

Strathclyde Partnership for Transport

Minute of the Personnel Committee

14 February 2020

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 14 February 2020**

- Present** Councillors Alan Moir (Chair), Malcolm Balfour, Martin Bartos, Michael McPake, Donald Reid, Iain Shonny Paterson (substitute), David Wilson and appointed members Anne Follin, Graham Johnston, Alex Macaulay and Jo MacLennan.
- Attending** Gordon MacLennan, Chief Executive; Valerie Davidson, Assistant Chief Executive; Neil Wylie, Director of Finance; Antony Smith, Director of Subway; Janice Morgan, HR Manager; Heather Maclean, Committee Officer and Stuart McMillan, Head of Transformation.

1. Apologies

Apologies were submitted from Councillors Graham Campbell, Graham Hardie, Mark Kerr and Richard Nelson.

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 23 August 2019 was submitted and approved as a correct record.

4. Subway Transformation Team – Introduction and Purpose Overview

There was submitted a report (issued) of 29 January 2020 by the Director of Subway outlining the structure, purpose and objectives of the Transformation Team and providing an overview of key actions both ongoing and upcoming.

After a presentation from Mr McMillan and hearing from Mr McMillan and from Mr Smith in answer to members' questions, the committee:

- (a) acknowledged the intent and purpose of the Transformation Team;
- (b) noted the progress to date and the expected forward action; and
- (c) agreed that further updates will be provided in due course.

5. Updated Expenses Policy

There was submitted a report (issued) of 31 January 2020 by the Assistant Chief Executive recommending Committee approval of the updated Expenses Policy.

After discussion and hearing from Ms Davidson and Mr Wylie in answer to members' questions, the Committee approved the updated policy.

6. SPT Staffing Statistics to the end of Period 10, 4 January 2020

There was submitted a report (issued) of 29 January 2020 by the Assistant Chief Executive advising members of:

- (a) the staffing statistics to 4 January 2020 (period 10), including headcount (483), sickness absence (4.3% - rolling year equivalent of 4.6%); and

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- (b) a summary of Learning & Development investment to the end of Period 10 of £126k.

Following discussion and hearing from Ms Davidson and Ms Morgan in response to members' questions, the Committee noted the contents of the report.

7. Revised Conditions of Service General Section (applicable to all Categories of Employees)

There was submitted a report (issued) of 29 January 2020 by the Assistant Chief Executive recommending approval of the revised Condition of Service General Section which will be subject to consultation with the recognised Trade Unions.

After discussion, the Committee approved:

- (a) the Conditions of Service General Section (applicable to all Categories of Employees), subject to consultation with the recognised Trade Unions; and
- (b) that an assessment be made against the Chief Officials terms and conditions and conclude a consultation prior to formal adoption.

8. Good Work Plan Report

There was submitted and noted a report (issued) of 29 January 2020 by the Assistant Chief Executive advising members of SPT's implementation of the recommendations set out in the Good Work Plan 2018.