



## **Strathclyde Partnership for Transport**

### **Minute of Personnel Committee**

**5 November 2021**

held via Video Conference

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## **Minute of the meeting of Strathclyde Partnership for Transport's Personnel Committee held via Video Conference on 5 November 2021**

- Present** Councillors Alan Moir (Chair), Graham Campbell, Jim Fletcher, Willie Goldie, Graham Hardie, Michael McPake, David Wilson and appointed members Anne Follin and Andrew Walters.
- Attending** Valerie Davidson, Acting Chief Executive/Partnership Secretary; Neil Wylie, Director of Finance; Janice Morgan, Head of HR; Fred Stibbs, Senior Health & Safety Officer and Denise Johnston, Learning & Development Assistant.

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 Malcolm Balfour, Martin Bartos, Anna Richardson and appointed member Graham Johnston.

### **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 from Committee members, but that Item 4 would affect Mrs Davidson and Mr Wylie in due course.

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

[Click here to view the minute](#)

The minute of the meeting of 30 April 2021, having been considered at the Partnership meeting on 18 June 2021, was submitted and approved as a correct record.

### **4. Revised Scheme of Salaries & Conditions of Service for Chief Officials**

[Click here to view the report](#)

There was submitted and discussed a report (issued) of 26 October 2021 by the Acting Chief recommending the Committee approve the draft revised Scheme of Salaries & Conditions of Service for Chief Officials, which will now be subject to consultation with affected employees and/or their representatives.

After hearing from Mrs Davidson, the Committee approved the draft Scheme of Salaries & Conditions of Service for Chief Officials, subject to consultation with all affected Chief Officials and/or their representatives.

### **5. Continuation of Business Continuity Plan – People Strategy –Coronavirus Pandemic**

[Click here to view the report](#)

There was submitted a report (issued) of 26 October 2021 by the Acting Chief Executive providing members with an update on the staffing impacts of the continuing pandemic and the continuation of SPT's business continuity plan, while operating and following government guidance on infection control.

After hearing from Mrs Morgan in response to members' questions, the Committee noted the contents of the report.

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**6. SPT Staffing Statistics to the end of Period 7, 9 October 2021**

[Click here to view the report](#)

There was submitted a report (issued) of 26 October 2021 by the Acting Chief Executive advising members of the staffing statistics to the end of period 7, 9 October 2021 including headcount and sickness absence analysis.

After hearing from Mrs Morgan in response to members' questions, the Committee noted the contents of the report and requested that a breakdown of ethnic, gender & disability by department be included in future reports.

**7. Learning & Development Update**

[Click here to view the report](#)

There was submitted a report (issued) of 11 October 2021 by the Acting Chief Executive providing the Committee with an update on SPT's learning and development activity during financial year 2021/22.

After discussion and having heard from Mr Wylie, Mrs Davidson and Mrs Johnston in response to members' questions, the Committee welcomed and noted the contents of the report and SPT's continued investment in its employee resource.

**8. Information and Cyber Security Policies**

[Click here to view the report](#)

There was submitted a report (issued) of 12 October 2021 by the Director of Finance recommending the Committee approve the Information and Cyber Security policies within Appendix 1 and Appendix 2 of the report.

After hearing from Mr Wylie and Mrs Davidson in response to members' questions, the Committee approved the Information and Cyber Security Policy Statement and Information and Cyber Security Policy.

**9. Annual Safety Performance Report 2020/2021**

[Click here to view the report](#)

There was submitted a report (issued) of 7 October 2021 by the Acting Chief Executive updating the Committee on SPT's Annual Safety Performance report for 2020/2021.

After extensive discussion, relating to the liaison with British Transport Police and Police Scotland and having heard from Mrs Davidson, Mr Wylie and Mr Stibbs in response to members' questions, the Committee noted the content of the Annual Safety Performance report 2020/2021.

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