

## **Strathclyde Partnership for Transport**

### **Minute of the Personnel Committee**

**23 August 2019**

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 23 August 2019**

**Present** Councillors David Wilson (Chair), Malcolm Balfour, Martin Bartos, Mark Kerr, Alan Lafferty (from Agenda Item 6), Alan Moir, Donald Reid, Anna Richardson (from Agenda Item 4), and appointed members Anne Follin, Graham Johnston and Jo MacLennan.

**Attending** Gordon MacLennan, Chief Executive; Valerie Davidson, Assistant Chief Executive; Neil Wylie, Director of Finance; Antony Smith, Director of Subway; Mhairi Docherty, Head of Organisational Change; and Frank Kelly, Health & Safety Manager

## **Chair's Remarks**

The Chair welcomed Antony Smith, SPT's Director of Subway, to the committee.

### **1. Apologies**

Apologies were submitted from Councillors Graham Campbell, Graham Hardie, Michael McPake and Richard Nelson 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**

The minute of the meeting of 22 February 2019, having been approved as a correct record at the Partnership meeting of 8 March 2019, was submitted and noted.

### **4. Proposal to Restructure Bus Functions**

There was submitted a report (issued) of 7 August 2019 by the Assistant Chief Executive advising members of the findings of a review of Bus functions (including Bus Development, Bus Services and Transport Data & Information).

Mrs Davidson outlined that following a Business Improvement exercise, improvement actions affecting Bus functions had been identified and these were aimed at delivering a more focused approach and greater efficiencies through functional realignment.

After hearing Mrs Davidson, the committee:

- Noted the recent restructure of Bus functions as outlined and that a full staff and trade union consultation had been undertaken;
- Noted the revised structure has been implemented operationally;
- Noted a reduction of 51 to 44 full time equivalent posts; and
- Formally approved the adoption of the revised structure.

### **5. SPT staffing statistics to the end of Period 4, 20 July 2019 (including Learning & Development Update)**

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There was submitted a report (issued) of 7 August 2019 by the Assistant Chief Executive advising members of:

- (1) staffing statistics for the period to 20 July 2019 (period 4) which had included headcount (483), sickness absence (4.3% - rolling year equivalent of 4.6%) and equalities data; and
- (2) a summary of Learning & Development investment to the end of Period 4 of £42k, which also noted the significant Bus functions restructure had identified increased Learning & Development requirements.

After discussion, the committee noted the contents of the report.

## **6. Apprenticeship and Graduate Development report**

There was submitted a report (issued) of 7 August 2019 by the Assistant Chief Executive providing the committee with an overview of the current apprenticeship and graduate development activity undertaken in SPT.

Mrs Docherty outlined details of the Modern Apprentices, Mature Apprentices, Graduates and summer student placements which SPT continue to support.

Thereafter the committee, having expressed its support to an excellent apprentice, graduate and student programme, noted the contents of the report and the ongoing work being undertaken by SPT to support this continued organisational development.

## **7. Equality & Diversity Monitoring Report**

There was submitted a report (issued) of 7 August 2019 by the Assistant Chief Executive providing the committee with an update on the employee related information contained within SPT's Equality & Diversity Monitoring Report 2019 published in April 2019.

After hearing Mrs Davidson, the committee noted the report and the summary from SPT's Equality and Diversity Monitoring Report 2019.

## **8. Advancing Equality Pay Gap Update**

There was submitted a report (issued) of 7 August 2019 by the Assistant Chief Executive providing the committee with an update on SPT's pay gap information following the publication of SPT's Advancing Equality Pay Gap Update 2019.

After hearing Mrs Davidson, the committee noted the report.

## **9. Annual Safety Performance Report 2018/2019**

There was submitted a report (issued) of 1 August 2019 by the Assistant Chief Executive providing the committee with a report on SPT's health and safety performance for the financial year 2018/2019.

After hearing from Mr Kelly, Mr Smith, Mr Wylie and Mrs Davidson, the committee noted the contents of the report.

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