

Strathclyde Partnership for Transport

Minute of the Personnel Committee

15 September 2017

held in 131 St Vincent Street, Glasgow

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**Minute of the meeting of Strathclyde Partnership for Transport's
Personnel Committee held in 131 St Vincent Street, Glasgow on 15 September 2017**

Present Councillors Alan Moir (Chair), Malcolm Balfour, Dr Martin Bartos, Jacqueline McLaren, Michael McPake, Donald Reid, Anna Richardson and David Wilson.

Attending Valerie Bowen, Senior Committee Officer; Gordon MacLennan, Chief Executive; Neil Wylie, Director of Finance & HR, Janice Morgan, HR Manager and Frank Kelly, Health & Safety Manager.

1. Apologies

Apologies were submitted from Councillors Alan Lafferty and Allan Stubbs and appointed members Anne Follin and Alex Macaulay.

2. Declaration of interest in terms of the Ethical Standards in Public Life etc (Scotland) Act 2000

The committee noted that there were no declarations of interest.

3. Minute of previous meeting

The minute of the meeting of 17 March 2017 was submitted and noted.

Arising from the minute with reference to page 1, paragraph 5, Mr Wylie reported that an additional Personnel Committee meeting would be required to discuss further organisational structures and would take place in December.

4. SPT staffing statistics to the end of 19 August 2017 (period 5)

There was submitted a report (issued) of 6 September 2017 by the Assistant Chief Executive (Business Support)

(1) appending

- (a) staffing statistics for the period from 1 April to 19 August 2017 which included headcount (510), sickness absence (3.2% - rolling year equivalent of 3.4%) and equalities data; and
- (b) a summary of learning and development investment for the same period which had shown a committed spend of £51,600; and

(2) concluding

- (a) that SPT's headcount continued to reduce steadily as the organisation continued to review what and how it delivered its remit;
- (b) that although sickness absence rates had remained steady since the last report to Committee in March 2017, significant focus and effort continued to be directed towards the management of sickness absence across the organisation; and
- (c) that substantial investment in learning and development activity continued to align to operational priorities, including Subway Modernisation.

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After having heard

- (i) Mr Wylie in amplification of the report; and
- (ii) Councillor Wilson compliment officers and staff on SPT's sickness absence levels being lower than the Scottish average,

the Committee noted the terms of the report.

5. Revised Employment Policies

There was submitted and approved a report (issued) of 6 September 2017 by the Assistant Chief Executive (Business Support)

- (1) informing members that SPT continued to review all employment policies to ensure that they were current and in line with the latest employment legislation and good practice ;
- (2) appending
 - (a) a summary of changes to SPT policy documents covering Health and Wellbeing and Capability, (Appendix 1); and
 - (b) the full draft policies together with guidance on the Capability Policy, including a Performance Improvement Plan (appendix 2); and
- (3) recommending approval of the revised documents as outlined at (2) above, subject to the normal consultation process with the recognised Trades Unions and staff representatives.

6. Annual Safety Performance Report

There was submitted the Annual Safety Performance Report for 2016/2017 which

- (1) encompassed all areas of SPT activity, viz. Corporate (including the 131 St Vincent Street office), bus and subway operations and external contractor performance as required;
- (2) provided
 - (a) an overview of the specific Health and Safety related activities undertaken in 2016/2017;
 - (b) data in relation to all reported accidents and incidents across SPT for 2016/2017, compared to the previous 2 years; and
 - (b) information in relation to 2017/2018 target setting which would assist in continuing to maintain the highest standards in which to provide a safe and secure environment within SPT premises for all staff, passengers, members of the public and contractors; and

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(3) concluded

- (a) that, although for the scale of the organisation the level of incidents and accidents remained relatively low, SPT was not complacent and would report on each year's performance with a view to maintaining vigilance and make improvements where required;
- (b) that the report had demonstrated improvement in a number of areas, particularly in hazard management in both Bus and Subway operations;
- (c) that further improvement would be achieved by continuing to embed a positive culture with each individual accepting the responsibility for their own safety and that of colleagues, customers and contractors; and
- (d) that work would continue to identify and implement best practice and to seek ways to mitigate the risks to as low as reasonably practicable, so that that staff, contractors, visitors and those who used SPT's transport systems and infrastructure felt safe within the services owned and operated by SPT.

After having heard

- (i) Messrs Wylie and Kelly in amplification of the report; and
- (ii) Councillor McPake congratulate officers and staff on being able to keep the Subway running throughout the modernisation works,

the Committee noted the terms of the report.