

## **Strathclyde Partnership for Transport**

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

**10 October 2014**

held in Consort House, Glasgow

**contact officers:**

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**Minute of the meeting of Strathclyde Partnership for Transport's  
Personnel Committee held in Consort House, Glasgow, on 10 October 2014**

- Present** Councillors Denis McKenna (Chair), Jim Coleman, Eddie Devine, Robert MacIntyre and David Wilson and Appointed Members Anne Follin, Alan Malcolm and Gavin Scott.
- Attending** Kirsten Clubb, Committee Support Officer; Neil Wylie, Director of Finance & HR and Debbie Mackie, Head of HR and Organisational Development.

**1. Apologies**

Apologies were submitted from Councillors Malcolm Balfour, Tony Buchanan, David Fagan, Kaye Harmon, Chris Kelly and Lawrence O'Neil and Appointed Member Graham Johnston.

**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 9 May 2014 was submitted and approved as a correct record.

**4. SPT staffing statistics to the end of 13 September 2014 (period 6)**

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There was submitted and noted a report (issued) of 1 October 2014 by the Assistant Chief Executive (Business Support)

(1) appending

- (a) staffing statistics for the period from 1 April 2014 to 13 September 2014 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 £27,189, an increase of 12% compared to the same period in 2013/2014;

(2) explaining that the key movements to date were

- (a) a year to date increase in total headcount from 556 to 560; and
- (b) a sickness absence rate to date of 3.6%, which was an increase on the 2013/2014 absence rate but was below sector norms.

(3) concluding

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- (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.

## 5. Revised Employment Policies

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There was submitted a report (issued) of 18 September 2014 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, as part of that process SPT had identified some conditions and policies which required to be clarified to make the intent of the condition or policy clearer;
- (2) appending the following proposed revised Employment Policies, Policy Guidance and updated General Conditions of Service:-
  - Flexible working Policy & Guidance;
  - Maternity Leave Policy & Guidance;
  - Parental Leave Policy & Guidance;
  - Paternity Leave Policy & Guidance;
  - Adoption Policy & Guidance;
  - Time off for Elections;
  - Time off for Parliamentary Candidates and Agents;
  - Jury and Witness service – General Terms and Conditions;
  - Disciplinary Policy;
  - Sickness Absence Policy & Guidance & General Terms & Conditions;
  - Smoking Policy; and
  - Time off to Care for a Dependant Policy & Guidance; and
- (3) recommending approval of the revised documents as outlined at (2) above, subject to consultation with the recognised Trade Unions.

After discussion and having heard Mr Wylie and Mrs Mackie in answer to members' questions, the committee approved the recommendation at (3) above.

## 6. Annual Safety Report 2013/2014

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There was submitted and noted the Annual Safety Report for 2013/2014 which

- (1) encompassed all areas of SPT operations, including bus and subway operations and their infrastructure, head office and contractor performance;
- (2) detailed the following key areas under analysis:
  - reportable incidents involving staff, passengers and infrastructure, which SPT were legally obliged to report to the regulatory authorities;

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- emerging and underlying trends, which enabled SPT to target specific areas for improvement, as well as providing the necessary information to determine policy approach and identify training needs; and
  - progress in closing out safety related issues including those identified as a result of safety inspections and accident and incidents; and
- (3) outlined proposed targets and the supporting justification used to set those targets for the 2014/2015 Key Safety Performance Indicators.