



NOTICE OF MEETING

EMPLOYMENT COMMITTEE

WEDNESDAY, 15 FEBRUARY 2023 AT 3.30 PM

COUNCIL CHAMBER - THE GUILDHALL, PORTSMOUTH

Telephone enquiries to Karen Martin, Tel: 023 9284 1704

Email: karen.martin2@portsmouthcc.gov.uk

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

Membership

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.

AGENDA

RISK ASSESSMENT

- 1 **Apologies for Absence**
- 2 **Declarations of Members' Interests**
- 3 **Minutes of the meeting held on 17 November 2022** (Pages 5 - 8)

RECOMMENDED that the minutes of the meeting held on 17 November 2022 be confirmed and signed by the Chair as a correct record.

- 4 **Appointment Sub-Committee and Recruitment Arrangements** (Pages 9 - 12)

Purpose

This report seeks authority from the Employment Committee for the establishment of an appointments sub-committee and sets out recommendations for its composition for the appointment to the role of Chief Executive Officer (Head of Paid Service).

This report also addresses arrangements for the role of Director of Regeneration which will become vacant imminently following the resignation of the current incumbent.

RECOMMENDED that:

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

- **Note the requirement to recruit to the post of Chief Executive (Head of Paid Service) following the resignation of the current incumbent.**
- **Delegate the appointment to the role of Chief Executive (Head of Paid Service) to an appointments sub-committee to act on behalf of Full Council.**
- **Note that the appointments sub-committee selection decision will be subject to Full Council approval.**
- **Agree the composition of the appointments sub-committee as:**
 - **Leader of the Council**
 - **Group leader(s) of the opposition group(s)**
 - **Such members of the Employment Committee (including standing deputies) as are required to ensure political proportionality of the sub-committee, as nominated by respective group leaders.**
- **Delegate the candidate search process and administrative matters to the Director of Corporate Services/Assistant Director of Human Resources.**
- **Place 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 17 years as Chief Executive and Head of Paid Service.**

- 2) **In relation to the post of Director of Regeneration, the Employment**

Committee:

- **Seek an interim appointment to start no later than end April.**
- **Request a report to Employment Committee in summer 2023 setting out proposals for a future structure taking account of the report tabled at the Committee in August 2022.**
- **Delegate authority to appoint an interim Director of Regeneration to the Chief Executive.**
- **Place 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.**

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.

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Agenda Item 3

EMPLOYMENT COMMITTEE

MINUTES OF THE MEETING of the Employment Committee held on Thursday, 17 November 2022 at 2.00 pm at the Council Chamber - The Guildhall, Portsmouth

Present

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

Officers Present

Natasha Edmunds, Director of Corporate Services
Lynda Martin, Health & Safety Manager
Sue Page, Finance Manager
James Harris, Senior Local Democracy Officer

22. Apologies for Absence (AI 1)

There were no apologies for absence.

23. Declarations of Members' Interests (AI 2)

Councillor Cal Corkery declared a personal, non-prejudicial interest as he was a member of Unison.

24. Minutes of the meeting held on 7 July 2022 and the extraordinary meeting held on 26 August 2022 (AI 3)

The minutes of the meeting held on 7 July 2022 and the special meeting held on 26 August 2022 were confirmed and signed as accurate records.

25. Deputations from the Public under Standing Order No 24 (AI)

At the invitation of the Chair, Mr Jon Woods gave his deputation on behalf of Unison to minute 28, Real Living Wage Accreditation.

26. Health and Safety Annual Report (for period 1 April 2021 - 31 March 2022) (AI 4)

(TAKE IN REPORT)

Lynda Martin, Health & Safety Manager, introduced the report which sought to provide assurance to the Employment Committee that Portsmouth City Council was complying with health and safety legislation and was ensuring the health, safety and wellbeing of those affected by the council's activities.

She explained that progress was going well in all areas and that there were no concerns that she wished to bring the committee's attention.

In response to concerns from the committee about the reduction in the completion figures of Health & Safety Training post pandemic it was explained that during the pandemic the training had moved online and some officers who could not undertake all of their usual duties had used the opportunity to catch up on e-learning courses. With the return to more normal duties this figure had fallen. In respect of the capacity challenge presented by the pandemic the Director of Corporate Services agreed to investigate and report back.

The committee was keen to look into the matter further to understand whether officers had not completed mandatory health and safety training appropriate to their roles. If they hadn't, the reasons why the training had not been completed, whether the new ways of hybrid working had been a factor and how the council would address any such issues.

The Health & Safety Manager confirmed that compliance with mandatory Health & Safety training was being proactively looked into. She explained that data existed in terms of compliance with mandatory Health & Safety training and this information had been shared with the directorates which, where applicable, had been tasked to improve compliance.

In addition, the Director of Corporate Services explained that directorates had been asked to review what should be mandatory for their services. Currently there was a blanket rather than a focussed approach towards mandatory training.

In respect of the 2020/21 Corporate Health & Safety Action Plan at Appendix 1, the committee requested clarification of the term 'on-going' in respect of the second item 'To continue to review the overarching Health & Safety Policy to change the emphasis to a more pro-active approach towards Health & Safety and base it on the HSE's Leading Health and Safety at work document.'

The Director of Corporate Services explained the context that the previous framework had been a range of different policies and a large amount of guidance. Much work had been undertaken to improve the practical guidance documents so that all services had the right guidance to work to. This was a much more involved task than simply writing a policy. The ongoing element referred to consolidating all of the guidance and making it available to staff in appropriate formats.

The committee requested that further details into the immediate issues raised about the decrease in attendance for health and safety training be forwarded to the committee and that a more in depth look into the matter be considered

by the committee as part of the next health & safety update at the March 2023 meeting. The Health & Safety Action Plan appended to the report should also include realistic target dates for the items currently labelled as 'ongoing'.

In addition, the committee also requested a report into the wider training offer to include how it would be changing to become more role specific and how successful completion of the training would be monitored

RESOLVED that the report and the comments of the committee be NOTED.

27. Workforce Profile (AI 5)

(TAKE IN REPORT)

The Director of Corporate Services introduced the report which presented the workforce profile for 2021 and incorporated a summary of key highlights.

In response to a question it was confirmed that all staff postcode data transferred over from EBS to the Fusion system, however non compulsory fields containing information on ethnicity, whether staff were veterans or whether they had a disability needed to be entered manually by staff.

In response to further questions, the Director of Corporate Services explained that the higher level of staff turnover and lower percentage of staff who lived within the city boundaries reflected the national recruitment challenge, and that the council was having to recruit people from further afield. This had expanded into a broader range of roles than had historically been the case.

In terms of turnover, the highest recorded specific reason for staff leaving the council was career progression into higher paid roles. It was confirmed that market supplements could be applied to specific roles for recruitment or retention.

The committee requested that data on how many market supplements were currently being paid by the council be circulated to the committee.

RESOLVED that the committee noted the contents of the report and the attached workforce profile.

28. Real Living Wage Accreditation (AI 6)

(TAKE IN REPORT)

The committee considered the report, which detailed the recommendations of the task and finish group in accordance with the resolution made by the committee on 7 July 2022 that a task and finish group be formed to investigate how Living Wage accreditation could be taken forward through the governance cycle and budget setting process.

As an update since the report had been published, the Chair announced that the national living wage had been confirmed as increasing to £10.42. The differential used in the cost analysis had been based upon a 40p difference between the national living wage and the real living wage, but this differential now stood at 48p.

As a consequence, the £2m funding gap quoted previously now stood at nearer £2.5m

It was believed that all parties felt that paying the real living wage was the right thing to do, however there was doubt about how easy it would be to find the funding. The importance of sustainable funding was highlighted, as if the commitment was made it could not be made only for one year.

The Leader of the council confirmed that he welcomed ideas from all councillors in respect of funding the real living wage and the Chair hoped that there was an opportunity for all parties to work together in this regard as part of the budget setting process.

RESOLVED that the Employment Committee:

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

The meeting concluded at 2.50 pm.

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Chair

Agenda Item 4



Title of meeting: Employment Committee

Date of meeting: 15 February 2023

Subject: Appointment Sub-Committee and Recruitment Arrangements

Report by: Director of Corporate Services

Wards affected: N/A

Key decision: Yes/No

Full Council decision: Yes/No

1. Purpose of report

This report seeks authority from the Employment Committee for the establishment of an appointments sub-committee and sets out recommendations for its composition for the appointment to the role of Chief Executive Officer (Head of Paid Service).

This report also addresses arrangements for the role of Director of Regeneration which will become vacant imminently following the resignation of the current incumbent.

2. Recommendations

It is recommended that, in relation to the appoint to the role of Chief Executive, the Employment Committee:

- Note the requirement to recruit to the post of Chief Executive (Head of Paid Service) following the resignation of the current incumbent.
- Delegate the appointment to the role of Chief Executive (Head of Paid Service) to an appointments sub-committee to act on behalf of Full Council.
- Note that the appointments sub-committee selection decision will be subject to Full Council approval.
- Agree the composition of the appointments sub-committee as:
 - Leader of the Council
 - Group leader(s) of the opposition group(s)
 - Such members of the Employment Committee (including standing deputies) as are required to ensure political proportionality of the sub-committee, as nominated by respective group leaders.
- Delegate the candidate search process and administrative matters to the Director of Corporate Services/Assistant Director of Human Resources.

- Place 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 17 years as Chief Executive and Head of Paid Service.

It is recommended that, in relation to the post of Director of Regeneration, the Employment Committee:

- Seek an interim appointment to start no later than end April.
- Request a report to Employment Committee in summer 2023 setting out proposals for a future structure taking account of the report tabled at the Committee in August 2022.
- Delegate authority to appoint an interim Director of Regeneration to the Chief Executive.
- Place 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.

3. Background

the formal resignation of the Chief Executive, David Williams, the council is taking steps to recruit a new incumbent to the role. The Chief Executive is also the statutory Head of Paid Service and as such is a statutory appointment pursuant to section 4 of the Local Government and Housing Act 1989 and as set out in the council constitution.

The constitution requires statutory officer roles to be appointed by Full Council, however, it provides for the Employment Committee to act on its behalf subject to final approval by the Full Council. It is recommended that the recruitment process is commenced now, with a view to the final selection panel and Full Council approval being sought from the new Council after the May elections.

Following the resignation of the Director of Regeneration there is a need to address recruitment to the role which is also within the remit of the Employment Committee. In August 2022 the committee considered the recommendations of the peer review of the Transport function. With the role of Director becoming vacant from early spring there is now an opportunity for the committee to review the breadth of the Regeneration Directorate in order to inform the recruitment process. Given the importance of the work of the Directorate, it is recommended that an interim Director is appointed, and the final recruitment takes place following the elections and the selection of the new Chief Executive.

4. Reasons for recommendations

Recruitment processes for senior roles typically take between three and six months. The current chief executive has agreed to remain in post until the summer and therefore, to minimise disruption, the recruitment process will commence imminently.

It is anticipated that a short list of suitable candidates can be presented to an appointment sub-committee for early to late May (after the Annual General Meeting currently scheduled for 16 May 2023) followed by a special Full Council meeting to approve the appointment during June.

In view of the importance of such a role, and in line with good practice, a range of stakeholders and partners will be engaged in the process and have an opportunity to meet with candidates. Stakeholder and partner feedback will be collected to enable their feedback to be considered by the sub-committee.

In regard to the Director of Regeneration role it is common practice to appoint interim capacity to ensure continuity and stability where there is likely to be a gap or a need to review structures and roles. Appointing an interim Director is also an opportunity to provide an independent view of how the directorate operates and whether there are any alternative and more effective ways to structure delivery of the services.

In the event that permanent recruitment is progressed for a Director(s) a further report will be tabled to the committee setting out its role and associated recommendations for an appointment sub-committee.

5. Integrated impact assessment

The contents of this report do not have any relevant environmental impacts and the recruitment processes will be undertaken in line with council equalities policies and therefore an Integrated Impact Assessment is not required.

6. Legal implications

This report and its recommendations set out the requirements for statutory officer appointments in accordance with the council's constitution.

7. Director of Finance's comments

Recruitment costs associated with the appointment of the Chief Executive will be met from current budget provision.

The appointment of an interim Director of Regeneration will attract a cost which will be met from the Directorate staffing budget that is attached to the vacant post.

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Signed by: N Edmunds

Appendices:

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

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

Title of document	Location
Part 3D - Officers' Employment Procedure Rules	Part-3D-Officers-Employment-Procedure-Rules.pdf (portsmouth.gov.uk)
Employment Committee Report Transport Review	Agenda for Employment Committee on Friday, 26th August, 2022, 2.00 pm Portsmouth City Council

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

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Signed by: