

Strathclyde Partnership for Transport

Minute of the Personnel Committee

15 December 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 December 2017**

Present Councillors Alan Moir (Chair), Malcolm Balfour, Dr Martin Bartos, Alan Lafferty, Jacqueline McLaren, Michael McPake and Donald Reid and appointed members Anne Follin, Graham Johnston and Jo MacLennan.

Attending Valerie Davidson, Assistant Chief Executive (Business Support)/Secretary; Gordon MacLennan, Chief Executive; Eric Stewart, Assistant Chief Executive (Operations); Neil Wylie, Director of Finance & HR; Charlie Hoskins, Senior Director and Janice Morgan, HR Manager.

1. Apologies

Apologies were submitted from Councillors Anna Richardson and David Wilson and appointed member 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

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The minute of the meeting of 15 September 2017 was submitted and approved as a correct record.

4. Proposals to restructure

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There was submitted a joint report (issued) of 1 December 2017 by the Assistant Chief Executive (Operations) and Assistant Chief Executive (Business Support),

- (1) reminding members that the committee had received and approved a number of organisational structure reviews which had focussed on streamlining the organisation, while maintaining and improving levels of service with reduced resources and better utilisation of technology for service delivery;
- (2) informing members
 - (a) that given the continued pressures on funding for 2017/2018 and projected into following years, it was essential that this approach continued as a priority for the Partnership in considering overall resourcing levels; and
 - (b) that this would likely have significant implications across the entire organisation and affect how core services were delivered;
- (3) summarising the findings of a review of the following departments: -
 - Customer Standards, Bus Operations;
 - Buchanan Bus Station Travel Centre, Bus Operations;
 - Registration and Contracts, Bus Operations; and
 - Committee Administration, Legal and Property.

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- (4) appending extracts of the staff consultation documents which had been issued to affected staff and recognised Trades Unions, together with the previous and proposed revised structures which, if implemented, would result in a reduction of up to 14.3 full time equivalent positions and an annual full year equivalent saving of £468,420 in staff costs;
- (5) explaining
 - (a) that SPT recognised that change was unsettling for staff and aimed to minimise the uncertainty by concluding the consultation exercises fairly, with transparency and as timeously as possible, providing staff with a period of time for re-adjustment; and
 - (b) that a number of options had been provided to minimise the effect of staff, including voluntary severance, retraining and redeployment where circumstances allowed; and
- (6) recommending that the committee approve the revised proposed structures, subject to consultation with Trades Unions.

After considerable discussion and having heard Mrs Davidson in answer to members' questions, the committee approved the recommendation at (6) above.

5. **SPT staffing statistics to the end of Period 8 (11 November 2017)**

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There was submitted a report (issued) of 1 December 2017 by the Assistant Chief Executive (Business Support)

- (1) appending
 - (a) staffing statistics for the period from 1 April to 11 November 2017 which included headcount (504), sickness absence (3.1% - rolling year equivalent of 3.2%) and equalities data; and
 - (b) a summary of learning and development investment for the same period which had shown a committed spend of £97,000; 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 September 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.

After having heard Mr Wylie in amplification of the report, the committee noted the terms of the report.

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6. Revised Employment Policies

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There was submitted and approved a report (issued) of 1 December 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 Disciplinary and Grievance (Appendix 1); and
 - (b) the full draft policies (Appendix 2);
- (3) explaining
 - (a) that, in addition to the attached revised policies, SPT had also been reviewing policies relating to Digital and Security processes, Internet and Email usage;
 - (b) that the initial review had identified that the current documents required to be updated to reflect better operational policy matters and that which could and should be contained within a procedural guidance; and
 - (c) that a more detailed review of the policies would be undertaken and presented to the next Personnel Committee; and
- (4) recommending that the Committee
 - (a) approve the revised documents as outlined at (2) above, together with the undernoted addendum to the Internet and Email Security Policy which was required in light of the recent operational change concerning cloud storage and increased awareness of cyber security:-
 - SPT archives email information in accordance with relevant retention schedules using a cloud archiving service. Access to the archive service is controlled by the Digital Manager and requests to view or recover email content must be authorised by the Assistant Chief Executive (Business Support); and
 - Access to personal email accounts using an SPT email system or through a web browser, is strictly prohibited when using an SPT issued device. Controls are in place to restrict this access and requests to access third party email services must be authorised by the Digital Manager ; and
 - (b) note that the adoption of the policies was subject to the normal consultation process with the recognised Trades Unions.