

## **Strathclyde Partnership for Transport**

### **Minute of Personnel Committee**

**8 November 2024**

held in person at 131 St Vincent Street and via Video Conference

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## **Minute of the meeting of Strathclyde Partnership for Transport's Personnel Committee held at 131 St Vincent Street and via Video Conference\* on 8 November 2024**

- Present** Councillors Alan Moir (Chair), Ken Andrew\*, Stephen Dornan, Donald Reid\*, Adam Smith, Sandy Watson and David Wilson and appointed members Anne Follin & Greg Beecroft\*
- Attending** Valerie Davidson, Chief Executive; Lesley Aird, Director of Finance & Corporate Support; Richard Robinson, Director of Transport Operations; Janice Morgan, Head of HR; Andrea Thompson, Head of Corporate Communications; Amy Bryceland, Solicitor, Frank Kelly, Health & Safety Manager and Denise Johnston, L&D Assistant

The Partnership agreed at its meeting of 12 March 2021, following consideration of Standing Order No 14, for the recording of Committee and Partnership meetings

### **1. Apologies**

Apologies were submitted from Councillors Maureen Devlin, Owen O'Donnell, John Ross, Andy Steel and appointed member Kirsty Orr.

### **2. Declaration of interest in terms of the Ethical Standards in Public Life etc (Scotland) Act 2000**

Cllr Moir declared an interest, citing his employment with Scotrail and as a member of ASLEF, the trade union.

### **3. Minute of previous meeting**

[Click here to view the minute](#)

The minute of the meeting of 26 April 2024, having been considered and agreed at the Partnership meeting of (check the date – June 2024) as a correct record, was duly noted.

### **4. Revised Operational Control Centre Structure**

[Click here to view the report](#)

There was submitted a report (issued) of 30 October 2024 by the Director of Transport Operations informing the Committee of the findings of a review of the Operational Control Centre in light of the modernised system requirements and seeking approval to the proposed revised structure which is currently the subject of consultation with affected staff and the relevant trade union.

After hearing from Mr Robinson in response to members' questions, particularly relating to the impact of the restructure on staff, the requirements needed to ensure longer operational hours for the future and the need to capture the efficiencies of the modernised system, the Committee approved the proposed increase in staffing as detailed in the report.

### **5. Annual Safety Performance Report 2023/24**

[Click here to view the report](#)

There was submitted a report (issued) of 4 October 2024 by the Chief Executive, updating the Committee on SPT's Annual Safety Performance report for 2023/2024.

After hearing from Mr Kelly in response to members' questions, specifically concerning:

- i) SPT's continued commitment to zero tolerance to abuse of staff members;
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- ii) confirmation that SPT record “near misses” and actively encourage staff to report; and
- iii) reporting and monitoring of instances of passenger presence in prohibited areas of the concourse at BBS and queues forming near this area;

and it having been agreed that a paper would be brought to a future Committee detailing the policies and data of reported instances of abuse of staff noting that these incidents would be separated between physical and verbal, the Committee noted the contents of the report.

**6. SPT Staffing Statistics to the end of Period 7, 12 October 2024**

[Click here to view the report](#)

There was submitted a report (issued) of 23 October 2024 by the Director of Finance & Corporate Support advising members on the staffing statistics to the end of period 7, 12 October 2024 including headcount and sickness absence analysis.

After hearing from Mrs Morgan, the Committee noted the contents of the report.

**7. Learning and Development Update**

[Click here to view the report](#)

There was submitted a report (issued) of 14 October 2024 by the Director of Finance & Corporate Support updating the Committee on SPT’s learning and development activity during the financial year 2024/2025.

After having heard from Mrs Aird confirming in response to members’ questions regarding the means of delivery of training and that appropriate training both inhouse and external was arranged, the Committee noted the contents of the report and SPT’s continued investment in its employees.

**8. Flexible Working Policy**

[Click here to view the report](#)

There was submitted a report (issued) of 1 October 2024 by the Director of Finance & Corporate Support requesting the Committee’s approval of the revised Flexible Working Policy, which had already been through formal consultation with the recognised Trade Unions.

Having heard from Mrs Morgan the Committee approved the revised Flexible Working Policy.

**9. Maternity Leave and Pay Policy**

[Click here to view the report](#)

There was submitted a report (issued) of 1 October 2024 by the Director of Finance & Corporate Support requesting the Committee’s approval of the revised Maternity Leave and Pay Policy which had already been through formal consultation with the recognised Trade Unions.

Having heard from Mrs Morgan, the Committee approved the revised Maternity Leave and Pay Policy.

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