrens and families the social worker role has the highest levels of absence due to psychological reasons. Social workers also have the highest levels of work related psychological - stress, anxiety and depression absence.
- 5.10. Within Adult services the Rehabilitation and Reablement Assistant role and social workers have the highest levels of absence.
- 5.11. In Housing, Neighbourhood and Building Services roles such as Housing officers and Green and Clean operatives have the highest levels.
- 5.12. To help support the mental health of employees within these directorates and across the council, Solent Mind have continued to deliver one-hour interactive wellbeing training sessions. Since the last employment committee 9 workshops have taken place with 144 staff members having attended at least one of the following titles:
- Dealing with Change - Thriving in times of uncertainty
 - Beat the Burnout
 - Taking Control of your Mental Health and Wellbeing
 - Building Resilience and Coping with Stress
 - Mental Health and Wellbeing Overview
 - Men's Mental health
 - Menopause and Mental Health

- 5.13. All three service areas are the highest users of the councils Employee Assistance Programme.
- 5.14. These services also benefit from the network of Wellbeing Champions which is covered in more detail in paragraph 6.9 below.
- 5.15. **Coronavirus** - The directorates with the high levels of absence due to Coronavirus are Adult Services, Housing, Neighbourhood and Building Services and Childrens and Families
- 5.16. Within Adult services roles such as Care assistants, Rehabilitation and Reablement Assistant and support workers have the highest levels. It's important to note that in settings such as these where staff are in contact with those who are clinically vulnerable, infection prevention and control measures remain in place as does workplace testing. When staff in these settings test positive for coronavirus they are required to abstain from work for a period of 5 days.
- 5.17. In Housing, Neighbourhood and Building Services roles such as Cleaners and Support Assistants have the highest absence levels.
- 5.18. The roles in Childrens and Families that see the highest levels of absence are Social Workers and Residential Social Services Officers.

6. Council wide activities and interventions to support attendance.

- 6.1. To help support attendance Human Resources has been modifying the way they operate to enable a more data driven approach so that they can work with a more preventative focus. This has involved being more proactive in liaising with managers and teams, identifying trends with absences, highlighting cases we believe could be preventable whilst continuing to support managers to try and ensure that staff who are off sick get the support they require and can return to work as soon as they are able to do so.
- 6.2. To also help support and manage the wellbeing of our employees we have been undertaking activities and interventions targeting services whose staff don't always have access to or whose roles don't involve working with IT and where there are high levels of sickness absence. This included running a campaign of wellbeing days from November 2022 to January 2023, where staff were offered health checks within service areas such as Adult Services, Childrens and families, Culture, Leisure and Regulatory Services, Housing, Neighbourhood and Building Services, Regeneration and The Port.
- 6.3. Each health check involved a 20-minute appointment where each employee was offered the opportunity to have their weight, height, BMI, waist and blood

pressure measured. They also answered questions on nutrition, physical activity, smoking, drinking, sleep, emotional wellbeing and were given advice and information where appropriate. In total 153 health checks were completed across 14 days and these took place in the following locations:

- Portsmouth international Port
- The White house children's home
- Central Library
- The Learning Place
- Somerstown - Green and Clean
- Buckland - Green and Clean
- Paulsgrove - Green and Clean
- Senseplus - Henderson road and New road
- Royal Albert Day centre
- Regeneration
- Civic Offices

6.4. We will be monitoring those areas to measure the success of the campaign and assess whether they should return on a yearly basis and if it should be rolled out to other areas as well.

6.5. Since the previous employment committee meeting, we have delivered our flu vaccination campaign. This involved promoting the free NHS programme, of which over 60% of our workforce was eligible for and detailing the options for those who didn't meet the criteria via the NHS to receive a vaccination via an e-voucher or drop in at a local pharmacy. As of February 2023, 106 staff members had utilised this option with vouchers still available until the end of March.

6.6. In January 2023 to help increase knowledge and upskill our management population we launched our new managers' induction programme. Titles and objectives of the 3 modules include:

- **Setting the context for management within PCC** - The session aim is to provide new managers with context of how the council operates and what we expect of our management population in the complex and fast changing modern workplace.
- **HR policy and Process** - The objectives of the session are to increase awareness of when and who to contact in HR, feel more confident in using and applying employment policies and processes to effectively manage a team and be more aware of how to manage absence, performance and recruitment.
- **Managing workforce health and wellbeing** - The objectives of the session are to increase awareness of the wellbeing policy and the manager resources available, as well as practical tips and examples on how to identify signs and indicators that individuals may be struggling with their

wellbeing; helping managers to feel more confident in being able to have a conversation about someone's wellbeing and signpost to support services

- 6.7. These sessions are also available to existing managers who may benefit from a refresher and so far 56 managers have attended four sessions with a further 145 currently booked onto future dates.
- 6.8. In February 2023 we launched a new dedicated intranet page for managers on Managing workplace health and wellbeing. This new resource now hosts all the resources and services available to managers in one place so that it better enables them to manage sickness absence and wellbeing within their teams.
- 6.9. We are currently in the process of reviewing our Wellbeing Champion programme. As of February 2023, we have 75 wellbeing champions across the council with at least one in each directorate, but we want to make sure that those who volunteer for the role are still able to meet the role's objectives in supporting the health and wellbeing of their team and colleagues.
- 6.10. Following feedback from employees we are exploring the possibility to increase the number of support groups we run in the council. We currently have the Race equality network and Carers support group, but staff would also like to see support groups in place for the menopause, long covid and dads' support.

7. Wellbeing Campaigns

- 7.1. We have continued to promote monthly wellbeing campaigns across the council. These involve promoting information and support services, running events and activities and providing training opportunities on particular topics. Several topics are also aligned to the council's Health and Wellbeing Strategy aims, public health objectives and council priorities. The list of wellbeing campaigns that we have promoted since July 2022 have included:
 - Suicide prevention day
 - Know your numbers
 - Stoptober
 - Breast Cancer awareness month
 - World mental health day
 - Menopause day
 - Movember and men's health
 - Long Covid
 - Loneliness
 - Domestic Abuse
 - Being active
 - Dry January

- Brew Monday
- Cervical Cancer screening
- Time to talk day

7.2. We will be continuing to run wellbeing campaigns throughout the year to meet our corporate priorities and focus on topics such as stress awareness, mental health, physical activity, menopause and men's health.

8. Reasons for recommendations

8.1. To continue to improve attendance through interventions focused on prevention of ill health. To do this through monitoring sickness absence data, working with staff and managers to understand which interventions have the biggest impact on improving attendance levels, continuing to improve employee wellbeing, which in turn will increase productivity, improve employee engagement and build a more resilient workforce.

9. Integrated Impact Assessment

9.1. This report does not require an Equalities Impact Assessment as there are no proposed changes to PCC's services, policies, or procedures included within the recommendations.

10. Legal implications

10.1. There are no immediate legal implications arising from this report.

11. Finance comments

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

.....
Signed by:

Appendices:

Appendix 1: Sickness Absence

Appendix 2: Summary of reasons for absence

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

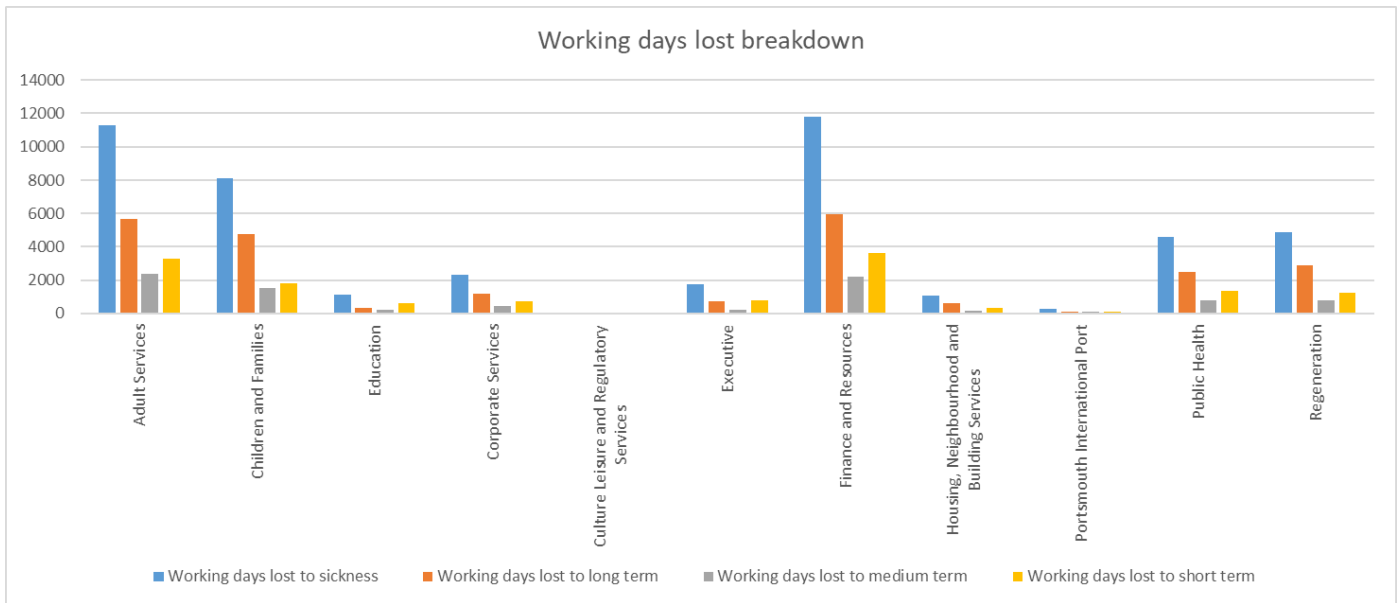
The following documents disclose facts or matters, which have been relied upon to a material extent by the author in preparing this report:

Title of document	Location

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

.....
 Signed by:

Appendix 1: Sickness Absence (Rolling Year) Jan 31st, 2023



Directorate	Sickness - Working days Lost											Total Average Per Person Per Year, EC Jun 22
	Headcount	Working days lost to sickness	Total			Long Term		Medium Term		Short Term		
			% of working time lost	Average per Person per Year	Compared to Last EC report	Working days lost to sickness	Average per Person per Year	Working days lost to sickness	Average per Person per Year	Working days lost to sickness	Average per Person per Year	
Agency	78	222	0.26%	2.85		46	0.59	100	1.28	76	0.97	3.21
Adult Services	653	11285	4.97%	17.28		5649	8.65	2362	3.62	3274	5.01	17.34
Children and Families	487	6930	2.88%	14.23		4176	8.57	1387	2.85	1367	2.81	14.00
Education	187	1163	2.49%	6.22		570	3.05	147	0.79	446	2.39	8.06
Corporate Services	332	1133	1.26%	3.41		314	0.95	230	0.69	589	1.77	3.80
Culture Leisure and Regulatory Services	301	2327	1.31%	7.73		1156	3.84	442	1.47	729	2.42	8.21
Executive	35	62	0.50%	1.77		25	0.71	0	0.00	37	1.06	3.79
Finance and Resources	309	1726	1.37%	5.59		703	2.28	240	0.78	783	2.53	5.62
Housing, Neighbourhood and Building Services	924	11819	2.91%	12.79		5943	6.43	2233	2.42	3643	3.94	13.41
Portsmouth International Port	89	1086	3.41%	12.20		591	6.64	147	1.65	348	3.91	10.79
Public Health	48	283	0.45%	5.90		90	1.88	77	1.60	116	2.42	4.28
Regeneration	456	4585	1.59%	10.05		2471	5.42	767	1.68	1347	2.95	9.03
Schools	1156	11324	2.13%	9.80		4076	3.53	2006	1.74	5242	4.53	10.89
Grand Total (excluding schools and Agency)	3821	42399	3.06%	11.10		21688	5.68	8032	2.10	12679	3.32	11.27
Grand Total (including Schools excluding Agency)	4977	53723	2.72%	10.79		25764	5.18	10038	2.02	17921	3.60	11.19
Grand Total (including Agency Workers)	3899	42621	3.00%	10.93		21734	5.57	8132	2.09	12755	3.27	11.04

= over 7 days

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Appendix 2 - summary of reasons for absence (Rolling Year) 31st Jan, 2023

Absence Reason	Days Lost	% of Days Lost	Rank
PSYCHOLOGICAL - STRESS, ANXIETY AND DEPRESSION	7079	16.61	1
CORONAVIRUS	6808	15.97	2
MUSCULOSKELETAL (LOWER LIMB)	4319	10.13	3
VIRUS (INC COLDS, COUGHS AND INFLUENZA; EXCLUDING CORONAVIRUS)	3725	8.74	4
GASTROINTESTINAL (INC STOMACH AND BOWEL)	2560	6.01	5
NEUROLOGY/NERVOUS SYSTEM (INC HEADACHE, MIGRAINE AND EPILEPSY)	2363	5.54	6
MUSCULOSKELETAL (BACK AND NECK)	2131	5.00	7
PSYCHOLOGICAL - (WORK RELATED) STRESS, ANXIETY AND DEPRESSION	1860	4.36	8
CANCER AND TUMOURS	1852	4.35	9
MUSCULOSKELETAL (UPPER LIMB)	1608	3.77	10
RESPIRATORY PROBLEMS (INC CHEST AND ASTHMA)	1489	3.49	11
FAMILY BEREAVEMENT	1184	2.78	12
GENITOURINARY (INC KIDNEY AND BLADDER)	1094	2.57	13
EAR/NOSE/THROAT (INC DENTAL)	950	2.23	14
LONG COVID	781	1.83	15
GYNAECOLOGICAL (INC REPRODUCTION ORGAN DISORDERS)	749	1.76	16
PREGNANCY RELATED DISORDERS	501	1.18	17
(blank)	355	0.83	18
HEART DISORDERS	280	0.66	19
SKIN DISORDERS (INC BURNS)	260	0.61	20
EYE PROBLEMS	259	0.61	21
BLOOD DISORDERS	186	0.44	22
SUBSTANCE MISUSE (INC ALCOHOL AND DRUGS)	111	0.26	23
ENDOCRINE/HORMONAL (INC DIABETES)	60	0.14	24
INFECTIOUS DISEASE (INC CHICKENPOX, MEASLES ETC)	57	0.13	25
Grand Total	42621		

Absence Reason	Days Lost	% of Days Lost	Rank
* Psychological - stress, anxiety and depression	7079	16.61	1
* Psychological - stress, anxiety and depression (Work Related)	1860	4.36	8
Total	8939	20.97	

* Musculoskeletal (Lower limb)	4319	10.13	3
* Musculoskeletal (Upper limb)	1608	3.77	10
* Musculoskeletal (back and neck)	2131	5.00	7
Total	8058	18.91	

Total Stress + musculoskeletal %	16997	39.88
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Absence Reason	Days Lost	% of Days Lost	Rank
* Corona Virus	6808	15.97	2

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Appendix 3 - Top 5 absence reasons per directorate

Directorate	Absence Reason	Working days lost		Changes since last report
		Nov-22	Feb-23	
PCC Adult Services	CORONAVIRUS	2502	2319	↓
PCC Adult Services	PSYCHOLOGICAL - STRESS, ANXIETY AND DEPRESSION	2000	1704	↓
PCC Adult Services	MUSCULOSKELETAL (LOWER LIMB)	1553	1381	↓
PCC Adult Services	MUSCULOSKELETAL (BACK AND NECK)	892	730	↓
PCC Adult Services	GASTROINTESTINAL (INC STOMACH AND BOWEL)	852	709	↓
PCC Children and Families	PSYCHOLOGICAL - STRESS, ANXIETY AND DEPRESSION	1935	1824	↓
PCC Children and Families	PSYCHOLOGICAL - (WORK RELATED) STRESS, ANXIETY AND DEPRESSION	911	898	↓
PCC Children and Families	CORONAVIRUS	973	755	↓
PCC Children and Families	NEUROLOGY/NERVOUS SYSTEM (INC HEADACHE, MIGRAINE AND EPILEPSY)	499	675	↑
PCC Children and Families	VIRUS (INC COLDS, COUGHS AND INFLUENZA; EXCLUDING CORONAVIRUS)	346	430	↑
PCC-CFE Education	PSYCHOLOGICAL - STRESS, ANXIETY AND DEPRESSION	349	192	↓
PCC-CFE Education	CORONAVIRUS	331	187	↓
PCC-CFE Education	VIRUS (INC COLDS, COUGHS AND INFLUENZA; EXCLUDING CORONAVIRUS)	137	158	↑
PCC-CFE Education	CANCER AND TUMOURS	179	133	↓
PCC-CFE Education	MUSCULOSKELETAL (UPPER LIMB)	127	124	↓
PCC Corporate Services	FAMILY BEREAVEMENT	1	33	↑
PCC Corporate Services	VIRUS (INC COLDS, COUGHS AND INFLUENZA; EXCLUDING CORONAVIRUS)	117	32	↓
PCC Corporate Services	CORONAVIRUS	243	29	↓
PCC Corporate Services	GYNAECOLOGICAL (INC REPRODUCTION ORGAN DISORDERS)	40	29	↓
PCC Corporate Services	GASTROINTESTINAL (INC STOMACH AND BOWEL)	57	21	↓
PCC Culture Leisure and Regulatory Services	MUSCULOSKELETAL (LOWER LIMB)	458	479	↑
PCC Culture Leisure and Regulatory Services	CORONAVIRUS	371	332	↓
PCC Culture Leisure and Regulatory Services	GENITOURINARY (INC KIDNEY AND BLADDER)	262	256	↓
PCC Culture Leisure and Regulatory Services	PSYCHOLOGICAL - STRESS, ANXIETY AND DEPRESSION	240	249	↑
PCC Culture Leisure and Regulatory Services	VIRUS (INC COLDS, COUGHS AND INFLUENZA; EXCLUDING CORONAVIRUS)	209	222	↑
PCC Executive	PSYCHOLOGICAL - (WORK RELATED) STRESS, ANXIETY AND DEPRESSION	25	25	—
PCC Executive	CORONAVIRUS	16	18	↑
PCC Executive	GASTROINTESTINAL (INC STOMACH AND BOWEL)	7	5	↓
PCC Executive	VIRUS (INC COLDS, COUGHS AND INFLUENZA; EXCLUDING CORONAVIRUS)	10	5	↓
PCC Executive	INFECTIOUS DISEASE (INC CHICKENPOX, MEASLES ETC)	3	3	—

Appendix 3 - Top 5 absence reasons per directorate

Directorate	Absence Reason	Month		Changes since last report
		Nov-22	Feb-23	
PCC Finance and Resources	PSYCHOLOGICAL - STRESS, ANXIETY AND DEPRESSION	528	447	↓
PCC Finance and Resources	CORONAVIRUS	319	262	↓
PCC Finance and Resources	VIRUS (INC COLDS, COUGHS AND INFLUENZA; EXCLUDING CORONAVIRUS)	214	230	↑
PCC Finance and Resources	GASTROINTESTINAL (INC STOMACH AND BOWEL)	115	146	↑
PCC Finance and Resources	MUSCULOSKELETAL (LOWER LIMB)	88	144	↑
PCC Housing, Neighbourhood and Building Services	CORONAVIRUS	2079	1738	↓
PCC Housing, Neighbourhood and Building Services	PSYCHOLOGICAL - STRESS, ANXIETY AND DEPRESSION	1914	1652	↓
PCC Housing, Neighbourhood and Building Services	VIRUS (INC COLDS, COUGHS AND INFLUENZA; EXCLUDING CORONAVIRUS)	1178	1211	↑
PCC Housing, Neighbourhood and Building Services	MUSCULOSKELETAL (LOWER LIMB)	1086	1067	↓
PCC Housing, Neighbourhood and Building Services	NEUROLOGY/NERVOUS SYSTEM (INC HEADACHE, MIGRAINE AND EPILEPSY)	1097	953	↓
PCC Portsmouth International Port	MUSCULOSKELETAL (LOWER LIMB)	474	447	↓
PCC Portsmouth International Port	CORONAVIRUS	182	159	↓
PCC Portsmouth International Port	BLOOD DISORDERS	19	124	↑
PCC Portsmouth International Port	GENITOURINARY (INC KIDNEY AND BLADDER)	49	69	↑
PCC Portsmouth International Port	VIRUS (INC COLDS, COUGHS AND INFLUENZA; EXCLUDING CORONAVIRUS)	30	67	↑
PCC Public Health	PSYCHOLOGICAL - STRESS, ANXIETY AND DEPRESSION	70	100	↑
PCC Public Health	CORONAVIRUS	43	50	↑
PCC Public Health	VIRUS (INC COLDS, COUGHS AND INFLUENZA; EXCLUDING CORONAVIRUS)	41	46	↑
PCC Public Health	SKIN DISORDERS (INC BURNS)	6	30	↑
PCC Public Health	PREGNANCY RELATED DISORDERS	0	18	↑
PCC Regeneration	PSYCHOLOGICAL - STRESS, ANXIETY AND DEPRESSION	618	758	↑
PCC Regeneration	CORONAVIRUS	788	696	↓
PCC Regeneration	MUSCULOSKELETAL (LOWER LIMB)	374	468	↑
PCC Regeneration	VIRUS (INC COLDS, COUGHS AND INFLUENZA; EXCLUDING CORONAVIRUS)	385	439	↑
PCC Regeneration	MUSCULOSKELETAL (UPPER LIMB)	365	365	—

12
89
64

Agenda Item 7



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(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 Training Deep Dive
Date of meeting:	09 March 2023
Report by:	Lynda Martin, Corporate Health and Safety Manager
Wards affected:	All

1. Requested by

1.1 Employment Committee.

2. Purpose

2.1 To provide a greater level of detail to the Employment Committee regarding the health and safety training data provided within the 2021 - 2022 Health and Safety Annual Report.

3. Information Requested

3.1 Deep dive of health and safety training completed in the three years from 2019/2020 to 2021/2022 to ascertain why there was a significant reduction in completion rates.

4. Background

4.1 At its meeting in November 2022 the committee received the Health and Safety 2021 - 2022 Annual Report containing information on the completion of health and safety training. It was noted by the committee that paragraph 7.1 of the report identified a significant reduction in completion of mandatory training rates over the course of three years from 2019/2020 to 2021/2022. The committee requested that a deep dive be undertaken to understand the reasons for the reduction and to gain a better understanding of where and why this was happening, and what steps are being taken to address it. The committee requested that a report be brought back to its meeting in March 2023.

4.2 Having undertaken further investigation into the data it has been identified that the training completion data for the years 2019/2020 and 2020/21 included both online and in person training, however the data for the 2021/2022 only covered online training. The omission of face to face training data is what has caused the anomaly that shows the 'significant reduction in completion rates of 24%'.

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4.3 The data has been re-run and the table below shows the training completion rates for on line training only to enable a like for like comparison of training completion.

Training Course	2019/2020	2020/2021	2021/2022
Asbestos Awareness	69	53	114
Display Screen Equipment	883	990	877
Fire Safety	1531	1156	1560
Health and Safety Induction	619	586	680
Incident Reporting	201	214	204
Legionella Awareness	97	130	90
Manual Handling of Loads	144	156	226
Manual Handling of People	86	134	15
Total	3630	3419	3766

This revised analysis confirms that staff completed health and safety online training as per the cyclical requirement for refresher training during this three-year period.

There are three mandatory health and safety online training courses. These are Display Screen Equipment, Fire Safety, and Health and Safety Induction.

Completion rates for these three online mandatory health and safety courses are monitored and addressed in two ways. Reports of training completion are run and analysed by the Health and Safety team. The reports are then shared on a quarterly basis with Directors so they can have oversight of mandatory training completion by their staff; where necessary Health and Safety team members follow up with services to provide advice and guidance. Mandatory training completion rates are also monitored by the Health and Safety Forum and shared with directorate health and safety reps who are then able to report back and take action within their directorates.

The monitoring of mandatory online health and safety training in this way has been recently introduced and will also inform the future years' health and safety action plan (with specific actions and dates for completion).

It should also be noted that work is currently underway in conjunction with internal audit to review mandatory training and policy compliance - this work is being overseen by the Corporate Governance Group (Chief Exec, Chief Internal Auditor, City Solicitor, Director Corp Service, Director Finance).

The data in the table above for the non-mandatory online health and safety courses, shows how many staff have completed the training. Work is currently underway to further refine the approach to mandatory training to ensure that staff only complete mandatory training relevant to their role rather than a 'one size fits all' approach. The data capture and reporting of mandatory training completion rates does not currently reflect role specific requirements therefore any reports run at Directorate level will not reflect an accurate

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picture of mandatory training completion. Once the more granular approach has been implemented it will be reported as part of the regular health and safety updates.

It can be noted that the figures for the online Manual Handling of People training peaked in 2020/21 and then dropped. This online provision was developed prior to the pandemic and utilised during lockdown to ensure training was kept up to date for those for whom manual handling of people is a significant risk. As soon as it was possible, face to face training resumed and this is reflected in the low uptake of on line manual handling training recorded for 2021/22.

The council collects training completion data from its learning management system (LMS). The supplier of the LMS has recently terminated its contract with the council at short notice and the learning and development team are in the process of procuring an alternative solution. In the meantime, whilst training continues to be delivered there is a larger than usual administrative burden in managing training provision and collecting data which may impact on reporting in the short term.

The committee requested information on whether there was any evidence to suggest a greater uptake of face to face training over on line training. Face to face training is delivered for those health and safety courses for which there is a practical element, for example manual handling. Courses such as Fire Safety are only delivered on line so it is difficult to ascertain whether there is greater or lesser uptake as the courses are fundamentally different and deliver different learning. However, the completion rate for training shown above suggests there is no discernible impact on uptake across all courses.

Going forward, this has been a valuable exercise in demonstrating how a deeper analysis of data can lead to an improved understanding of the role and importance of health and safety in the workplace. Future reports to this committee, as a result of risk profiling work and the new Learning Management System, will therefore be able to provide a more granular analysis of compliance and a more specific and measurable set of actions in the annual health and safety plan.

.....
Signed by Lynda Martin, PCC Corporate Health and Safety Manager

Appendices:

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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 8



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(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:	Report from the Member Training Working Group
Date of meeting:	9 March 2023
Report by:	Senior Local Democracy Officer on behalf of the Member Training Working Group
Wards affected:	N/A

1. Requested by

- 1.1 For oversight by the Employment Committee, which has the Member Training Strategy detailed as one of its responsibilities in Part 2 of the council's constitution

2. Purpose

- 2.1 To advise members of the committee of the revised member induction programme and the wider training offer for members in 2023/24.

3. Information Requested

- 3.1 The Peer Review recommended that the council should establish a cross party working group to begin a dialogue with members on the approach to training and development, taking into account the outcomes of the independent review.
- 3.2 Below are the relevant actions from the Peer Review, which at its first meeting the Member Training Working Group adopted as its Terms of Reference:
 - consider outcomes from the Independent Review in relation to member learning and development;
 - agree a core offer of training that all members must do;
 - agree an additional offer appropriate for Member learning and development;
 - agree a supplementary core offer of training that Members should do to undertake specific roles;
 - agree the most appropriate format and channel for delivery of training; and

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- act as Champions for the offer back with their groups.

3.3 Following consultation with Group Leaders, the membership of the group was confirmed as:

Councillor Charlotte Gerada
Councillor George Madgwick
Councillor Darren Sanders
Councillor Benedict Swann

3.4 The Member Training Working Group met three times, on 12 October 2022, 4 November 2022, and 7 December 2022.

3.5 During the meetings the group discussed and agreed the following:

Induction evening for newly elected councillors

3.6 The induction evening to be held at 18:00 the Monday after the elections (Tuesday in 2023 due to the additional Bank Holiday). The date to be given to all election agents and candidates as soon as they are announced, so that the date can be put into diaries should the candidate be returned.

- (i) 18:00 - Arrival at Civic Office (meet and greet in Civic ground floor reception by Democratic Service Team member and escorted to third floor, Chief Exec's conference room). Official photos taken, post box available for members to return their completed forms and Teas/Coffees.
- (ii) 18:15 - Welcome by CEO & brief introduction to Portsmouth City Council.
- (iii) 18.40 - 'Being a Councillor' - a talk by Honorary Aldermen relaying some experiences of being a councillor and useful information on how to handle some different scenarios.
- (iv) 19.15 - IT equipment handout and induction
- (v) 20:00 - Code of Conduct Training
- (vi) 21:00 - Close, hand out of building access passes

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Handbook for Members

- 3.7 In place of a hard copy handbook, the group favoured the suggestion of an online 'Members' Hub'. This hub will contain all of the information in the previous hard copy handbook but broken down into easily navigable folders. Aside from saving paper and being more clearly organised, other advantages of this approach is that it can be accessed anywhere and continually updated so that it always remains relevant and current.
- 3.8 The link to the Members' Hub will be sent to all members upon election, along with the invites to the training sessions. Newly elected members will be able to access the Members' Hub as soon as they are set up with their PCC device at the induction evening.
- 3.9 On the election night newly elected members will continue to receive a hard copy of the Constitution, along with the necessary documents for completion. These will be inside an envelope for their return at the induction evening.

Councillor Training Offer for 2023

- 3.10 In addition to the in-person induction evening the group agreed the below training offer. These to be evening sessions (5 or 5.30pm) to be delivered in a hybrid format to allow attendees to join in the most convenient way for them.
- 3.11 **Compulsory training for all new members delivered weeks 2-6** (two slots to be offered). Dates to be set in advance and conveyed to candidates as per the welcome evening.
- (i) How the Council works - week 2. To include the role of Council/Cabinet, overview of committee structure, the council strategy, the role of ward councillors and the member protocol;
 - (ii) Safeguarding;
 - (iii) Information Governance including use of social media;
 - (iv) Diversity and anti-discrimination
- 3.12 **Compulsory committee training for members of a committee (Weeks 3 to 6)**
- (i) Planning Training - W/C 22 May (Planning Committee 31 May)
 - (ii) Licensing Training - W/C 22 May or 29 May
 - (iii) Employment Committee
 - (iv) G&A&S Committee
 - (v) Scrutiny - All Scrutiny Members

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3.13 Director Briefings (Recommended) (weeks 5-8)

- (i) Portsmouth International Port
- (ii) Public Health
- (iii) Finance & Resources
- (iv) Adult Care
- (v) Regeneration (includes Local Plan
- (vi) Corporate Services
- (vii) Housing, Neighbourhood & Building Services
- (viii) Children's Services & Education

3.14 Week 8 onwards (optional)

Remainder of training calendar dates to be set based upon demand.

- (i) Looked After Children
- (ii) Housing Needs Advice & Support
- (iii) Integrated Impact Assessments
- (iv) Prevent (preventing violent extremism)
- (v) Mental Health Awareness
- (vi) Systems Thinking - bespoke 1-1 sessions
- (vii) Healthy Conversation Skills - Making Every Contact Count

- 3.15 The group noted that further work is required to address training and development for both members and officers, particularly around the member/officer protocol. That aspect is being addressed with the member working group for the Constitution and with the support of the Centre for Governance and Scrutiny.

Accessibility - Equipment Provision

- 3.16 The Council provides standardised IT equipment to officers and members. On occasion there is a need for different equipment to ensure equality of access. Where necessary reasonable adjustments will be made for members where required to enable them to carry out their role.

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Signed by (Director)

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Appendices: N/A

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

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