



NOTICE OF MEETING

EMPLOYMENT COMMITTEE

THURSDAY, 30 NOVEMBER 2023 AT 5.00 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 Stuart Brown (Chair)
Councillor Darren Sanders (Vice-Chair)
Councillor Dave Ashmore
Councillor Simon Boshier
Councillor Cal Corkery
Councillor Charlotte Gerada

Standing Deputies

Councillor Ryan Brent
Councillor Hugh Mason
Councillor Steve Pitt
Councillor Asghar Shah
Councillor Benedict Swann
Councillor Matthew Winnington

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

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

AGENDA

- 1 **Apologies for Absence**
- 2 **Declarations of Members' Interests**
- 3 **Minutes of the meeting held on 21 September 2023** (Pages 5 - 8)

RECOMMENDED that the minutes of the meeting held on 21 September 2023 be confirmed and signed by the Chair as a correct record.

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

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 Director of Economy, Planning and Transport.

RECOMMENDED that, in relation to the appointment to the role of Director of Economy, Planning and Transport, the Employment Committee:

- Note the requirement to recruit to the post of Director of Economy, Planning and Transport following the resignation of the previous incumbent (former post title Director of Regeneration).
- Delegate the appointment of the role to an appointments sub-committee to act on behalf of the Employment Committee.
- Nominate membership of the appointment sub-committee.
- Delegate the candidate search process and administrative matters to the Assistant Director of Human Resources in consultation with the Chief Executive.
- Note how the composition of the panel will take into account the importance of panel diversity.

- 5 **Annual Health and Safety report** (Pages 13 - 18)

Purpose

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

- 6 **Workforce Profile 2022** (Pages 19 - 46)

Purpose

The purpose of this report to present to the committee the workforce profile for 2022 with a summary of key highlights.

The current report deals with the workforce profile for 2022 which is attached at Appendix 1. An accessible version of the data is available at : [Workforce Insight Profile 2022 - Your City, Your Say survey research \(portsmouth.gov.uk\)](https://www.portsmouth.gov.uk/workforce-insight-profile-2022-your-city-your-say-survey-research)

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

7 Real Living Wage

This report is to follow.

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>

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Agenda Item 3

EMPLOYMENT COMMITTEE

MINUTES OF THE MEETING of the Employment Committee held on Thursday 21 September 2023 at 5.00pm in the Council Chamber - The Guildhall, Portsmouth

Present

Councillor Stuart Brown (Chair)
Councillor Dave Ashmore
Councillor Simon Boshier
Councillor Cal Corkery
Councillor Charlotte Gerada

18 Apologies for Absence (AI 1)

Councillor Darren Sanders had offered his apologies for absence. Apologies had also been received from David Williams, Chief Executive.

19 Declarations of Members' Interests (AI 2)

Councillors Charlotte Gerada and Cal Corkery declared personal, non-prejudicial interests in that they are members of Unite the Union and GMB Union.

20 Minutes of the meeting held on 11 July 2023 (AI 3)

RESOLVED that the minutes of the meeting held on 11 July 2023 be confirmed and signed by the Chair as a correct record.

21 Sickness Absence Report (AI 4)

Rochelle Williams, Assistant Director of HR, introduced the report, informing Members that the report provides an update on the levels and causes of sickness absence across the council and the actions being taken to improve attendance and promote employee health and wellbeing. She added that compared to the last sickness absence report presented in March 2023 overall absence levels are down by 5,383 working days and that, overall, in August 2023 the average days absence per person was 9.89 (compared to 11.10 in January 2023). Since March 2023 seven directorates have seen a decrease in overall absence levels and four directorates have seen an increase and although these have lower absence levels historically. Resources are being targeted proactively to the areas with the highest absence levels, including the Port and Adult Social Services, leading to the overall decrease in sickness absence.

The Assistant Director of HR also informed Members that psychological (stress, anxiety and depression) has continued to be ranked as the highest reason for sickness absence, despite it reducing by 2,246

working days. Virus is now ranked 2nd and Musculoskeletal (Lower Limb) continues to be ranked 3rd, although if all Musculoskeletal categories were combined it would be the highest reason for sickness absence. It is important to note, she added, that work related psychological reasons for absence are ranked lower than non work related reasons. Coronavirus is now ranked 5th, and following conversations with colleagues in the NHS, Public health and other local authorities is now reported the same way as any other sickness absences.

The Assistant Director of HR explained that that to help identify the causes of Musculoskeletal absences more effectively and ensure the efficient use of resources, it is proposed to change to the names of the musculoskeletal absence reasons from lower limb, upper limb and back and neck to Musculoskeletal - injury, fracture or operation and Musculoskeletal - back and neck.

To help support the mental health of employees, the Assistant Director of HR, explained Solent Mind have continued to deliver one-hour interactive wellbeing training sessions. Since the last Employment Committee meeting, three workshops have taken place with 63 staff members attending at least one session. To help support attendance and improve health and wellbeing, HR has continued its proactive and data driven approach with new workshops designed have a preventative focus, whilst also covering the essential information managers require when dealing with sickness absence. Since its launch in June 2023, seven sessions have been held with 97 managers and supervisors attending to date. In addition, 33 champions have completed the mental health first aid (MHFA) training. Two new support groups have been launched (Neurodiversity and Perimenopause & Menopause groups) and meet monthly. To date 75 staff members have signed up to the Perimenopause and Menopause group and 17 for the Neurodiversity group. Council-wide wellbeing campaigns, events, activities and training opportunities on particular topics continue.

In response to questions from Members, the Assistant Director of HR agreed to investigate the potential for sickness absence data for each directorate to be presented as a percentage of staff in each directorate. She then clarified:

- The reductions in sickness absence at the Port and in Adult Social Care were a result of the proactive work including relating to back care being undertaken and the engagement of the trade unions.
- Psychological reasons for sickness absence were much higher for factors outside the workplace than for work related factors.
- The recommended change to the categorisation of muscular skeletal reasons for sickness absence will help accuracy in data collection.

Members commented that it was encouraging to see the significant decline in sickness absence for covid-19 (-140%) set out in Appendix 3 of the report.

RESOLVED to:

- a) **Note the change in absence levels across the organisation.**
- b) **Note the levels and causes of sickness absence across the council and by directorate.**
- c) **Note the changes in how Coronavirus absences are now being recorded.**
- d) **Note the activities and interventions undertaken to support attendance and improve health and wellbeing.**
- e) **Change the names of Musculoskeletal absences recorded in Fusion to:**
 - **Musculoskeletal - injury, fracture or operation**
 - **Musculoskeletal - back and neck**

The meeting concluded at 5.12pm

Councillor Stuart Brown
Chair

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Agenda Item 4



Title of meeting:	Employment Committee
Date of meeting:	30 November 2023
Subject:	Appointment Sub-committee – Director of Economy, Planning and Transport
Report by:	Natalie Brahma-Pearl, Chief Executive
Wards affected:	N/A
Key decision:	No
Full Council decision:	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 Director of Economy, Planning and Transport.

2. Recommendations

It is recommended that, in relation to the appointment to the role of Director of Economy, Planning and Transport, the Employment Committee:

- Note the requirement to recruit to the post of Director of Economy, Planning and Transport following the resignation of the previous incumbent (former post title Director of Regeneration).
- Delegate the appointment of the role to an appointments sub-committee to act on behalf of the Employment Committee.
- Nominate membership of the appointment sub-committee.
- Delegate the candidate search process and administrative matters to the Assistant Director of Human Resources in consultation with the Chief Executive.
- Note how the composition of the panel will take into account the importance of panel diversity.

3. Background

Following the resignation of the Director of Regeneration there is a need to address recruitment to the role. Appointments to director posts are the

responsibility of the Employment Committee or as delegated to an appointments sub-committee. Given the importance of the work of the Directorate, an interim Director was appointed pending the recruitment process which was held in abeyance until after appointment of the new Chief Executive which was during the Summer of 2023.

This report recommends that recruitment to fill the vacant post is now progressed without delay and for the committee to note the change in the job title.

4. Reasons for recommendations

Recruitment processes for senior roles typically take between three and six months. To minimise disruption, the recruitment process will commence imminently.

It is anticipated that a short list of suitable candidates will be presented to an appointment sub-committee who will select and appoint the final candidate.

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 collated to enable their feedback to be considered by the sub-committee. It is necessary with the composition of the panel to consider the importance of panel diversity.

6. Integrated impact assessment

An Equalities Impact Assessment is not required for this report as the recommendations do not have a disproportionate negative impact on any of the specific protected characteristics as described in the Equality Act 2010 for the following reasons:

Organisational change and recruitment is covered by existing council policies which are subject to ongoing review and IIA.

7. Legal implications

Council's constitutional position is that it must agree the appointment to new posts where the proposed salary is in excess of £100,000 threshold in the Council's Pay Policy Statement as in this case. The selection and recommendation of the individual to undertake that role is delegated to the Employment Committee or its appointments sub-committee.



8. Director of Finance's comments

The cost of the appointment to this post is contained within the approved budget.

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Signed by:

Appendices:

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

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

Title of document	Location
Part 3D - Officers' Employment Procedure Rules	https://www.portsmouth.gov.uk/wp-content/uploads/2020/05/Part-3D-Officers-Employment-Procedure-Rules.pdf

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Agenda Item 5



THIS ITEM IS FOR INFORMATION ONLY

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

Title of meeting:	Employment Committee
Subject:	Health and Safety Interim Annual Report (for period 1 April 2022 - 31 March 2023)
Date of meeting:	30 November 2023
Report by:	Jeremy Underdown - Head of Facilities
Wards affected:	All

1. Requested by

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

2. Purpose

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

3. Information Requested

- 3.1 The Annual Report on Health and Safety activities within Portsmouth City Council during the reporting period of 1 April 2022 to 31 March 2023.
- 3.2 The committee would also normally receive at this point, progress reports against the previous year's agreed action plan and a draft of the forthcoming year's Health and Safety action plan to agree. However, it is requested of the committee, and for reasons explained below, that the timing of the annual report to the committee is reviewed to enable a more timely review of the previous year's progress and a more informed view of the actions for the year ahead. This report is therefore an interim report to provide the committee with reassurance that the Health and Safety management system remains in place and provides appropriate management of health and safety risks. A more detailed report encompassing proposed actions and priorities for the year ahead will be brought back to the committee with greater alignment to the period the activities relate to.

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4. Background

- 4.1 The Health and Safety function has recently been subject to a review resulting in a structural change bringing the function under the management of the facilities management service, part of the Corporate Services Directorate. There are a number of synergies that are facilitated with this change in structure including enabling a direct link between policy development and operational delivery within the same function.
- 4.2 The change in structure only took place in October 2023, and therefore there has been little opportunity to understand the demands placed on the team and where focus should be placed. Although clearly one item on the plan will be to review required resources, health and safety priorities and bed in any service changes required.
- 4.3 Regardless of structural changes, the Corporate Health and Safety management system continues to be maintained, monitored, and developed by the Corporate Health and Safety team. The team continue to provide specialist advice, guidance, training and support to council members, managers, and employees to enable them to fulfil their Health and Safety responsibilities and comply with UK Health and Safety legislation, guidance, and best practice.
- 4.4 There is continued need to review risks, and adapt policies and processes, training and to comply with legislation; this work has continued in 2022/23. A live risk register is maintained and used to inform priorities for the Health and Safety team and to adapt the Health and Safety management system as necessary.
- 4.5 The Health and Safety Forum continues to meet quarterly and has representation from all services within the council and trade union representatives. It acts as a consultative body for new policies and procedures, a forum for management of risks and dissemination of changes arising from policy or legislation. The Forum is a key part of the Health and Safety management system.

The plan for 24/25 is likely to have a number of key strategic themes including:

- Digitisation:
 - o All reporting functions (Accidents, first aid etc.) to be available as on-line forms.
 - o Better use of data to analyse trends and target action, with interventions based on knowledge, and priorities determined by evidence of areas of greatest risk.
 - o The use of digital tools and AI for such elements as FAQs and user-friendly web pages to enable efficiencies and improve the customer experience.

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- Reasserting roles and responsibilities
 - o Ensuring roles and responsibilities are understood across the organisation and appropriate actions are being undertaken by staff, managers and those with specific responsibilities such as building managers.
- Enable and strengthen an appropriate audit programme

5. Policy

- 5.1 The overarching Health and Safety Policy for PCC is currently under review having reached its published review date, and this is likely to be issued to the wider organisation after the Health and Safety forum in December.
- 5.2 All other policies and procedures are currently up to date. Work is underway to ensure that these are easily accessible online to all staff and customers.

6. Risks

- 6.1 The main health and safety risks that have affected Portsmouth City Council over the previous reporting period are:
 - Slips, trips, and falls
 - Incorrect use of display screen equipment (DSE)
 - Work related violence including both verbal abuse and physical violence against staff.
- 6.2 Fire, Asbestos and Legionella Safety Groups

Whilst responsibilities in this area are devolved to building services, via the Director of Housing Neighbourhood and Building Services, the Head of Facilities is a member of each of these groups who meet quarterly. Update reports are provided to the Health and Safety Forum.

Fire

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

Asbestos

There have been three 'asbestos related' incidents reported to the Corporate Health and Safety Team involving contractors (i.e., not a PCC failing). The Corporate Health and Safety Team works with colleagues to ensure compliance with the Control of Asbestos Regulations 2012.

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- 03/08/2022 Contractor – Removal and storage of AIB soffits in an unsafe manner despite being identified in survey due to a changeover of contractor site manager. Investigated by PCC HNBS and Principal contractor. Licenced asbestos removal company engaged to monitor and remove AIB. Full review by contractor, new site induction, operative training undertaken, and site manager handover procedure reviewed.
- 07/10/2022 Subcontractors – disturbed AIB while undertaking balcony refurbishment works and placed in a skip despite being identified in survey. Investigated by PCC HNBS and Principal contractor. Licenced asbestos removal company engaged to monitor and remove AIB. Training for operatives, site supervisor instructed to be more proactive.
- 09/03/2023 Contractor – operative witnessed drilling into AIB by PCC asbestos surveyor. Licenced asbestos removal company engaged to decontaminate area. Contractor review of processes and training.

Legionella

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

7. Training

7.1 Completed health and safety training sessions are shown below and include e-learning and 3x classroom-based courses*.

Training Course	2020/2021	2021/2022	2022/2023
Asbestos Awareness	53	114	76
Display Screen Equipment	990	877	944
Fire Safety	1156	1560	1087
Health and Safety Induction	586	680	664
Incident Reporting	214	204	149
Legionella Awareness	130	90	73
Manual Handling of Loads	156	226	370
Manual Handling of Loads*			25
Manual Handling of People*	134	15	299
COSHH Awareness (new)	-	-	52
COSHH Assessment (new)	-	-	51

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Training Course	2020/2021	2021/2022	2022/2023
Risk Assessment (new)	-	-	25
Personal Safety & Lone Working (new)*			104
Total	3419	3766	3919

- 7.2 Whilst the training figures are mainly based on e-learning, figures are included for classroom based manual handling courses for the reporting period recognising a transition back to classroom-based delivery following changes because of Covid.
- 7.3 The training data also captures information on a number of new courses that have been recently introduced.
- 7.4 Compliance levels for Mandatory Health and Safety training is monitored and reported to the Health and Safety Forum, along with direct follow up with Departments.

8. Incidents (Accident and Violent Incident reporting)

- 8.1 There were 12 RIDDOR reports submitted in this reporting period (9 in PCC + 3 in LA schools), compared to 28 in 2021/22 and 11 in 2020/21.
- 8.2 In 2022/23 'Overall' incidents reported to the Corporate Health and Safety Team (accidents and violent incidents) were 486 (302 in PCC + 184 in LA schools) compared to 2021/22 = 453 (226 in PCC + 227 in schools), and in 2020/21 = 266 (175 in PCC + 91 in schools). This increase is due to improved reporting following work with directorates and schools.
- 8.3 Corporate incident statistics are within expected industry norms.

9 Visits from Enforcing Authorities

- 9.1 To our knowledge there were no visits by enforcing authorities during the reporting period.

10. Monitoring, Compliance, Audit, and Inspections

10.1 Audit programme

There is a need for major focus on the audit programme in the coming reporting period. Whilst there is little to report on in terms of actual audits of sites, the Health and Safety team are developing tools that will assist with this, particularly an extensive site management tool, that will provide guidance for those with site management responsibility and set the framework for audit.



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The digitisation of reporting records and the ability to better analyse and spot trends, will allow for more targeted audits to occur and should also create capacity within the team to provide more focus in this area.

11. Communication and Consultation

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

- During this reporting period there were four formal quarterly 'Health and Safety and Forum' meetings (June, September, December and March). The function of this Forum is to ensure the health and safety of those affected by the Council's activities by encouraging and promoting co-operation and communication, maintaining a safe and healthy working environment, ensuring safe systems of work, and providing a forum for effective council-wide consultation and engagement on health and safety matters.
- E-newsletter - circulated and published on the Health and Safety Intranet pages following each quarterly Health and Safety Forum meeting.
- SharePoint, staff intranet, Teams Channels and email provide access for all council and school employees to Corporate Health and Safety guidance documents and forms.

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Signed by Jeremy Underdown - Head of Facilities

Appendices:

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

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

Title of document	Location

Agenda Item 6



THIS ITEM IS FOR INFORMATION ONLY

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

Title of meeting:	Employment Committee
Subject:	Workforce Profile
Date of meeting:	30 November 2023
Report by:	Director of Corporate Services
Wards affected:	All

1. Purpose

The purpose of this report to present to the committee the workforce profile for 2022 with a summary of key highlights.

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

2. Background Information

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

The first workforce profile was completed for the year 2019 and has been repeated annually since. The current report deals with the workforce profile for 2022 which is attached at Appendix 1. An accessible version of the data is available at: : [Workforce Insight Profile 2022 - Your City, Your Say survey research \(portsmouth.gov.uk\)](https://www.portsmouth.gov.uk/workforce-insight-profile-2022-your-city-your-say-survey-research)

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

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

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

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

3. Workforce Profile Summary of Key Issues

Accessible versions of all published workforce profiles can be found on the following links to the council website: [Workforce Insight Profile Research - Your City, Your Say survey research \(portsmouth.gov.uk\)](https://www.portsmouth.gov.uk/research)

In summary the workforce profile has remained relatively consistent in terms of age, gender and ethnic origin. The profile of our workforce has also been compared to the recent census data and shows how we compare against city population demographics:

- We are under-represented with ethnic minority groups (-8%)
- We are under-represented with those in the youngest age group (16 - 24)
- We are over-represented in 45-64 age groups
- We are under-represented with males (-15%)

Key areas that emerge from the workforce profile 2022 are highlighted below, as follows:

1. The gender balance of the workforce has remained consistent year on year since the first workforce profile was published in 2019 - 65% of the workforce are female, 35% of the workforce are male.
2. The age profile has remained fairly constant following the slight increase in people aged 60+ identified in the 2021 analysis reflecting an aging workforce.
3. The proportion of staff who live within the city boundary is increasing and back to 2020 levels at 62% and rising to 97% of staff living within a PO or SO postal district.
4. The majority of staff 94% are from white ethnic groups; 6% of staff are from minority ethnic groups. This has remained consistent from previous years but as outlined above is not representative of the city's demographic profile.
5. The gender pay gap is closing year on year from 5.7% in 2021 to 3.9% in 2022.
6. The proportion of people working full time has increased steadily to 65%, up from 60% in 2019.
7. 2022 saw a larger number of employees leaving resulting in a significant increase in turnover, up 6 percentage points to 17%.
8. There has been no improvement in the proportion of staff we hold disability information on following the change in system from EBS Oracle to Fusion during 2021.



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4. Workforce Profile Summary of Key Actions and Next Steps

The Workforce Profile for 2022 will be published on the council's website.

The significant increase in turnover is a particular challenge across all service areas, as is the extent to which our workforce reflects the communities we serve. The age profile of the workforce and gaps in data relating to disability and sexual orientation remain a concern.

The data contained in the workforce profile will be used to inform work going forward in relation to Equality, Diversity and Inclusion, and the updated Equalities Strategy which is currently out for consultation.

A more strategic approach is now in train focused on recruiting and retaining high calibre staff across the wide range of professions and roles the council employs. Particular attention is being paid to those areas where research shows the biggest impact on employee engagement and these include investment in our management population, professional development and apprenticeships; developing our approach to recognition and benefits (the employee value proposition); embedding our values and focus on wellbeing. Changes are also underway to improve processes and remove barriers for those seeking employment with the council.

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

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Signed by (Director)

Appendices:

Appendix 1 - Workforce Profile 2021

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

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



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



Workforce Insight Profile 2022

Corporate Services

Purpose

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

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Base sizes

Unless otherwise stated, the reported base always refers to the number of employees. Portsmouth City Council does not hold complete data on every employee (either because the question was not asked at enrolment or due to employees opting out of providing specific pieces of personal data), therefore the base sizes vary from question to question (a summary of response rates by question is shown on the next slide).



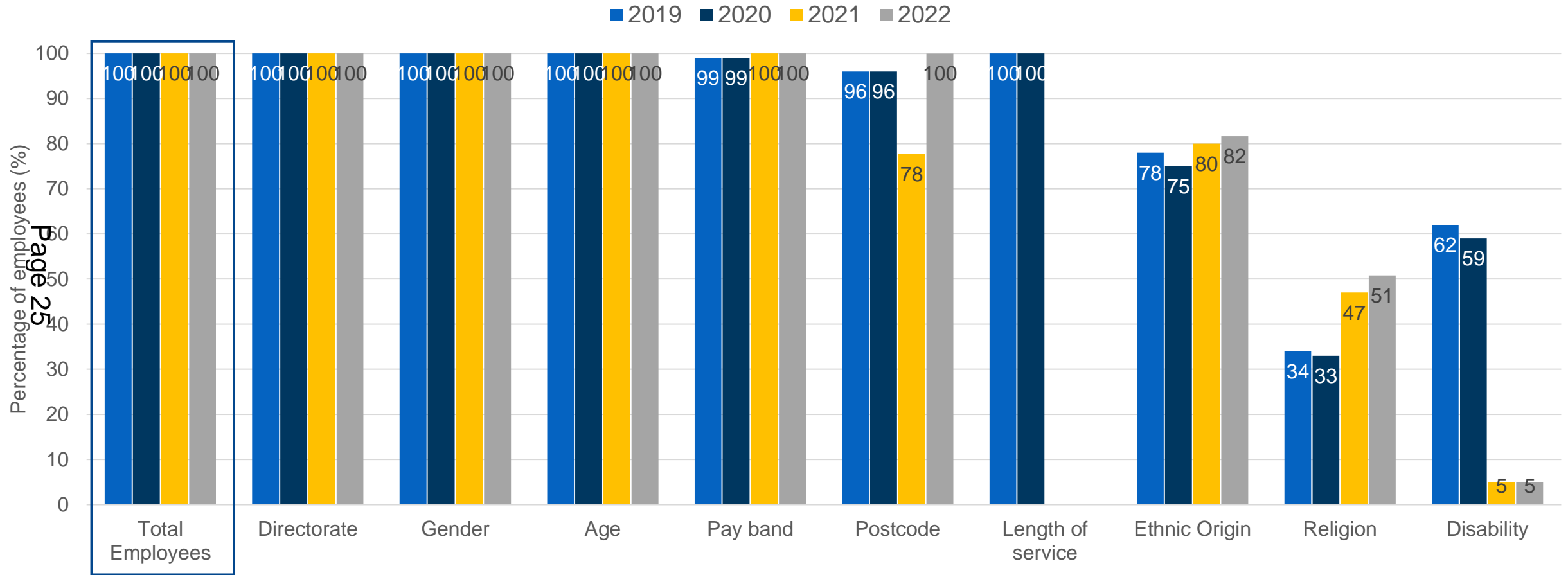
Data Sources

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

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

Response Rates

Response rates | Base: (Dec) 2019 (3,638) | 2020 (3,796) | 2021 (3,884) | 2022 (3,797)



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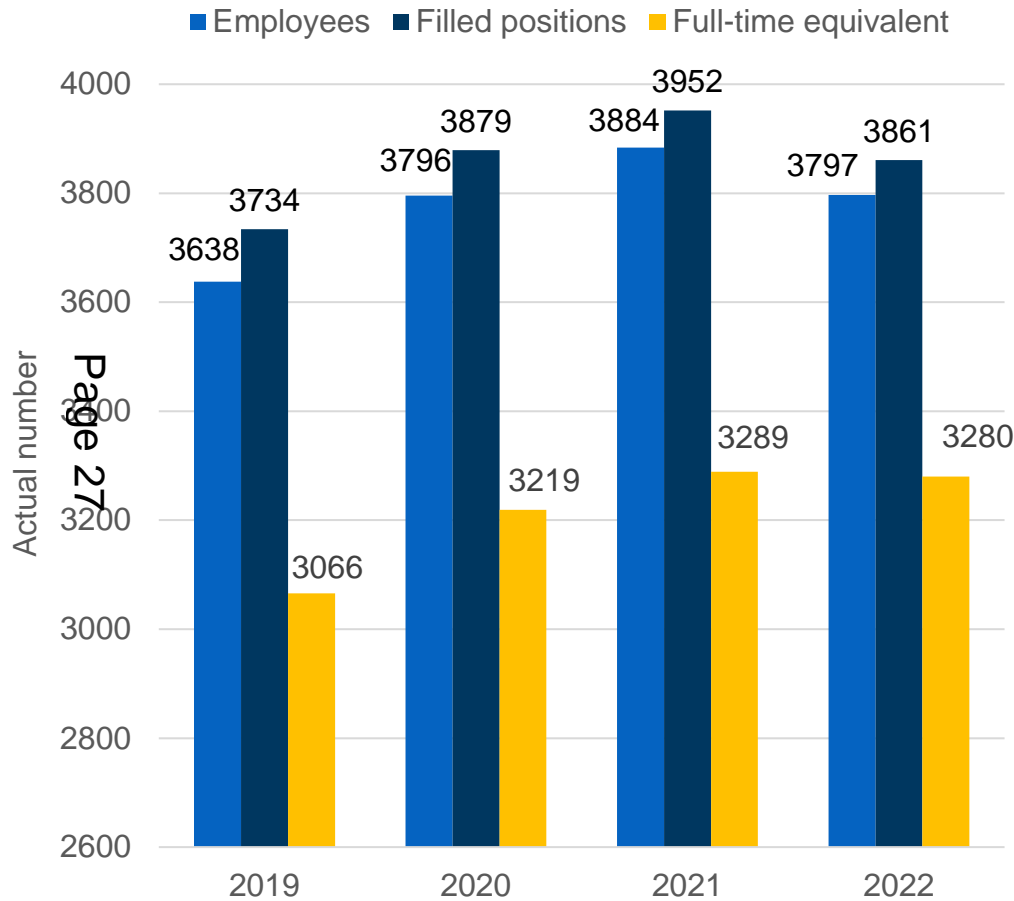
- Portsmouth City Council consistently holds information on directorate, gender, age, and pay band
- The proportion of staff on which PCC holds ethnic origin and religion information on increased in 2021 and again in 2022
- The switch to data being held on Fusion in 2021 has resulted in a loss of employee disability information (this data is now self-service) and length of service (the glitch is still under review)

Key Findings

- In 2022 the number of employees, filled positions and full-time equivalent roles have decreased for the first time in recent years
- The profile of staff has remained consistent in recent years in terms of age, gender and ethnic origin
- The vast majority of staff live in close proximity to Portsmouth; 97% within PO or SO postal districts
- Almost two thirds of staff are female (65%) - they dominate part-time roles and are more prevalent in all directorates except Portsmouth International Port where 87% of staff are male
- The council employs a good spread of people from across all age groups, the youngest and oldest employees are most likely to be working in lower pay bands
- 6% of staff are from ethnic minority groups – this is consistent regardless of gender
- There has been a gradual increase in the proportion of staff with no religion and decrease in the proportion of staff who are Christian. In 2022 Christianity is still the most prevalent religion (43%), whilst 48% have no religion
- Just over a third of staff work part-time (35%), this has declined gradually year-on-year from 40% in 2019
- The gender gap is closing, males earn on average 3.9% more than females annually in 2022, compared to 5.7% more in 2021
- The council's employee turnover increased 6 percentage points to 17% in 2022 – career development in another job remains the main reason staff leave PCC

Workforce Summary

Number of... (December)



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Employees by directorate | Base: Dec 2022 (3,797)

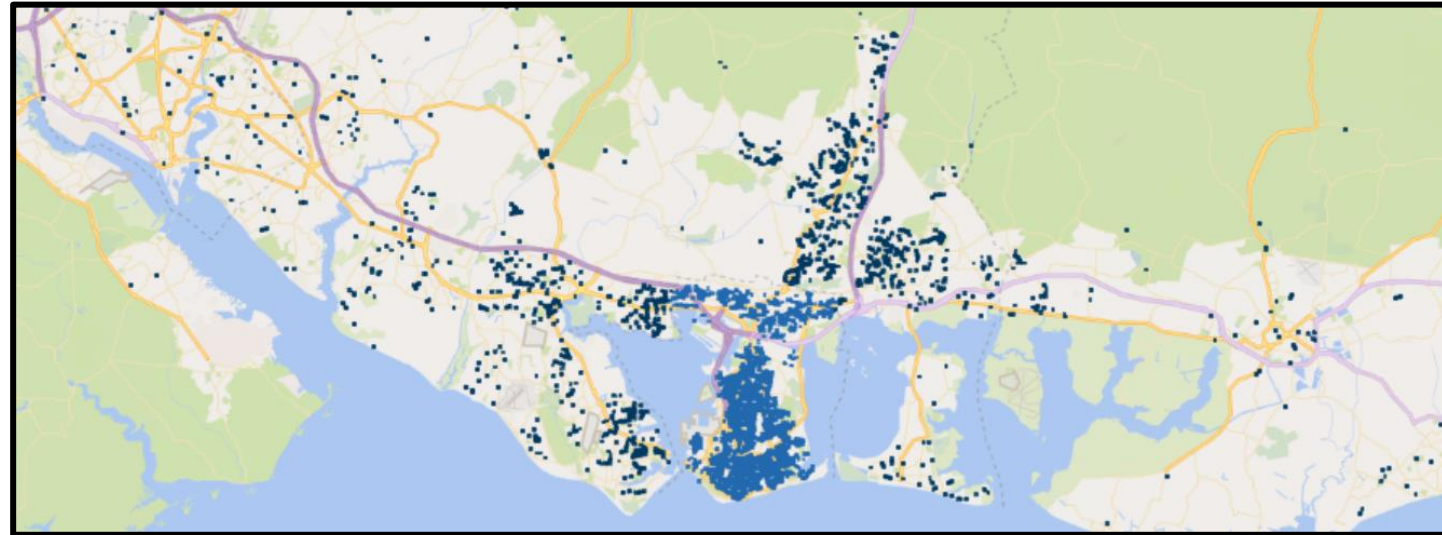
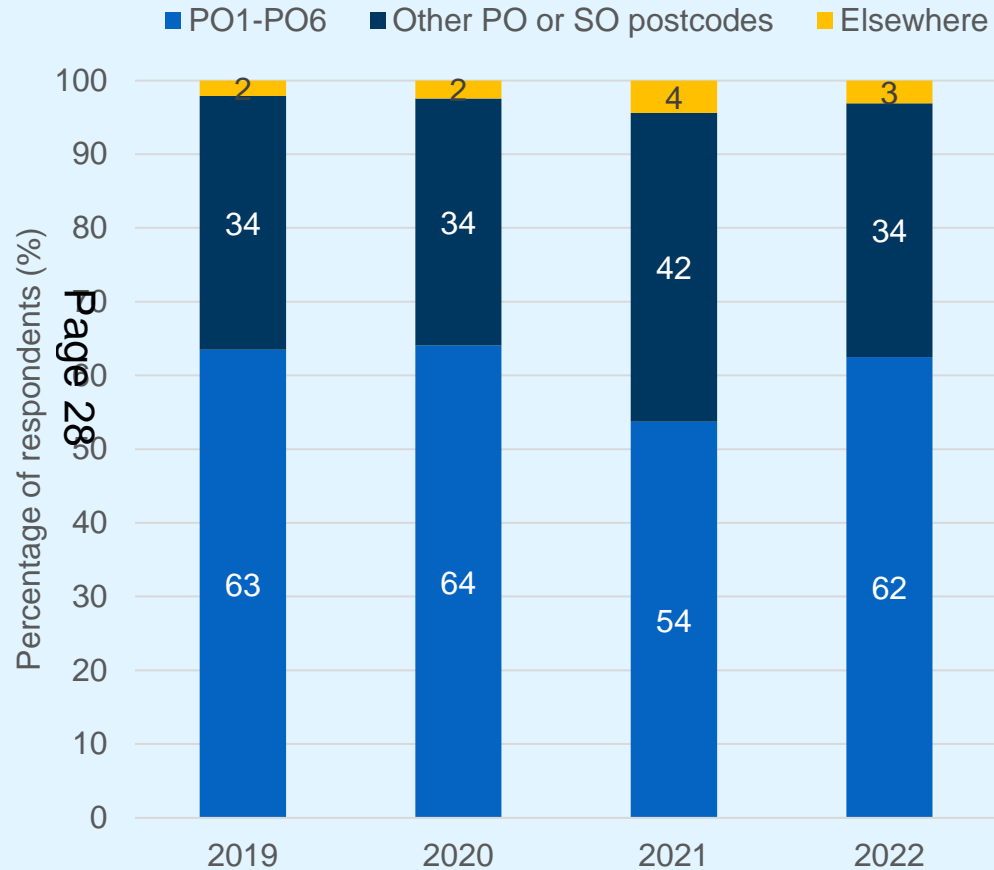


- The number of employees, filled positions and full-time equivalent roles have decreased in 2022, bucking the trend over recent years
- The Housing, Neighbourhood and Building Services directorate is consistently the largest, employing just under a quarter of staff
- Children, Families and Education and Adult Services are also large directorates, each accounting for just under a fifth of employees

Postcode distribution

Employees by postcode

Base: (Dec) 2019 (3,503) | 2020 (3,658) | 2021 (3,018) | 2022 (3,796)



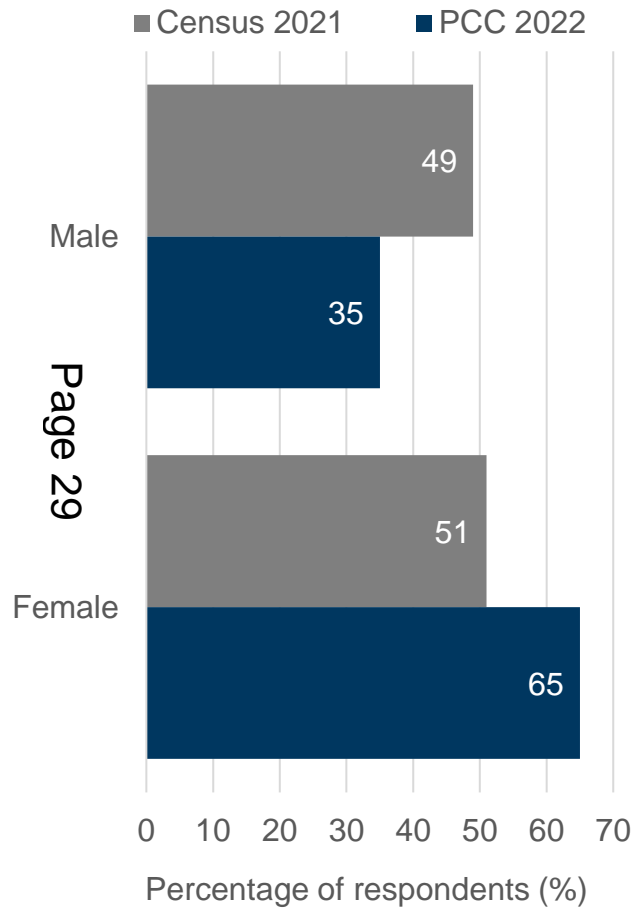
97% of Portsmouth City Council (PCC) employees live within PO or SO postal districts in 2022

3% of employees come from outside PO and SO postal districts in 2022. Staff come from all over the UK including: **Sunderland, Manchester, Leicester, Birmingham, Wales, Bath, Blandford Forum, Exmouth and London**

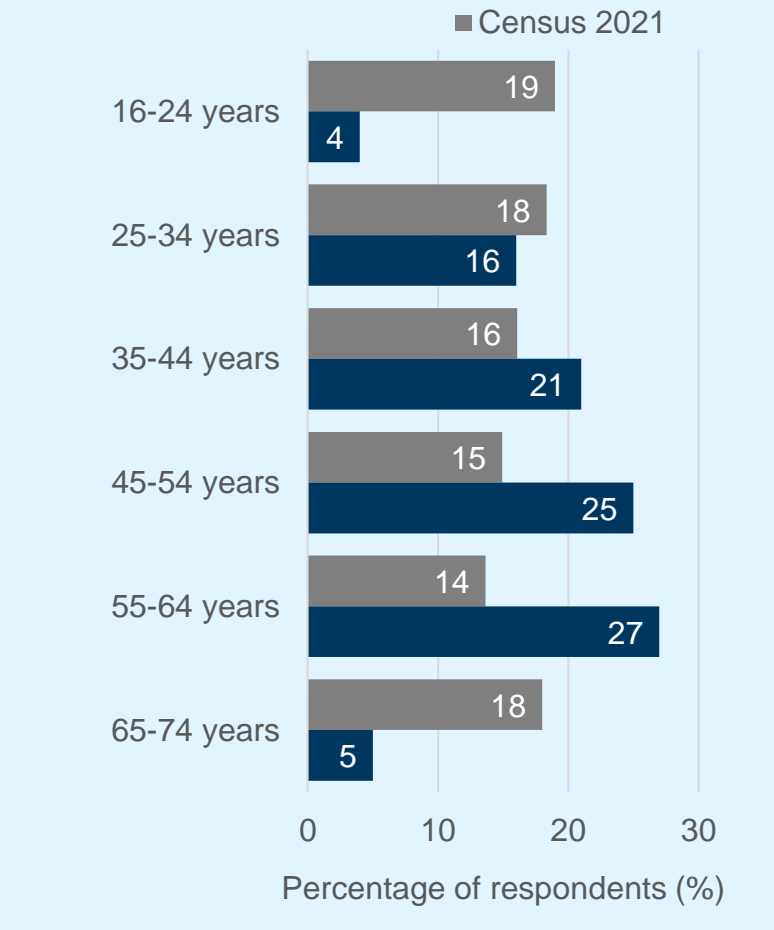
- 62% of employees live within the city boundary in 2022 – back to 2020 levels. Missing data skewed the 2021 results for postcode distribution
- Compared to 2020 there has been a 1% increase in the proportion of staff living outside of PO or SO postcodes; the shift to hybrid working has made it easier for staff to live further afield

Census comparison

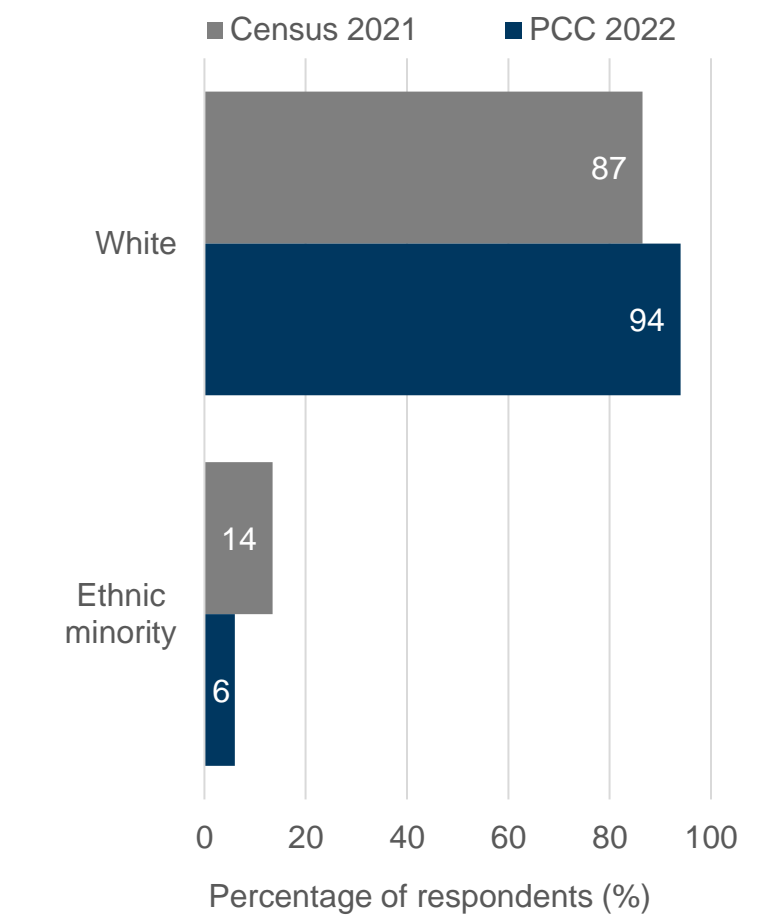
Gender/ sex | Base: (Dec 2022) PCC 3,797 | Census 2021: 170,821



Age | Base: (Dec 2022) PCC 3,797 | Census 2021: 170,818



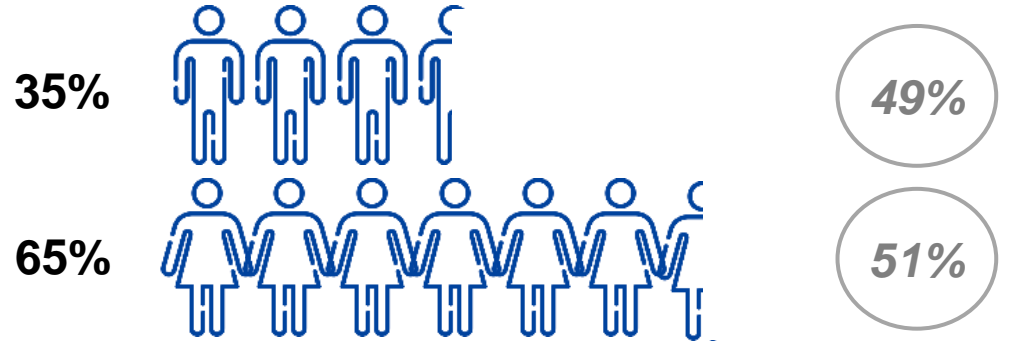
Ethnic group | Base: (Dec 2022) PCC 3,116 | Census 2021: 170,821



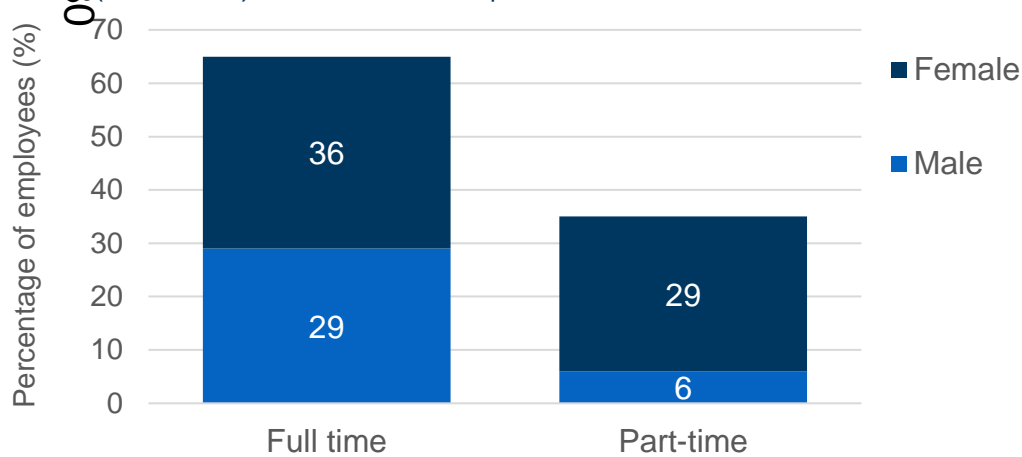
- The profile of council staff does not match that of the local population (*ONS census 2021*), however 37% of staff come from outside of Portsmouth
- The council are under-representing males compared to the profile of Portsmouth’s residents (-14%)
- People aged 16-24 and over 65 are under-represented in council staff, although the over 65’s are less likely to be in employment
- The council’s workforce is under-representing ethnic minority groups by 8 percentage points

Gender

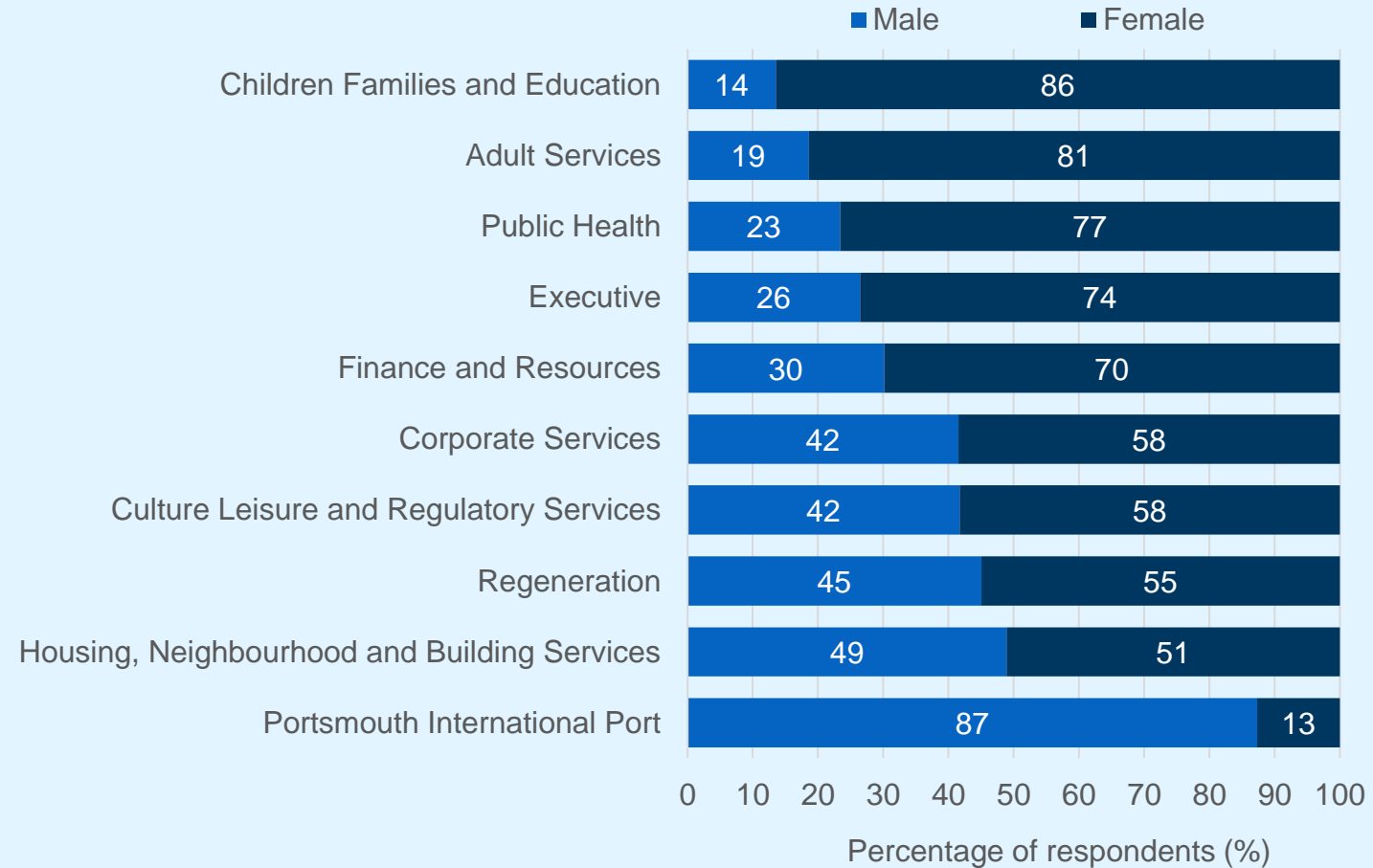
Employees **by gender** | Base: Dec 2022 (3,797)



Employee gender **by employment category**
Base: (Dec 2022) Full-time: 2,458 | Part-time: 1,339



Employee gender **by directorate** | Base: (Dec 2022) | CFE: 678 | AS: 639 | PH: 47 | Exec: 34 | FR: 308 | CS: 337 | CLRS: 297 | Regen: 446 | HNBS: 924 | PIP: 87

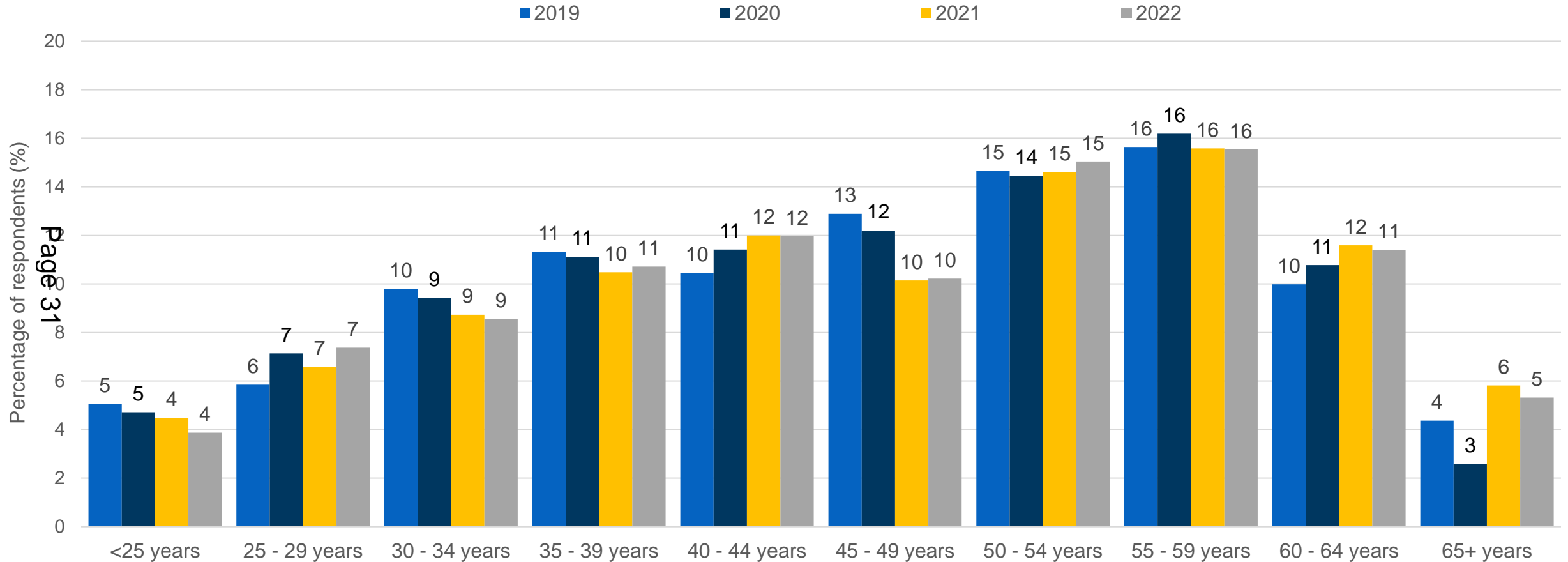


- Just over a third of employees are male and almost two-thirds are female – this is consistent with 2021
- The council are under-representing males when compared to the profile of residents (*ONS census 2021*)
- Just over a third of staff work part-time (35%), they are most likely to be female (only 6% are male)
- Portsmouth International Port is the only directorate where males form the majority of staff (87%)

Age

- Official -

Employees **by age** | Base: Dec 2019 (3,638) | 2020 (3,713) | 2021 (3,884) | 2022 (3,797)

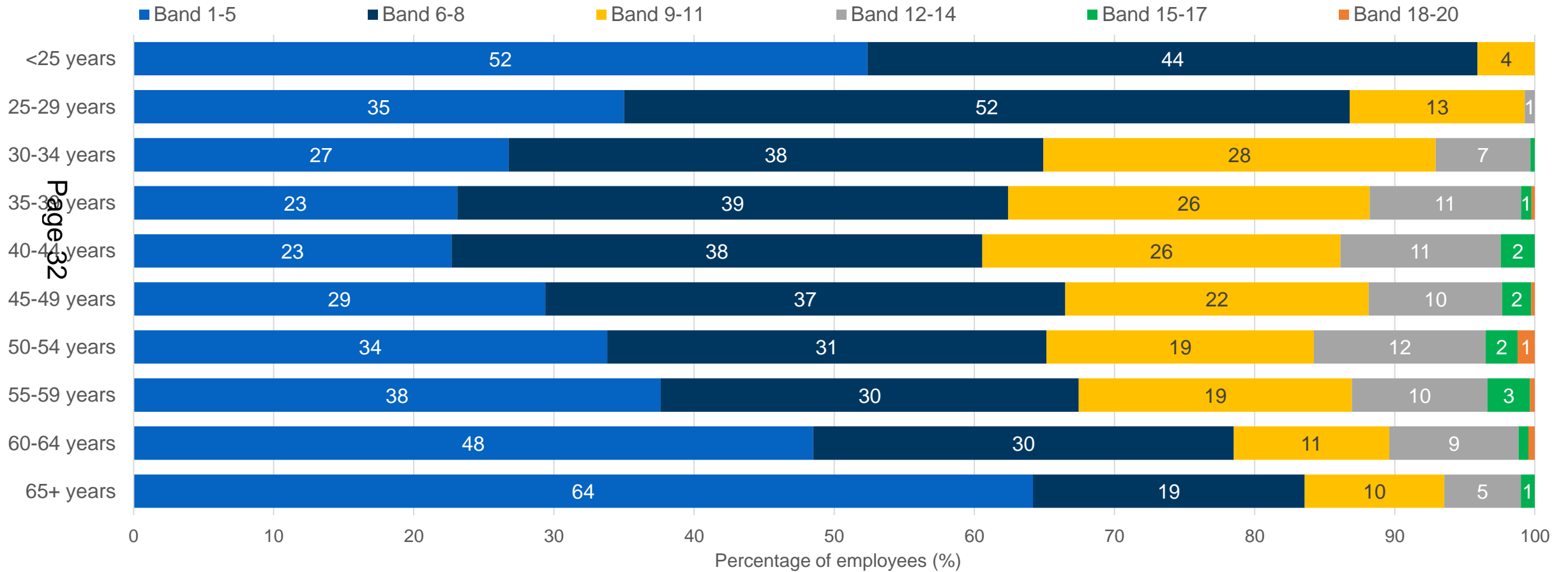


- Portsmouth City Council employs a good spread of people from across the age groups
- The age profile of staff has remained fairly consistent with only small fluctuations, the most notable being a shift in 2021 and 2022 from fewer staff being aged 45-49 and more being aged 65+ (around 2%)

Age

- Official -

Employee age **by pay band** | Base: (Dec 2022) | >25 (147) | 25-29 (280) | 30-34 (325) | 35-39 (407) | 40-44 (454) | 45-49 (388) | 50-54 (571) | 55-59 (590) | 60-64 (433) | 65+ (201)

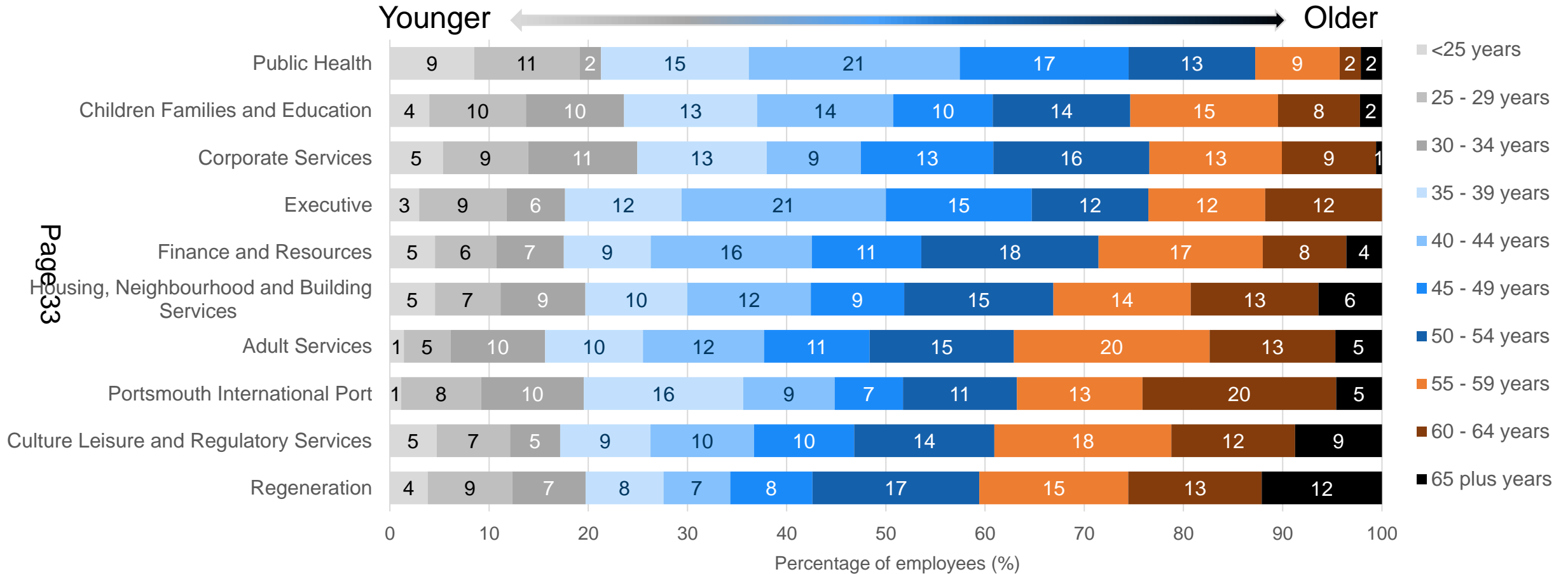


- Employees aged <25 and 65+ are most likely to be working in lower pay bands (1-5)
- Almost 40% of staff aged 35-44 work in bands 9 and above compared to less than 20% of those aged under 30 or 65+

Age

- Official -

Employees age **by directorate** | Base: Dec 2022 | PH (47) | CFE (678) | CS (337) | Exec (34) | FR (308) | HNBS (924) | AS (639) | PIP (87) | CLRS (297) | Regen (446)

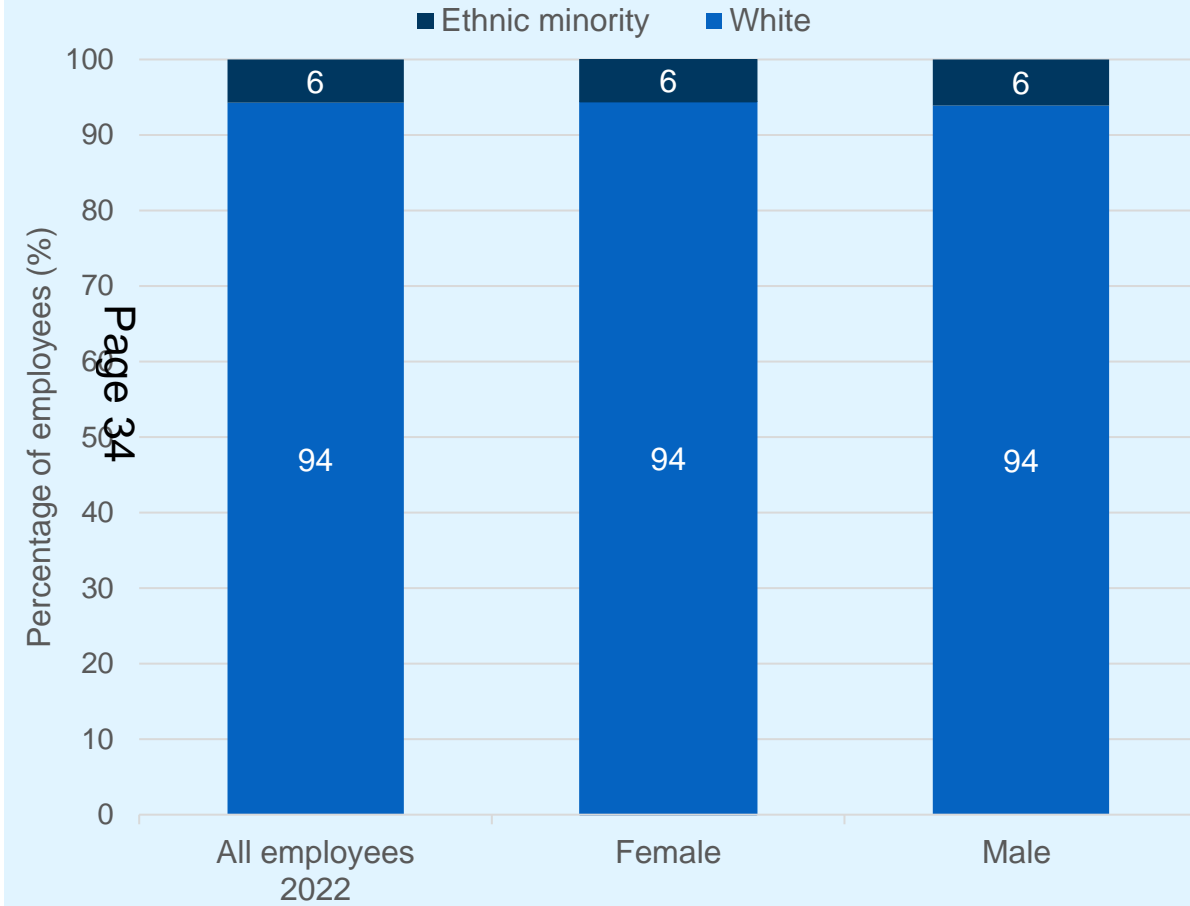


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- Over a third of staff in Regeneration, Culture, Leisure and Regulatory Services, Portsmouth International Port and Adult Services are aged 55+
- Children, Families and Education and Corporate Services have the youngest profile of staff; around a quarter are aged under 35

Ethnic Origin

Employees **by ethnic origin** | Base: Dec 2022 (3,116) | Female (2,068) | Male (1,048)



Breakdown of **ethnic minority** | Base: Dec 2022: 3,116

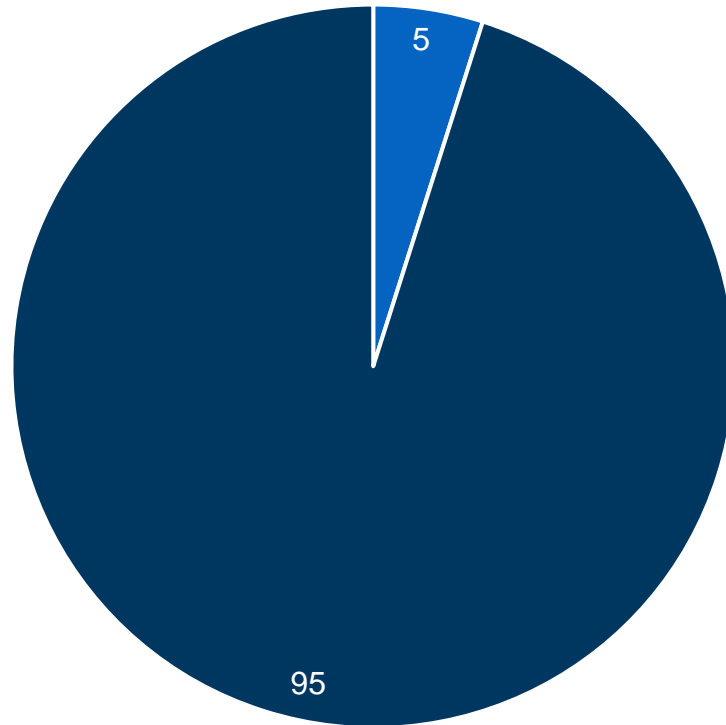
	%
Black - African	1.6%
Bangladeshi	0.8%
Any Other Asian Background	0.7%
Indian	0.5%
Any Other Mixed Background	0.4%
White and Black African	0.3%
Any Other Ethnic Group	0.3%
Black Caribbean	0.3%
Chinese	0.2%
White and Asian	0.2%
Any Other Black Background	0.2%
White and Black Caribbean	0.1%
Pakistani	<0.0%

- The majority of staff at Portsmouth City Council, regardless of gender, are from white ethnic groups; 6% are from ethnic minority groups which has remained consistent since 2020
- Portsmouth City Council employs people from across a range of ethnic minority groups, 'Black - African' has the highest representation (1.6%)

Disability disclosure

Employees **by disability disclosure** | Base: Dec 2022 (3,797)

■ Disability information disclosed ■ Not disclosed



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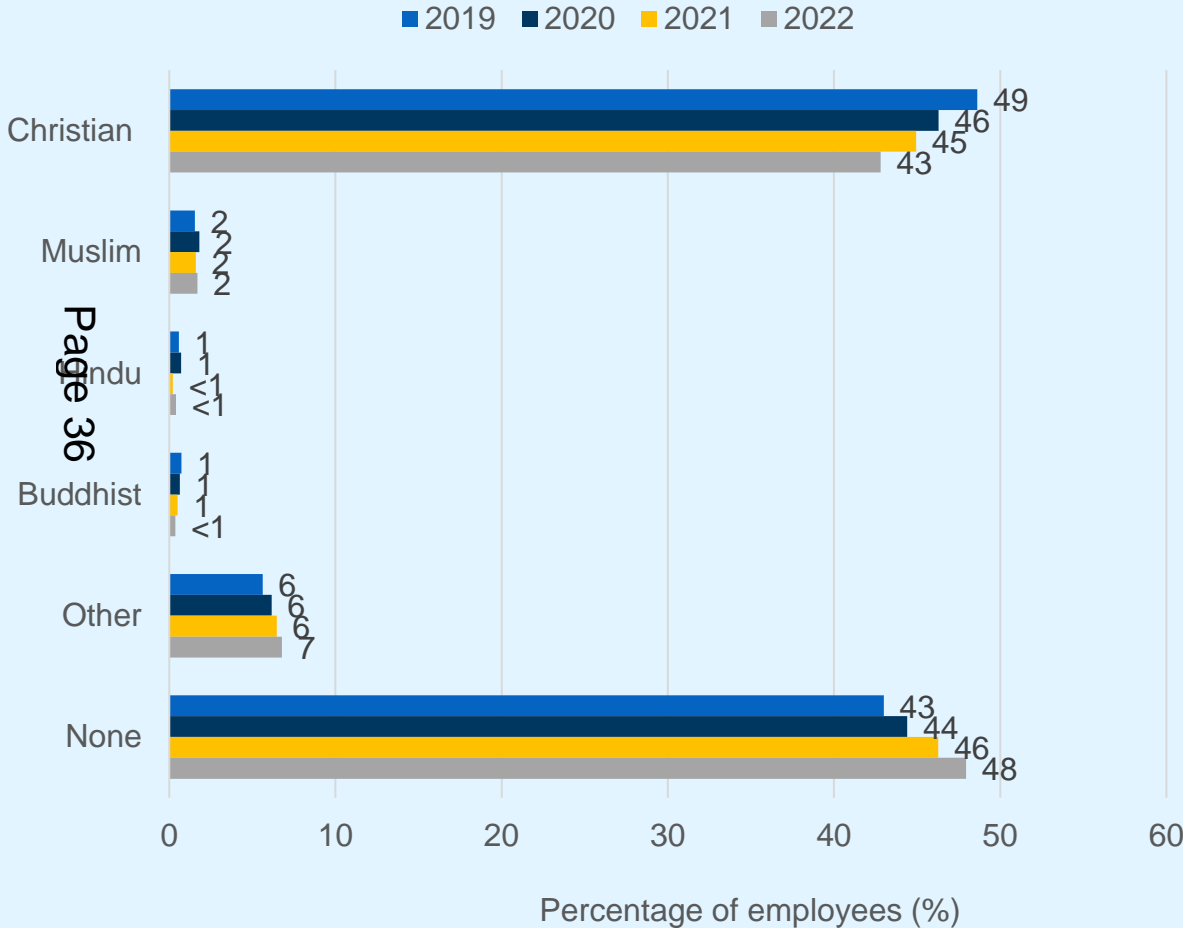
During 2021 Portsmouth City Council switched from holding employee data on EBS Oracle to holding it on Fusion. This change resulted in a loss of disability data. The information is now self-serve on Fusion so relies on staff opting to complete it.

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

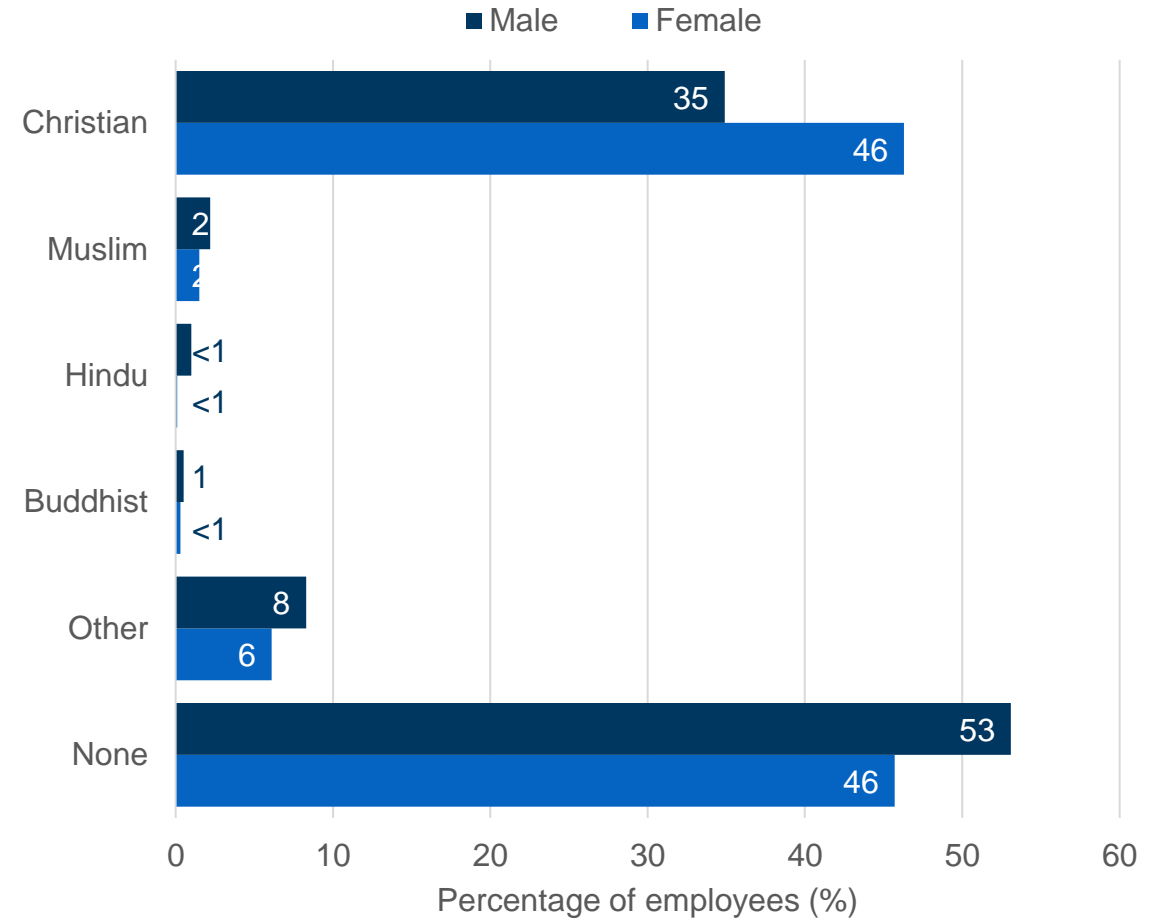
- Information on disability was only recorded for 5% of employees at the time of this data pull, which represents no improvement on the previous year's response rate

Employees **by religion**

Base: (Dec) 2019 (1,229) | 2020 (1,268) | 2021 (1,809) | 2022 (1,946)



Employee religion **by gender** | Base: Dec 2022: Females (1,347) | Males (599)

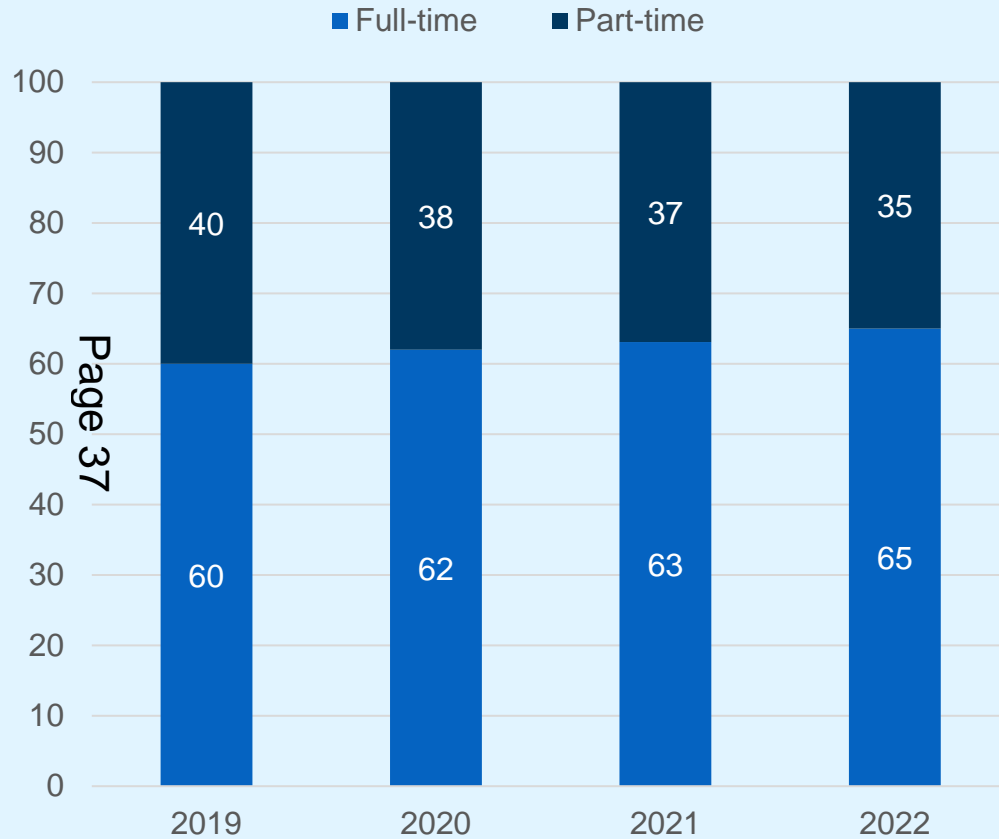


- Less than half of employees are Christian (all denominations); it is consistently the most prevalent religion (43%)
- The proportion of staff not following a religion has gradually increased since 2019 to 48% in 2022 whilst the proportion who are Christian has declined
- A much higher proportion of females are Christian (+11 percentage points) whilst males are more likely to say they don't have a religion

Employment category

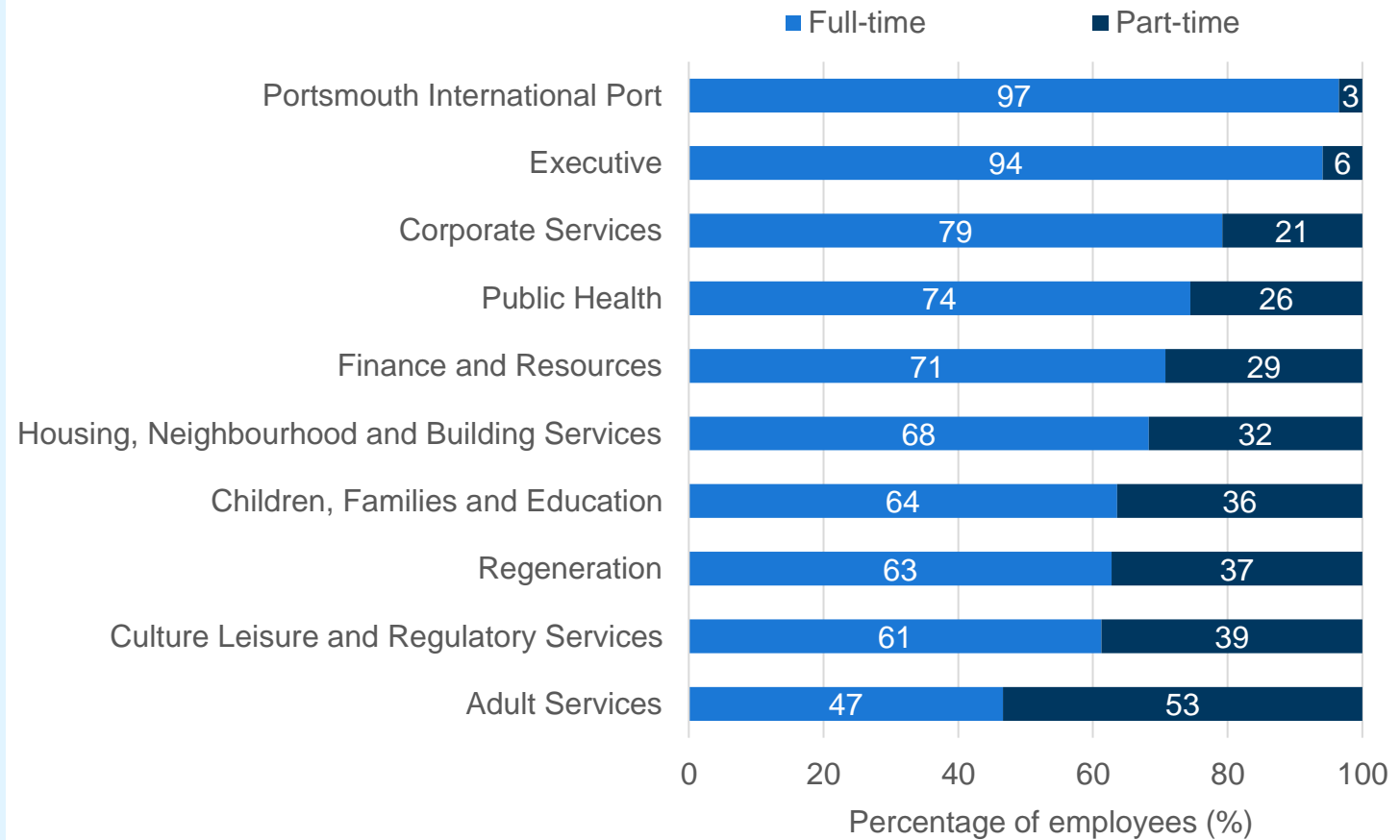
Employees **by employment category**

Base: (Dec) 2019 (3,637) | 2020 (3,795) | 2021 (3,884) | 2022 (3,797)



Employees **by directorate**

Base: (Dec 2022) | PIP: 87 | Exec: 34 | CS: 337 | PH: 47 | FR: 308 | HNB: 924 | CFE: 678 | Regen: 446 | CLR: 297 | AS: 639

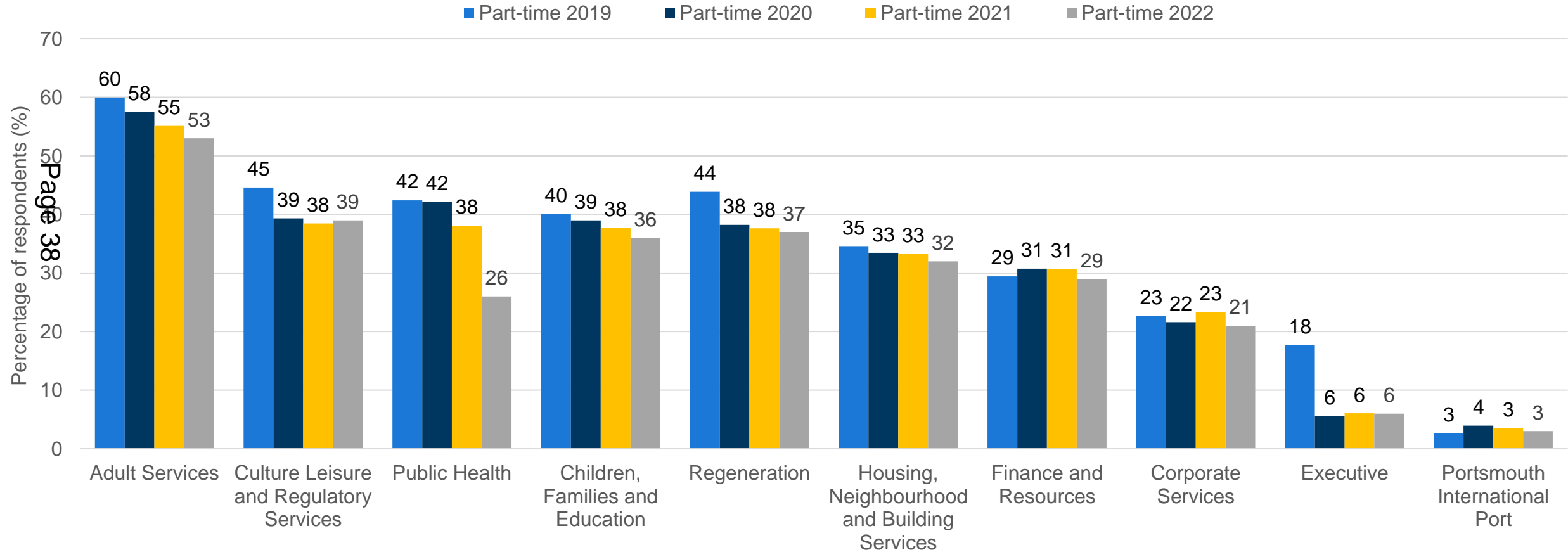


- The proportion of full-time employees has increased marginally year-on-year since 2019 to 65% in 2022
- Portsmouth International Port and Executive have the smallest proportion of part-time employees (less than 1 in 10)
- Adult Services is the only directorate that have a larger proportion of part-time employees compared to full-time employees (consistent with 2021)

Employment category (continued)

Employees **by employment category (part-time) and directorate**

Base: (Dec) 2019 (3,637) | 2020 (3,795) | 2021 (3,884) | 2022 (3,797)

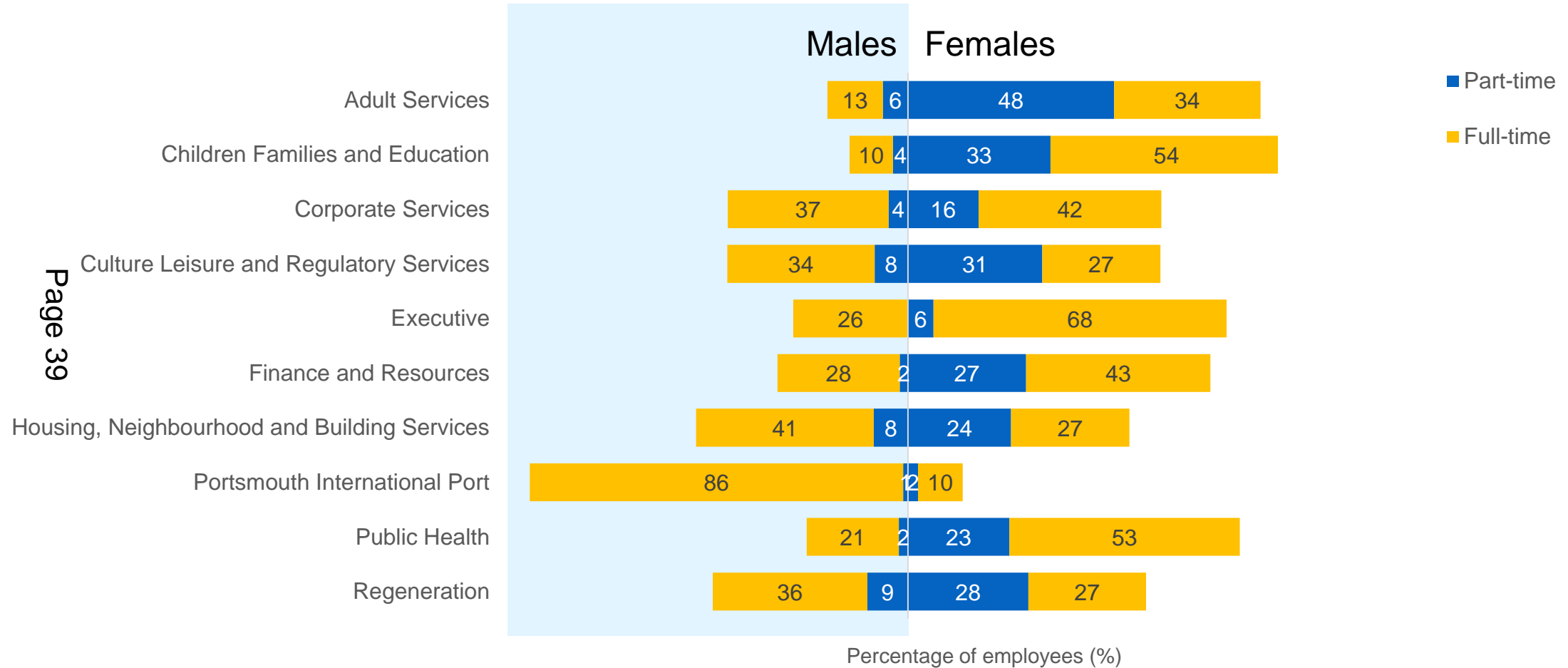


- The proportion of part time employees has decreased marginally year-on-year across the majority of directorates
- In 2022 there was a notable decline in part-time workers in Public Health however this directorate has fewer than 50 employees and so smaller fluctuations in staff numbers look like larger changes when displayed as a percentage

Employment category (continued)

Employees **by directorate and gender**

Base: (Dec 2022) | AS: 639 | CFE: 678 | CS: 337 | CLR: 297 | Exec: 34 | FR: 308 | HNB: 924 | PIP: 87 | PH: 47 | Regen: 446

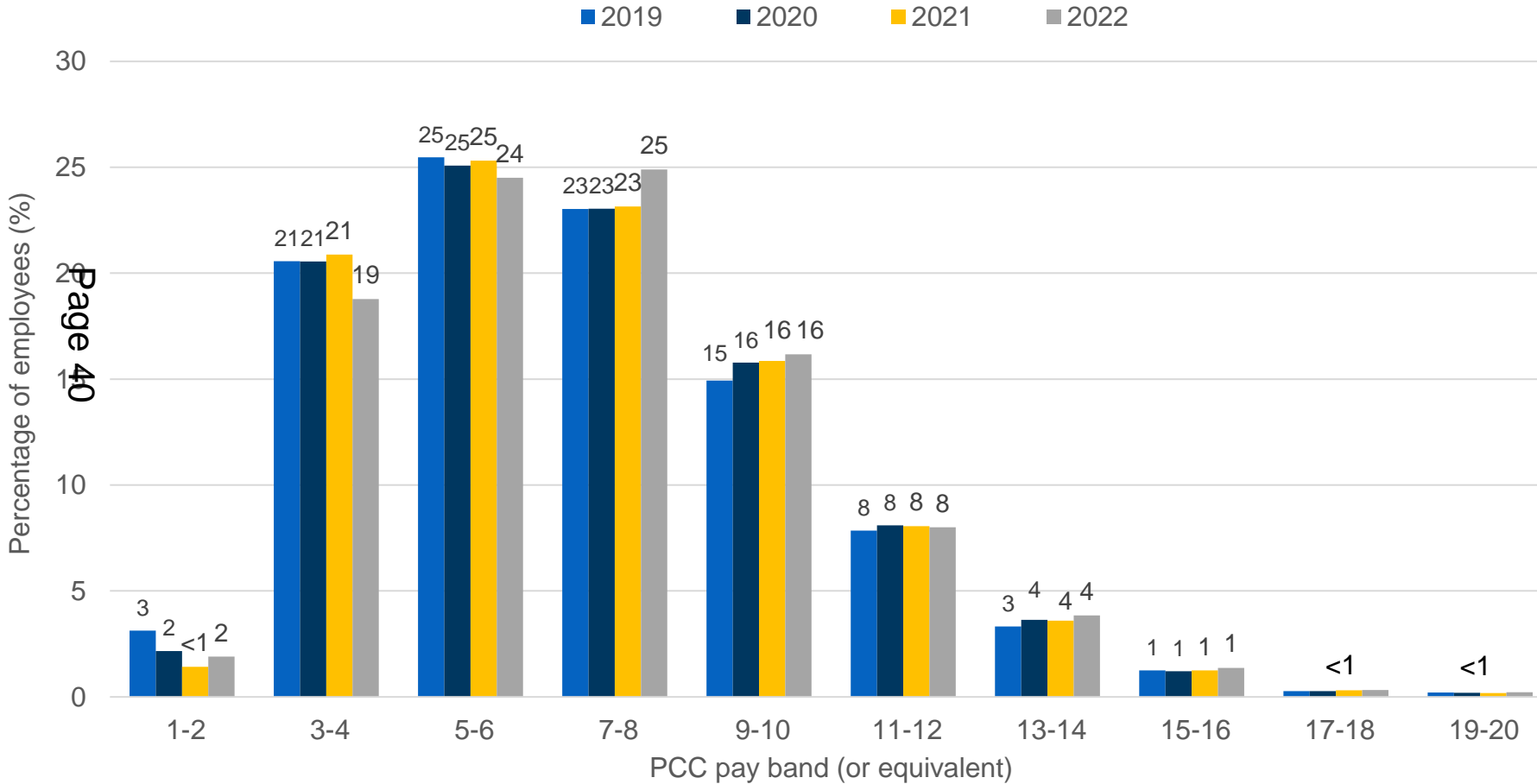


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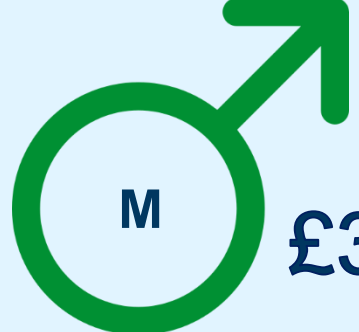
- A larger proportion of part-time employees are females across all directorates
- Almost half of staff in Adult Services are females working part-time; the highest proportion across all directorates
- The majority of staff in Portsmouth International Port are males working full-time (86%)

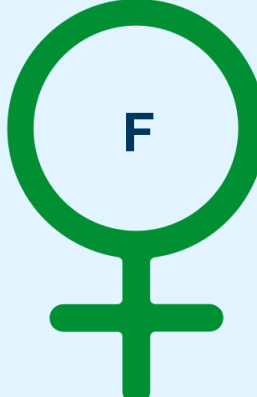
Pay bands

Employee **pay band (or equivalent)** | Base: (Dec) 2019 (3,617) | 2020 (3,741) | 2021 (3,871) | 2022 (3,796)



Average salary | Base: (Dec) 2021 Male (1,300) | Female (2,465)

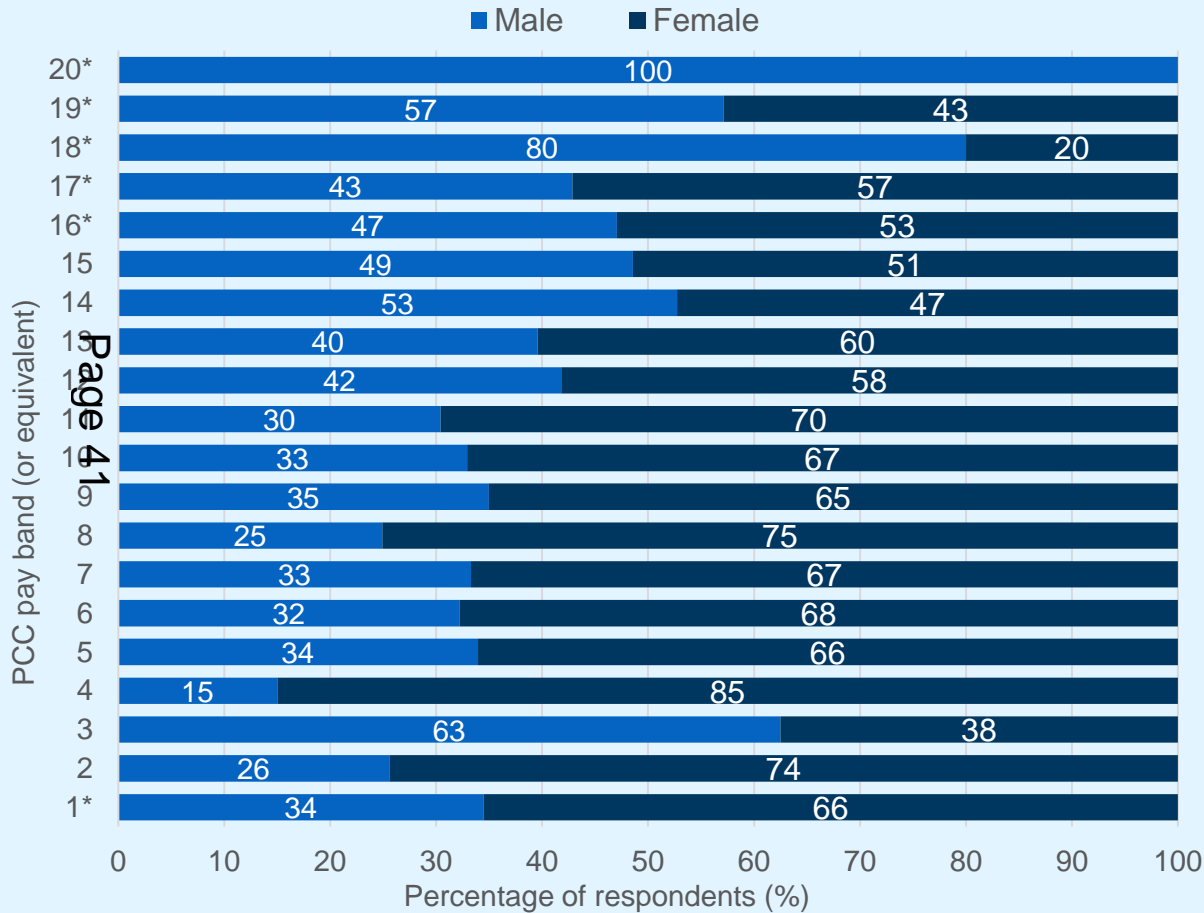
M  **£33,543**

F  **£32,298**

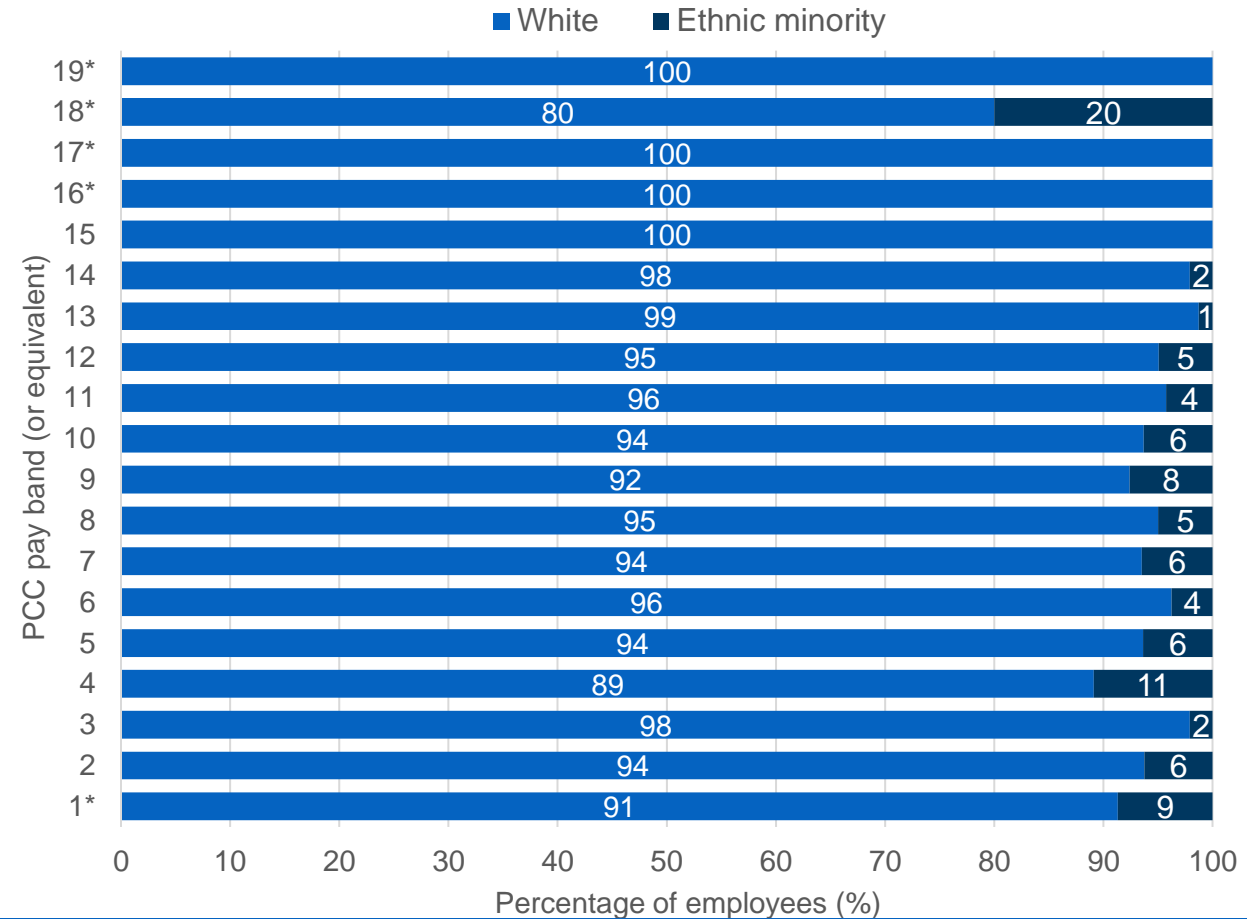
- Consistently over two thirds of staff are employed in bands three to eight
- The pay gap is closing, males earn on average 3.9% more than females annually in 2022, compared to 5.7% more in 2021

Pay bands (continued)

Employee pay band **by gender** | Base: (Dec 2022) | 20 (1*) | 19 (7*) | 18 (5*) | 17 (7*) | 16 (17*) | 15 (35) | 14 (55) | 13 (91) | 12 (189) | 11 (115) | 10 (328) | 9 (286) | 8 (353) | 7 (529) | 6 (388) | 5 (542) | 4 (353) | 3 (360) | 2 (43) | 1 (29*)



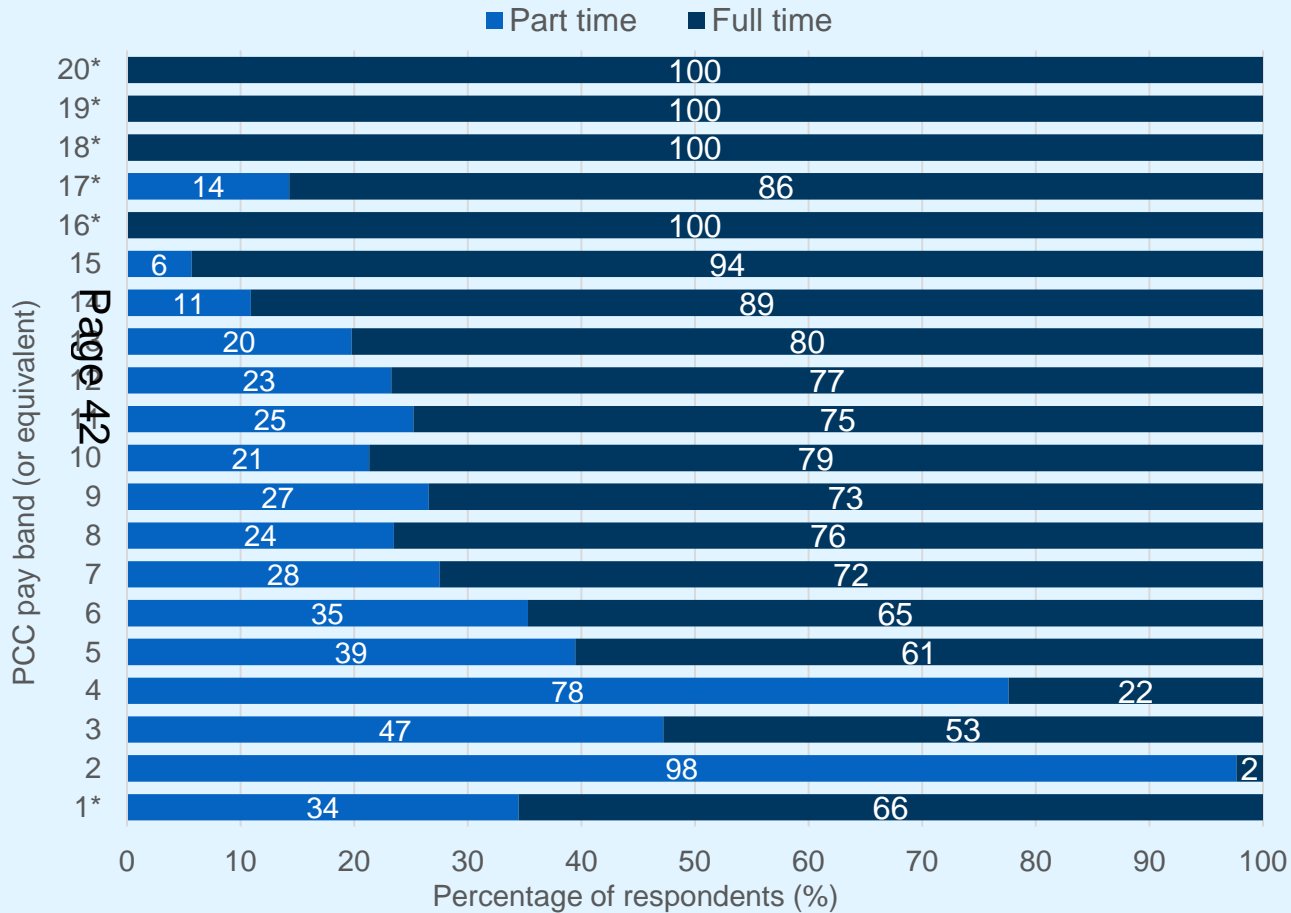
Employee pay band **by ethnic group** | Base: (Dec 2022) | 19 (5*) | 18 (5*) | 17 (6*) | 16 (17*) | 15 (32) | 14 (48) | 13 (79) | 12 (162) | 11 (94) | 10 (285) | 9 (250) | 8 (301) | 7 (508) | 6 (319) | 5 (425) | 4 (285) | 3 (240) | 2 (32) | 1 (23*) | *caution small base



- Whilst only a small proportion of staff are in the higher pay bands (bands 18-20), these are more likely to be males
- Females dominate the vast majority of bands 1-17 because they account for a higher proportion of staff overall
- Males account for over half of staff in band 3

Pay bands (continued)

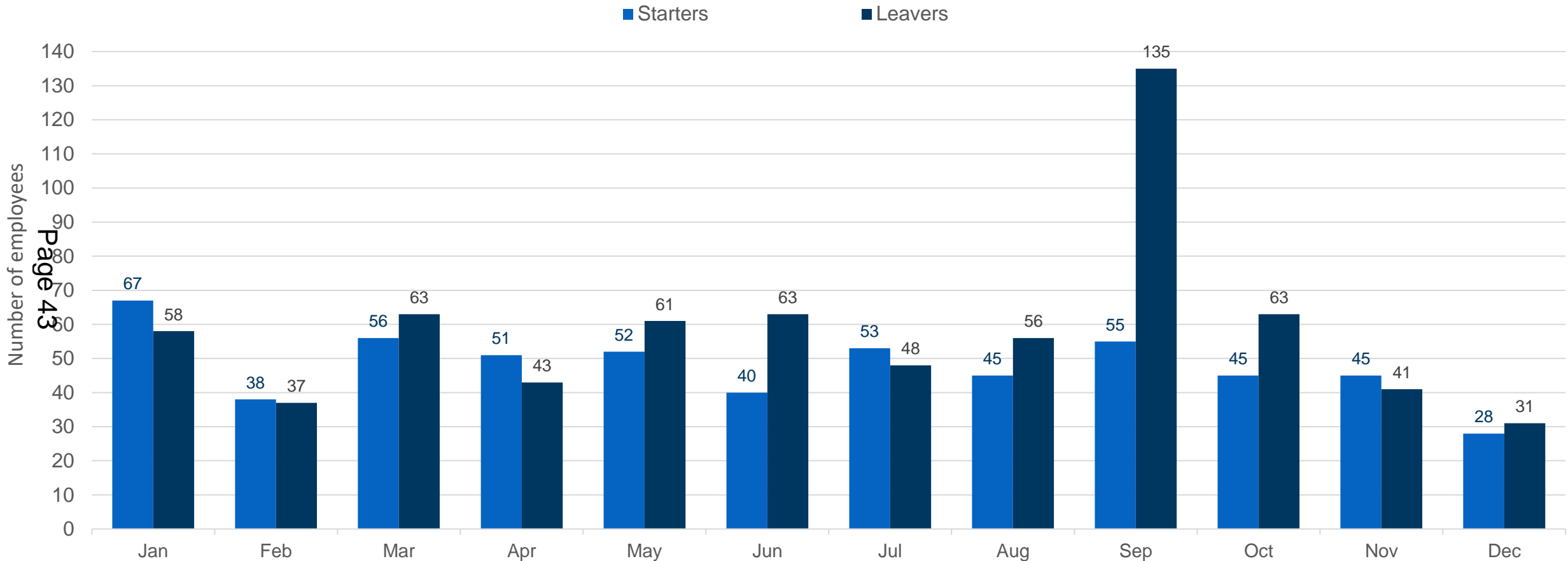
Employees **by employment category and pay band** | Base: (Dec 2022)
| 20 (1*) | 19 (7*) | 18 (5*) | 17 (7*) | 16 (17*) | 15 (35) | 14 (55) | 13 (91) | 12 (189) | 11 (115) | 10 (328) | 9 (286) | 8 (353) | 7 (592) | 6 (388) | 5 (542) | 4 (353) | 3 (360) | 2 (43) | 1 (29*)



- There is a correlation with pay band and employment category; employees in lower pay bands are more likely to be working part-time
- Less than a third of employees in bands 7-15 and band 17 work part-time
- No employees in band 16 or bands 18-20 work part-time

Retention – starters and leavers

Number of starters and leavers **by month** | 2022

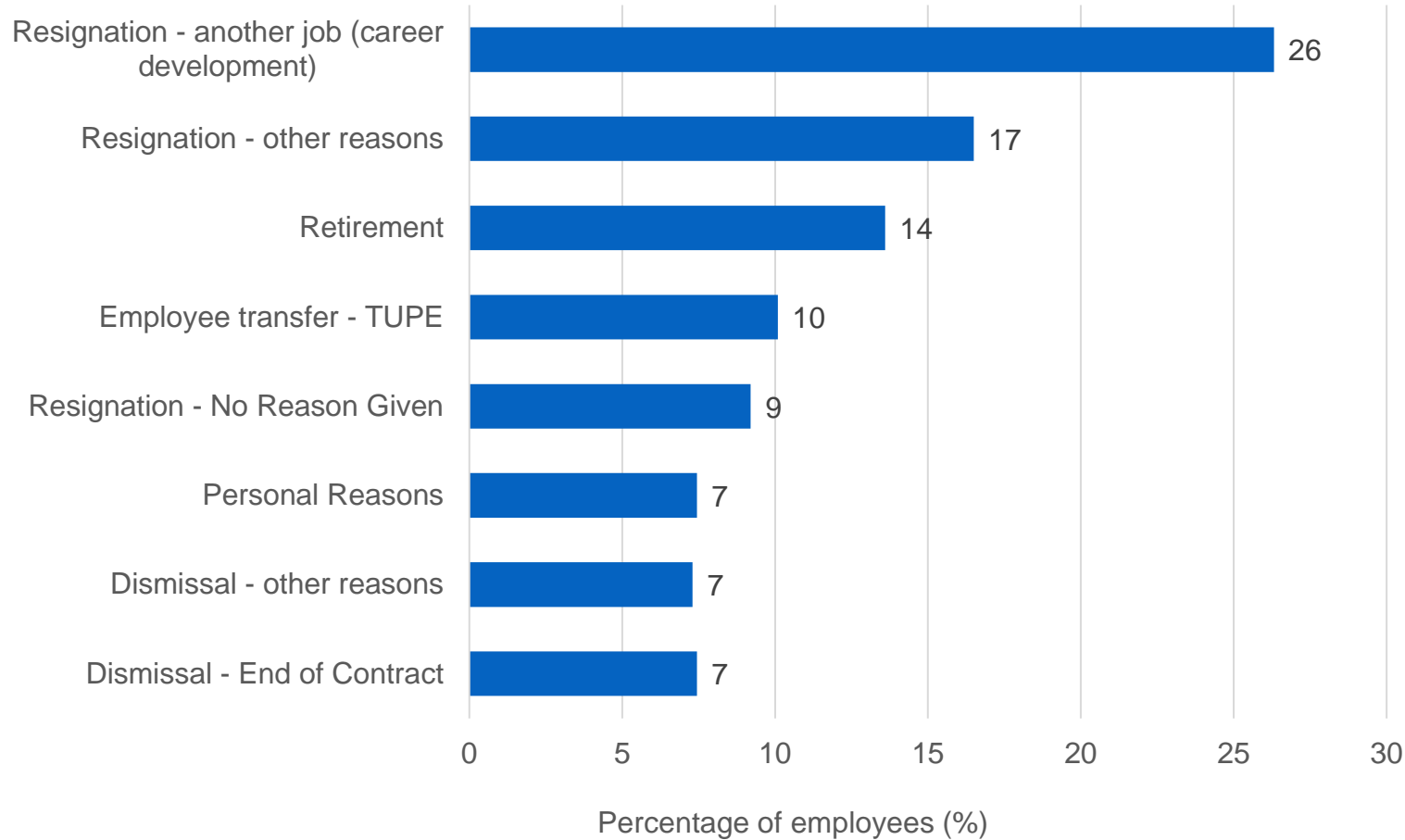


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- In 2022 a total of 575 employees started working at Portsmouth City Council and 699 left the organisation
- Starters were spread fairly evenly across 2022 unlike 2021 where April and May were particularly busy months for new starters
- September saw a particularly high number of leavers, again not a pattern seen in 2021

Top reasons for leaving (1st Jan – 31st Dec 2022) | Base: 684

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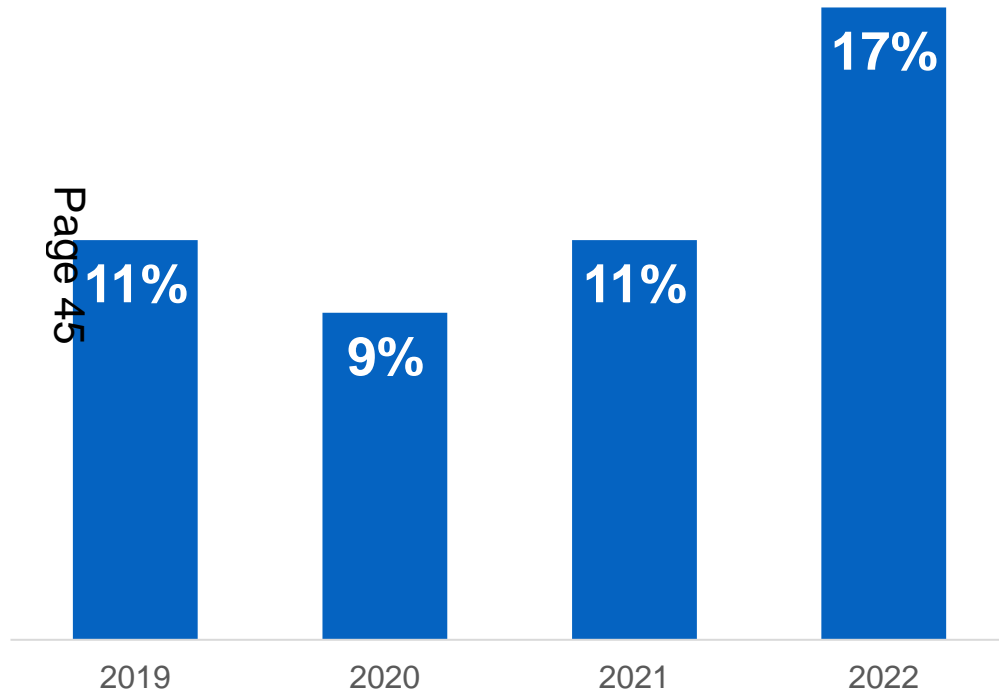


- The top reasons for leaving are for career development and retiring, aside from resignations for other reasons

Employee Turnover

Employee turnover rate **by year**

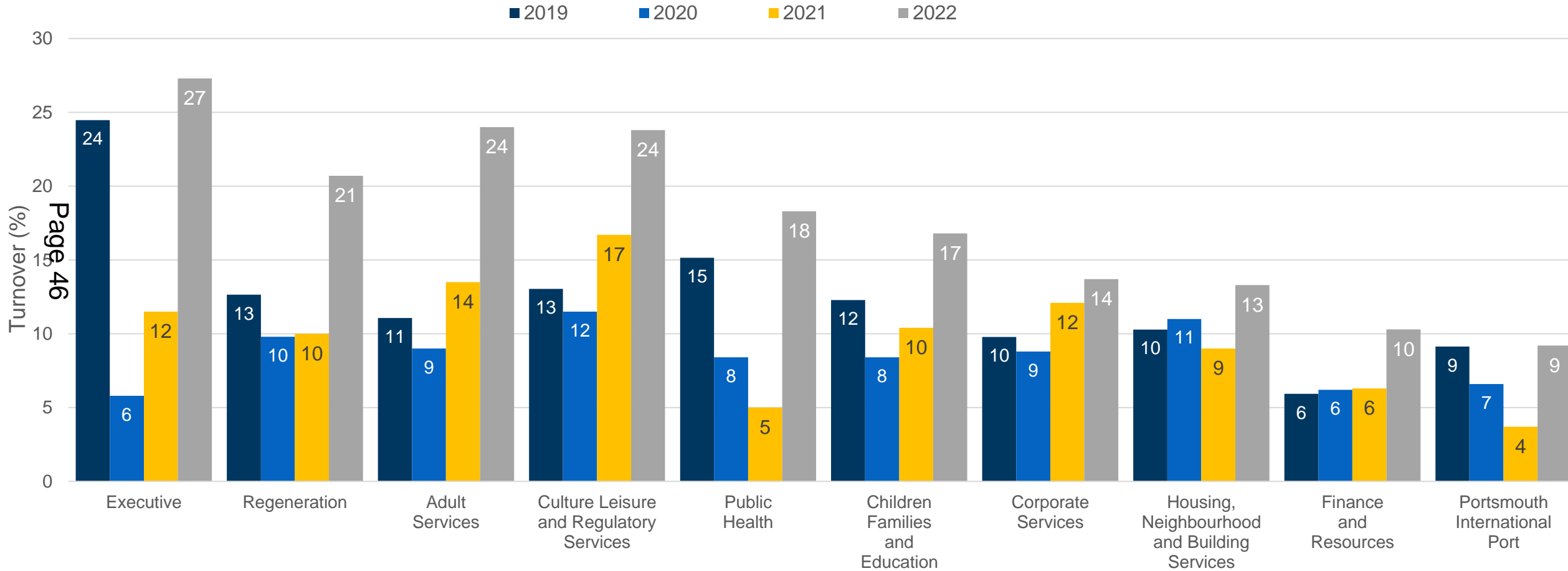
Employee turnover is the proportion of staff who left over the year



- Employee turnover increased by 6% in 2022, the highest level seen to-date (we began tracking the workforce profile in 2019)

Employee Turnover

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



- Turnover has increased across every directorate since 2021
- The overall increase in turnover is being driven by the largest directorates – Regeneration and Adult Services
- Some of the smaller directorates also saw large increases in turnover - Executive and Public Health