



NOTICE OF MEETING

EMPLOYMENT COMMITTEE

MONDAY, 11 MARCH 2024 AT 5.00 PM

COUNCIL CHAMBER - THE GUILDHALL, PORTSMOUTH

Telephone enquiries to Karen Martin, Tel: 023 9284 1704

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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 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 Graham Heaney
Councillor Hugh Mason
Councillor Steve Pitt
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 25 January 2024 (Pages 5 - 6)**

RECOMMENDED that the minutes of the meeting held on 25 January 2024 be confirmed and signed by the Chair as a correct record.

- 4 Pay Policy Statement 2024/25 (Pages 7 - 16)**

Purpose

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.

RECOMMENDED that the Employment Committee approves the Pay Policy Statement attached as Appendix 1, to go forward for approval by the Full Council prior to 31 March 2024.

- 5 Sickness Absence – Bi-annual Report (Pages 17 - 30)**

Purpose

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.

RECOMMENDED that the Employment Committee:

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

6 Annual Health and Safety Report 2023-2024 (Pages 31 - 46)

Purpose

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

7 Gender Pay Gap Report 2023/24 (Pages 47 - 74)

Purpose

This information report presents the outcomes of the Gender Pay Gap 2023/24, 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.

8 Workforce Trend Analysis (Pages 75 - 96)

Purpose of report

The purpose of this information report is to present to the Committee a more detailed workforce analysis on turnover, actions arising, age profile and succession planning.

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 25 January 2024 at 5.00pm in the Council Chamber - The Guildhall, Portsmouth

Present

Councillor Stuart Brown (Chair)
Councillor Darren Sanders
Councillor Dave Ashmore
Councillor Simon Boshier
Councillor Cal Corkery
Councillor Graham Heaney

Officers in attendance

Natasha Edmunds, Director Corporate Resources
Susan Page, Finance Manager

1 Apologies for Absence (AI 1)

Councillor Charlotte Gerada had offered her apologies for absence. Councillor Graham Heaney was present as Councillor Gerada's standing deputy.

2 Declarations of Members' Interests (AI 2)

None.

3 Minutes of the meeting held on 30 November 2023 (AI 3)

It was noted that in the copy of the minutes appended to the agenda, Councillor Asghar Shah was listed as being present on 30 November 2023, but he was not in attendance as standing deputy.

Item 7 - Real Living Wage Update (minute no. 28) it was noted that in the penultimate paragraph, Real Living Wage had been abbreviated to RWL rather than RLW.

RESOLVED that the minutes of the meeting held on 30 November 2023 be confirmed and signed by the Chair as a correct record subject to the amendments above.

4 Real Living Wage Accreditation Update (AI 4)

Natasha Edmunds, Director of Corporate Services, introduced the report informing members that it provides an updated analysis of the financial impact on the council in view of existing budget pressures, the higher than anticipated increase to National Living Wage (NLW)

announced in the Chancellor's autumn 2023 budget, and the increase to Real Living Wage (RLW) announced by the Living Wage Foundation in November 2023.

Members questions

In response to members' questions, officers clarified:

- Portsmouth City Council (PCC) has paid its directly employed staff the Real Living Wage since 2018.
- Although officers are not aware of the number of employees of PCC contractors affected, modelling for budget setting has been used to calculate the additional cost of requiring contractors to pay RLW to their employees.
- The 56p per hour difference between NLW and RLW has not been budgeted for and if the decision to implement RLW was taken, the City Council would immediately need to identify and approve savings of £2.5m in the general fund and £200,00 in the Housing Revenue Account (HRA).
- The estimated financial impact of £2m on Adult Social care arising from RLW is additional to any current level of overspending in the service.

Members' comments

Councillor Darren Sanders noted that as Cabinet Member for Housing and Tackling Homelessness he would be making decisions relating to the Council's Housing Budget 2024/25 on 26 January 2024. He commented that that the HRA had budgeted for NLW and that to move to RLW would add £200,000 cost to the service. It was sad that despite aspirations to pay RLW, it was not possible whilst also maintaining financial sustainability and resilience.

The Committee RESOLVED to:

- 1) Note the update on the financial impact of seeking Real Living Wage accreditation.**
- 2) Ask that a copy of the Real Living Wage update report be circulated to members of the Cabinet before its meeting on 6 February 2024 in order that the Cabinet may consider the financial impact of Real Living Wage accreditation in the upcoming budget setting process based on the updated information and context provided in the report.**

The meeting concluded at 5.08pm

Councillor Stuart Brown
Chair

Agenda Item 4



Portsmouth
CITY COUNCIL

Title of meeting: Employment Committee
Date of meeting: 11 March 2024
Subject: Pay Policy Statement 2024/25
Report by: Natasha Edmunds, Director for Corporate Services
Wards affected: All
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 2024.**

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 Communities and Local Government 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 direct reports.

3.5 The Portsmouth City Council Pay Policy Statement includes data up to 31 March 2023 and is attached as **Appendix 1**.

3.6 The pay multiple is based on the difference between the highest paid salary and the median salary of the whole of the local authority's workforce is 6.30 which equates to a median salary of £26,446.

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.

3.7 A comparison of pay multiples was undertaken across comparator Local Authorities (see below). The data shows that when compared with other similar sized unitary authorities with a similar range of services and workforce profiles, the pay multiple for Portsmouth City Council is not out of kilter and is below the the projected multiples for the public sector (8.1 - 12.1) as identified in the [Hutton Review of Fair Pay in the Public Sector \(March 2011\) Report](#). A low pay ratio provides the Council with better value for money.

Local Authority	Pay Multiple based on the difference between the highest salary and the median
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Portsmouth City Council	6.3
Medway Council	6.2
Milton Keynes Council	5.9
Oxford City Council	4.4
Plymouth City Council	5.92
Reading Borough Council	5.29 (2022/23 - no updated figure available)

3.8 Whilst the Pay Policy Statement relates to the year 2024/25, 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

4.1 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

5.1 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 2024/25 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 2024 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 2024/25

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



PAY POLICY STATEMENT FOR THE FINANCIAL YEAR 2024/25

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 2015.

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 Director of Finance and Resources who is also the Section 151 Officer
- The Directors, who report to and are directly accountable to the Chief Executive. These Directors fulfil the roles of statutory Chief Officers, 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 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.

The salary for the Chief Executive is a 'spot salary' meaning that the post holder is paid in accordance with a fixed salary within an agreed range upon appointment and there will be no further incremental progression as a result of seniority, experience, or performance. The 'spot salary' also includes remuneration for holding the statutory office of Head of Paid Service.

The salary for Director level, consists 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 2023:

Chief Executive	£186,300
Port Director	£117,683 - £127,355
Director (upper band) **	£117,683 - £127,355
Director (lower band)	£101,055 - £111,597
Senior Managers*	£87,519 - £96,522

**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 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.

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 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.

In addition, a maximum of two accelerated increments may be considered for work of an exceptional standard. There is no scope for accelerated progression beyond the top of the grade's pay range.

Pay awards

The salary for the Chief Executive will be increased in line with any pay increase agreed nationally in line with the Joint National Council (JNC) for Chief Executives of Local

Authorities. 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 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.

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 £10.90 per hour is £21,029.

In line with the annual increase of the Living Wage, from April 2024 the annual full-time equivalent, based on a 37-hour standard working week will rise to £12.00 per hour or £23,151 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 Communities and Local Government 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 2023. This multiple is 6.30 with a median salary of £26,446.

(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 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 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 2024 for the financial year 2024/25.

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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Title of meeting: Employment Committee

Date of meeting: 11 March 2024

Subject: Sickness Absence – Bi-annual Report

Report by: Rochelle Williams - Assistant Director of 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. The Employment Committee is 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 and improve health and wellbeing.

3. Background

- 3.1. Sickness absence levels are now at their lowest since November 2021 and compared to the last sickness absence report presented in September 2023 overall absence levels are down by 576 working days. The detail behind this figure is set out below:

Sickness level type	August 2023 – average days per person	February 2024 - average days per person	Direction of travel
Overall sickness absence	9.89	9.75	
Long term absence	5.29	5.43	
Short term absence	2.76	2.66	

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

Directorate	Aug-23	Feb-24	difference
Portsmouth International Port	2.62	1.88	-0.74
Children and Families	2.66	2.47	-0.19
Economy, Planning and Transport	2.58	2.4	-0.18
Housing, Neighbourhood and Building Services	3.1	2.99	-0.11
Finance and Resources	2.04	1.95	-0.09

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

Directorate	Aug-23	Feb-24	difference
Public Health	3.87	6.26	2.39
Culture Leisure and Regulatory Services	3.11	4	0.89
Housing, Neighbourhood and Building Services	5.83	6.35	0.52
Economy, Planning and Transport	3.8	4.25	0.45
Corporate Services	1.8	1.86	0.06

3.4. In the period since the last report to the committee in August 2023, six directorates have seen a decrease in overall absence levels and the five directorates that have increased are Corporate Services, Culture Leisure and Regulatory Services, Housing, Neighbourhood and Building Services, Public Health and Economy, Planning and Transport.

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) has continued to be ranked as the highest reason for sickness absence, despite it being 142 days less compared to the same reporting period in 2023. Virus has continued to be ranked second and gastrointestinal is now ranked third, both of which is expected during the winter months.

4.2. For this reporting period musculoskeletal absences have continued to be divided into three categories – lower limb, upper limb and back and neck; if these were collated, they would become the second ranked reason for absence. In the last 12 months these absences have reduced by 859 working days, and we wanted to be able to demonstrate this before changing to Musculoskeletal - injury, fracture or operation and Musculoskeletal - back and neck as agreed at the previous employment committee meeting.

4.3. Heart disorders and cancer and tumours have also increased since the last report. As detailed in paragraph 6.5 and section 7 we have been running several activities and campaigns to try and raise awareness and encourage early detection of these types of illnesses.

- 4.4. Coronavirus is now ranked 7th and as detailed in the previous report, from 1 April 2023, Coronavirus is now only recorded as an absence reason if a positive test is provided by the employee. This has meant that staff who think that they might have Coronavirus but are unable to demonstrate a positive test when reporting as sick, would have their absence recorded on the system as 'Respiratory Illness' or the appropriate reason depending on symptoms.
- 4.5. Long-covid has continued to be recorded as a separate reason for absence and is currently ranked 18th and has reduced by 462 days since the last report.
- 4.6. 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. **Psychological - stress, anxiety and depression absences** - The directorates with the highest levels of absence due to psychological - stress, anxiety and depression reasons are Housing, Neighbourhood and Building Services, Childrens and Families and Adult Services.
- 5.3. Within Housing, Neighbourhood and Building Services, Green and Clean Operatives and Housing Officers continue to be the roles with the highest number of psychological absences, even though both have reduced since the last report.
- 5.4. Within Childrens and Families, the Social Worker role continues to have the highest levels of absence due to psychological reasons, despite levels continuing to decrease since the previous report.
- 5.5. Within Adult Services, Team Assistants and Care Assistants continue to be ranked as the highest roles and both have increased slightly since the last report.
- 5.6. An example of supporting psychological absence reasons within Childrens and Families is when the staff wellbeing coordinator attended their all-staff forum to provide information and advice on the tools and resources to help support their employees emotional and physical wellbeing.
- 5.7. Colleagues in HR have also been attending team meetings within the Childrens and Families, Housing, Neighbourhood and Building Services areas to raise awareness of the support available via our new employee benefits and wellbeing platform Vivup.
- 5.8. All three service areas are the highest users of the councils Employee Assistance Programme and benefit from the network of Wellbeing Champions and mental health first aiders.

- 5.9. **Work related - Psychological - stress, anxiety and depression** - Now appears in the top 5 absence reasons in Adult Services and Childrens and Families, with roles such as Social Worker and Support Assistants seeing the largest increases.
- 5.10. Despite it increasing in both directorates it is a small number of employees within each of these areas. We are working with the management teams to ensure we are best supporting those individuals to return to work, as well as proactively working with the relevant service areas to explore options to try and limit the likelihood of further work-related absences.
- 5.11. **Musculoskeletal absences** - The directorates with the highest levels of absence due to combined Musculoskeletal reasons are Housing, Neighbourhood and Building Services, Adult Services, Economy, Planning and Transport, Housing. It's also important to note that these three directorates are some of the largest in terms of size of workforce.
- 5.12. We know that a large proportion of musculoskeletal absences 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 and we hope to demonstrate this when the absence reason names change in the next report.
- 5.13. In Housing, Neighbourhood and Building Services roles that involve manual work such as Cleaners and Green and Clean operatives continue to have the highest absence levels, despite them both continuing to see a reduction in sickness since the last report.
- 5.14. Within Adult Services roles that involve moving and handling such as Support Workers and Care Assistants continue to have the highest levels.
- 5.15. Economy, Planning and Transport, Housing have overtaken Childrens and Families this reporting period as the third highest directorate. This is mainly due to an increase in absences within the Civil Enforcement and Passenger Assistant roles.
- 5.16. Adult Services and Housing, Neighbourhood and Building Services continue to be 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. Economy, Planning and Transport, Housing are the fourth highest user of the Occupational Health service.
- 5.17. **Gastrointestinal and Virus** - Since the previous report there has been a slight increase of 101 days due to Gastrointestinal absences across the whole council and Virus has reduced by 136 days.

- 5.18. Areas that have seen an increase due to Gastrointestinal are Economy, Planning and Transport, Housing, Neighbourhood and Building Services and Childrens and Families. With roles that are typically customer and client focused seeing the highest levels of absence.
- 5.19. Areas that have seen an increase due to Virus are Adult Services, Culture Leisure and Regulatory Services and Economy, Planning and Transport, Housing With roles that are either customer focused or involve working outdoors having the highest levels of absence.
- 5.20. Childrens and Families and Housing, Neighbourhood and Building Services both saw decreases in Virus absences compared to the previous report.

6. Council wide activities and interventions to support attendance

- 6.1. In November 2023 we launched our new employee benefits and wellbeing platform. This is offered in partnership with Vivup, and brings together our staff benefits, health and wellbeing resources and some exciting new benefits designed to support the physical, financial, and mental wellbeing of our employees. As well as our extensive Employee Assistance Programme, the wellbeing offer now also includes:
 - **An online GP service** - where staff can receive diagnosis and advice, open referrals to specialist assessments and private fit notes and prescriptions.
 - **Your Care** - an engaging online wellbeing platform that encourages employees to be proactive with their wellbeing through completing health assessments, creating goals and having access to blogs, videos, recipes and more.
- 6.2. Vivup can be accessed via a desktop, web browser and an app and since we launched in November 2023 over 45% of the workforce have registered for the new platform, which is a higher utilisation rate in comparison to other local authorities who have similar service provisions.
- 6.3. To help support attendance and improve health and wellbeing, HR has continued to build on the new proactive and data driven approach and the proactively managing absence sessions have had 167 attendees since it's launch in June 2023, and is continuing to target managers in services with high levels of absence occurrences to attend them.
- 6.4. The managing workplace health and wellbeing module of the new managers' induction programme has continued to be well attended and positively received by managers. Since the previous report, a further 32 managers have attended taking the total to 137. More sessions for new managers are available throughout the year as well as a newly launched refresher workshop to help support managers that have been in the organisation for a number of years who would benefit from an update on the latest wellbeing practices and information.
- 6.5. In October 2023 we launched a new partnership with colleagues in Public Health, Portsmouth University and Health and Care Portsmouth to provide a

programme of blood pressure checks to staff at various locations across the city. This has included the Civic Offices, Portsmouth International Port and Housing Offices. So far 150 staff members have received a check with more dates booked in the coming months. One staff member who took part provided the following feedback:

"I just want to say thank you to everyone involved with the recent free blood pressure check here at the civic offices. I think this is an amazing idea bringing such a well-equipped team to be able to help each person's individual needs.

As a result, for myself I have the help and the support I need which is an outcome from this visit. The service I was given was simply amazing and supportive.

I'm pleased to see more sessions being arranged here at the civic and at other venues and I will certainly be banging the drum to get people to attend"

- 6.6. In October we launched our staff flu vaccination program. This enabled employees to receive their flu jab either via a digital flu voucher that they could claim at participating pharmacies or from various drop-in services provided by Lalys pharmacy. The program is still open until the end of February 2024 and so far over 250 staff members have received their vaccination, which is an increase on the previous year.

7. Wellbeing Campaigns and Lunchtime Learning

- 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 subject areas. 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 September 2023 have included:

- Cancer awareness
- Mental health awareness
- Blood pressure checks
- Flu vaccinations
- Men's health
- Neurodiversity support
- Menopause awareness and training
- Staying well over winter
- Support with finances
- Dry January
- Heart health

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

- 7.3. The Lunchtime learning programme has continued to run on a monthly basis and the topics are normally linked to the above wellbeing campaigns. The sessions that have ran since the previous absence report have included:
- Neurodiversity awareness
 - Supporting menopause at work
 - Prevent breast cancer
 - Vivup - our new employee benefits and wellbeing provider
 - Stress and anxiety relief
 - Apprenticeship week

8. Reasons for recommendations

8.1. To continue to improve attendance through interventions focused on prevention of ill health and promotion of healthy lifestyles and wellbeing. 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
- Appendix 3: Top 5 absence reasons per directorate

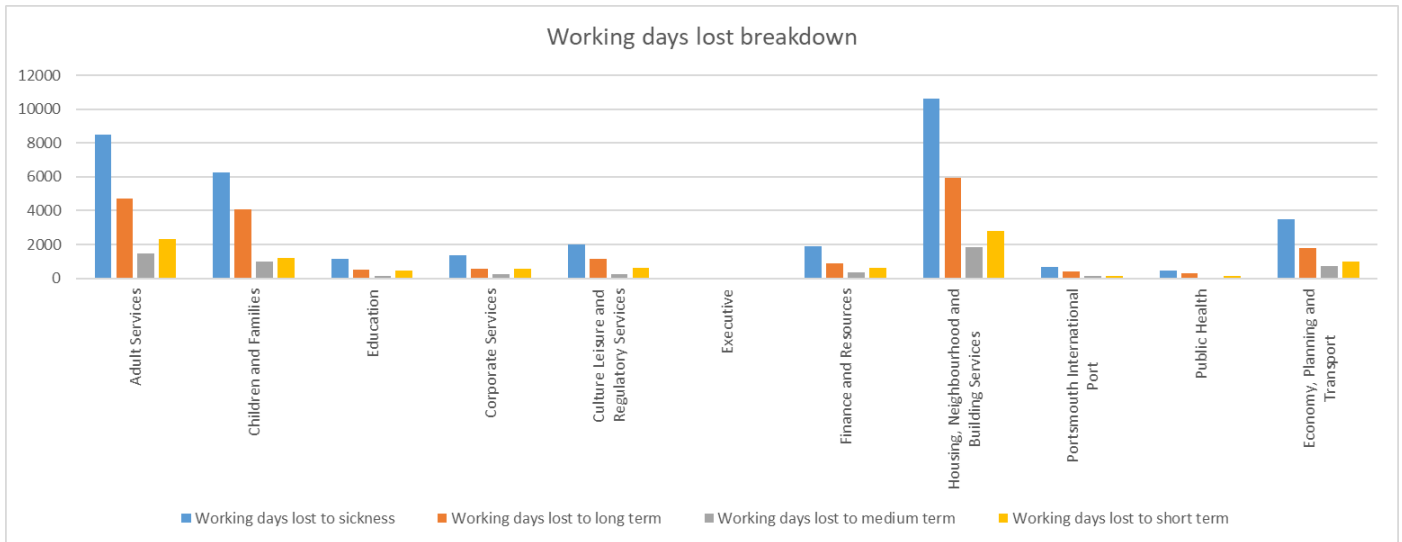
Background list of documents: Section 100D of the Local Government Act 1972

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
None	

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Appendix 1: Sickness Absence (Rolling Year) Jan 31st 2024



Directorate	Sickness - Working days Lost										Total Average Per Person Per Year: IC SFP 23
	Headcount	Total			Long Term		Medium Term		Short Term		
	Current Headcount	Working days lost to sickness	Average per Person per Year	Compared to Last IC 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	84	91	1.08		0	0.00	33	0.39	58	0.69	3.08
Adult Services	608	8490	13.96		4690	7.71	1462	2.40	2338	3.85	14.73
Children and Families	480	6249	13.02		4053	8.44	1012	2.11	1184	2.47	13.47
Education	225	1172	5.21		532	2.36	161	0.72	479	2.13	5.80
Corporate Services	315	1378	4.37		587	1.86	224	0.71	567	1.80	4.28
Culture Leisure and Regulatory Services	282	1990	7.06		1129	4.00	250	0.89	611	2.17	6.36
Executive	38	50	1.32		0	0.00	15	0.39	35	0.92	4.31
Finance and Resources	306	1874	6.12		908	2.97	368	1.20	598	1.95	6.88
Housing, Neighbourhood and Building Services	936	10603	11.33		5948	6.35	1857	1.98	2798	2.99	10.96
Portsmouth International Port	85	676	7.95		383	4.51	133	1.56	160	1.88	9.71
Public Health	47	483	10.28		294	6.26	31	0.66	158	3.36	7.89
Economy, Planning and Transport	414	3475	8.39		1761	4.25	720	1.74	994	2.40	8.15
Schools	1144	10078	8.81		5017	4.39	1351	1.18	3710	3.24	10.33
Grand Total (excluding schools and Agency)	3736	36440	9.75		20285	5.43	6233	1.67	9922	2.66	9.89
Grand Total (including Schools excluding Agency)	4880	46518	9.53		25302	5.18	7584	1.55	13632	2.79	10.00
Grand Total (including Agency Workers)	3820	36531	9.56		20285	5.31	6266	1.64	9980	2.61	9.73

= over 7 days

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Appendix 2 - summary of reasons for absence (Rolling Year) 31st Jan 2024, Portsmouth City Council, excluding Schools and Internal Agency

Absence Reason	Days Lost	% of Days Lost	Rank
PSYCHOLOGICAL - STRESS, ANXIETY AND DEPRESSION	6937	19.04	1
VIRUS (INC COLDS, COUGHS AND INFLUENZA; EXCLUDING CORONAVIRUS)	3632	9.97	2
GASTROINTESTINAL (INC STOMACH AND BOWEL)	3046	8.36	3
MUSCULOSKELETAL (LOWER LIMB)	2732	7.50	4
PSYCHOLOGICAL - (WORK RELATED) STRESS, ANXIETY AND DEPRESSION	2304	6.32	5
NEUROLOGY/NERVOUS SYSTEM (INC HEADACHE, MIGRAINE AND EPILEPSY)	2136	5.86	6
CORONAVIRUS	1981	5.44	7
MUSCULOSKELETAL (BACK AND NECK)	1906	5.23	8
CANCER AND TUMOURS	1875	5.15	9
MUSCULOSKELETAL (UPPER LIMB)	1655	4.54	10
RESPIRATORY PROBLEMS (INC CHEST AND ASTHMA)	1542	4.23	11
FAMILY BEREAVEMENT	958	2.63	12
EAR/NOSE/THROAT (INC DENTAL)	932	2.56	13
HEART DISORDERS	836	2.29	14
GYNAECOLOGICAL (INC REPRODUCTION ORGAN DISORDERS)	739	2.03	15
GENITOURINARY (INC KIDNEY AND BLADDER)	650	1.78	16
(blank)	487	1.34	17
LONG COVID	420	1.15	18
EYE PROBLEMS	407	1.12	19
BLOOD DISORDERS	344	0.94	20
ENDOCRINE/HORMONAL (INC DIABETES)	321	0.88	21
SKIN DISORDERS (INC BURNS)	298	0.82	22
PREGNANCY RELATED DISORDERS	209	0.57	23
INFECTIOUS DISEASE (INC CHICKENPOX, MEASLES ETC)	88	0.24	24
SUBSTANCE MISUSE (INC ALCOHOL AND DRUGS)	5	0.01	25
Grand Total	36440		

Absence Reason	Days Lost	% of Days Lost	Rank
* Psychological - stress, anxiety and depression	6937	19.04	1
* Psychological - stress, anxiety and depression (Work Related)	2304	6.32	5
Total	9241	25.36	

* Musculoskeletal (Lower limb)	2732	7.50	4
* Musculoskeletal (Upper limb)	1655	4.54	10
* Musculoskeletal (back and neck)	1906	5.23	8
Total	6293	17.27	

Total Stress + musculoskeletal %	15534	42.63	
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Absence Reason	Days Lost	% of Days Lost	Rank
* Corona Virus	1981	5.44	7

Directorate	Absence Reason	Month		Changes since last report	Previous ranking
		Aug-23	Feb-24		
PCC Adult Services	PSYCHOLOGICAL - STRESS, ANXIETY AND DEPRESSION	865	1358	493	3rd
PCC Adult Services	VIRUS (INC COLDS, COUGHS AND INFLUENZA; EXCLUDING CORONAVIRUS)	828	888	60	4th
PCC Adult Services	MUSCULOSKELETAL (BACK AND NECK)	652	683	31	6th
PCC Adult Services	PSYCHOLOGICAL - (WORK RELATED) STRESS, ANXIETY AND DEPRESSION	273	636	363	14th
PCC Adult Services	GASTROINTESTINAL (INC STOMACH AND BOWEL)	715	622	-93	5th
PCC Children and Families	PSYCHOLOGICAL - STRESS, ANXIETY AND DEPRESSION	1820	1659	-161	1st
PCC Children and Families	PSYCHOLOGICAL - (WORK RELATED) STRESS, ANXIETY AND DEPRESSION	748	901	153	2nd
PCC Children and Families	GASTROINTESTINAL (INC STOMACH AND BOWEL)	639	689	50	4th
PCC Children and Families	VIRUS (INC COLDS, COUGHS AND INFLUENZA; EXCLUDING CORONAVIRUS)	690	573	-117	3rd
PCC Children and Families	MUSCULOSKELETAL (BACK AND NECK)	519	379	-140	5th
PCC Corporate Services	PSYCHOLOGICAL - STRESS, ANXIETY AND DEPRESSION	299	332	33	1st
PCC Corporate Services	VIRUS (INC COLDS, COUGHS AND INFLUENZA; EXCLUDING CORONAVIRUS)	265	230	-35	2nd
PCC Corporate Services	NEUROLOGY/NERVOUS SYSTEM (INC HEADACHE, MIGRAINE AND EPILEPSY)	130	187	57	4th
PCC Corporate Services	GASTROINTESTINAL (INC STOMACH AND BOWEL)	103	114	11	5th
PCC Corporate Services	CORONAVIRUS	164	105	-59	3rd
PCC Culture Leisure and Regulatory Services	RESPIRATORY PROBLEMS (INC CHEST AND ASTHMA)	315	346	31	1st
PCC Culture Leisure and Regulatory Services	VIRUS (INC COLDS, COUGHS AND INFLUENZA; EXCLUDING CORONAVIRUS)	226	292	66	2nd
PCC Culture Leisure and Regulatory Services	NEUROLOGY/NERVOUS SYSTEM (INC HEADACHE, MIGRAINE AND EPILEPSY)	206	261	55	3rd
PCC Culture Leisure and Regulatory Services	MUSCULOSKELETAL (LOWER LIMB)	168	176	8	6th
PCC Culture Leisure and Regulatory Services	CORONAVIRUS	179	157	-22	4th
PCC Economy, Planning and Transport	PSYCHOLOGICAL - STRESS, ANXIETY AND DEPRESSION	484	649	165	1st
PCC Economy, Planning and Transport	VIRUS (INC COLDS, COUGHS AND INFLUENZA; EXCLUDING CORONAVIRUS)	355	394	39	3rd
PCC Economy, Planning and Transport	GASTROINTESTINAL (INC STOMACH AND BOWEL)	290	356	66	4th
PCC Economy, Planning and Transport	MUSCULOSKELETAL (LOWER LIMB)	471	332	-139	2nd
PCC Economy, Planning and Transport	MUSCULOSKELETAL (UPPER LIMB)	269	238	-31	5th
Directorate	Absence Reason	Month		Changes since last report	Previous
		Aug-23	Feb-24		

		Aug-23	Feb-24	last report	ranking
PCC Executive	PSYCHOLOGICAL - STRESS, ANXIETY AND DEPRESSION	102	17	-85	1st
PCC Executive	EYE PROBLEMS	10	10	0	3rd
PCC Executive	NEUROLOGY/NERVOUS SYSTEM (INC HEADACHE, MIGRAINE AND EPILEPSY)	3	6	3	7th
PCC Executive	CORONAVIRUS	4	6	2	4th
PCC Executive	GASTROINTESTINAL (INC STOMACH AND BOWEL)	3	6	3	7th
PCC Finance and Resources	PSYCHOLOGICAL - STRESS, ANXIETY AND DEPRESSION	739	470	-269	1st
PCC Finance and Resources	NEUROLOGY/NERVOUS SYSTEM (INC HEADACHE, MIGRAINE AND EPILEPSY)	123	228	105	4th
PCC Finance and Resources	VIRUS (INC COLDS, COUGHS AND INFLUENZA; EXCLUDING CORONAVIRUS)	206	207	1	3rd
PCC Finance and Resources	GASTROINTESTINAL (INC STOMACH AND BOWEL)	220	151	-69	2nd
PCC Finance and Resources	FAMILY BEREAVEMENT	42	106	64	12th
PCC Housing, Neighbourhood and Building Services	PSYCHOLOGICAL - STRESS, ANXIETY AND DEPRESSION	1560	1937	377	1st
PCC Housing, Neighbourhood and Building Services	MUSCULOSKELETAL (LOWER LIMB)	1174	1398	224	2nd
PCC Housing, Neighbourhood and Building Services	VIRUS (INC COLDS, COUGHS AND INFLUENZA; EXCLUDING CORONAVIRUS)	1120	959	-161	3rd
PCC Housing, Neighbourhood and Building Services	GASTROINTESTINAL (INC STOMACH AND BOWEL)	801	915	114	4th
PCC Housing, Neighbourhood and Building Services	CANCER AND TUMOURS	570	602	32	7th
PCC Portsmouth International Port	NEUROLOGY/NERVOUS SYSTEM (INC HEADACHE, MIGRAINE AND EPILEPSY)	24	139	115	10th
PCC Portsmouth International Port	PSYCHOLOGICAL - STRESS, ANXIETY AND DEPRESSION	50	93	43	5th
PCC Portsmouth International Port	VIRUS (INC COLDS, COUGHS AND INFLUENZA; EXCLUDING CORONAVIRUS)	89	80	-9	3rd
PCC Portsmouth International Port	BLOOD DISORDERS	213	79	-134	2nd
PCC Portsmouth International Port	MUSCULOSKELETAL (LOWER LIMB)	241	73	-168	1st
PCC Public Health	PSYCHOLOGICAL - STRESS, ANXIETY AND DEPRESSION	174	268	94	1st
PCC Public Health	GYNAECOLOGICAL (INC REPRODUCTION ORGAN DISORDERS)	0	43	43	13th
PCC Public Health	VIRUS (INC COLDS, COUGHS AND INFLUENZA; EXCLUDING CORONAVIRUS)	29	36	7	5th
PCC Public Health	GASTROINTESTINAL (INC STOMACH AND BOWEL)	31	28	-3	4th
PCC Public Health	RESPIRATORY PROBLEMS (INC CHEST AND ASTHMA)	13	25	12	7th

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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:	Health and Safety Annual Report (for period 1 April 2023 - 31 March 2024)
Date of meeting:	11 March 2024
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, safety, and wellbeing of those affected by the council's activities.

3. Information Requested

3.1 The Annual Report, on Health and Safety activities within Portsmouth City Council during the reporting period of 1 April 2023 to 31 March 2024.

3.2 The Committee receives:

- The Annual health and safety report covering the reporting period 1 April 2023 to 31 March 2024. This was provided in the interim report to the committee on 30th November 2023, with updates embedded in this report. (Appendix 1)
- Review of the Health and Safety Action Plan 2023/24. (Appendix 2)
- Proposed Health and Safety Action Plan 2024/25 (Appendix 3)

4. Background

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

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Safety responsibilities and comply with UK Health and Safety legislation, guidance, and best practice.

- 4.2 At the employment committee meeting held on 30th November, an interim report containing the standard data normally received (Training and incident statistics) was agreed and noted and this report is found at appendix 1 for ease.
- 4.3 At the November meeting it was also recognised that the timing of the annual report had become out of alignment with the period being reported and therefore it did not provide the committee with a meaningful view of work undertaken in the previous period, nor an opportunity to input to planned work in the forthcoming period. Coupled with this was a review of the health and safety function in October 2023 which saw the function encompassed within the Corporate Facilities Management service and an opportunity to review the direction of the team for the forthcoming year and prioritise the action plan against areas of greatest risk or service improvement.
- 4.4 This report, in the main, looks to review the action plan from the preceding year and propose the action plan for the year 2024/25, but will provide a brief update on the interim report. It will also provide further information on fire training as requested by the committee.

5. Update on interim paper

Health and Safety Policy

- 5.1 In November the overarching Health and Safety policy for PCC was under review having reached its published review date. This has now been reviewed and republished, with a new statement of intent signed by the (at the time) recently appointed Chief Executive and the Leader of the Council.

Risks

- 5.2 In line with the November 2023 report the main health and safety risks affecting the Council remain as:
- Slips, trips and falls
 - Display screen equipment use
 - Work related violence including verbal abuse and physical violence against staff
- 5.3 Fire, Asbestos and Legionella

There have been no further asbestos related incidents since the previous report.

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At its last meeting the committee asked for further information relating to Fire safety training. There are currently 3 courses offered:

- Fire Safety Training (mandatory to all staff, to be completed every two years): This course covers the basics of fire safety and responsibilities of all employees
- Fire Extinguisher Training: Whilst training is available, the overarching fire policy prioritises safety of staff over tackling fires.
- Fire Warden Training: Provides the basics of when fire wardens are required and typical duties.

Statutory compliance for fire safety rests with the council's Building Services function including ensuring building Fire Risk Assessments (FRA) are undertaken to an appropriate schedule across all sites that the council operates from. However, all managers with site responsibility are responsible for ensuring building users have an appropriate awareness of local procedures and are required to provide an up-to-date fire logbook, detailing dates of drills, fire alarm tests etc. The role of managers with site responsibility is recognised in our new action plan through the development and roll out of appropriate tools and resources to assist them in this role.

Incidents and statistics

5.4 There are no further incidents, visits or statistics to report on following the previous report.

6. Review of previous years action plan.

6.1 The resetting of the timing of this report has resulted in reporting on an action plan for the year 2022/23 (agreed November 2022) At a previous meeting it was noted that many of the actions in the action plan were listed as 'Ongoing'. Following a review of the Health and Safety function it has been recognised that many of these actions represent the 'business as usual' activities of the function. Going forward the action plan will no longer include those elements that are the core function of Health and Safety and will focus instead on those areas that mitigate areas of identified risk or where that represent opportunities for service improvement. Appendix 2 provides an update of the 2022 - 2023 action plan and identifies those areas that will in future be subsumed into business as usual (BAU)

6.2 There are 4 distinct 'actions' from the previous year's plan:

- Action 2: To write a new Health and Safety Policy.
 - This action has been completed.

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- Action 4: To introduce the revised audit templates for council buildings.
 - This action remains outstanding as is carried forward.
 - This is partly due to a number of changes in the Health and Safety team over the previous year which has impacted on capacity, but also because there has been a need to ensure that building managers are aware of their roles and responsibilities. This work and the need for a robust audit programme has been carried forward into the 2024 - 2025 action plan.
- Action 6: To implement changes to the incident reporting procedures.
 - This action remains outstanding but positive progress has been made in this area.
 - A digital incident form was trialled with a number of services from November 2023 and the success of this pilot will see the digital form shared with rest of the organisation imminently.
 - There is still a great deal of work to be done in this area, and this is reflected in next year's plan.
- Action 7: To review all Health and Safety Training:
 - This action has been completed

7. Health and Safety Action Plan 2024/25

7.1 The action plan for the forthcoming year can be found at appendix 3.

7.2 The plan removes the 'on-going' actions that can be viewed as business usual, accepting that these activities are the core function of Health and Safety. Instead, it focuses on a number of key themes that address areas of identified risk or opportunities for service improvement:

- Digitisation
 - Improving the efficient and effective interaction between the Health and Safety service and the wider organisation to:
 - Enable and simplify the reporting of incidents and near misses in line with policy.
 - Improve data collection, analysis and therefore tailor response and promote safety.
 - Increase capacity of the team and productivity of services
- Roles and responsibilities
 - Ensuring these are easily recognised and understood with the introduction of a site manager tool



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- A review of the direct health and safety team to ensure the correct resource is in place to cope with demand and promote health and safety across the organisation.
- Audit programme
 - One that is targeted where it is required with the improved collection of data to maximise its efficiency and effectiveness.

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Signed by Jeremy Underdown, Head of Facilities

Appendices:

- Appendix 1 - The Annual health and safety report covering the reporting period 1 April 2023 to 31 March 2024.
- Appendix 2 - Health and Safety Action Plan 2023/24.
- Appendix 3 - Health and Safety Action Plan 2024/25

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

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

Title of document	Location



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

Title of meeting:	Employment Committee
Subject:	Health and Safety Annual Report (for period 1 April 2022 - 31 March 2023)
Date of meeting:	30 th 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.

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3.2 The Committee receives:

- The Annual health and safety report covering the reporting period 1 April 2022 to 31 March 2023.

3.3 The committee would also normally receive at this point, progress reports against the previous years agreed action plan and a draft of the proceeding years Health And Safety action plan to agree. However, it is requested of the committee, and for reasons explained below, that the action plan is brought to a subsequent meeting. This may indeed prove a more beneficial model to adopt going forward, providing an opportunity for members to consider the data presented here, before agreeing where focus should be placed and recorded in the formal action plan.

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4. Background

4.1 The driver for taking a more staggered approach to information shared with the committee at this time, is a change to the structure of the health and safety team in terms of personnel and reporting hierarchy. The Corporate Health and Safety manager (Lynda Martin) left the employ of Portsmouth City Council in September 2023. Since 2019, the post of Health and Safety Manager has been held by 4 separate individuals, and in 2021 the team moved from the HNBS directorate to sit within Corporate Services. With a team having faced so much change, it makes good business sense to take the opportunity to ensure that the structure and resources are fit for purpose, for the benefit of the organisation, and with hope to provide some much needed stability.

4.2 Undoubtedly Health and Safety belong within the Corporate Services directorate with natural synergies with the other services contained within it. However, Health and Safety will now sit under Facilities Management (having previously sat within HR), and the health and safety officers will report directly to the Head of Facilities. Facilities and Health and Safety are natural bedfellows, with one providing the theoretical framework (H &S), and the other (FM) putting this into practice. Working together can only strengthen output to the benefit of PCC. However, with this change only occurring in October 2023, it provides little opportunity to report on any learning and provide an adequate action plan for the next financial year. Although clearly one item on the plan will be to review required resources and bed in any service changes required.

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

4.4 The very nature of Health and Safety means there is continued need to review risks, policies and processes, training and legislation and this work has continued in 2022/23. A live legal register and risk register continue to be the most appropriate tools for this to occur, with the Health and Safety Forum, which meets quarterly, a useful vehicle to share information for wider dissemination across the organisation. Whilst the current action plan places much focus on this review work, the plan for 24/25 is likely to have a number of key strategic themes:

- Team structure:
 - o Ensuring this is fit for purpose with the capacity to meet the demands placed upon it.
- Digitisation:
 - o All reporting functions (Accidents, first aid etc.) to be available as on-line forms.

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- Better use of data to analyse trends and target action, with change based on knowledge.
- The use of digital tools and AI for such elements as FAQs and user-friendly web pages
- Reasserting roles and responsibilities
 - Ensuring the devolved model of responsibility is understood across the organisation and appropriate actions are being undertaken by staff and building managers.
 - This will enable and strengthen an appropriate audit programme to be undertaken.

5. Policy

5.1 All Policies and procedures (with the exception of one) are currently up to date. Work is underway to ensure that these are easily available to staff and those schools included within the traded services agreement, via SharePoint.

5.2 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.

6. Risks

6.1 The Head of Facilities has reviewed the risks recorded on the legal and risk registers. The main health and safety risks that have affected Portsmouth City Council over the reporting period are those that have the potential to impact on the largest staffing groups:

- Slips, trips, and falls
- Incorrect use of display screen equipment (DSE)
- Work related violence including both verbal abuse and physical violence against staff.
- Stress, anxiety and depression remains the largest recorded reason for staff absence across PCC.

6.2 Whilst a dedicated risk assessment is still published with regard to Covid-19 (last updated September 23), the management of risk associated with covid is now on a business as usual setting, although previous mechanisms such as the joint covid health and safety meeting, can be stood up should the need arise



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6.3 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.

- 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.

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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
Risk Assessment (new)	-	-	25
Personal Safety & Lone Working (new)*			104
Total	3419	3766	3919

7.2 Whilst the training figures are based on e-learning, figures are included for classroom based manual handling courses for the reporting period recognising a transition back to this more appropriate method 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.



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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, encouragingly 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.

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 Schools Health and Safety Traded Service Agreements

11.1 The 13 Local Authority Schools, 4 Portsmouth Catholic Diocese schools, and an additional 12 Academies benefit from the Health and Safety Traded Service Agreement.

11.2 Work is currently underway to review the services offered by this route and in line with the traded services cycle. There is a need to provide clearer detail as to what is included within the agreement and what should come at an additional charge.

11.3 With a number of schools transferring to academies, there is a risk that these in turn will chose other methods to manage Health and Safety. This would have the potential to create major budget pressures on the team, which would need to be addressed to ensure an appropriate level of service could be provided to the rest of the organistaion.

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 Board is to ensure the health, safety, and wellbeing of those affected by the Council's activities by encouraging and promoting co-operation and communication, maintaining a safe and healthy working environment, ensuring safe systems of work, and providing a forum for effective council-wide consultation on health and safety matters.



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- 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

Corporate Health and Safety Action Plan 2022 / 2023

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

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

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

Action	Objective	Target date	Lead Person	Update/ Outcome
1. To implement the components of the management system across the Council Directorates.	To protect the health, safety and wellbeing of those affected by the Council's activities and to comply with corporate H&S policy, and UK H&S legislation	31/03/23	H&S Manager	BAU
2. To write a new Health and Safety Policy, adopting the HSE's Leading and Managing Plan, Do, Check, Act framework.	To protect the health, safety and wellbeing of those affected by the Council's activities and to comply with corporate H&S policies and UK H&S legislation	31/03/23	H&S Manager	Complete
3. To support and engage with all schools with a Health and Safety Traded Services Agreement and carry out audits against a schedule.	To protect the health, safety and wellbeing of those affected by the Council's activities and to comply with corporate H&S policies and UK H&S legislation.	31/03/23	H&S Manager	BAU
4. To introduce the revised Audit templates for Council Buildings and Directorates and carry out audits against a schedule, to include measuring performance.	To provide corporate assurance by verifying service/ workplace-specific compliance with corporate H&S policies and UK H&S legislation.	31/03/23	H&S Manager	Incomplete - carried forward to 2024-2025 action plan

- Not Classified -

Annex Q

Action	Objective	Target date	Lead Person	Update/ Outcome
5. To consult with staff and union groups on health and safety matters and continue to review and improve communication methods.	To comply with corporate H&S policy and UK legislation - and to facilitate H&S consultation and communication council wide.	31/03/23	H&S Manager	BAU
6. To implement the changes to the incident reporting procedure.	To prevent incidents and to assist managers/staff in complying with corporate 'post-incident' management requirements and UK H&S legislation. To assist service managers in collating/ documenting evidence for reference, in case of future legal/ civil litigation claims.	31/03/23	H&S Manager	Partially completed - carried forward to 2024-1015 action plan
7. To review all Health and Safety training, including liaison with other stakeholders and to produced Departmental Training Matrices.	To ensure up to date H&S advice and training is available to all council employees and 'others' signed up to the H&S Team's traded service.	31/03/23	H&S Manager	Complete
8. To review and implement Health and Safety guidance against the legal and risk registers and best practice.	To protect the health, safety and wellbeing of those affected by the Council's activities and to comply with corporate H&S policy, and UK H&S legislation.	31/03/23	H&S Manager	BAU
9. To continually review and improve the Health & Safety team and report to Health and Safety Forum, to include exploring opportunities to expand the service offering to both internal and external customers.	To evaluate the council's H&S functions for compliance with corporate H&S policies and UK H&S legislation. To increase the service engagement across PCC.	31/03/23	H&S Manager	BAU

Commented [EN1]: Appreciate this level of detail may have originally been reported but can we please not remind the committee of this stuff which should not have been in a public report

End of Action Plan

Corporate Health and Safety Action Plan 2024 / 2025

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

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

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

Action	Objective	Target date	Lead Person	Update/ Outcome
1. To ensure that all reporting lines between H & S and the users of the H&S service are provided digitally. - First aid - Violent incidents - Accidents - Near misses	To provide an easier way for all staff to report incidents which in turn will: - Increase the capacity of all involved, particularly within the H & S team. - Capture a wider amount of data and in a format that allows greater analysis and reporting. - Strengthen PCCs approach to H & S by improving trend analysis of incidents, targeting response and enhancing the audit program.	Q1 to Q3	Head of Facilities	
3. Provide a digital process for requesting and approval of eye test vouchers	To increase capacity within the health and safety team and provide a more streamlined approach to employees	Q3	Head of Facilities	
4. To update how information is made available to staff either through updated intranet pages or a bespoke SharePoint site	To ensure information is easily accessible to those who require and to be well placed to make further improvements as the service develops and based on	Q2	Head of Facilities	

Commented [EN1]: Any policies that need to be updated in the course of the year? Have building services updated the asbestos policy yet?

- Not Classified -

Annex Q

	evidence of need.			

Action	Objective	Target date	Lead Person	Update/ Outcome
5. To develop and introduced a Site Manager's responsibility tool	To provide a tool to site managers that will clearly define their responsibilities, signposting to resources, guidance, training etc. and providing a reporting tool to the H& S team to monitor compliance and inform an audit program.	End of Q2	Head of Facilities	
6. To develop and reintroduce an audit process and program	To utilize the enriched data set, to reintroduce an appropriate audit program, and provide greater reassurance that day to day health and safety management is undertaken across PCC sites. To ensure early identification and mitigation of H&S risks. To enable future tailoring of training, communication and the work of the Health Safety forum in continuously improving Health and Safety	Development Q1 - Q3 First audits Q4	Head of Facilities	

End of Action Plan

Agenda Item 7



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Title of meeting:	Employment Committee
Subject:	Gender Pay Gap Report 2023/24
Date of meeting:	11 March 2024
Report by:	Director of Corporate Services
Wards affected:	N/A

1. Purpose

To present the outcomes of the Gender Pay Gap 2023/24, 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 2023/24 (Appendix 1).
- 2.2 Note the action plan and recommendations as set out as item 8 in the Gender Pay Gap Report 2023/24 (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 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.

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- 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: 2023 the national gender pay gap for full-time employees was 7.7%, meaning that average pay for full-time female employees was 7.7% lower than for full-time male employees. This is a slight increase since 2022, where the gap was 7.6%. The national gender pay gap for all employees, full and part-time is 14.3% which is a slight decrease from 2022 when it was 14.4%.
- 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 3.3.8.

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 2022/23.

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)
Portsmouth City Council	1000 to 4999	9.3	13.9	72	74	68	64	2	1.7	12.6	54.8
Brighton & Hove City Council	1000 to 4999	-7.2	-6.6	53.8	58.5	56.3	64.1	0	0	0	0
Medway Council	1000 to 4999	7.7	5.2	68.9	76.4	80.3	74.6	0.8	0.4	0	0
Milton Keynes Council	1000 to 4999	9.4	5.6	80.3	82.4	74.8	70.2	0	0	0	0
Oxfordshire County Council	5000 to 19,999	2.3	0	69.4	60	65.9	65.2	0	0	0	0
Plymouth City Council	1000 to 4999	3.1	-6.8	66.2	54.3	68.6	62	0	0	0	0
Reading Borough Council	1000 to 4999	0.1	3	60	60	59	60	1.7	0.6	0	0

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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 2023 who earned their full-pay (relevant employees). At that time, there were 4802 relevant full pay employees, which is made up by 3346 females (70%) and 1456 (30%) males. Out of the 4802 relevant employees, 38 are covered by TUPE regulations (8 are male and 30 are female).
- 3.3.2 The profile of the workforce has been broken down into the proportion of full time and part time employees, whereby 1139 (45%) of males are full time¹ and 317(14%) are part time compared to 1402 (55%) of females are full time and 1944 (86%) are part time.
- 3.3.3 The profile of the workforce has been further categorised by age range, based on those as determined by the ONS data. As 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, apart from the 60 and over age group in full time employment, although the number of females in this age category are increasing annually.

It is worth noting that there has been a consistent increase of full-time employees from 2388 in 2021 to 2467 in 2022 and 2541 in 2023 mirrored by a consistent decrease in part-time employees from 2484 in 2021 to 2405 in 2022 and 2261 in 2023. The increase in full-time workers can be seen primarily across females in all age ranges apart from the 22-29 age range where a slight decrease is shown. There have also been consistent increases for both full-time male and females in the 60 and over age range, which may be linked to the rise in retirement age as well as an impact of the cost-of-living crisis.

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

Age Range	Full-time women headcount	Full-time women %	Full-time men headcount	Full-time men %	Total headcount
16 to 21	21	70	9	30	30
22 to 29	189	59	132	41	321
30 to 39	276	55	223	45	499
40 to 49	318	54	274	46	592
50 to 59	462	59	326	41	788
60 and over	136	44	175	56	311
Total	1402	53%	1139	47%	2541

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

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3.3.5 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	32	74	11	26	43
22 to 29	139	78	40	22	179
30 to 39	368	88	49	12	417
40 to 49	504	91	50	9	554
50 to 59	562	91	56	9	618
60 and over	339	75	111	25	450
Total	1944	86%	317	14%	2261

3.3.6 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. 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 Council, whereas the age gender gap is based on each individual age groupings and working patterns within those age brackets.

3.3.7

Age Bands	Full Time %	Part Time %
16 to 21	4.77	5.91
22 to 29	-4.19	5.88
30 to 39	-3.57	26.48
40 to 49	0.00	-2.09
50 to 59	5.43	6.07
60 and over	-2.78	-3.02

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.

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3.3.8 The figures show that full-time female employees are earning more between the ages of 22 to 39 than their male counterparts, a trend also seen in both full-time and part-time female employees aged 60 and over.

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 **8.63%**. In March 2022 this gap was 9.27%.

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 **7.54%**. In March 2022 this gap was 13.85%.

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 **16.41%**. In March 2022 this was 12.62%.

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 **32.24%**. In March 2022 this was 54.77%.

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 35 males (2.35%) out of a total of 1456 males and 68 females (1.87%) out of a total of 3346 females.

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.

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- 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 has increased to 16.41% despite the figures showing that the average payment made to males was lower than that of females. Conversely, the median gender bonus gap has decreased to 32.24% as there were proportionally fewer females in receipt of a bonus payment in the relevant timeframe. 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 the average hourly rate of pay for white British employees and employees from Black, Asian, or other Ethnic backgrounds.
- 4.7 The council is committed to ensuring equality across its workforce, and race equality is of particular importance. Therefore, we are continuing to review and improve workforce data held in relation to ethnicity with a view to including Ethnicity pay reporting as part of future Gender Pay Gap Reporting.

.....
Signed by (Director)



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Appendices:

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

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

Title of document	Location

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www.portsmouth.gov.uk

Gender Pay Gap Report 2023-24

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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 2023, the findings must be published no later than 30 March 2024.

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 2023, the national gender pay gap for full-time employees rose marginally to 7.7% from 7.6% in 2022, meaning that average pay for full-time female employees was 7.7% lower than for full-time male employees. This remains below the national gender pay gap of 9.0%, seen before the coronavirus pandemic in 2019.

The national gender pay gap for all employees, full and part-time in 2023 is 14.3% which is a very slight decrease to that of 2022 when it was 14.4%. This latest change in the figures is 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 council 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:

[Gender pay gap in the UK - Office for National Statistics \(ons.gov.uk\)](https://www.ons.gov.uk/peopleinwork/employmentandearnings/articles/genderpaygapintheuk)

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 conduct 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 2023 and on bonuses paid between 1 April 2022 and 31 March 2023.

3. Scope

The regulations create two categories of people who must be considered 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 must personally conduct 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 a variety of 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 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 significant 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 must 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 four 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.

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 PCC on 31st March 2023 who earned their full-pay (relevant employees). At that time, there were 4802 relevant full pay employees, which is made up by 3346 females (70%) and 1456 (30%) males. Out of the 4802 relevant employees, 38 are covered by TUPE regulations (8 are male and 30 are female).

The profile of the workforce has been broken down into the proportion of full time and part time employees, whereby 1139 (45%) of males are full time¹ and 317 (14%) are part time compared to 1402 (55%) of females are full time and 1944 (86%) 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.

As 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, apart from the 60 and over age group in full time employment.

It is worth noting that there has been a consistent increase of **full-time** employees overall from 2388 in 2021 to 2467 in 2022 and 2541 in 2023 with a consistent decrease in part-time employees from 2484 in 2021 to 2405 in 2022 and 2261 in 2023.

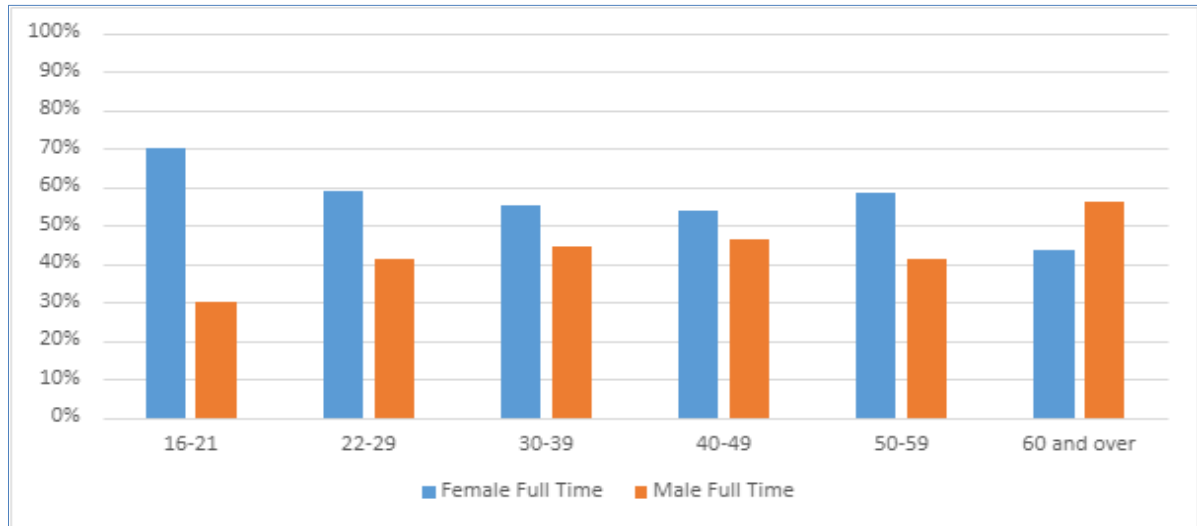
The increase in full-time workers can be seen primarily across females in all age ranges apart from the 22-29 age range where a slight decrease is shown. There have also been consistent increases for both full-time male and females in the 60 and over age range, which may be linked to the rise in retirement age as well as an impact of the cost-of-living crisis.

There have been consistent decreases in the 16-21 age range for both male full-time and part-time employees.

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

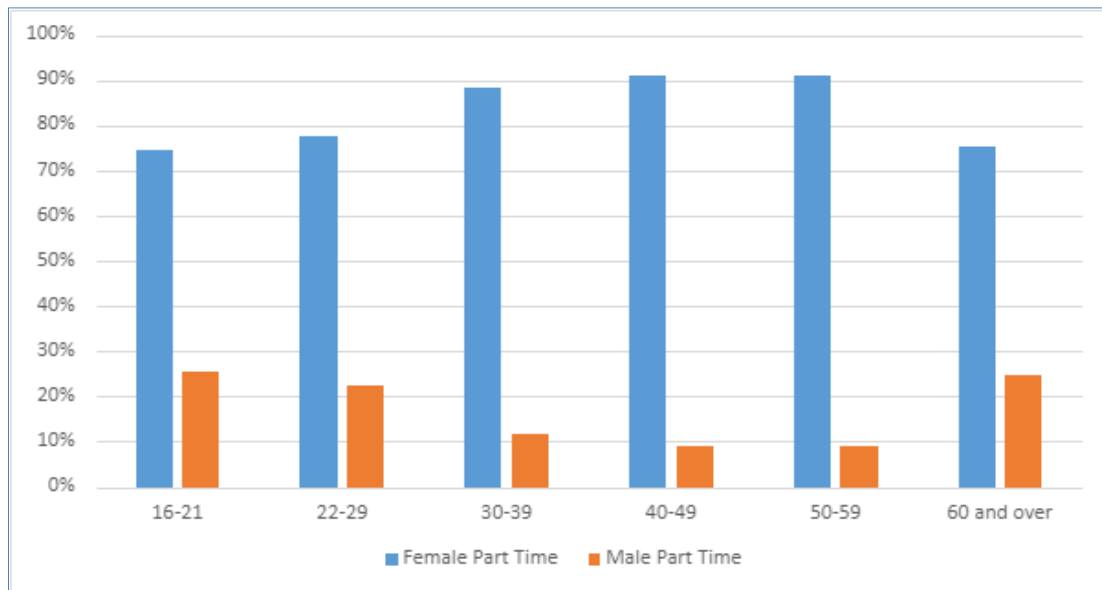
Fulltime Female vs Male

Age Range	Full-time women headcount	Full-time women %	Full-time men headcount	Full-time men %	Total headcount
16 to 21	21	70	9	30	30
22 to 29	189	59	132	41	321
30 to 39	276	55	223	45	499
40 to 49	318	54	274	46	592
50 to 59	462	59	326	41	788
60 and over	136	44	175	56	311
Total	1402	53%	1139	47%	2541



Part time Female vs Male

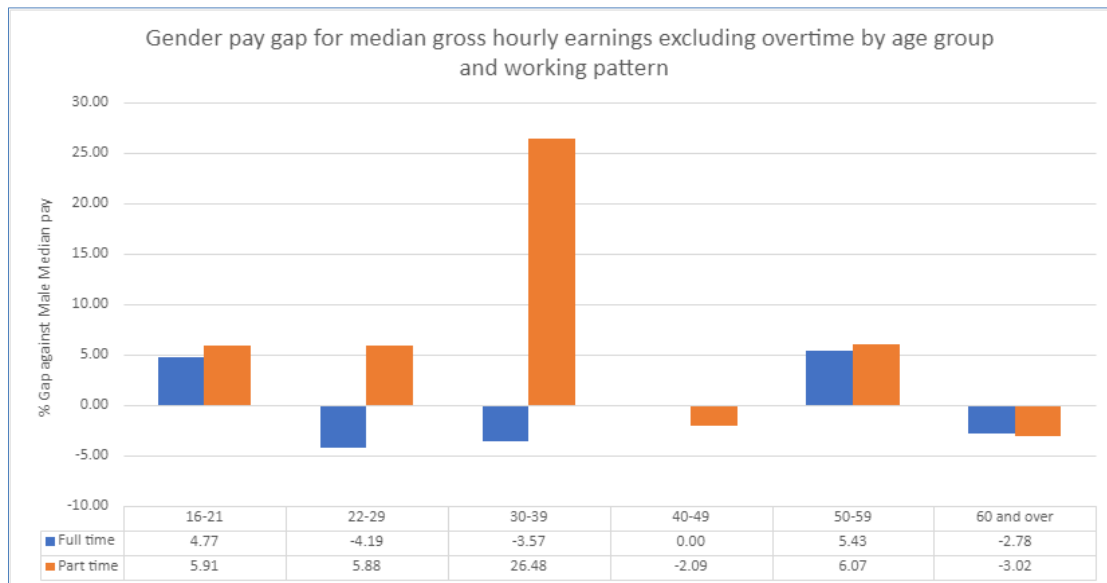
Age Range	Part-time women headcount	Part-time women %	Part-time men headcount	Part-time men %	Total headcount
16 to 21	32	74	11	26	43
22 to 29	139	78	40	22	179
30 to 39	368	88	49	12	417
40 to 49	504	91	50	9	554
50 to 59	562	91	56	9	618
60 and over	339	75	111	25	450
Total	1944	86%	317	14%	2261



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 in the table below 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.

Age Bands	2023 Full Time %	2023 Part Time %
16 to 21	4.77	5.91
22 to 29	-4.19	5.88
30 to 39	-3.57	26.48
40 to 49	0.00	-2.09
50 to 59	5.43	6.07
60 and over	-2.78	-3.02



The table and graph above show 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.

The figures show that full-time females are earning less, on average, than their male counterparts except for within 22- 39-year-olds.

The pay gap has increased further in the 16 - 21 age bracket from 1.96 in 2022 to 4.77, a trend that also shows itself in the part-time figures with 2022 data showing no gap to a gap of 5.91 in 2023.

However, in the 60 and over age bracket the pay gap has significantly decreased for both full-time and part-time female employees from 11.05 in 2022 to -2.78 for full-time and -0.78 to -3.02 for part-time thereby closing the gap. A trend that is also seen in the 40 - 49 age brackets for full time staff, showing a gap of 0.

The gap for 30- to 39-year-old part-time females have seen the gap increase from 22.78 in 2022 to 26.48. This could be attributed to the fact that a significantly higher number of females are employed on a part-time basis within these age brackets, compared to the number of males.

The reduction in the pay gap across the age groups as listed above, could be attributed to several factors, one may be explained by the recruitment of new employees and where they are appointed to on the pay band, for example, female employees are more likely to start at the bottom of the pay band due to their levels of experience as a result of 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 (such as within the 30-39 age range) this may indicate the impact of women 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 **8.63%**. In March 2022, this gap was 9.27%, 2021 it was 9.12% and in 2020 it was 10.99%. Apart from 2022, which was likely to have been impacted by the pandemic and the furlough scheme, the gender pay gap long term trend has continued to decrease.

The average hourly rate of pay for a male in the reporting period was £19.00 and £17.36 for a female, which results in the 8.63% difference in the mean figure reported above. The gap has slightly decreased since last year due to the female average mean hourly rate of pay increasing. The increase in hourly pay can be partially attributed to the application of the Real Living Wage and cost of living pay rises. There are more females on the lower pay bands and the pay increases have been more significant at the lower end of the pay scale, it has therefore brought increased pay parity on average mean hourly rate.

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 **7.54%**. In March 2022, this gap was 13.85%, 2021 it was 13.58%.

The average median hourly rate for a male was £16.58. For a female, the average median hourly rate was £15.33. This result is a 6.31% differential in the median figure reported above from the previous year resulting in a narrowing 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 14.3% based on data from 2023.

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 but rather the 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, mechanical, and IT-related roles, which attract higher rates of pay than other roles at similar levels of seniority.

Unpaid home and care work, including childcare and informal adult care, is disproportionately performed by women. This can have a significant 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 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 a considerable 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.

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 **16.41%**. Which is a further increase from last year's gap which was **12.62%** (comparatively -4.86% in 2021).

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 **32.24%**. This is a decrease on last year's figure which was **54.77%**.

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 35 males (2.35%) out of a total of 1456 males and 68 females (1.87%) out of a total of 3346 females.

6.7 Bonus pay gap summary

The mean gender bonus gap and the median gender bonus gap for the council have changed to 16.41% and 32.24% respectively, there were a total of 68 females who received a 'bonus' payment compared to 35 males, which is a slight change to 2022 with the comparative figures of 26 males (1.72%) and 74 females (2.09%) so proportionately there were fewer females who were in receipt of a bonus payment in the relevant timeframe.

The bonus value ranges for females from £23 up to £4,200 compared to the range for males from £64 up to £10,608 however, the overall average bonus payment made to males is lower to than that of females. Males were paid an average £1011 with females paid an average of £1409.

The data for the mean bonus pay gap may be distorting the figures slightly by unusually high payments compared to whole dataset which then contributes to a higher pay gap.

A proportion of honoraria (bonus) 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 underway 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	445	755	1200	37	63	100
Upper Middle Quartile	343	855	1198	29	71	100
Lower Middle Quartile	309	895	1204	26	74	100
Lower Quartile	359	841	1200	30	70	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, 70% of the employees in the lower quartile are female and 30% are male, which are consistent year on year. The percentage of male employees increases throughout almost all the remaining quartiles, from 26% in the lower middle quartile to 37% 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 63% 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 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 experiencing discrimination with fair, consistent, and inclusive working models supported by flexible working policies such as hybrid working. In addition, our council values, and behaviours framework guide everything we do, set who we are as people, what we stand for and how we act to promote and build a diverse and inclusive culture which includes our continued commitment to maintaining our Disability Confident status, Armed Forces Covenant and a newly achieved White Ribbon accreditation.

8. Action Plan/Recommendations:

PCC is 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 and continue to work in a staged approach.

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 partners. The initial task for this group was to undertake an equality, diversity and inclusion self-assessment using the Local Government Association equalities framework. In addition, an external consultation with community members was undertaken and the combined data has helped to inform the EDI Strategy and plan of action.

The draft Equality and Diversity Strategy 2024 -2028 is due to go to cabinet for adoption in March 2024.

Stage 2: Review of current policies and procedures - Ongoing

Recruitment and Retention:	Action Taken:
Work to improve data gathering from recruitment activity continues. Data looks at 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 within our current policies and practices.	A new recruitment system is due to be implemented in 2024. The system will enable greater reporting of candidate data and tracking of process and policy.
Workforce and exit interview data is regularly reviewed to understand changes in the workforce profile and identify trends affecting career progression for minority groups.	A workforce profile for the Council is produced annually. Staff survey results and exit interview data is reviewed throughout the year.

Talent management:	Action Taken:
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	A new coaching faculty is being developed, with the second cohort currently being trained. A coaching for managers module and handbook has been developed as part of the new leadership and management

<p>underrepresented groups from progressing</p>	<p>course, this was launched in April 2023.</p>
<p>We will continue to promote the benefits of flexible working practices to employees and managers, as part of the Councils hybrid working model and to support those with caring responsibilities</p>	<p>A Hybrid working policy is available 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. Employees have a day one right to request flexible working.</p>
<p>Increase awareness about apprenticeship schemes to encourage more employees to improve their skills and experience giving them the opportunity to progress their career</p>	<p>A review of the apprenticeship offer was completed in November 2023. This is now being aligned too hard to recruit areas within the Council to integrate apprenticeships into new and existing career pathways. Active programmes to raise awareness within Directorates are in place, including a marketing video. There is also a full programme of events planned for Apprenticeships Week. There has been an increased uptake in apprenticeships in PCC Maintained schools due to pro-active work in this area.</p> <p>A pilot programme to recruit apprentices into care environments commenced in September 2023 funded, externally via the ICB.</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 already in place across the council we will look to expand on this as the coaching faculty develops.</p>
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<p>Equality, Diversity, and Inclusion Actions</p>	<p>Action Taken</p>
<p>EDI strategy is due to launch in March 2024.</p>	<p>Ongoing - continued promotion of the need for employees to update their personal records. This will be primarily through corporate comms but also using other engagement tools including the Vivup portal, wellbeing champions and internal support networks.</p>
<p>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.</p>	<p>Ongoing - challenges with Fusion has limited the data available. This is currently being worked on with the HRMI team to ensure data is accessible.</p>
<p>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.</p>	<p>Ongoing</p>
<p>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.</p>	<p>Ongoing - working with our EDI Officer to undertake this piece of work using ONS Census data.</p>

<p>Reintroduction of a suite of EDI online courses following the closure of LMS to be made available to the whole workforce and elected members.</p>	<p>This is currently being reviewed and re-developed with the aim of being released in early 2024.</p>
<p>Pay and Benefits:</p>	
<p>Maintain a robust job evaluation scheme to ensure equal pay and transparency around our pay structure</p>	<p>Ongoing - continue to maintain a robust job evaluation scheme to ensure equal pay and transparency around our pay structure</p>
<p>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.</p>	<p>Annual report presented to leadership team to review pay at PCC.</p>
<p>Include Ethnicity Pay Gap reporting as part of future Gender Pay Gap reports</p>	<p>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. It is our aim that the diversity of our workforce will be representative of the community we service.</p>
<p>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</p>	<p>System is in development for this.</p>
<p>Continue to follow the Real Living Wage increases to help reduce the Gender Pay Gap where there is a high proportion of female employees</p>	<p>PCC has committed to paying the RLW in line with the Real Living Wage Foundation annual increase recommendations.</p>

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.

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
Date of meeting:	11 th March 2024
Subject:	Workforce Profile - detailed analysis
Report by:	Natasha Edmunds - Director of Corporate Services
Wards affected:	N/A

1. Purpose of report

- 1.1. The purpose of this report is to present to the Committee a more detailed workforce analysis on turnover, actions arising, age profile and succession planning.

2. Recommendations

- 2.1. It is recommended that the Employment Committee:
 - Notes the key findings of the workforce profile.
 - Notes the actions being taken to address the issues.

3. Background

- 3.1. In response to the Workforce Profile 2022 report presented on 30 November 2023, members noted that it would be useful to have more information on what is being done to address turnover and the loss of experienced employees, including what other authorities are doing to address these issues. It was agreed that a report setting out a more detailed workforce analysis on turnover, actions arising, age profile and succession planning would be prepared for this meeting.
- 3.2. The Workforce Profile 2022 report used data extracted from Fusion on 1 December for the appropriate year (2022). To present a more detailed report on the profile of the workforce, additional data has been gathered from Fusion. Data collated from Fusion provides a snapshot of information from the day it was collated, datasets can therefore fluctuate from day to day. The data included in this report was taken on 31 December 2023 for the age profiles of the Council and two 'snapshots' have been taken from 1 January 2023 and 31 December 2023 for turnover and contract types, to make a comparison. A termination report detailing all the leavers from 1 January 2023 to 31 December 2023 has also been analysed.

3.3. It should also be noted that the data presented in this report is likely to differ from the data provided in reports such as the Gender Pay Gap (GPG) report as the data used for the GPG report is taken on 31 March annually. In addition, the GPG report includes school employees as this is a statutory requirement, whereas the data in the workforce report excludes school employees. Government requirements for the GPG report also require certain employee's data who have a pay reduction to be removed from the GPG data set, which may cause further differences between the data sets.

4. Detailed analysis of the Council's workforce profile

4.1. The previous workforce profile analysis showed the Council's overall turnover percentage for 1 December 2022 as 17%. The turnover percentage from 1 January 2023 to 31 December 2023 was 14%. Although datasets used are not completely comparable, it does suggest the trending turnover figure is reducing.

4.2. The first table in Appendix 1 shows the turnover percentages broken down by each Directorate for 2023. The highest turnover percentages are as follows:

- Economy, Planning and Transport (formerly Regeneration) - 21%
- Culture, Leisure and Regulatory Services - 21%
- Public Health - 17%
- Children, Families and Education - 16%

4.3. Turnover calculations consider the number of leavers against the total average population during the period concerned. A leaver is classed as any contract termination, including not only resignation but also TUPE, redundancy, retirement and end of fixed term contract.

4.4. In 2023, 24% of new recruits were recruited onto a fixed term or temporary contract, with 76% recruited into permanent roles. Fixed term contracts are most often used where funding is limited or uncertain so we cannot recruit to a permanent role. In some instances, this causes employees to resign before the end of the fixed term for opportunities elsewhere, which all contributes to our turnover figures. In some areas fixed term contracts are used where there is additional demand over a particular period, so you would expect to see higher turnover in these areas as a result.

4.5. Economy, Planning and Transport (EPT) saw a reduction in the total number of fixed term contracts by 49 from 1 January 2023 to 31 December 2023. There were 94 terminations from this directorate in 2023. Of these, 37% were involuntary terminations. Most of the involuntary terminations (29% of all EPT terminations) were transferred out of PCC via TUPE and were fixed term, explaining some of the drop in fixed term numbers. The reason for these fixed term contracts was to support an additional government funded scheme. Retirements accounted for 9% of terminations. Of the terminations in EPT, 51% resigned voluntarily with most leaving for another job with better career development (30% of all terminations), but other reasons also given were: another job with better hours or job content, relocation, personal reasons or dissatisfaction with the role at PCC. Of all those

who voluntarily resigned, 35% were on fixed term contracts rather than permanent contracts. As the termination reason given was not end of fixed term contract, we can assume they left prior to the end of their contract.

- 4.6. The age group with the highest percentage of terminations from the EPT directorate was 50 – 54 accounting for 19% of all terminations. Reviewing all EPT data from employees who resigned for another job with better career development, shows a broad age range of leavers, ranging from age 22 to 59, but people aged between 30 – 34 were the highest cohort. Around 25% of those who resigned for better career development, job content or hours elsewhere, left roles such as planning officers, project officers/managers, surveyors and engineers, all of which are considered hard to fill (due to lack of supply of skilled labour). Around 75% left roles that commonly have a higher turnover, such as employment advisors, civil enforcement officers, team leaders, property assistants, school crossing patrol and care takers.
- 4.7. Culture, Leisure and Regulatory Services (CLRS) had a reduction in fixed term contracts by 9 during the same period. They also saw a reduction in permanent contracts by 4. There were 64 terminations, 17% of which were due to the end of fixed term contracts. The fixed term contracts were roles such as seasonal grounds maintenance, museums roles which employ more people during peak times of year (some during this period were employed for a specific project) and regulatory services - Port health. Of the terminations, 22% were retirements, and 49% resigned voluntarily. The main reason for resigning was another job with better career development, but other reasons also given were personal reasons, another job with better job content, hours, terms and conditions or location, a career break, relocation or dissatisfaction. Of all those who voluntarily left the Council, 45% were on fixed term contracts rather than permanent contracts. Fixed term contracts are more commonly used within this directorate due to the use of seasonal workers.
- 4.8. The age group with the highest percentage of terminations from the CLRS directorate was 60 - 64 with 17% of all terminations. Leavers from CLRS who resigned for a job with better career development ranged from age 26 to 49. The age group with the highest percentage of resignations for another job with better career development opportunities was ages 40 - 44. The types of roles employees left include regulatory services, helpdesk advisor, and grounds maintenance, which are not normally considered hard to fill roles.
- 4.9. Public Health did not see any major changes in the number of each contract type. There were only 8 terminations, however because the total population of the directorate is smaller, the percentage turnover is higher. Of the terminations, 2 were involuntary and 6 resigned to go to another job, with reasons such as better career development or location, dissatisfaction or personal reasons. Of all those who voluntarily resigned, 50% (4 employees) were on fixed term contracts rather than permanent contracts.
- 4.10. The age group with the highest percentage of terminations from Public Health was 40 - 44 with 25% of all terminations. The types of roles employees left were varied

but no real conclusion can be drawn from this data as there were only 8 terminations.

- 4.11. Children, Families and Education (CFE) saw a reduction in permanent contracts by 14. There were 120 terminations from Children, Families and Education. Of the terminations, 17% were involuntary, including 6% being fixed term contracts coming to an end. Retirements accounted for 14% of all terminations. Of all terminations, 69% were voluntary, with 25% leaving for personal reasons, to care for a dependant a career break or to relocate. The remaining 44% resigned for another job with better career development, hours, location, terms and conditions, job content and work life balance or dissatisfaction with the role at PCC. Only around 5% of those who resigned voluntarily were on fixed term contracts in this directorate.
- 4.12. The age group with the highest percentage of terminations from the CFE directorate was 25 - 29 with 13% of all terminations. Of those who resigned for another job with better career development, ages of leavers ranged from age 21 to 59. The age group which had the highest percentage of employees leaving for another job with better career development opportunities was 30 - 34. Around 65% of those who resigned for better career development, job content, work life balance, hours or terms and conditions elsewhere left roles that are considered hard to fill, such as social workers, educational psychologists, specialist family support worker and business lead roles. Around 35% left roles that are considered to have higher turnover such as business support officers, attendance officers, admissions officers.
- 4.13. As our workforce is predominantly female, data can sometimes be skewed as numbers will be higher in the female group. There were more female terminations during 2023 but this is in line with the higher population. Data in this report has been presented as a percentage to prevent the larger female population skewing the results. Table 9 in appendix 1 shows the percentage of terminations in each age group by gender. There were a higher percentages of female terminations in the 0 - 24, 25 - 29, 35 - 39, 44 - 44, 45 - 49 and 55 - 59 age groups. There were more male terminations in the 50 - 54, 60 - 64 and 65 + age groups, suggesting that males tend to be in the older categories when terminated. There were the same percentage of terminations in the 30 - 34 group for male and female.
- 4.14. There were not many significant differences in the percentages of male and female for termination reasons, shown in table 10. Most terminations reasons showed 1% or less between the male and female group. That said, there were more female terminations for personal reasons, another job with better hours and to care for dependents or family. There were more male terminations for another job with better career development and voluntary redundancy.
- 4.15. Appendix 1 shows the age breakdown of employees by directorate. The figures highlighted in red show the highest percentage age group for each directorate. The Port have the highest percentage of their employees in the 60-64 age group. Other services that have the highest percentage of employees in the over 55-59 age groups are Adults Services, Economy, Planning and Transport, Culture, Leisure and Regulatory Services and Housing, Neighbourhood and Building

Services. The table shows lower percentages across the board for the 0-24, 25-29 and 30-34 age groups.

4.16. The area with largest population in the 65+ age group is:

- Safer Travel - this includes our passenger assistants and school crossing patrol employees.

4.17. The areas with high ratios of employees in the 60-64 age group are:

- Rehabilitation and Reablement (ASC)
- Children We Care For
- CSC Business Support
- Parks and Open Spaces
- Estate Services
- Local Authority Housing Management
- Port Technical Services

4.18. The areas with high ratios of employees in the 55-59 age group are:

- Residential (ASC)
- Inclusion
- School Improvement
- Information Services
- Libraries
- Parking Operations
- Accountancy Group
- Income and Payments
- PCC-HNBS Estate Services
- Port Operations

5. Market research of the current labour market

5.1. In the 2023 survey, XpertHR considered data from 1 September 2022 to 31 September 2023 to calculate average turnover figures. They noted that high turnover was not unsurprising in the current labour market and saw an average turnover rate across all organisations of almost 20%. The average turnover figure amongst public services was slightly higher, reported to be almost 21%. Although methodology is not completely comparable as it covers a different period, it shows that high turnover is impacting all organisations but also that PCC are below the average.

5.2. Naomi Cooke, The Local Government Association (LGA) Head of Workforce, noted in the December 2023 Workforce blog that all local authorities are battling talent shortages and recruitment and retention issues.

5.3. The LGA predict that the employee/employer relationship is likely to continue to be unsettled around pay, flexible working, talent retention and management. They

have also noted that skills shortages are likely to continue, with a disproportionate number impacting local government.

5.4. According to a CIPD report, 41% of employers surveyed (around 2,000) have hard-to-fill vacancies. Problems in filling vacancies are most prevalent in the UK's public sector (areas such as healthcare, education, public administration, and other public sector roles). Over half of public sector organisations (51%) reported having hard to fill vacancies, with only 38% of private sector organisations reporting having the same issues.

5.5. Another XpertHR report shows fewer vacancies in the final months of 2023, indicating the loosening of the labour market. The availability of candidates to fill vacancies also increased in the last quarter of 2023 and will hopefully continue to rise.

6. Capacity issues at PCC

6.1. PCC is increasingly experiencing issues recruiting and retaining employees, leading to capacity pressures across the board. The causes of these difficulties, very broadly, fit into two categories:

- Professions where there are simply too few qualified individuals in the labour market to meet the demand, such as social workers and regulatory services specialists.
- Professions where PCC has difficulty recruiting because pay levels are too far adrift of competitor employers (often the NHS as much as the private sector). In this group sit planning specialists, IT, digital, analytics and legal professionals at all levels.

6.2. Beyond the specialist professions, PCC are also increasingly experiencing difficulties in recruiting senior managers, coupled with an aging workforce demographic and a reducing pool of applicants for existing roles.

6.3. In addition, issues are also impacting entry level roles at and just above the base of the pay spine, where competition with the private sector pay, such as supermarkets, has become increasingly fierce. The workforce pressures within the health and care sector are also well known and in line with this latter group.

7. Pressures on local pay

7.1. There are pressures on our pay structure at PCC. Our pay line is unrelated to market pay, so as market pay continues to rise our pay line becomes further adrift from what the market is offering. This makes recruitment and retention in certain areas much harder. A candidate may be choosing between a role with us or a role with a much more attractive salary in the private sector, or higher paying local authority within the region. In areas of short labour supply and competitive market pay, it is sometimes necessary to apply a market supplement payment in addition to basic salary, to ensure we can recruit and retain the required staffing levels and expertise the Council needs to operate.

- 7.2. The types of job roles this includes are usually qualified, professional, or technical expert roles such as: engineers, surveyors, accountants, analysts, IT system specialists (engineers, architects, developers, analysts), planners, researchers, lawyers, strategy leads and project, programme and delivery managers, heads of service and directors. It is recognised that pay is not the only factor causing difficulties, but it is cited anecdotally as an issue within the context of significant expansion of NHS roles at similar levels.
- 7.3. In addition, as PCC are committed to paying the real living wage (RLW), the application of the annual RLW increases have impacted on our internal pay structure. RLW rates are not related to NJC pay negotiations nor our internal pay line. As RLW 'uplifts' have been increasing in value and applied annually, they have gradually eroded the headroom we previously had at the bottom end of the PCC pay structure.
- 7.4. When RLW uplifts are applied ahead of NJC pay awards, we start to see the amalgamation of pay bands at the bottom of the pay scale, this in turn reduces and, in some cases, removes pay differentials between posts, which then makes it harder to recruit and retain staff in these roles. The erratic nature of the RLW forecasts makes it difficult for the LGA to redefine the NJC uplifts to help counteract the impact at the lower bands. In addition, the NJC pay negotiations are increasingly drawn out, meaning the RLW uplift is often applied in advance of the NJC uplift and councils do not have the luxury of time to graduate an uplift over a longer period.

8. Demographic profile of residents within Portsmouth

- 8.1. ONS data shows that within the city of Portsmouth we have a large population of young people. In 2022, 135,100 people aged 18-64 years were estimated to be a resident in Portsmouth. Compared to the England average, Portsmouth has a high proportion of young people aged 20-24 years old, largely due to the city's University and colleges (9.7% of Portsmouth's total population compared with 6.0% nationally).
- 8.2. It is noted that our current working population within the council does not reflect the local demographic in Portsmouth. However, there are opportunities for this to change by us reviewing our employee offer and brand, so we are seen as an employer of choice in the local area.

9. Addressing capacity issues at PCC

- 9.1. In 2023, HR gathered data from a variety of sources from PCC employees and potential applicants from the community. These included the Staff Survey, a new starters survey, a returners survey (employees who had left PCC and returned in recent years), exit interview questionnaire responses, Glassdoor and Indeed reviews and responses from community engagement. The purpose of this analysis was to gain a better understanding of what employees want from their employee experience and assess how PCC is currently perceived by employees.

9.2. Knowing this would enable us to start to address the immediate capacity issues and workforce challenges and set out a workforce strategy that would allow us to build an agile workforce aligned to the delivery of our Council priorities.

10. Results from employee and community analysis

10.1. The following factors came out as highly important to employees across all surveys:

- An employee's colleagues, team and line manager
- Working hours and work life balance
- The work itself and career progression
- Pension
- Recognition
- Wellbeing support and sick pay
- Diversity and inclusion
- Organisational culture

10.2. Most employees rated PCC as a good or excellent employer (82%). The areas that employees ranked as the highest in the surveys were: hybrid working, line manager, pension scheme, colleagues/team, work life balance, sick pay, annual leave, working hours and the work itself. Similar themes can also be seen when compared with the Council's highest scores on Indeed feedback: purpose (linked to the work itself), stress-free (linked to work life balance, annual leave, sick pay), flexibility (linked to hybrid working and working hours) and support (links to colleagues, team and line manager).

10.3. The areas that employees felt needed the most improvement at the Council (highlighted in all data sources) were career progression opportunities. This was the lowest rated in the staff and new starter surveys and was the most common reason for staff leaving in the leavers data and returners survey. Other areas for improvement included access to staff benefits (via My Rewards), recognition, organisational culture, pay, training, support with professional certification, coaching/mentoring, leadership and management support and training.

11. Improving attraction, recruitment and retention.

11.1. The above analysis has been used to inform the development of our employee value proposition (EVP). Recognising that PCC is experiencing similar trends to the labour market, and considering the survey responses from employees, Human Resources have been reviewing our current EVP and employer brand and looking at what changes can be made to improve attraction, recruitment, and retention across the organisation and ultimately improve the overall employee experience at PCC. Similar analysis will be evaluated annually to track improvements and inform future development of our employee offer.

11.2. The next section of the report outlines the key workstreams within the workforce strategy and improvements made to date:

11.3. Recruitment, and onboarding:

- 11.4.1. A review of the current recruitment process was completed, from both the manager and candidate perspective. This has led to improvements being made to the careers portal and job advert design so we are able to attract a more diverse range of applicants. Managers have also been upskilled in values based recruitment and the need to promote our EVP at interview stage, so applicants see us as their employer of choice.
- 11.4.2. Our pay policies have been reviewed to ensure they assist managers with recruitment and retention of hard to fill posts. An improved induction process has also been designed to welcome new employees and managers into PCC.
- 11.4.3. We are currently exploring ways to further maximise the diversity of our applicants, including encouraging closer working with local schools, colleges, and universities.
- 11.4.4. HR have also been working closely with the LGA on their national recruitment campaign to rebrand Local Government, aimed at demystifying what Local Government do and better promote us as an employer of choice- with a diverse range of career options, specifically targeted at appealing to younger generations.

11.5. Improving employee benefits and wellbeing:

- 11.5.1. Improvements to the employee benefits and wellbeing elements of the EVP include:
- The launch of the new Vivup employee benefit and wellbeing portal. This has replaced My Rewards. The new benefits are now accessible via a mobile app and web browser (for employees with or without a work computer).
 - We now provide free access to an online GP for all employees and their dependents via the Vivup portal.
 - There is now the option for employees to purchase household goods, and spreads the payments monthly as a salary deduction via the portal.
 - Additional local and national discounts have been added to assist all staff with their financial wellbeing.
 - Staff now have improved access to health and wellbeing resources via the portal to support staff with their health.
 - Benefits added to the portal are reviewed regularly and expanded in line with employee feedback, this month a new free Will writing service for employees has been added.
 - Increased support has been provided to employees and managers to focus on creating fair, inclusive, and healthy workplaces - the wellbeing service has progressed using an evidence-based approach, directly linking absence management to wellbeing initiatives to improve attendance levels across the Council. This has included undertaking free employee health checks in areas with higher absence to promote better workforce health and reduce absence.

- A new reasonable adjustments policy has been created to provide better support to employees with a disability or long-term health condition under the Equality Act.

11.6. Improving organisational culture and workplace environment:

- 11.6.1. In June 2023, new organisational values were launched, alongside a behaviour framework and values-based recruitment guidance developed for managers to help embed a positive culture and work environment.
- 11.6.2. In 2022, a hybrid working policy was launched to assist employees to achieve a better work life balance.
- 11.6.3. The next development in this workstream will be the launch of a formal recognition scheme. A culture of recognition helps develop engaged and loyal employees. It also encourages high performance and the demonstration of effective behaviours. Embedding a culture of recognition across PCC will help promote our values and create a positive work environment. This in turn should help to improve job satisfaction, by acknowledging the valuable contribution our staff make towards achieving our Council priorities.

11.7. Improvements to management support:

- 11.7.1. In April 2023, a new Leadership and Management Program was launched. This has been developed further this year, with the addition of training briefings, manager toolkits and coaching opportunities. The program aims to ensure our managers are fully supported in their management role at the Council.

11.8. Improving career development opportunities across the council:

- 11.8.1. These have been focused in several hard to recruit areas, including most recently, the introduction of social care career pathways to assist with succession planning. PCC recently supported 10 new health and social care apprentices to start the level 2 diploma in Social Care to begin a career pathway into social care.
- 11.8.2. A review of the apprenticeship programme is currently underway to align apprenticeships to the workforce strategy and to formalise the link between apprenticeships and career pathways. This will better support managers to 'grow our own' talent for harder to recruit roles, skills shortages and helping to address areas with an aging workforce demographic. Examples include surveyors, accountants, social workers, planners, legal executives and paralegals.
- 11.8.3. HR Business Partners are working with senior leadership teams to understand what the service workforce needs are, this data is used to inform our corporate training offer and highlight what workforce planning activities are needed to support the future delivery of the Council plan.

11.8.4. The next progression on this workstream is the development of a new performance management framework. This will enable improved career development opportunities and progression of talent management at the Council.

11.9. Maintaining a competitive edge:

- 11.9.1. Human Resources continue to network with other local authorities to share good practice, enable benchmarking, and horizon scan to ensure we are competitive in what we are offering our employees compared to others.
- 11.9.2. Where possible, we are also tailoring benefits to specifically to meet the needs of current employees and potential applicants from the region. The introduction of the free online GP is an example of this, it will have greater impact to PCC staff living in Portsmouth and the surrounding area as it is particularly challenging to get a GP appointment here, compared to other areas within the region. Continuing to improve our holistic EVP and developing a strong employer brand will give us a competitive edge that will assist with the retention of current employees, lower turnover and encourage potential applicants to see PCC as an employer of choice, ensuring we are attracting new skillsets, talent and diversity to the Council.

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Signed by:

Appendices:

Appendix 1: Data tables

Appendix 2: Workforce strategy workstreams and objectives

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
Labour turnover rates: XpertHR survey 2023 by Paula Flores	https://www.cendex.co.uk/resources/labour-turnover-rates-2023/#:~:text=2023%20Labour%20Turnover%20Report%3A%20Insights%20and%20Strategies%20for%20Enhanced%20Employee%20Retention,-11%20September%202023&text=The%20cost%20of%200turnover%20is,for%20any%20business%2C%20including%20yours. (full report can only be accessed with a paid licence for XpertHR/Cendex)



LGA December 2023: Reviewing 2023 and looking ahead to 2024 by Naomi Cooke	https://www.local.gov.uk/our-support/workforce-and-hr-support/workforce-blog/december-2023-reviewing-2023-and-looking-ahead
CIPD Labour Market Outlook: Views from employers Autumn 2023 by James Cockett	https://www.cendex.co.uk/resources/labour-turnover-rates-2023/#:~:text=2023%20Labour%20Turnover%20Report%3A%20Insights%20and%20Strategies%20for%20Enhanced%20Employee%20Retention,-11%20September%202023&text=The%20cost%20of%20turnover%20is,for%20any%20business%2C%20including%20yours.
Economic, pay and labour market update: January 2024 by Paula Flores	Can only be accessed with a paid licence for XpertHR/Cendex
Health & Care Portsmouth - ONS Mid Year Populations Estimates (MYE) and Sub-National Population Projections (SNPP), Portsmouth	https://app.powerbi.com/view?r=eyJrljoiMjE0ZWwY2MtODk4NC00NGRILWJhNjYtMmM4NmVIMDQ0ZjVjliwidCI6ImQ2Njc0YzUxLWRhYTQtNDE0Mi04MDQ3LTE1YTk4YmJlOTMwNiJ9

Appendix 1 - Data tables

- 1) Turnover by directorate - calculated by the total number of terminations in 2023 divided by the average population in 2023.

Service	Employee %
Adult Services	13
Children Families and Education	16
Corporate Services	13
Culture Leisure and Regulatory Services	21
Economy, Transport and Planning	21
Executive	11
Finance and Resources	8
Housing, Neighbourhood and Building Services	12
Portsmouth International Port	13
Public Health	17
Portsmouth City Council average	14

- 2) Contract type changes by directorate - showing the change in total of employees in each contract type across the directorate from 1st January 2023 to 31st December 2023. A green number indicates an increase, a 0 figure means the amount stayed the same and a red, negative number indicates a decrease.

	Apprentice	Fixed Term	Fixed Term Part Time Teacher	Flexible Retiree	Full Time Teacher	Part Time Teacher	Permanent	Secondment	Temporary	TUPE
Adult Services	0	-1	0	-3	0	0	2	-3	1	-2
Children Families and Education	0	10	-2	2	0	1	-14	3	-2	0
Corporate Services	9	-6	0	0	0	0	-16	-1	-2	1
Culture Leisure and Regulatory Services	-1	-9	0	1	0	0	-4	-3	-2	-1
Executive	0	-1	0	0	0	0	5	-1	0	0
Economy, Planning and Transport	-1	-49	0	-3	0	0	20	0	1	0
Finance and Resources	2	-1	0	-1	0	0	1	-2	0	-1
Housing, Neighbourhood and Building Services	3	7	0	-3	0	0	41	-23	1	-5
Portsmouth International Port	0	0	0	1	0	0	-6	3	0	0
Public Health	-1	-1	0	0	0	0	1	0	0	0

3) Age profile of all terminations in 2023 - each age group shown as a percentage of the total amount of terminations.

	0 - 24	25 - 29	30 - 34	35 - 39	40 - 44	45 - 49	50 - 54	55 - 59	60 - 64	65 +
Portsmouth City Council average	9%	11%	11%	9%	8%	7%	8%	10%	13%	15%

4) Age profile of all terminations in 2023 shown as a percentage of the total terminations of each directorate - the numbers highlighted in red show which age group saw the highest percentage of terminations for each directorate.

	0 - 24	25 - 29	30 - 34	35 - 39	40 - 44	45 - 49	50 - 54	55 - 59	60 - 64	65 +
Adult Services	1%	6%	12%	8%	3%	9%	8%	11%	17%	26%
Children Families and Education	7%	15%	13%	9%	12%	8%	9%	13%	8%	5%
Corporate Services	9%	17%	13%	17%	11%	4%	4%	9%	9%	7%
Culture Leisure and Regulatory Services	8%	8%	11%	9%	13%	9%	2%	11%	17%	13%
Economy Transport and Planning	9%	11%	13%	10%	0%	6%	19%	10%	12%	12%
Executive	20%	20%	0%	0%	0%	20%	0%	20%	0%	20%
Finance and Resources	13%	0%	4%	4%	13%	0%	8%	13%	25%	21%
Housing, Neighbourhood and Building Services	16%	12%	7%	9%	9%	7%	4%	5%	12%	19%
Portsmouth International Port	0%	9%	18%	0%	9%	0%	9%	0%	9%	45%
Public Health	13%	13%	13%	0%	25%	13%	13%	13%	0%	0%

5) Percentage of terminations categorised by age group and termination reason from the **Economy, Planning and Transport directorate** in 2023 - All percentages shown are a percentage of the total terminations for this directorate during 2023 (94). Percentages have been rounded to the nearest whole number.

Termination reason	0 - 24	25 - 29	30 - 34	35 - 39	40 - 44	45 - 49	50 - 54	55 - 59	60 - 64	65 +	Total
Dismissal	0%	0%	0%	0%	0%	0%	0%	0%	1%	1%	2%
End of Contract	1%	0%	0%	0%	0%	0%	4%	0%	0%	1%	6%
Employee Transfer - TUPE	5%	4%	4%	2%	0%	2%	5%	2%	3%	0%	29%
Personal Reasons	0%	0%	1%	1%	0%	0%	1%	2%	2%	0%	7%
Resignation - Another Job (Career Development)	2%	5%	7%	4%	0%	2%	5%	3%	0%	0%	30%
Resignation - Another Job (Hours)	0%	0%	0%	1%	0%	1%	0%	0%	0%	0%	2%
Resignation - Another Job (Job Content)	0%	0%	0%	0%	0%	0%	0%	1%	0%	0%	1%
Resignation - Another Job (Location)	0%	0%	0%	0%	0%	0%	0%	0%	0%	1%	1%
Resignation - Dissatisfaction (Job Content)	0%	0%	0%	0%	0%	0%	1%	0%	0%	0%	1%
Resignation - Dissatisfaction (Other Reasons)	0%	0%	0%	0%	0%	0%	0%	1%	1%	0%	2%
Resignation - No Reason Given	0%	0%	0%	0%	0%	1%	2%	0%	0%	2%	5%
Resignation - Relocation	0%	1%	0%	1%	0%	0%	0%	0%	0%	0%	2%
Retirement	0%	0%	0%	0%	0%	0%	0%	0%	4%	5%	9%
No given reason	0%	0%	0%	0%	0%	0%	0%	0%	0%	1%	1%
Total	9%	11%	13%	10%	0%	6%	19%	10%	12%	12%	100%

6) Percentage of terminations categorised by age group and termination reason from the **Culture, Leisure and Regulatory Services** directorate in 2023 - All percentages shown are a percentage of the total leavers for this directorate during 2023 (61). Percentages have been rounded to the nearest whole number.

Termination reason	0 - 24	25 - 29	30 - 34	35 - 39	40 - 44	45 - 49	50 - 54	55 - 59	60 - 64	65 +	Total
Dismissal	0%	2%	2%	0%	0%	0%	0%	2%	4%	0%	8%
End of Contract	5%	3%	2%	0%	3%	3%	0%	2%	0%	0%	17%
Dismissal - Redundancy (Compulsory)	0%	0%	0%	0%	2%	0%	0%	0%	0%	2%	3%
Personal Reasons	0%	0%	0%	0%	0%	0%	2%	2%	0%	0%	3%
Resignation - Another Job (Career Development)	2%	2%	3%	2%	6%	3%	0%	2%	2%	0%	20%
Resignation - Another Job (Hours)	0%	0%	0%	2%	0%	0%	0%	0%	0%	0%	2%
Resignation - Another Job (Job Content)	0%	0%	0%	0%	0%	0%	0%	0%	0%	2%	2%
Resignation - Another Job (Location)	0%	0%	0%	0%	0%	0%	0%	0%	2%	0%	2%
Resignation - Another Job (Terms and Conditions)	0%	0%	2%	0%	0%	0%	0%	0%	0%	0%	2%
Resignation - Career Break	0%	0%	0%	0%	0%	0%	0%	0%	0%	2%	2%
Resignation - Dissatisfaction (Job Content)	0%	0%	0%	3%	0%	0%	0%	0%	0%	0%	3%
Resignation - Dissatisfaction (Other Reasons)	0%	0%	2%	2%	0%	2%	0%	0%	0%	0%	5%
Resignation - No Reason Given	0%	2%	2%	0%	2%	0%	0%	0%	0%	0%	5%
Resignation - Relocation	2%	0%	0%	0%	0%	0%	0%	0%	2%	0%	3%
Retirement	0%	0%	0%	0%	0%	2%	0%	4%	10%	8%	22%
Termination - Redundancy (Voluntary)	0%	0%	0%	2%	0%	0%	0%	0%	0%	0%	2%
No given reason	0%	0%	0%	0%	0%	0%	0%	2%	0%	0%	2%
Total	8%	8%	11%	9%	13%	9%	2%	11%	17%	13%	100%

- 7) Percentage of terminations categorised by age group and termination reason from the **Public Health directorate** in 2023 - All percentages shown are a percentage of the total leavers for this directorate during 2023 (8). Percentages have been rounded to the nearest whole number.

Termination reason	0 - 24	25 - 29	30 - 34	35 - 39	40 - 44	45 - 49	50 - 54	55 - 59	60 - 64	65 +	Total
End of Contract	0%	13%	0%	0%	0%	0%	0%	0%	0%	0%	13%
Dismissal - Redundancy (Compulsory)	0%	0%	0%	0%	0%	13%	0%	0%	0%	0%	13%
Personal Reasons	0%	0%	0%	13%	0%	0%	0%	0%	0%	0%	13%
Resignation - Another Job (Career Development)	0%	0%	0%	13%	0%	0%	0%	0%	0%	0%	13%
Resignation - Another Job (Location)	0%	0%	0%	0%	13%	0%	0%	0%	0%	0%	13%
Resignation - Dissatisfaction (Other Reasons)	0%	0%	13%	0%	0%	0%	13%	0%	0%	0%	25%
Resignation - No Reason Given	13%	0%	0%	0%	0%	0%	0%	0%	0%	0%	13%
Total	13%	13%	13%	25%	13%	13%	13%	0%	0%	0%	100%

- 8) Percentage of terminations categorised by age group and termination reason from the **Children, Families and Education directorate** in 2023 - All percentages shown are a percentage of the total leavers for this directorate during 2023 (120). Percentages have been rounded to the nearest whole number.

Termination reason	0 - 24	25 - 29	30 - 34	35 - 39	40 - 44	45 - 49	50 - 54	55 - 59	60 - 64	65 +	Total
Dismissal	0%	1%	0%	2%	0%	3%	1%	0%	1%	1%	8%
End of Contract	1%	2%	1%	0%	1%	1%	1%	0%	0%	0%	6%
Personal Reasons	1%	1%	1%	0%	1%	1%	2%	1%	0%	2%	8%
Resignation - Another Job (Career Development)	2%	4%	7%	3%	3%	3%	3%	3%	0%	0%	29%
Resignation - Another Job (Hours)	0%	0%	1%	1%	1%	0%	0%	0%	0%	0%	3%
Resignation - Another Job (Job Content)	0%	3%	1%	0%	1%	0%	0%	0%	0%	0%	4%



Gender	0 - 24	25 - 29	30 - 34	35 - 39	40 - 44	45 - 49	50 - 54	55 - 59	60 - 64	65 +		
Female	10%	11%	11%	10%	9%	9%	7%	11%	11%	12%		
Male	6%	10%	11%	8%	6%	4%	11%	7%	16%	19%		
PCC	9%	11%	11%	9%	8%	7%	8%	10%	13%	15%		
Resignation - Another Job (Location)		3%	2%	0%	0%	0%	0%	0%	2%	0%	0%	6%
Resignation - Another Job (Terms and Conditions)		0%	0%	0%	1%	0%	0%	1%	0%	0%	0%	2%
Resignation - Another Job (Work Life Balance)		0%	0%	1%	1%	0%	0%	0%	0%	0%	0%	2%
Resignation - Care For Dependents/Family		0%	0%	1%	2%	2%	0%	1%	0%	0%	0%	5%
Resignation - Career Break		1%	1%	0%	0%	0%	1%	0%	1%	0%	0%	3%
Resignation - Dissatisfaction (Work Life Balance)		0%	0%	0%	0%	0%	0%	0%	1%	0%	0%	1%
Resignation - Dissatisfaction (Working Relationship)		0%	0%	0%	0%	1%	0%	0%	0%	0%	0%	1%
Resignation - No Reason Given		0%	2%	0%	0%	0%	0%	0%	0%	1%	0%	3%
Resignation - Relocation		0%	0%	0%	0%	1%	0%	0%	0%	0%	0%	1%
Retirement		0%	0%	0%	0%	0%	0%	0%	1%	8%	3%	13%
Termination - Mutually Agreed Compromise		0%	0%	0%	0%	1%	0%	1%	1%	0%	0%	3%
No given reason		0%	1%	2%	0%	1%	0%	0%	0%	0%	0%	3%
Total		7%	15%	13%	9%	12%	8%	9%	13%	8%	5%	100%

9) Gender of terminations by age group show as a percentage of the total terminations in the relevant group.

10) Termination reason by gender - figures shown as a percentage of the group total (i.e. the female column shows a percentage of the total female terminations, and the male column shows a percentage of the total male terminations).

Termination reason	Female	Male
Dismissal	5%	6%
Dismissal - End of Contract	8%	7%
Dismissal - Redundancy (Compulsory)	2%	3%
Employee Transfer - TUPE	5%	5%
Non Work Related Incident or Illness	1%	0%
Personal Reasons	9%	5%
Resignation - Another Job (Career Development)	23%	26%
Resignation - Another Job (Hours)	3%	0%
Resignation - Another Job (Job Content)	3%	2%
Resignation - Another Job (Location)	3%	2%
Resignation - Another Job (Terms and Conditions)	1%	1%
Resignation - Another Job (Work Life Balance)	1%	1%
Resignation - Care For Dependents/Family	3%	0%
Resignation - Career Break	1%	0%
Resignation - Dissatisfaction (Job Content)	2%	1%
Resignation - Dissatisfaction (Other Reasons)	1%	2%
Resignation - Dissatisfaction (Training and Career Development)	0%	0%
Resignation - Dissatisfaction (Work Life Balance)	1%	1%
Resignation - Dissatisfaction (Working Conditions)	0%	1%
Resignation - Dissatisfaction (Working Relationship)	0%	0%
Resignation - Further Education	0%	0%
Resignation - No Reason Given	4%	5%
Resignation - Non Return From Maternity Leave	0%	0%
Resignation - Relocation	1%	1%
Retirement	20%	19%
Termination - Mutually Agreed Compromise	1%	2%
Termination - Redundancy (Voluntary)	1%	3%
No given reason	2%	0%

11) Age profile of PCC by directorate - showing the percentage of the total employee population by service for each age category. The numbers highlighted in red show the highest population of employees within each directorate.

	0 - 24	25 - 29	30 - 34	35 - 39	40 - 44	45 - 49	50 - 54	55 - 59	60 - 64	65 +
PCC Adult Services	2%	6%	8%	10%	12%	12%	14%	18%	15%	3%
PCC Children Families and Education	3%	9%	8%	15%	15%	11%	14%	14%	10%	2%
PCC Corporate Services	5%	10%	8%	11%	11%	15%	15%	13%	10%	1%
PCC Culture Leisure and Regulatory Services	5%	6%	3%	9%	10%	11%	16%	17%	14%	8%
PCC Economy Planning and Transport (formerly Regeneration)	2%	8%	6%	8%	7%	10%	14%	18%	14%	13%



PCC Executive	0%	8%	5%	8%	22%	22%	14%	14%	8%	0%
PCC Finance and Resources	5%	7%	8%	7%	19%	11%	17%	15%	10%	3%
PCC Housing, Neighbourhood and Building Services	5%	7%	8%	10%	13%	11%	14%	14%	13%	6%
PCC Portsmouth International Port	1%	6%	10%	17%	14%	7%	11%	12%	19%	4%
PCC Public Health	11%	9%	2%	15%	15%	17%	15%	13%	2%	2%

Appendix 2 - Workforce strategy workstreams and objectives

Workstream	Objectives
Leadership, vision and values	<ul style="list-style-type: none"> • We want to have a strong, inclusive culture where staff feel valued, engaged, and recognised for the contribution they make. • We want our leaders to role model our values and behaviours in everything they do. • We will provide managers with leadership and management development, coaching and mentoring support so they have the skills, ability, and confidence to deliver our priorities
Talent attraction and onboarding	<ul style="list-style-type: none"> • We want Portsmouth City Council to have a strong employer brand, with an easy recruitment process that attracts new talent to want to apply for our jobs. • We will increase the number of opportunities we offer to care leavers, apprentices, armed forces staff and graduates. • We will ensure our recruitment and selection processes are inclusive to encourage a diverse range of applicants.
Reward, recognition and benefits	<ul style="list-style-type: none"> • We want to offer a competitive employee value proposition that assists with the recruitment and retention of new and existing talent. • We will maintain equal pay for all roles and reduce our reliance on market supplements payments. • We want staff to feel engaged, satisfied and recognised for the valuable contribution they make.
Workforce planning and talent management	<p>Linking directly to leadership and management, job design and career pathways as well as sufficient development opportunities for staff to enable talent management and succession planning.</p> <ul style="list-style-type: none"> • We want managers to provide strong leadership and performance management across the organisation, adopting a coaching culture to enable staff to maximise their potential. • We will have clear job design and career progression pathways for professions across the organisation. • We will enhance our career development opportunities to enable talent management and succession planning across all services.

<p>Equality, diversity, and inclusion</p>	<ul style="list-style-type: none"> • We want our workforce to be representative of the diversity of our city and encourage more applicants from our residents. • We will continue to find ways to maximise the diversity of our workforce, encouraging closer working with the community, schools, colleges, and universities to promote careers to underrepresented groups so our workforce is more representative of the community we serve.
<p>Wellbeing and employee engagement</p>	<ul style="list-style-type: none"> • We want staff to feel engaged, that they are listened to and their contributions are valued. • We will support staff, managers, and leaders to improve their health and quality of life inside and outside of work. • We want to achieve higher attendance rates, where staff feel proud to work at PCC and their wellbeing needs are met. • We want to reduce spend on agency workers due to sickness cover.