

## **Strathclyde Partnership for Transport**

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

**9 October 2015**

held in Consort House, Glasgow

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**Minute of the meeting of Strathclyde Partnership for Transport's  
Personnel Committee held in Consort House, Glasgow, on 9 October 2015**

**Present** Councillors Kaye Harmon (Chair), Malcolm Balfour, Tony Buchanan, Jim Coleman, Eddie Devine, Robert G MacIntyre, Frank McNally, Lawrence O'Neil, Hamish Stewart and Appointed Members Alan Malcolm and Gavin Scott.

**Attending** Valerie Davidson, Assistant Chief Executive (Business Support/Secretary); Kirsten Gibson, Committee Support Officer; Gordon MacLennan, Chief Executive; Eric Stewart, Assistant Chief Executive (Operations); Charlie Hoskins, Senior Director; Neil Wylie, Director of Finance & HR and Mhairi Docherty, Head of HR and Organisational Change.

**1. Apologies**

Apologies were submitted from Councillors Chris Kelly and David Wilson and appointed members Anne Follin and Graham Johnston.

**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 24 April 2015 was submitted and approved as a correct record.

**4. SPT staffing statistics to the end of 14 September 2015 (period 6)**

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There was submitted and noted a report (issued) of 23 September 2015 by the Assistant Chief Executive (Business Support)

(1) appending

(a) staffing statistics for the period from 1 April 2015 to 14 September 2015 which included headcount (554), sickness absence (4.6%) and equalities data; and

(b) a summary of learning and development investment for the same period which had shown expenditure of £65,000 year to date against a phased budget of £60,000;

(2) explaining that the key movement to date was a sickness absence rate of 4.6%, which was an increase on the 2014/2015 absence rate; and

(3) concluding

(a) that SPT's headcount continued to remain stable;

(b) that significant focus and efforts continued to be directed towards the management of sickness absence across the organisation to bring the rate down to previous levels which included a review of policy and practice, improving the management information available to managers and working more closely with occupational health and employee assistance services; and

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- (c) that an independent review of learning and development had commenced in order to determine the most appropriate strategy, structure and systems for the future.