



Strathclyde Partnership for Transport

Minute of Personnel Committee

26 April 2024

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 26 April 2024

- Present** Councillors David Wilson (Chair), Ken Andrew*, Maureen Devlin, Stephen Dornan (until item 13), Alan Moir, John Ross*, Roza Salih*, Adam Smith*, and Andy Steel* and appointed members Greg Beecroft and George Hazel*.
- Attending** Lesley Aird, Director of Finance & Corporate Support; Richard Robinson, Director of Transport Operations (item 14); Janice Morgan, Head of Human Resources, Denise Johnston, Learning & Development Assistant (until item 13) and Jim Griffin, Senior Solicitor / 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, and that such recordings would be made available together with the minute of meetings.

1. Apologies

Apologies were submitted from Councillors Gordon Currie and Helen Loughran and appointed members Anne Follin and Kirsty Orr.

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 3 November 2023, having been considered and agreed at the Partnership meeting of 15 December 2023 as a correct record, was duly noted.

4. Recognition & Partnership Agreement between SPT, Unison and Unite

[click here to view the report](#)

There was submitted a report (issued) of 19 February 2024 by the Director of Finance & Corporate Support informing the Committee of the Recognition and Partnership Agreement between SPT, Unison and Unite the Union which has been reviewed, updated and subsequently subject to consultation with the recognised Trade Unions.

After hearing from Mrs Morgan, the Committee noted the Recognition and Partnership Agreement as consulted on with the recognised Trade Unions.

5. Revised Ticketing and Data & Survey Structure

[click here to view the report](#)

There was submitted a report (issued) of 16 April 2024 by the Director of Finance & Corporate Support, advising the Committee of the findings of a review of the Ticketing and Data & Survey Team and informing members of the revised structure currently being implemented, following consultation with the relevant Trade Union and affected staff.

After hearing from Mrs Aird in response to questions from members particularly relating to the impact of the re-structure on staff, the Committee noted:

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- (i) the recent restructure of Ticketing and Data & Survey Team and that a full staff and trade union consultation was undertaken;
- (ii) the revised structure has been implemented operationally, with all internal appointments concluded and external recruitment underway for 3 new posts;
- (iii) a decrease from 6.8 to 6 full time equivalent posts in the Ticketing team; and
- (iv) the adoption of the revised structure.

6. SPT Staffing Statistics to the end of Period 13, 31 March 2024

[click here to view the report](#)

There was submitted a report (issued) of 9 April 2024 by the Director of Finance and Corporate Support advising the Committee of staffing statistics to the end of period 13, 31 March 2024 including headcount and sickness absence analysis.

After hearing from Mrs Morgan, the Committee noted the contents of the report.

7. Learning and Development Update

[click here to view the report](#)

There was submitted a report (issued) of 16 April 2024 by the Director of Finance & Corporate Support updating the Committee on SPT's learning and development activity during the financial year 2023/2024.

After having heard from Mrs Aird confirming, in response to members' questions regarding the means of delivery of training, that appropriate training both in-house and external is arranged, the Committee noted the contents of the report and SPT's continued investment in its employees.

8. Revised Conditions of Service General Section (Applicable to all Categories of Employees)

[click here to view the report](#)

There was submitted a report (issued) of 19 February 2024 by the Director of Finance & Corporate Support informing the Committee of the revised Conditions of Service General Section (Applicable to all Categories of Employees) which has been subject to consultation with the recognised Trade Unions.

After hearing from Mrs Morgan in response to members' questions particularly regarding the uptake of the Plus One Scheme for Subway travel and time allowed to attend Trade Union events, the Committee noted the revised Conditions of Service General Section (Applicable to all Categories of Employees) which has been subject to consultation with the recognised Trade Unions.

9. Revised Conditions of Service APT&C Staff

[click here to view the report](#)

There was submitted a report (issued) of 19 February 2024 by the Director of Finance & Corporate Support informing the Committee of the revised Conditions of Service APT&C Staff, which have been subject to consultation with the recognised Trade Unions.

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After hearing from Mrs Morgan, the Committee noted the revised Conditions of Service APT&C Staff, which has been subject to consultation with the recognised Trade Unions.

10. Carer's Leave Policy

[click here to view the report](#)

There was submitted a report (issued) of 18 March 2024 by the Director of Finance & Corporate Support requesting the Committee approve the new Carer's Leave Policy, which has already been through formal consultation with the recognised Trade Unions.

Having heard from Mrs Morgan, the Committee approved the new Carer's Leave Policy.

11. Revised Time Off to Care for a Dependant Policy

[click here to view the report](#)

There was submitted a report (issued) of 18 March 2024 by the Director of Finance & Corporate Support requesting the Committee approve the revised Time Off to Care for a Dependant Policy which has already been through formal consultation with the recognised Trade Unions.

After hearing from Mrs Morgan, the Committee approved the revised Time Off to Care for a Dependant Policy.

12. Revised Paternity Leave and Pay Policy

[click here to view the report](#)

There was submitted a report (issued) of 7 March 2024 by the Director of Finance & Corporate Support requesting the Committee approve the revised Paternity Leave and Pay Policy, which has already been through formal consultation with the recognised Trade Unions.

After hearing from Mrs Morgan, the Committee approved:

- (i) an increase in Statutory Paternity Pay enhancement from £50 to £100 per week; and;
- (ii) the revised Paternity Leave and Pay Policy.

13. Revised Disciplinary Policy

[click here to view the report](#)

There was submitted a report (issued) of 19 February 2024 by the Director of Finance & Corporate Support requesting the Committee approve the revised Disciplinary Policy which has been subject to consultation with the Recognised Trade Unions.

After hearing from Mrs Morgan confirming, in response to members' questions, that there had been 3 formal disciplinary procedures in the last 24 months and none had progressed to an Employment Tribunal, the Committee approved the revised Disciplinary Policy.

Mrs Aird noted her formal thanks to Mrs Morgan confirming this and previous reports resulted from excellent partnership working with the trade unions.

14. Transition Arrangements – Drivers Retention Arrangements

It was proposed that the press and public be excluded for item 14, it being considered that otherwise there would be a disclosure to them of exempt information in terms of paragraph 11 of Schedule 7a to the Local Government (Scotland Act 1973

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There was submitted a report (issued) of 15 April 2024 by the Director of Finance & Corporate Support requesting the Committee to delegate authority to the Director of Finance and Corporate Support and Head of Human Resources to consult on subway driver retention arrangements as part of the Subway Modernisation project.

Having heard from Mrs Aird, Mr Robinson and Mrs Morgan in response to members' questions, the Committee authorised the Director of Finance and Corporate Support and the Head of Human Resources to consult with Unite the Union, the recognised Trade Union on driver retention incentive arrangements.

