

Committee minute



## **Strathclyde Partnership for Transport**

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

**21 August 2020**

held by video conference

**contact:**

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## **Minute of the meeting of Strathclyde Partnership for Transport's Personnel Committee held by video conference on 21 August 2020**

- Present** Councillors David Wilson (Chair), Martin Bartos, Graham Campbell (from Agenda Item 6), Alan Lafferty, Michael McPake, Alan Moir, Donald Reid, Anna Richardson and appointed members Anne Follin, Graham Johnston and Alex Macaulay.
- Attending** Gordon Maclennan, Chief Executive; Valerie Davidson, Assistant Chief Executive/Partnership Secretary; Neil Wylie, Director of Finance; Antony Smith, Director of Subway; Janice Morgan, Head of HR and Frank Kelly, Health & Safety Manager.

### **Chair's Remarks**

The Chair welcomed the Committee via the Microsoft Teams video conferencing facility which was being utilised due to the COVID-19 crisis and explained some of the platform's options for contributing to the meeting.

#### **1. Apologies**

Apologies were submitted from Councillors Graham Hardie and Richard Nelson.

#### **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**

[Click here to view the minute](#)

The minute of the meeting of 14 February 2020, having been considered at the Partnership meeting of 6 March 2020, was submitted and approved as a correct record.

#### **4. Implementation of Business Continuity Plan – People Strategy - Coronavirus Pandemic**

[Click here to view the report](#)

There was submitted and noted a report (issued) of 5 August 2020 by the Assistant Chief Executive advising members on the implementation of SPT's business continuity plan, specifically related to employees, during the coronavirus pandemic.

The Chair on behalf of the Partnership thanked Mrs Morgan and the HR team for their efforts during the pandemic.

#### **5. SPT Staffing Statistics to the end of Period 4, 18 July 2020**

[Click here to view the report](#)

There was submitted a report (issued) of 5 August 2020 by the Assistant Chief Executive advising members of the staffing statistics to the end of period 4, 18 July 2020, including headcount, sickness absence and Learning & Development analysis.

After discussion and hearing from Mrs Davidson that Learning & Development statistics would be provided in a separate report at future committees, the Committee noted the contents of the report.

#### **6. Annual Safety Performance Report 2019/2020**

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There was submitted a report (issued) of 30 July 2020 by the Assistant Chief Executive updating the Committee on SPT's Annual Safety Performance Report for 2019/2020.

Following discussion and hearing from Mr Kelly, Mr Wylie and Mr Smith in response to members' questions, the Committee noted the contents of SPT's Annual Safety Performance Report for 2019/2020 and the safety plans in place for the current year.

