

Strathclyde Partnership for Transport

Minute of Personnel Committee

25 April 2025

held in person at 131 St Vincent Street and via Video Conference

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**Minute of the meeting of Strathclyde Partnership for Transport's Personnel Committee
held at 131 St Vincent Street and via Video Conference* on 25 April 2025**

Present Councillors David Wilson (Chair), Ken Andrew, Stephen Dornan, Helen Loughran*, Alan Moir, John Ross*, Roza Salih*, Adam Smith*, Andy Steel*, Sandy Watson and appointed member Nicola Graham

Attending Lesley Aird, Director of Finance & Corporate Support; Richard Robinson, Director of Transport Operations; Janice Morgan, Head of HR; Denise Johnston, L&D Officer and Iain McNicol, Clerk

The Partnership agreed at its meeting of 12 March 2021, following consideration of Standing Order No 14, for the recording of Committee and Partnership meetings.

1. Apologies

Apologies were submitted from Councillors Maureen Devlin, Owen O'Donnell and appointed member Anne Follin.

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

Cllr Moir declared an interest, citing his employment with Scotrail and as a member of ASLEF, the trade union.

3. Minute of previous meeting

[Click here to view the minute](#)

The minute of the meeting of 8 November 2024, having been considered and agreed at the Partnership meeting of 14 March 2025 as a correct record, was duly noted.

4. SPT Staffing Statistics to the end of Period 13, 31 March 2025

[Click here to view the report](#)

There was submitted a report (issued) of the 7 April 2025 by the Director of Finance & Corporate Support advising members on the staffing statistics to the end of period 13, 31 March 2025 including headcount and sickness absence analysis.

After hearing from Mrs Morgan and Mrs Aird in response to members questions, the Committee noted the contents of the report.

5. Learning & Development Update

[Click here to view the report](#)

There was submitted a report (issued) of 7 March 2025 by the Director of Finance & Corporate Support updating the Committee on SPT's learning and development activity during the financial year 2024/2025.

After having heard from Mrs Aird in response to members' questions, the Committee noted the contents of the report and SPT's continued investment in its employees.

6. Revised Engineering, Maintenance & PWay Structure

[Click here to view the report](#)

There was submitted a report (issued) of 2 April 2025 by the Director of Transport Operations advising the Committee of the findings of a review of the Engineering, Maintenance & PWay

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Structure and seeking approval to the proposed revised structure which is currently subject to consultation with the relevant Trade Union and affected staff.

After hearing from Mr Robinson, the Committee approved the proposed revised structure as outlined in the report.

7. Revised Customer Services Structure

[Click here to view the report](#)

There was submitted a report (issued) of 2 April 2025 by the Director of Transport Operations advising the Committee of the findings of a review of the Bus Station Operations team within Customer Services, and informing members of the revised structure currently being implemented following consultation with the affected staff and relevant trade union.

After hearing from Mr Robinson, the Committee:

- (i) noted the recent restructure of Bus Station Operations team as outlined and that affected staff were consulted;
- (ii) noted that the revised structure has been implemented operationally, with all internal appointments concluded and external recruitment for 2 new posts complete;
- (iii) noted a reduction from 33 to 31 full time equivalent posts in the Bus Station Operations team; and
- (iv) approved the adoption of the revised structure.

8. Advancing Equality Pay Gap Update

[Click here to view the report](#)

There was submitted a report (issued) of 2 April 2025 by the Director of Finance of Corporate Support providing the Committee with an update on the pay gap information contained within SPT's Advancing Equality Pay Gap Update 2025.

After hearing from Mrs Morgan in response to members' questions, the Committee noted the report and the "Advancing Equality Pay Gap Update" at Appendix 1 of the report.

9. Code of Conduct for Employees

[Click here to view the report](#)

There was submitted a report (issued) of 2 April 2025 by the Director of Finance & Corporate Support requesting the Committee approve the revised Code of Conduct for Employees, which has been the subject of formal consultation with the recognised Trade Unions.

After hearing from Mrs Morgan and Mrs Aird in response to members questions, the Committee approved the Code of Conduct for Employees as detailed in the report.

10. Adoption Leave & Pay Policy

[Click here to view the report](#)

There was submitted a report (issued) of 2 April 2025 by the Director of Finance & Corporate Support requesting the Committee approve the revised Adoption Leave and Pay Policy, which has been the subject of formal consultation with the recognised Trade Unions.

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After hearing from Mrs Morgan, the Committee approved the Adoption Leave and Pay Policy as outlined in the report.