

## **Strathclyde Partnership for Transport**

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

**17 March 2017**

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 17 March 2017**

**Present** Councillors Jonathan Findlay (Chair), Tony Buchanan, Eddie Devine, Michael McPake, Lawrence O'Neil and Fariha Thomas and appointed members Anne Follin, Alan Malcolm, Jo MacLennan and Alex Macaulay.

**Attending** Valerie Davidson, Assistant Chief Executive (Business Support/Secretary); Kirsten Gibson, Committee Support Officer; Gordon MacLennan, Chief Executive; Eric Stewart, Assistant Chief Executive (Operations) Charlie Hoskins, Senior Director, Mhairi Docherty, Head of HR and Organisational Change and Debbie Mackie, Head of HR and Organisational Change (Subway).

**1. Apologies**

Apologies were submitted from Councillors Kaye Harmon, Denis McKenna, Robert G MacIntyre and David Wilson.

**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**

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The minute of the meeting of 7 October 2016 was submitted and approved as a correct record, subject to the inclusion of Councillor Lawrence O'Neil and Appointed Member Ann Follin in the list of apologies.

**4. Variation in order of business**

In terms of Standing Order no. 3.4, the committee agreed to vary the order of business as hereinafter minuted.

**5. Re-structure of Bus Operations and Security**

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There was submitted and approved a report (issued) of 8 March 2017 by the Assistant Chief Executive (Operations)

- (1) reminding members that the committee had received and approved a number of organisational structure reviews which focussed on streamlining the organisation by maintaining and improving levels of service with reduced resources;
- (2) informing members
  - (a) that given the continued pressures on funding for 2017/2018 and projected into following years, it was essential that this approach continued as a priority for the Partnership in considering overall resourcing levels; and
  - (b) that this would likely have significant implications across the entire organisation and affect how core services were delivered;
- (3) summarising the findings of a review of Bus Operations and Security;

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- (4) appending the previous and proposed revised structures of Bus Operations and Security which if implemented would result in a reduction of up to 28.8 full time equivalent positions, 8.4 of which were currently vacant;
- (5) explaining that SPT had and would continue to take steps to mitigate job losses where possible including the freezing of vacancies across SPT, re-deploying staff, voluntary severance and the normal policy for any displaced staff; and
- (6) recommending that the committee approve the revised proposed structures, subject to consultation with Trade Unions.

After considerable discussion and having heard Mr Stewart in answer to members' questions and provide an update on the position in relation to the proposed new structure and the number of posts therein, the committee

- (i) approved the recommendation at (6) above; and
- (ii) agreed that an update on progress would be provided to the Partnership at its meeting on 31 March 2017, and a full update report would be submitted to the June Partnership meeting following the new structure's implementation.

## **6. Re-structure of Subway Maintenance Support and Planning**

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There was submitted a report (issued) of 8 March 2017 by the Assistant Chief Executive (Operations)

- (1) reminding members that the committee had received and approved a number of organisational structure reviews which focussed on streamlining the organisation by maintaining and improving levels of service with reduced resources;
- (2) summarising the findings of a review of Maintenance Support and Planning functions within the Subway in readiness for supporting improvements to the current service delivery as well as the contractual arrangements within the Subway modernisation programme;
- (3) appending the previous and revised proposed structures of Subway Maintenance Support, Planning and Logistics which when implemented would result in a reduction of 1 full time equivalent position;
- (4) explaining that any reductions would be achieved where possible with the cooperation of employees, through retraining and redeployment, voluntary severance and the normal policy for any displaced staff; and
- (5) recommending that the committee approve the revised proposed structures, subject to consultation with Trade Unions.

After discussion and having heard Mr Hoskins in further explanation of the report and in answer to members' questions, the committee

- (i) approved the recommendation at (5) above; and
- (ii) agreed that an update on progress would be provided to the Partnership at its meeting on 31 March 2017, and a full update report would be submitted to the June Partnership meeting following the new structure's implementation.

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**7. SPT staffing statistics to the end of 4 February 2017 (period 11)**

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There was submitted a report (issued) of 8 March 2017 by the Assistant Chief Executive (Business Support)

(1) appending

- (a) staffing statistics for the period from 1 April 2016 to 4 February 2017 (period 11) which included headcount (531), sickness absence (3.2% - rolling year equivalent of 3.4%), and equalities data; and
- (b) a summary of learning and development investment for the same period which had shown a committed spend of £108,000;

(2) explaining

- (a) that the latest statistics indicated that sickness levels had improved by around 30% year on year to stand at 3.2% at the end of Period 11; and
- (b) that the rolling year absence level continued to improve steadily to 3.4%, compared to 4.6% at the end of 2015/16; and

(3) concluding

- (a) that SPT's headcount continued to reduce steadily;
- (b) that significant focus and efforts continued to be directed towards the management of sickness absence across the organisation which included a review of policy and management practice, improving the management information available to managers and working more closely with occupational health and employee assistance services; and
- (c) that substantial investment in learning and development activity continued to be aligned to operational priorities including Subway Modernisation.

After consideration and having heard Mrs Docherty in further explanation of the report, the committee noted the report, including the following updated Period 12 figures provided at the meeting:-

- SPT Headcount – 528;
- Learning & Development Investment - £115,000; and
- Rolling Year sickness absence level – 3.3%.