

6 March 2007

To all members of the Strathclyde Partnership for Transport
Personnel Committee

Dear Member,

**Strathclyde Partnership for Transport – Personnel Committee
Monday 12 March 2007**

I have to request your attendance at a meeting of the Strathclyde Partnership for Transport Operations Committee to be held at **10.00 am on Monday, 12 March, 2007 in the committee room, third floor, Consort House, Glasgow** for the purpose of considering the undernoted business.

Tea/coffee will be available in the members' lounge from 9.30 am

Yours sincerely

Valerie Davidson

Secretary

direct dial: 0141 333 3130
direct fax: 0141 333 3293
e mail valerie.davidson@spt.co.uk

Business

1. Terms of Reference (copy herewith).
2. Update on SPT's equalities policy – Report by Director of Human Resources and Organisational Development (copy herewith).
3. Retirement/severance policy - Report by Director of Human Resources and Organisational Development (copy herewith).
4. Modernising government – Report by Chief Executive (copy herewith).

5. Managing workplace stress - Report by Director of Human Resources and Organisational Development (copy herewith).
6. Maternity and adoption procedures - Report by Director of Human Resources and Organisational Development (copy herewith).
7. Flexible working - Report by Director of Human Resources and Organisational Development (copy herewith).
8. Revision of alcohol and drugs policy – Report by Director of Human Resources and Organisational Development (copy herewith).

Contact officers:	Valerie A Bowen	0141 333 3130	valerie.bowen@spt.co.uk
	Kirsten Clubb	0141 333 3576	kirsten.clubb@spt.co.uk