

Committee minute



Strathclyde Partnership for Transport

Minute of the Personnel Committee

9 October 2015

held in Consort House, Glasgow

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**Minute of the meeting of Strathclyde Partnership for Transport's
Personnel Committee held in Consort House, Glasgow, on 9 October 2015**

Present Councillors Kaye Harmon (Chair), Malcolm Balfour, Tony Buchanan, Jim Coleman, Eddie Devine, Robert G MacIntyre, Frank McNally, Lawrence O'Neil, Hamish Stewart and Appointed Members Alan Malcolm and Gavin Scott.

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; Neil Wylie, Director of Finance & HR and Mhairi Docherty, Head of HR and Organisational Change.

1. Apologies

Apologies were submitted from Councillors Chris Kelly and David Wilson and appointed members Anne Follin and 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

The minute of the meeting of 24 April 2015 was submitted and approved as a correct record.

4. SPT staffing statistics to the end of 14 September 2015 (period 6)

There was submitted and noted a report (issued) of 23 September 2015 by the Assistant Chief Executive (Business Support)

(1) appending

(a) staffing statistics for the period from 1 April 2015 to 14 September 2015 which included headcount (554), sickness absence (4.6%) and equalities data; and

(b) a summary of learning and development investment for the same period which had shown expenditure of £65,000 year to date against a phased budget of £60,000;

(2) explaining that the key movement to date was a sickness absence rate of 4.6%, which was an increase on the 2014/2015 absence rate; and

(3) concluding

(a) that SPT's headcount continued to remain stable;

(b) that significant focus and efforts continued to be directed towards the management of sickness absence across the organisation to bring the rate down to previous levels which included a review of policy and practice, improving the management information available to managers and working more closely with occupational health and employee assistance services; and

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- (c) that an independent review of learning and development had commenced in order to determine the most appropriate strategy, structure and systems for the future.