

Strathclyde Partnership for Transport

Minute of Personnel Committee meeting

28 August 2007

held at: Consort House, Glasgow

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Minute of the meeting of the Strathclyde Partnership for Transport's Personnel Committee held in Consort House, Glasgow, on 28 August 2007

- Present** Councillors David Fagan (Chair), Stephen Grant, Bobby McDill, Marie McGurk, George Roberts, Chris Thompson and Alistair Watson.
- Apologies** Councillors Alex Hannah, Kaye Harmon, Davie McLachlan, Ruth Simpson and David Wilson and appointed members Liz Connelly, Alan Malcolm and Niall McGrogan.
- Attending** Valerie Davidson, Assistant Chief Executive (Business Support)/Secretary; Valerie A Bowen, Senior Clerk; and Grant Brown, Director of Human Resources and Organisational Development.

1. Terms of Reference

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The Terms of Reference for the Personnel Committee, which had been approved previously by the Strathclyde Partnership for Transport, were submitted and noted.

2. Proposed Personnel Appeals Sub-Committee procedure

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There was submitted a report (tabled) of 27 August 2007 by the Secretary,

- (1) reminding members that, following a review of the committee structure, the Partnership, at its meeting on 16 June 2006, had agreed
 - (a) that the Personnel Committee (16 members including non-elected members) would meet as and when required; and
 - (b) that from within the elected members of the Personnel Committee, a sub-committee of 7 elected members, chosen at random, should be set up to consider disciplinary appeals and appeals against the application of conditions of service eg grievance appeals which were not otherwise delegated to officers;
- (2) intimating that, in order that appeal hearings could be carried out in a manner concomitant with best practice, a clear and consistent procedural framework was required;
- (3) explaining that, in preparing the proposed appeal procedure, several sources had been taken into consideration, including

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- (a) adherence with ACAS Guidance on Discipline and Grievance at work to comply with statutory minimum requirements;
 - (b) current parallel procedures from Glasgow City and South Lanarkshire Councils to benchmark against current good practice; and
 - (c) SPTE's previous procedure for this level of appeal to allow for continuity of approach where appropriate;
- (4) informing members of the decision making powers of the Sub-Committee; and
- (5) appending a copy of the proposed procedure for approval.

After consideration, the Committee approved the procedure to be followed by the Personnel Appeals Sub-Committee subject to the minor amendments made at the meeting and continuing review of the process.