

Strathclyde Partnership for Transport

Minute of the Personnel Committee

9 February 2018

held in 131 St Vincent Street, Glasgow

contact officer:

Valerie A Bowen phone: 0141 333 3130

**Minute of the meeting of Strathclyde Partnership for Transport's
Personnel Committee held in 131 St Vincent Street, Glasgow on 9 February 2018**

Present Councillors Alan Moir (Chair), Graham Hardie, Alan Lafferty, Jacqueline McLaren, Michael McPake, Richard Nelson, Donald Reid, Anna Richardson (from Agenda Item 8), David Wilson and Allan Young (substitute) and appointed members Anne Follin, Graham Johnston and Jo MacLennan.

Attending Valerie Davidson, Assistant Chief Executive (Business Support)/Secretary; Gordon MacLennan, Chief Executive; Neil Wylie, Director of Finance & HR; Charlie Hoskins, Senior Director; Janice Morgan, HR Manager and Mhairi Docherty, Head of HR & Organisational Change (until Agenda Item 9)

1. Apologies

Apologies were submitted from Councillors Dr Martin Bartos, Malcolm Balfour and Allan Stubbs.

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

[Click here to view minute](#)

The minute of the meeting of 15 December 2017 was submitted and approved as a correct record.

4. Equalities report update

[Click here to view report](#)

There was submitted a report (issued) of 23 January 2018 by the Assistant Chief Executive (Business Support)

(1) reminding members

(a) that the gender pay gap was the difference between men and women's average hourly earnings and was not the same as unequal pay in terms of equal pay for equal value. Rather, it reflected the distribution of men and women within an organisation or sector; and

(b) that although the Equality Act 2010 (Specific Duties) (Scotland) Regulations 2012 required SPT to publish data on full pay relevant employees, those employees who received less than full pay because of taking leave - such as those receiving statutory maternity pay or reduced sick pay, or who were employed for only part of the year - were excluded from the analysis;

(2) intimating that organisations with low staff turnover, such as SPT, had limited opportunity to make a marked difference in statistics over a short period of time, even where there was a strong and visible commitment to equal opportunities as an employer and service provider;

(3) explaining that, although SPT had published an update on equality outcomes in April 2017 which had included reporting an overall pay gap (based on average hourly basic pay) of 12.21% as at December 2016, the gender pay gap widened to 21.15%

9 February 2018

when comparisons were made with overall earnings which included allowances as a result of historic labour market patterns when significantly more men than women worked in technical roles that attracted allowances for working unsociable hours;

- (4) appending an analysis on pay gap information which was based on data for the year to 31 December 2016 (thus ensuring it was consistent with SPT's bi-annual cycle of reporting) and, in line with Equalities and Human Rights Commission guidance, focussed on occupational and vertical segregation data for the following groups:
 - men and women;
 - persons who are disabled and persons who are not; and
 - persons who fall into a minority racial group and persons who do not;
- (5) informing members
 - (a) that all SPT staff had been invited to complete an Equal Opportunities Monitoring form in the autumn of 2016 and this had increased the amount of equalities information held;
 - (b) that although this data formed the basis of the analysis, some staff chose to respond 'prefer not to say' or did not provide any data at all, and therefore some of the sample sizes in the analysis were small and represented a subset of SPT's overall headcount; and
 - (c) that detailed pay gap analysis would be completed in line with the bi-annual reporting cycle, the next being due by April 2019 and, meantime, SPT would focus on developing and delivering against its equality action plan. This would include measures to improve the quality of equalities data held through regular requests to staff to complete equal opportunities monitoring, and consider how it could attract a more diverse range of candidates for positions in all occupations and at all levels in the organisation; and

After consideration and having heard Mrs Docherty in further explanation and in answer to members' questions, the committee noted the terms of the report.

5. Employee Code of Conduct: Proposed amendment to Social Media guidance

[Click here to view report](#)

With reference to the minute of 24 April 2015 (page 2, paragraph 6), when the committee had approved, inter alia, a revised Staff Code of Conduct which had included specific reference to and guidance for the use of social media, there was submitted and approved a report (issued) of 11 January 2018 by the Assistant Chief Executive (Business Support)

- (1) appending updated guidance to take account of the fast moving environment and significantly increased use of social media;
- (2) explaining that SPT had recently conducted training and briefing sessions on what social media was and the associated dangers that could arise in the workplace; and
- (3) recommending that the committee approve the revised Social Media Guidance for inclusion within the Code of Conduct, subject to the normal consultation process with the recognised Trades Unions.

9 February 2018

6. Learning and Development update

[Click here to view report](#)

There was submitted and noted a report (issued) of 22 January 2018 by the Assistant Chief Executive (Business Support),

- (1) intimidating
 - (a) that over the last 3 years, in a time of budget constraints and whilst the number of staff had steadily decreased, SPT had maintained its overall level of investment in learning and development;
 - (b) that this investment underpinned SPT's drive to improve how services were delivered through the adoption of new technology, process improvements and the implementation of good practice as part of its organisational efficiency strategy; and
 - (c) that this had resulted in staff reductions being sustained over the long term;
- (2) providing more detailed information on SPT's learning and development requirements, budget, training and competency assessment activity, apprenticeships and further education programmes; and
- (3) advising members that there would be a continued focus on the evaluation of all types of learning and development activity to help determine the most appropriate approaches to develop SPT's staff, to ensure value for money and alignment with organisational priorities.

7. Framework for Learning & Development provision

[Click here to view report](#)

There was submitted and approved a report (issued) of 22 January 2018 by the Assistant Chief Executive (Business Support),

- (1) intimating that the current framework for the provision of learning and development activities to SPT would expire on 31 March 2018;
- (2) outlining the tender assessment procedure for a proposed panel of external training providers to be appointed to a new framework with effect from 1 April 2018 for a period of 4 years;
- (3) informing members that the framework had been structured around the following lots:

Lot	Title	Number of providers required
1.	IT/Computer skills/On-line Training	2
2.	IOSH	1
3.	Health & Safety (Specialised Safety Training Working at Height)	1
4.	Health & Safety General Trainings (Fork-lift, Manual Handling, Abrasive Wheel)	1
5.	Health & Safety Confined Space Training	1

Strathclyde Partnership for Transport
Personnel Committee

9 February 2018

Lot	Title	Number of providers required
6.	Health & Safety (Railway Engineering and Associated Training)	1
7.	First Aid	2
8.	Personal Development & Soft Skills	3
9.	Change and Project Management	1

- (4) explaining that the framework would provide SPT with a list of companies for each lot which could be called off or be asked to mini tender;
- (5) advising members that no award had been recommended for Lot 4 as rates had been substantially higher than previous costs; and
- (6) recommending
- (a) that the following providers be included in the SPT framework for the provision of learning and development activities for the Lots as indicated below:

Company	Lot(s)
Etopia Solutions Ltd	1
QA Limited	1
Indicia Training	2 & 9
GTG Training Ltd	3
DAMM Environmental	5
T31 Consultancy	6
Stewart First Aid	7
McSence	7
Connect Three Solutions	8
Catalyst Mediation	8
Elite Training and Consultancy (Scotland) Ltd Training	8

and

- (b) that the current Lot 4 contract be extended for a period of 6 months with a view to procuring that Lot as a separate exercise.

8. SPT staffing statistics to the end of Period 10 (6 January 2018)

[Click here to view report](#)

There was submitted a report (issued) of 26 January 2018 by the Assistant Chief Executive (Business Support)

- (1) appending
- (a) staffing statistics for the period to 6 January 2018 (period 10) which had included headcount (495), sickness absence (3.4% - rolling year equivalent of 3.3%) and equalities data; and

9 February 2018

- (b) a summary of learning and development investment for the same period which had shown a committed spend of £102,982; and
- (2) concluding
- (a) that SPT's headcount continued to reduce steadily as the organisation continued to review what and how it delivered its remit;
 - (b) that significant focus and effort continued to be directed towards the management of sickness absence across the organisation. This included a review of policy and management practice, improving the management information available to managers and working more closely with occupational health and employee assistance services; and
 - (c) that substantial investment in learning and development activity continued to align to operational priorities, including Subway Modernisation.

After having heard Mrs Morgan in amplification of the report, the committee noted the terms of the report.

9. Exclusion of press and public

The Sub-Committee resolved in terms of Section 50A(4) of the Local Government (Scotland) Act 1973 to exclude the press and public from the meeting, as exempt information, as defined in paragraphs 1 and 6 of Part 1 of Schedule 7A, was likely to be disclosed.

10. Senior Structure request

There was submitted a report (issued to members only) of 31 January 2018 by the Assistant Chief Executive (Business Support)

- (1) informing members that a request had been received from the Assistant Chief Executive (Operations) to leave SPT under the current Early Retirement/Voluntary Severance Scheme;
- (2) providing information on the background to the request and the proposed interim arrangements for the distribution of the remaining responsibilities; and
- (3) requesting that the Committee consider the request and subsequent removal of the Assistant Chief Executive (Operations) post from the establishment.

After consideration and having heard Mr Maclennan in answer to member's question, the Committee approved the recommendation as detailed in the report.