



Revised Policy & Planning Department Structure – update

Committee Personnel

Date of meeting 28 April 2023

Date of report 6 April 2023

Report by Director of Finance & Corporate Support

1. Object of report

This report is to advise of the outcome and implementation following a review of the Policy & Planning department and to recommend formal approval of the revised structure.

2. Background

A report setting out the findings of a review of the Policy & Planning department was presented to and approved by the Personnel Committee in August 2022¹.

3. Proposals

As per the previous report to the Committee, the Policy & Planning restructure proposals were developed to address resourcing issues in relation to future workload, emerging development opportunities and funding.

The current and new structures are attached at Appendices 1 and 2. These proposals increased the number of posts from eight to eleven within the Policy & Planning department. There was one post vacant at the start of the process. The number of staff affected by these proposals was seven.

SPT undertook an extensive consultation exercise with the relevant trade union and affected staff. Following approval by the Personnel Committee, a number of new appointments were made, following application and assessment of candidates as is standard practice.

4. Conclusions

The changes followed an in-depth review by the Head of Policy & Planning and presentation to the Strategy Group of current resources, workload, skills and future priorities including Regional Transport Strategy development, Metro business case development, Strategic Transport Project Review 2 project development; major planning and development proposals and masterplans related to Buchanan Galleries, St Enoch, Subway/Bus Stations; Active Travel where it is expected there will be a significant increase in funding over the coming years; Internal Reviews including, MyBus, , Capital Programme Project Development; and climate change/carbon management/environmental strategy/project development. The

¹ https://www.spt.co.uk/media/rahoj12g/per260822_agenda6.pdf

cumulative impact of the above on the workload of the team is expected to be significant and has created the need for additional resource.

Following implementation, the proposals have resulted in an increase to full time equivalent positions within the Policy & Planning department from eight to eleven. This gave a net increase of three full time equivalent posts detailed in Appendix 3. No staff were displaced.

5. Committee action

The Committee is recommended to:

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

6. Consequences

Policy consequences	<i>The new structure will enhance support for delivery of the new Regional Transport Strategy.</i>
Legal consequences	<i>None directly.</i>
Financial consequences	<i>2023/24 revenue budget includes budgets to accommodate.</i>
Personnel consequences	<i>A proposed increase in headcount and full compliance with all SPT reorganisation policies.</i>
Equalities consequences	<i>An Equalities Impact Assessment was carried out.</i>
Risk consequences	<i>None directly.</i>
Climate Change, Adaptation & Carbon Consequences	<i>The creation of an Environment Officer post will provide additional support for SPT's work in relation to climate change, adaptation and carbon management.</i>

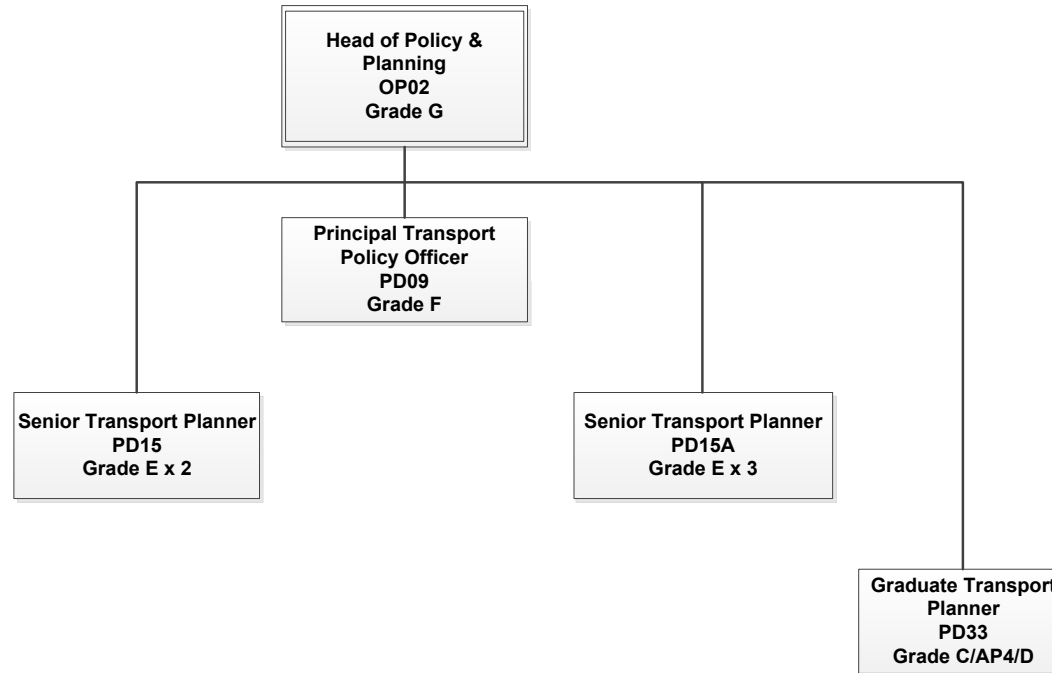
Name Neil Wylie
Title Director of Finance & Corporate Support

Name Valerie Davidson
Title Chief Executive

For further information, please contact *Neil Wylie, Director of Finance & Corporate Support*, on 0141-333 3380 or *Bruce Kiloh, Head of Policy & Planning* at bruce.kiloh@spt.co.uk.

APPENDIX 1

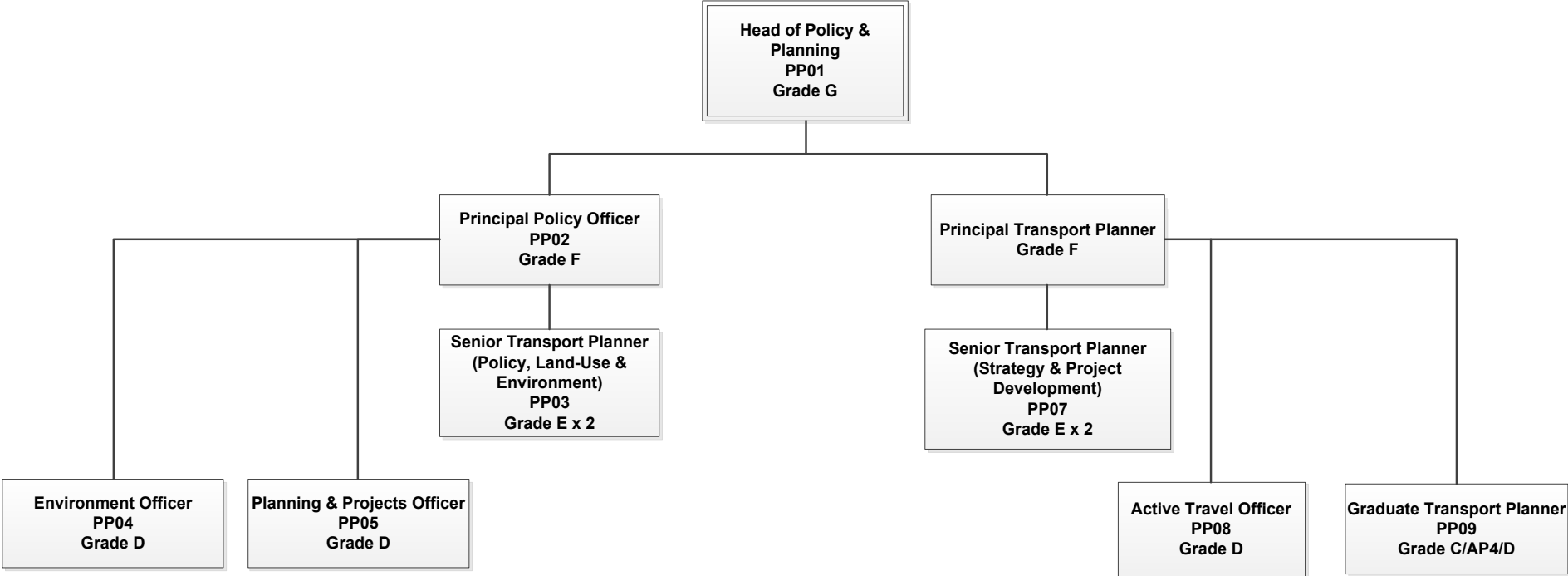
POLICY & PLANNING – CURRENT STRUCTURE



Total FTEs – 8
Occupancy – 7

APPENDIX 2

POLICY & PLANNING – PROPOSED STRUCTURE



APPENDIX 3

CURRENT Employed				PROPOSED			
Job Title	Grade	FTE	Vacancies	Role	Grade	FTE	Effect
Head of Policy & Planning	G	1		Head of Policy & Planning	G	1	
Principal Transport Policy Officer	F	1				1	
Senior Transport Planner	E	5	1	Policy, Land-Use & Environment			
Graduate Transport Planner	C/AP4/D	1		Principal Policy Officer	F	1	
		8		Senior Transport Planner	E	2	
				Environment Officer	D	1	
				Planning & Projects Officer	D	1	
						5	
				Strategy & Project Development Team			
				Principal Transport Planner	F	1	
				Senior Transport Planner	E	2	
				Active Travel Officer	D	1	
				Graduate Transport Planner	C/AP4/D	1	
						5	
Department Total		8	1	Department Total		11	3