

Strathclyde Partnership for Transport

Minute of Personnel Committee meeting

17 April 2009

held at: Consort House, Glasgow

contact officers:

Valerie A Bowen	phone: 0141 333 3130
Kirsten Clubb	phone: 0141 333 3576
Sharon MacKinnon	phone: 0141 333 3172

Minute of the meeting of the Strathclyde Partnership for Transport's Personnel Committee held in Consort House, Glasgow, on 17 April 2009

Present Councillors David Fagan (Chair), Bobby McDill, Marie McGurk, George Roberts, Chris Thompson, Alistair Watson and David Wilson and appointed members Liz Connolly, Alan Malcolm and Ronnie Mellis.

Apologies Councillors Robert Burrows, Kaye Harmon and Davie McLachlan.

Attending Valerie A Bowen, Senior Clerk; Ron Culley, Chief Executive and Pamela Millar, Director of Human Resources and Organisational Development.

1. Minute of previous meeting

The minute of the meeting of 28 August 2007 (issued) was submitted and approved as a correct record.

Mrs Bowen advised members that it was planned to diarise at least two dates per year on which the Personnel Committee would meet.

2. Proposed introduction of a policy on bullying and harassment

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There was submitted a report (issued) of 20 March 2009 by the Assistant Chief Executive (Business Support)

- (1) informing members
 - (a) that SPT was committed to a culture where bullying and harassment was not tolerated and as such this stance should be explicit and be supported by adequate policies and procedures;
 - (b) that following Healthy Working Lives/Investors in People assessments, it had been recommended that a Bullying and Harassment Policy be developed and, that to reflect current legislation, the Employee Complaints Procedure also be updated; and
 - (c) that consultation had taken place with Trade Unions regarding the new policy and updated procedures; and
- (2) appending a proposed Bullying and Harassment Policy together with an updated Employee Complaints Procedure.

After discussion and having heard Mr Culley in answer to members' questions, the committee approved

- (i) the Bullying and Harassment Policy subject to the inclusion of electronic communication under forms of bullying; and

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- (ii) the updated Employee Complaints Procedure,

3. Proposed introduction of a policy on the recruitment of ex-offenders

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There was submitted a report (issued) of 20 March 2009 by the Assistant Chief Executive (Business Support)

- (1) informing members that on 3 November 2008 a compliance audit of SPT had been carried out by the Compliance Manager of Disclosure Scotland to ensure that SPT, in receiving and using information from Disclosure Scotland, was acting in accordance with the appropriate code, its associated guidance and the law;
- (2) advising members
 - (a) that one of the principal recommendations of the subsequent Compliance Audit Report was that SPT should have a policy on the recruitment of ex-offenders; and
 - (b) that a sample policy issued by Disclosure Scotland had been used as a template in the formulation of SPT's proposed policy; and
- (3) appending a proposed policy on the recruitment of ex-offenders.

After discussion, the committee approved the Policy on the Recruitment of Ex-Offenders.

4. Review of Disclosure Policy

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There was submitted a report (issued) of 20 March 2009 by the Assistant Chief Executive (Business Support)

- (1) informing members that on 3 November 2008 a compliance audit of SPT had been carried out by the Compliance Manager of Disclosure Scotland to ensure that SPT, in receiving and using information from Disclosure Scotland, was acting in accordance with the appropriate code, its associated guidance and the law; and
- (2) advising members that, as a result of the audit on SPT's Policy on Disclosure Information and on guidance given, the following amendments were proposed:-
 - that only two posts within SPT were determined to be subject to disclosure requests, namely Customer Care Inspector and Service Compliance Inspector;
 - that the period of time for disclosure information to be retained by the Human Resources Department should be reduced from 6 months to 90 days in accordance with the code of practice; and
 - that the period of time an employee could remain in SPT employment if they were found to be on the lists of adults disqualified from working with

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children or if they had a criminal record which prevented them remaining in a post requiring disclosure be standardised at 12 months, to allow the employee to seek alternative employment within SPT; and

- (3) appending the proposed revised policy on the Partnership's Disclosure Information.

After discussion, the committee approved the amended Disclosure Policy.

5. **Review of Policy on Smoking**

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There was submitted a report (issued) of 20 March 2009 by the Assistant Chief Executive (Business Support)

- (1) reminding members
 - (a) that in 2006, following the implementation of the Smoking, Health and Social Care (Scotland) Act 2005, SPT had introduced a policy on smoking which set out the circumstances in which an employee could smoke during work hours;
 - (b) that the policy was subject to review by November 2009; and
 - (c) that as there had been some concern that the policy was not being applied uniformly, the Human Resources department had been asked to conduct a review earlier than planned;
- (2) informing members that, in essence, the outcome of the review had resulted in only one proposed substantive change to the policy;
- (3) explaining that whilst under the terms of the current policy employees could leave place of work at designated tea breaks and at other times provided their supervisor gave their consent, the new policy removed the discretion element, meaning that an employee could only leave their place of work during official designated breaks which would ensure clarity, consistency and fairness; and
- (4) appending the proposed revised Policy on Smoking;

After discussion, the committee approved the amended Smoking Policy.