

Strathclyde Partnership for Transport

Minute of the Personnel Committee

24 April 2015

held in Consort House, Glasgow

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**Minute of the meeting of Strathclyde Partnership for Transport's
Personnel Committee held in Consort House, Glasgow, on 24 April 2015**

Present Councillors Denis McKenna (Chair), Malcolm Balfour, Jim Coleman, Eddie Devine, Charlie Gilbert (substitute), Robert G MacIntyre, Hamish Stewart and David Wilson and Appointed Members Alan Malcolm and Gavin Scott.

Attending Valerie Davidson, Assistant Chief Executive (Business Support/Secretary); Valerie A Bowen, Senior Committee Officer; Gordon MacLennan, Chief Executive; Neil Wylie, Director of Finance & HR and Mhairi Docherty, Head of HR and Organisational Change.

1. Apologies

Apologies were submitted from Councillors Tony Buchanan, Kaye Harmon, Chris Kelly and Lawrence O'Neil and Appointed Members Anne Follin, Graham Johnston and Niall McGrogan.

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 10 October 2014 was submitted and approved as a correct record.
[Click here to view minute](#)

4. SPT staffing statistics to the end of 31 March 2015 (period 13)

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There was submitted and noted a report (issued) of 15 April 2015 by the Assistant Chief Executive (Business Support)

(1) appending

(a) staffing statistics for the period from 14 September 2014 to 31 March 2015 which included headcount, sickness absence and equalities data; and

(b) a summary of learning and development investment for the same period which had shown a committed spend of £111,362, an increase of 5% compared to the same period in 2013/2014;

(2) explaining that the key movement to date was a sickness absence rate to date of 4.0%, which was a marginal increase on the 2013/2014 absence rate; and

(3) concluding

(a) that SPT headcount and sickness absence rates continued nevertheless to be positive and contributed to the employee cost savings achieved in 2014/2015; and

(b) that significant focus and effort continued to be directed towards the management of sickness absence across the organisation.

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5. **Proposals to re-structure IT and Communications departments**

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There was submitted a report (issued) of 26 March 2015 by the Assistant Chief Executive (Business Support)

- (1) reminding members that SPT continually reviewed departmental functions and structures to ensure that there was clear alignment with business objectives and operational priorities;
- (2) informing members
 - (a) that following a review of SPT's IT and Communications departments, revised proposed structures had been drawn up in an attempt to forge stronger links between business support and operations by bringing the function closer to the departments they were servicing by physically locating support services with client departments, either as a temporary resource to deliver a project, or by embedding a member of staff within operational areas; and
 - (b) that it was also proposed to streamline the management of committee support by changing the reporting line of the Senior Committee Officer to report to the Senior Legal Advisor for day to day matters which would bring improved focus and attention to those matters of public administration which required a legal overview;
- (3) providing detail on the current and proposed structures and proposed changes to the establishment and working practices in the IT and Communications departments;
- (4) confirming that any reductions would be achieved where possible with the co-operation of employees, through retraining and redeployment, natural wastage, voluntary severance and early or flexible retirement programmes. Redundancy would be the option of last resort; and
- (5) recommending that the committee approve the proposals as detailed in the report, subject to the normal consultation process with the recognised Trades Unions and staff representatives.

After consideration and having heard Mrs Davidson in amplification of the report and in answer to members' questions, the Committee approved the recommendation at (5) above.

6. **SPT Staff Code of Conduct - Update**

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There was submitted a report (issued) of 26 March 2015 by the Assistant Chief Executive (Business Support)

- (1) reminding members that SPT had a Staff Code of Conduct which was reviewed regularly to ensure it took account of changes in the environment in which SPT officers operated;
- (2) explaining that, although the Staff Code of Conduct was consistent with that implemented by local government, the opportunity had been taken to include specific reference to and guidance for the use of social media;
- (3) appending the proposed revised Code of Conduct;

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- (4) advising members that, once agreed, this document would supersede the current Sections 12 and 13 of SPT's Governance Manual; and
- (5) recommending the formal adoption of the code, subject to the normal consultation process with the recognised Trades Unions and staff representatives.

After consideration, the committee approved the recommendation, subject to a minor alteration to the wording at paragraph 9.3, and completion of the necessary consultation.

7. Revised Employment Policies

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There was submitted and approved a report (issued) of 15 April 2015 by the Assistant Chief Executive (Business Support)

- (1) informing members
 - (a) that SPT had undertaken a review of all employment policies to ensure that they were current and in line with the latest employment legislation; and
 - (b) that there had been recent changes to legislation which now needed to be reflected in SPT's policies to ensure compliance with current employment law;
- (2) appending a summary of changes to SPT policy documents covering Adoption, Maternity, Paternity, Shared Parental Leave and Parental Leave;
- (3) outlining the main proposed changes as undernoted:-
 - the introduction of Shared Parental Leave which replaced Additional Paternity Leave and affected the Adoption, Maternity and Paternity Leave and Pay Policies and Guidance documents;
 - the removal of the length of service criteria to be eligible for adoption leave;
 - an increase in adoption pay;
 - the introduction of time off to attend up to a maximum of 5 adoption meetings for the Primary Adopter and up to a maximum of 2 adoption meetings for the Joint Adopter;
 - matching for adoption widened to include fostering leading to adoption;
 - ordinary Paternity leave now referred to as Paternity Leave;
 - additional Paternity leave abolished from 5 April 2015;
 - the introduction of Shared Parental Leave from 5 April 2015. This was an opt-in scheme which allowed the mother to convert up to 50 weeks' Maternity Leave and 37 weeks' Statutory Maternity Pay into Shared Parental Leave;
 - the introduction of 20 Keeping in Touch Days under Shared Parental Leave in addition to the 10 during Maternity Leave; and

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- the entitlement to Parental Leave widened to all children up to the age of 18 years regardless of disabled status; and
- (3) recommending approval of the revised documents as outlined at (2) above, subject to the normal consultation process with the recognised Trades Unions and staff representatives.

8. Equality and Diversity monitoring report

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There was submitted and noted a report (issued) of 15 April 2015 by the Assistant Chief Executive (Business Support)

- (1) reminding members that the Equality Act 2010 (Specific Duties) (Scotland) Regulations 2012, which came into force on 27 May 2012, placed specific duties on public authorities, including the publishing of equality outcomes reports and reporting on progress by 30 April 2013 and a further duty to review progress every two years; and
- (2) appending the Equality and Diversity Monitoring Report for the financial year ending 31 March 2015 which would be published on SPT's website prior to 30 April 2015 in accordance with the statutory duty.