

Strathclyde Partnership for Transport

Minute of the Personnel Committee

22 February 2019

held in 131 St Vincent Street, Glasgow

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**Minute of the meeting of Strathclyde Partnership for Transport's
Personnel Committee held in 131 St Vincent Street, Glasgow on 22 February 2019**

Present Councillors Alan Moir (Chair), Martin Bartos, Graham Campbell (from Agenda Item 4), Graham Hardie, Alan Lafferty, Richard Nelson, Donald Reid, David Wilson and appointed members Anne Follin, Graham Johnston and Alex Macaulay.

Attending Gordon MacLennan, Chief Executive; Valerie Davidson, Assistant Chief Executive/Partnership Secretary; Charles Hoskins, Senior Director; Janice Morgan, HR Manager and Mhairi Docherty, Head of Organisational Change.

1. Apologies

Apologies were submitted from Councillors Tracy Carragher, Michael McPake, Anna Richardson and appointed member Jo MacLennan.

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

The minute of the meeting of 14 September 2018 was submitted and approved as a correct record.

4. SPT staffing statistics to the end of Period 11, 2 February 2019 (including Learning & Development Update)

There was submitted a report (issued) of 12 February 2019 by the Assistant Chief Executive advising members of:

- (1) staffing statistics for the period to 2 February 2019 (period 11) which had included headcount (487), sickness absence (3.3% - rolling year equivalent of 3.6%) and equalities data; and
- (2) a summary of Learning & Development investment to the end of Period 11 (£139k, including £15k for contractors), noting SPT are maximising the benefits from the Apprenticeship Levy to which SPT contributes c£62k per year.

Cllr Wilson complimented Mrs Docherty and Mrs Morgan on the excellent detail in the reports.

After discussion, the committee noted the contents of the report.

5. Staff Secondment to Joint Venture

There was submitted a report (issued) of 6 February 2019 by the Assistant Chief Executive advising members of the secondment of SPT staff to the Rolling Stock and Signalling Joint Venture, ANSTA, as a key step in the development of staff and enabling knowledge transfer to support the new Subway system.

Having heard from Mrs Davidson and Mr Hoskins, specifically in relation to risks which may arise from the secondment, the committee noted the contents of the report, and welcomed this positive approach.

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6. Information Management

There was submitted a report (issued) of 1 February 2019 by the Assistant Chief Executive providing the committee with an update on how SPT and its staff are adopting an organised and robust approach to good information management, including policy documents underpinning this work.

After hearing Mrs Davidson, the committee:

- noted that a robust approach is being taken to ensure good information management and security;
- approved the Information Security Policy Statement and noted the supporting Information Management Strategy;
- approved the Digital Assets – Acceptable Use Procedures, noting that this will be subject to consultation with the respective Trade Unions in the normal fashion; and
- noted that staff training and additional guidance will be provided to underpin these matters.

7. Revised Employee Development Policy

There was submitted a report (issued) of 31 January 2019 by the Assistant Chief Executive recommending the committee approve the revised Employee Development Policy and supporting guidance.

Mrs Docherty advised the committee there had been no fundamental changes to the policy and it reflected the strengthened staff induction process.

The committee thereafter noted the report and approved the updated Employee Development Policy, subject to consultation with the respective Trade Unions.
