

Strathclyde Partnership for Transport

Minute of the Personnel Committee

14 September 2018

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 14 September 2018**

Present Councillors David Wilson (Chair), Dr Martin Bartos, Graham Campbell, Charlie Gilbert (substitute), Michael McPake and Donald Reid and appointed member Alex Macaulay.

Attending Neil Wylie, Director of Finance & HR; Charlie Hoskins, Senior Director; Janice Morgan, HR Manager, Mhairi Docherty, Head of HR & Organisational Change and Frank Kelly, Health & Safety Manager.

1. Apologies

Apologies were submitted from Councillors Alan Moir, Graham Hardie, Alan Lafferty, Anna Richardson, Malcolm Balfour and Tracy Carragher and appointed members Anne Follin, Graham Johnston and 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 9 February 2018 was submitted and approved as a correct record, subject to a minor typographical error on page 2, which should show Alex Macaulay as present.

4. SPT Staffing Statistics to the end of Period 5, 18 August 2018

There was submitted and noted a report (issued) of 5 September 2018 by the Assistant Chief Executive

(1) appending

- (a) staffing statistics up to the end of period 5, 18 August 2018 which included headcount (487), sickness absence (3.3% - rolling year equivalent of 3.6%); and
- (b) a summary of learning and development investment for the same period which had shown a spend of £52k on development activities (including £6k for contractors)

(2) concluding

- (a) that SPT's headcount continued to reduce steadily as a result of the organisational efficiency strategy and staff turnover;
- (b) sickness absence rates have remained steady, with continuing management focus on sustaining low levels of absence; and
- (c) that substantial investment in learning and development activity continued to align to operational priorities, including Subway Modernisation.

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5. Learning and Development update

There was submitted and noted a report (issued) of 4 September 2018 by the Assistant Chief Executive,

- (1) intimidating
 - (a) that over the last 3 years, in a time of budget constraints and whilst the number of staff had steadily decreased, SPT had maintained its overall level of investment in learning and development;
 - (b) that this investment underpinned SPT's drive to improve how services were delivered through the adoption of new technology, process improvements and the implementation of good practice as part of its organisational efficiency strategy; and
 - (c) that this investment also plays a fundamental role in ensuring that our primary objective of delivering safe and secure services is met.
- (2) providing more detailed information on SPT's learning and development requirements, budget, training and competency assessment activity and Health & Safety Training, advising that a substantial amount of health and safety training is delivered in-house; indeed, approximately 90% of all internal training days across SPT are focused on health and safety matters; and
- (3) advising members that SPT would continue to ensure that staff receive an appropriate level of health and safety training on a regular basis as part of our mission to place safety at the core of our culture.

6. Framework for Learning & Development provision

There was submitted and approved a report (issued) of 4 September 2018 by the Assistant Chief Executive recommending the award of a framework lot to MetTech Limited for Lot 4 Health & Safety General Training (detailed below) with a termination date of 31st March 2022.

Lot	Title	No. of Providers Required
4	Health & Safety General Trainings (Fork-lift, Manual Handling, Abrasive Wheel)	1

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7. Annual Safety Performance Report 2017/18

There was submitted a report (issued) of 4 September 2018 by the Senior Director setting out SPTs Health and Safety performance for the financial year 2017/18 (i.e. April 2017 to March 2018) and compares 2017/18 performance with previous years as part of seeking continuous improvement across all areas.

After considerable discussion and having heard Mr Hoskins and Mr Kelly in answer to members questions, the committee commended the progress on Health & Safety Management and noted the report.