

Strathclyde Partnership for Transport

Minute of the Personnel Committee

7 October 2016

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 7 October 2016**

- Present** Councillors Denis McKenna (Chair), Malcolm Balfour, Eddie Devine, Jon Findlay, Charlie Gilbert (substitute), Robert G MacIntyre, and appointed members Jo MacLennan and Alex Macaulay.
- Attending** Valerie Davidson, Assistant Chief Executive (Business Support/Secretary); Kirsten Gibson, Committee Support Officer; Gordon MacLennan, Chief Executive; Neil Wylie, Director of Finance & HR and Mhairi Docherty, Head of HR and Organisational Change.

1. Apologies

Apologies were submitted from Councillors Tony Buchanan, Kaye Harmon, Chris Kelly, Michael McPake and Hamish Stewart and appointed member Alan Malcolm.

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 9 October 2015 was submitted and approved as a correct record.

4. SPT staffing statistics to the end of 20 August 2016 (period 5)

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There was submitted and noted a report (issued) of 16 September 2016 by the Assistant Chief Executive (Business Support)

- (1) appending
 - (a) staffing statistics for the period from 1 April 2016 to 20 August 2016 which included headcount (542), sickness absence (2.8% - rolling year equivalent of 4%), and equalities data; and
 - (b) a summary of learning and development investment for the same period which had shown a committed spend of £40,000,
- (2) explaining that although there had been a decrease in the learning and development investment figure compared to the same point in the previous year, SPT expected to invest the full budget over the remaining period of the financial year;
- (3) concluding
 - (a) that SPT's headcount continued to reduce steadily, with the Period 6 figure now reported as 535;
 - (b) that the significant focus and efforts directed towards the management of sickness absence across the organisation to bring the rate down to previous levels had positively impacted upon levels of sickness absence over the last six months, again with a reduction in the Period 6 budget figure to a rolling year absence of 3.8%, and the annual absence at 2.8%;

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- (c) that the sustained effort in the management of sickness absence across the organisation, utilising updated policy, guidance and improved management information available to managers remained a top priority; and
- (d) that substantial investment in learning and development activity continued to be aligned to operational priorities including Subway Modernisation.

5. Implementation of Digital Transformation

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There was submitted and noted a report (issued) of 20 September 2016 by the Assistant Chief Executive (Business Support)

- (1) explaining
 - (a) that members would be aware of the Scottish Government's policy and strategy outlining the planned approach to be adopted by all public services towards digital transformation of services which was aimed at ensuring all public services remained customer focused, whilst improving a customer focused, cost effective, technology driven delivery model; and
 - (b) that although SPT had already commenced, via the Business Improvement Team, work in that area, if the approach was to be fully effective, a full review of the approach and focus of the IT Department would be required, with the aim of merging the two teams;
- (2) advising members
 - (a) that a Digital Transformation Strategy had been prepared, outlining what SPT was seeking to achieve, and the skills required to implement this; and
 - (b) that this had resulted, following a full staff consultation, in the implementation of a new Digital Team being formed from the resources available from the IT Department and the Business Improvement Team;
- (3) appending the previous structures of the IT Department and Business Improvement Team and the revised structure of the new Digital Team;
- (4) informing members
 - (a) that the equivalent of two FTE positions had been removed from the structure, with other positions changing in management reporting or job description activity and skills focus; and
 - (b) that a total of five staff (4.2 FTE) were currently deemed to be displaced and SPT's normal policy of re-deployment, voluntary severance and displacement would operate during that period, and
- (5) concluding that all SPT policies and consultation processes had been implemented in full.

6. Revised Employment Policies

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There was submitted and approved a report (issued) of 16 September 2016 by the Assistant Chief Executive (Business Support)

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- (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;
- (2) appending a summary of changes to SPT policy documents covering Recruitment and Selection, Recruitment of Ex-Offenders, Retirement, Flexible Retirement and Early Retirement; 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.

7. Implementation of a e-Recruitment System

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There was submitted a report (issued) of 16 September 2016 by the Assistant Chief Executive (Business Support)

- (1) outlining the background to the implementation of an online recruitment system as part of SPT's commitment to modernise its people policy and practice, increase efficiency, reduce the requirement for paper and create a more professional, customer-focused HR service;
- (2) explaining
 - (a) that like many other organisations SPT were operating in an increasingly competitive employment market and needed to keep pace with good practice and customer demands if it was to attract and retain the best talent; and
 - (b) that by adopting this e-Recruitment approach and streaming all applications through an online portal it would clearly signal to current and future staff SPT's commitment to modern practices and improved processes, no matter what role staff played in the organisation.

After consideration and having heard a question from Ms MacLennan regarding the recruitment processes adopted for the filling of vacancies and Mrs Davidson advise that every vacancy was an opportunity to assess the currency, skill sets of each vacancy, and the requirement to accommodate the needs of the organisation, the committee noted the report.