

## **Strathclyde Partnership for Transport**

### **Minute of Personnel Committee**

**30 April 2021**

held via Video Conference

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## Minute of the meeting of Strathclyde Partnership for Transport's Personnel Committee held via Video Conference on 30 April 2021

- Present** Councillors Alan Moir (Chair), Martin Bartos, Graham Campbell (from Agenda Item 5), Graham Hardie, Donald Reid, David Wilson and appointed members Jenna Dickson, Anne Follin, Graham Johnston and Andrew Walters.
- Attending** Gordon MacLennan, Chief Executive; Valerie Davidson, Assistant Chief Executive/Partnership Secretary; Neil Wylie, Director of Finance; Janice Morgan, Head of HR; Tony Jones, Contact Centre Manager and Denise Johnston, Learning & Development 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, and that such recordings would be made available together with the minute of meetings.

### 1. Apologies

Apologies were submitted from Councillors Malcolm Balfour, William Goldie, Alan Lafferty, Michael McPake, Richard Nelson and Anna Richardson.

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

The Committee noted there were no declarations of interest.

### 3. Minute of previous meeting

[Click here to view the minute](#)

The minute of the meeting of 21 August 2020, having been considered at the Partnership meeting on 18 September 2020, was submitted and approved as a correct record.

### 4. Equality and Diversity Monitoring Report

[Click here to view the report](#)

There was submitted and discussed a report (issued) of 14 April 2021 by the Assistant Chief Executive providing the Committee with an update on the employee-related information contained within SPT's Equality and Diversity Monitoring Report 2021 published in March 2021.

After hearing from Mrs Morgan in response to members' questions, specifically relating to the revised equality outcome of ensuring the staff diversity reflected the diversity of the SPT area, the Committee noted the report and the summary from the "Equality and Diversity Report" at Appendix 1.

### 5. Advancing Equality Pay Gap Update

[Click here to view the report](#)

There was submitted a report (issued) of 14 April 2021 by the Assistant Chief Executive providing the Committee with an update on the pay gap information contained within SPT's Advancing Equality Pay Gap Update 2021.

After hearing from Mrs Morgan, the Committee noted the report and the "Advancing Equality Pay Gap Update" at Appendix 1.

### 6. Revised Contact Centre Structure

[Click here to view the report](#)

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There was submitted a report (issued) of 14 April 2021 by the Assistant Chief Executive advising members of the findings of a review of the Contact Centre (including Demand Responsive Transport (MyBus) and Travel Card Unit) and recommending that the revised structure was formally adopted.

After significant discussion and hearing from Mr MacLennan, Mr Wylie and Mr Jones in response to members' questions, the Committee:

- (i) noted the recent restructure of Contact Centre as outlined and that a full staff and trade union consultation was undertaken;
- (ii) noted the revised structure has been implemented operationally;
- (iii) noted a reduction of 25.1 to 15 full time equivalent posts in the Contract Centre;
- (iv) noted the introduction of 3 posts to support Scheduling and Planning within the Network Analysis and Design function, Bus Strategy and Delivery; and
- (v) formally approved the adoption of the revised structure.

#### **7. Continuation of Business Continuity Plan – People Strategy - Coronavirus Pandemic**

[Click here to view the report](#)

There was submitted a report (issued) of 14 April 2021 by the Chief Executive advising members on the continuation of SPT's business continuity plan, specifically related to SPT employees, during the coronavirus pandemic.

After hearing from Mrs Morgan, the Committee noted the contents of the report and seconded Mr MacLennan's thanks to Mrs Morgan and the HR team for their continued support during the period of the pandemic.

#### **8. SPT Staffing Statistics to the end of Period 13, 31 March 2021**

[Click here to view the report](#)

There was submitted a report (issued) of 14 April 2021 by the Assistant Chief Executive advising members of the staffing statistics to the end of period 13, 31 March 2021 including headcount and sickness absence analysis.

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

#### **9. Apprenticeship and Graduate Development Report**

[Click here to view the report](#)

There was submitted a report (issued) of 31 March 2021 by the Assistant Chief Executive providing the Committee with an overview of current Apprenticeship and Graduate development activity undertaken in SPT and noting the ongoing work to support this organisational development.

After hearing from Mrs Davidson, the Committee welcomed the continued work in support of this important area of work and noted the contents of the report.

#### **10. Learning & Development Update**

[Click here to view the report](#)

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There was submitted a report (issued) of 20 April 2021 by the Assistant Chief Executive providing the Personnel Committee with an update on SPT's learning and development activity during financial year 2020/21.

After hearing from Mrs Davidson, the Committee noted the contents of this report and SPT's continued investment in its employee resource.

