

Strathclyde Partnership for Transport

Minute of the Personnel Committee

12 October 2012

held in Consort House, Glasgow

contact officers:

Valerie A Bowen phone: 0141 333 3130

Kirsten Clubb phone: 0141 333 3576

**Minute of the meeting of Strathclyde Partnership for Transport's
Personnel Committee held in Consort House, Glasgow, on 12 October 2012**

Present Councillors David Fagan (Chair), Malcolm Balfour, Tony Buchanan, Kaye Harmon, Michael Holmes, Bobby Lawson, Denis McKenna, Alan Moir and David Wilson and Appointed Member Alan Malcolm.

Attending Valerie Davidson, Assistant Chief Executive (Business Support/ Secretary); Gordon MacLennan, Chief Executive, Eric Stewart, Assistant Chief Executive (Operations) and Neil Wylie, Director of Finance & HR.

Also Attending: Councillor Paul Welsh, North Lanarkshire Council.

1. Apologies

Apologies were submitted from Councillors Chris Kelly and George Redmond and Appointed Member Gavin Scott.

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 9 March 2012 was submitted and approved as a correct record.

4. SPT staffing statistics to the end of period 6, 15 September 2012

[Click here to view report](#)

There was submitted and noted a report (issued) of 3 October 2012 by the Assistant Chief Executive (Business Support)

(1) appending

(a) staffing statistics for the period from 1 April to 15 September 2012 (period 6) which included headcount, sickness absence and equalities data; and

(b) a summary of learning and development investment from 1 April to 15 September 2012 (period 6) which had shown a committed spend to date of £21,755 in line with 2011/2012;

(2) explaining that the key movements to date were

(a) a year to date reduction in total headcount of 6 to 574; and

(b) a sickness absence level to date of 3.9%, up from the final absence rate in 2011/2012 of 3.5%;

(3) intimating

12 October 2012

- (a) that significant progress continued in the managed reduction of SPT's total headcount which had been a key element of the budget strategy agreed by the Partnership in the past two years and again on 10 February 2012; and
 - (b) that management of sickness absence was a key element in reducing overall employee costs with significant management time being invested in this area, together with the utilisation of external occupational health providers to support the process;
- (4) explaining that in addition to that reported, a further £23,500 had been committed to date for training in support of a major desktop upgrade in 2012/2013 which would be allocated to the relevant departments and included in the learning and development analysis from period 7; and
- (5) concluding
- (a) that SPT's headcount and sickness absence continued to be positive and had contributed to the planning employee cost savings in 2012/2013; and
 - (b) that the level of training and development recognised the priorities that SPT had identified and was consistent with meeting the objectives of developing a customer orientated organisation.

5. **Structure change update**

[Click here to view report](#)

There was submitted a report (issued) of 27 September 2012 by the Assistant Chief Executive (Business Support)

- (1) reminding members that the organisational structure was continually reviewed to ensure that it was fit for purpose and able to address the key issues the organisation faced on an on-going basis;
- (2) outlining the conclusion and successful implementation of the review of the Internal Audit function, resulting in 1 FTE reduction, a saving of approximately £45,000;
- (3) informing members that following the end of the secondment of the Business Improvement Manager a review would be undertaken on how best to ensure the functions of that post were delivered;
- (4) advising members of the realignment of managerial responsibility of the Property Team to the Assistant Chief Executive (Business Support); and
- (5) concluding that the structure still remained under review and was now flexible to adapt quickly to the changing demands of the organisation.

After consideration and having heard Mrs Davidson advise members that in addition to the changes detailed in the report, the Travel Planning function in the Communications Section which contained one post had been transferred to the Transport Planning Section, the committee noted the terms of the report.

12 October 2012

6. Subway Operations – outcomes of restructure

[Click here to view report](#)

With reference to the minute of the Personnel Committee of 9 March 2012 (page 4, paragraph 6), when the committee had approved proposals to restructure the Subways Operations Directorate, subject to the staff and union consultation process, there was submitted a report (issued) of 3 October 2012 by the Assistant Chief Executive (Operations)

- (1) informing members that consultation with Unite, one of the two Trade Unions recognised by SPT, had been successfully completed and a new structure, terms and conditions and working practices had been implemented with effect from 29 July 2012;
- (2) appending the final structures for each of the sections within the Subway Directorate;
- (3) providing detail on changes to the original proposals as a result of consultation;
- (4) explaining that overall, the following improvements were achieved as a direct result of the restructure of Subway Operations:-
 - Subway Operations salary budget reduced by 13% per annum;
 - Staff establishment reduced by 17%;
 - 65% of staff earning more which was attributable to longer working hours in the main; and
 - Introduction of a customer focused Trade Union Agreement as detailed in the report and signed by Unite and SPT on 17 August 2012; and
 - Delivered without industrial action.

After discussion and having heard

- (i) various members commend all officers involved in the organisational process, and
- (ii) the Chair advise members that following Subway Modernisation, SPT would aspire to extend the opening hours of the Subway,

the committee noted the terms of the report.

7. Customer Standards – proposals to restructure

[Click here to view report](#)

With reference to the minute of 14 October 2011 (page 4, paragraph 6) when the committee had approved, inter alia, plans to expand the role of the Customer Standards Manager to take operational responsibilities for the setting and attainment of customer standards throughout SPT, there was submitted and approved a report (issued) of 3 October 2012 by the Assistant Chief Executive (Operations)

- (1) informing members that following the expansion of the role for the Customer Standards Manager, it had been recognised that the role needed to take direct responsibility for facilities management and cleaning across the whole of SPT;
- (2) appending a consultation document issued to all affected staff which proposed a revised structure which would give the Customer Services Manager direct responsibility for staff who currently fulfilled the functions of facilities management or duties related to the monitoring and settling of customer standards;

12 October 2012

- (3) informing members
 - (a) that in addition, it was proposed to introduce a contractor framework for facilities management which would allow SPT to respond to demands for maintenance and repair in an efficient and cost effective manner;
 - (b) that the proposal was self-financing with the current budget allocations being aligned under one manager and the savings from external contractors offsetting the cost of this team and the new post; and
 - (c) that costs and efficiency savings would continue to be monitored post implementation; and
- (4) recommending that the committee approve
 - (a) the revised structure for the Customer Standards Team, subject to staff and union consultation; and
 - (b) the introduction of a framework of suppliers to support the facilities management function of the team.

8. Exclusion of press and public.

The Partnership resolved that the press and public be excluded for the next items of business on the agenda, it being considered that otherwise there would be disclosure to them of exempt information in terms of paragraph 1 of Schedule 7a to the Local Government (Scotland) Act 1973.

9. Early retirement – Chief Officer.

There was submitted and approved a report (issued) of 27 September 2012

- (1) recommending that the committee agree to the early retirement of a chief officer as detailed in the report with effect from 1 February 2013; and
- (2) explaining that removing the post from the establishment could be accommodated within the various workstreams already created and therefore met the criteria for early retirement on efficiency grounds.

10. Affected officers

At this point in the proceedings, all affected officers were requested to leave the meeting during the committee's discussion of the next item of business.

11. Review of salaries

There was submitted and approved a report (issued) of 27 September 2012 recommending the realignment of salaries as detailed in the report to ensure consistency.