



## **Strathclyde Partnership for Transport**

### **Minute of Personnel Committee**

**28 April 2023**

held in person at 131 St Vincent Street and via Video Conference

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## **Minute of the meeting of Strathclyde Partnership for Transport's Personnel Committee held at 131 St Vincent Street and via Video Conference\* on 28 April 2023**

- Present** Councillors David Wilson (Chair), Ken Andrew, Gordon Currie, Maureen Devlin\*, Stephen Dornan, Mark Horsham\* Alan Moir, Jim Paterson\*, Roza Salih\*, Adam Smith and appointed members Greg Beecroft and George Hazel\*
- Attending** Valerie Davidson, Chief Executive; Neil Wylie, Director of Finance & Corporate Support; Antony Smith, Director of Subway; Bruce Kiloh, Head of Policy & Planning; Gordon Dickson, Head of Bus Strategy & Delivery; Janice Morgan, Head of HR; and Jim Griffin, Senior Solicitor/Clerk

The Partnership agreed at its meeting of 12 March 2021, following consideration of Standing Order No 14, for the recording of Committee and Partnership meetings, and that such recordings would be made available together with the minute of meetings.

### **1. Apologies**

Apologies were submitted from Councillors Owen O'Donnell, Michael McPake and appointed members Anne Follin and Kirsty Orr.

### **2. Declaration of interest in terms of the Ethical Standards in Public Life etc (Scotland) Act 2000**

The Committee noted there were no declarations of interest.

### **3. Minute of previous meeting**

[Click here to view the minute](#)

The minute of the meeting of 26 August 2022, having been considered and agreed at the Partnership meeting on 30 September 2022 as a correct record, was duly noted.

### **4. Revised Bus Development & Contract Management Structure**

[Click here to view the report](#)

There was submitted and discussed a report (issued) of 18 April 2023 by the Director of Finance & Corporate Support advising members of the findings of a review of the Bus Development & Contract Management function and informing members of a revised structure which was subject to consultation with the relevant Trade Union and affected staff.

After having heard from Mr Dickson and Mrs Davidson in response to members' questions, the Committee:

- (i) noted the recent restructure of Bus Development & Contract function as outlined and that a full staff and trade union consultation was undertaken;
- (ii) noted the revised structure has been implemented operationally;
- (iii) noted a decrease from 11 to 8 full time equivalent posts in the Bus Development & Contract function (now Bus Development), with 2 full time equivalent Contract Management posts transferred to the Finance function; and
- (iv) approved the adoption of the revised structure.

### **5. Revised Digital Services Structure**

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[Click here to view the report](#)

There was submitted a report (issued) of 18 April 2023 by the Director of Finance & Corporate Support, advising members of the findings of a review of the Digital Services function and informing members of the revised structure currently being implemented following consultation with the relevant Trade Union and affected staff.

After hearing from Mr Wylie, the Committee:

- (i) noted the recent restructure of Digital Services function as outlined and that a full staff and trade union consultation was undertaken;
- (ii) noted the revised structure has been implemented operationally, with all internal appointments concluded and external recruitment for the additional 2 posts underway;
- (iii) noted an increase from 22 to 24 full time equivalent posts in the Digital department; and of this, an increase from 6 to 8 full time equivalent posts in the Digital Services function; and
- (iv) approved the adoption of the revised structure.

## **6. Revised Policy & Planning Department Structure – update**

[Click here to view the report](#)

There was submitted a report (issued) of 6 April 2023 by the Director of Finance & Corporate Support advising the Committee of the outcome and implementation following a review of the Policy & Planning department and to recommend formal approval of the revised structure.

After hearing from Mr Kiloh, the Committee:

- (i) noted the recent restructure of the Policy & Planning Department as outlined and that a full staff and trade union consultation was undertaken;
- (ii) noted that the revised structure has been implemented operationally;
- (iii) noted an increase from eight to eleven full time equivalent posts in the Policy & Planning department; and
- (iv) approved the adoption of the revised structure.

## **7. Staff Travel Survey**

[Click here to view the report](#)

There was submitted a report (issued) of 14 March 2023 by the Chief Executive advising the Committee of the outcome of a recent staff Travel Survey and subsequently to seek agreement to amendments of staff Conditions of Service General Section which support SPT staff to utilise public transport as their means of travel to the workplace.

After hearing from Mrs Davidson in response to members' questions and confirming that monitoring of the take up of the scheme would be reported in due course, the Committee:

- (i) approved a change to the SPT contribution to staff season tickets of £300 to £600 per annum and agree to adjust this annually to reflect the impact of inflation; and
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- (ii) agreed the staff Subway travel pass be extended to one member of the staff member's household residing at the same address.

#### **8. SPT Staffing Statistics to the end of Period 13, 31 March 2023**

[Click here to view the report](#)

There was submitted a report (issued) of 18 April 2023 by the Director of Finance & Corporate Support advising members of the staffing statistics to the end of period 13, 31 March 2023 including headcount and sickness absence analysis.

After hearing from Mrs Morgan, the Committee noted the contents of the report.

#### **9. Learning & Development Update**

[Click here to view the report](#)

There was submitted a report (issued) of 5 April 2023 by the Director of Finance & Corporate Support providing the Committee with an update on SPT's learning and development activity during financial year 2022/2023.

After hearing from Mr Wylie and Mrs Davidson in response to members' questions, specifically relating to and offering support to learning and development activity in the staff wellness criteria, the Committee noted the contents of the report and SPT's continued investment in its employee resource.

#### **10. Advancing Equality Pay Gap Update**

[Click here to view the report](#)

There was submitted a report (issued) of 18 April 2023 by the Director of Finance & Corporate Support providing the Committee with an update on pay gap information contained within SPT's Advancing Equality Pay Gap Update 2023.

After hearing from Mrs Morgan, the Committee noted the "Advancing Equality Pay Gap Update" at Appendix 1 of the report.

#### **11. Equality and Diversity Monitoring Report 2023**

[Click here to view the report](#)

There was submitted a report (issued) of 18 April 2023 by the Director of Finance & Corporate Support providing the Committee with an update on the employee related information contained within SPT's Equality and Diversity Monitoring Report 2023 published in March 2023.

After hearing from Mrs Morgan, the Committee noted the Equality and Diversity Report summary attached to the report.

#### **12. Revised Employee Development Policy**

[Click here to view the report](#)

There was submitted a report (issued) of 18 April 2023 by the Director of Finance & Corporate Support recommending the Committee approve the revised Employee Development Policy which has been subject to consultation with the recognised Trade Unions.

After hearing from Mrs Morgan, the Committee approved the Employee Development Policy attached to the report.

#### **13. Revised Grievance Policy**

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[Click here to view the report](#)

There was submitted a report (issued) of 18 April 2023 by the Director of Finance & Corporate Support recommending the Committee approve the revised Grievance Policy, which has been subject to consultation with the recognised Trade Unions.

After hearing from Mrs Morgan, Mr Wylie and Mrs Davidson in response to members' questions and hearing members' support of the speedy resolution of any grievance, the Committee approved the revised Grievance Policy.

**14. Revised Recruitment and Selection Policy**

[Click here to view the report](#)

There was submitted a report (issued) of 18 April 2023 by the Director of Finance & Corporate Support recommending the Committee approve the revised Recruitment and Selection Policy, which has been subject to consultation with the recognised Trade Unions.

After hearing from Mrs Morgan, the Committee approved the revised Recruitment and Selection Policy.

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