



Revised Bus Development & Contract Management Structure

Committee Personnel

Date of meeting 28 April 2023

Date of report 18 April 2023

Report by Director of Finance & Corporate Support

1. Object of report

To advise members of the findings of a review of the Bus Development & Contract Management function, and inform members of a revised structure currently subject to consultation with the relevant Trade Union and affected staff.

2. Background

The Personnel Committee has received and approved a number of organisational structure reviews. While seeking to streamline the organisation, a key theme has also been to maintain and, where possible, improve levels of service with reduced resources. We also continue to review departments where we have identified increased workload across multiple workstreams as well as increased resourcing requirements to support associated complexity and governance. We continue to review departments and functions on a cyclical basis and this restructure focuses on the Bus Development & Contract Management team.

3. Proposals

Following a review by the Head of Bus Strategy & Delivery and discussion with the Strategy Group, the proposed new structure of the Bus Development function would decrease the number of posts in the Bus Development function from 11 to 8, with the aim of addressing the following issues:

- Resource and skills gaps;
- Development of a multi-skilled function;
- Improved efficiency and effectiveness of the function;
- Succession planning;
- Improve IT proficiency, data management and data analysis;
- Removal of legacy systems and processes which are labour intensive, inefficient and overly bureaucratic;
- Introduction and implementation of asset management software and migration of data;
- Alignment of Bus Development work within the Bus Strategy & Delivery department and support the Network Analysis & Design and Schools Agency Services & Compliance functions;
- Enhanced Capital Programme support;
- Delivery of a better service to internal/external stakeholders
- Improved focus on Climate change, carbon management, environmental strategy and project development.

- A more effective alignment of contract management payment processes to be consistent with other parts of the organisation.

Consultation with the relevant trade union and affected staff concluded on 20 April 2023 and resulted in:

- The creation of the new Bus Development function.
- The creation of new positions within the department: Bus Development Team Leader (Infrastructure), Bus Development Officers (Infrastructure) – Area 1 & 2, Bus Development Assistant (Infrastructure) and Bus Development Admin Assistant (Infrastructure).
- The transfer of 2 Contract Management posts to the Finance function.

The current and proposed structures are attached at Appendices 1 and 2. The number of staff affected by these proposals is 11.

4. Conclusions

The proposed structure for the Bus Development function reflects the need to promote flexibility of resource to support customer demand within each individual SPT area. Developing a multi-skilled operation will allow team members to switch between previously separate tasks when required, to allow better management and to deliver a better service to our customers.

5. Committee action

The committee is recommended to:

- (i) note the recent restructure of Bus Development & Contract function as outlined and that a full staff and trade union consultation was undertaken;
- (ii) note the revised structure has been implemented operationally;
- (iii) note 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) formally approve the adoption of the revised structure.

6. Consequences

Policy consequences	<i>None directly.</i>
Legal consequences	<i>None directly.</i>
Financial consequences	<i>Decrease in number of posts will have an impact on SPT's revenue budget.</i>
Personnel consequences	<i>A proposed decrease 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 *None directly.*

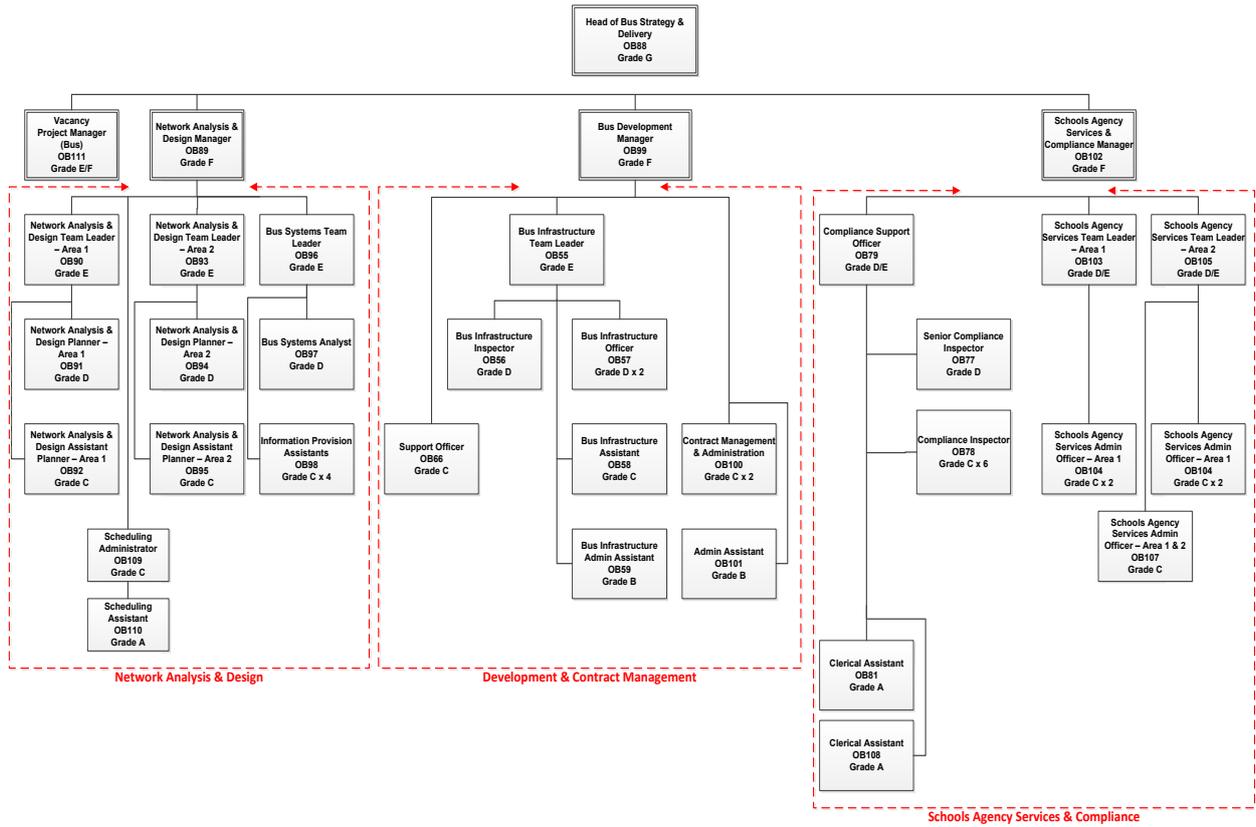
Name Neil Wylie
Title Director of Finance & Corporate Support

Name Valerie Davidson
Title Chief Executive

For further information, please contact *Gordon Dickson, Head of Bus Strategy & Delivery*, on 0141-333 3407 or *Janice Morgan, Head of HR*, on 0141-333 3414.

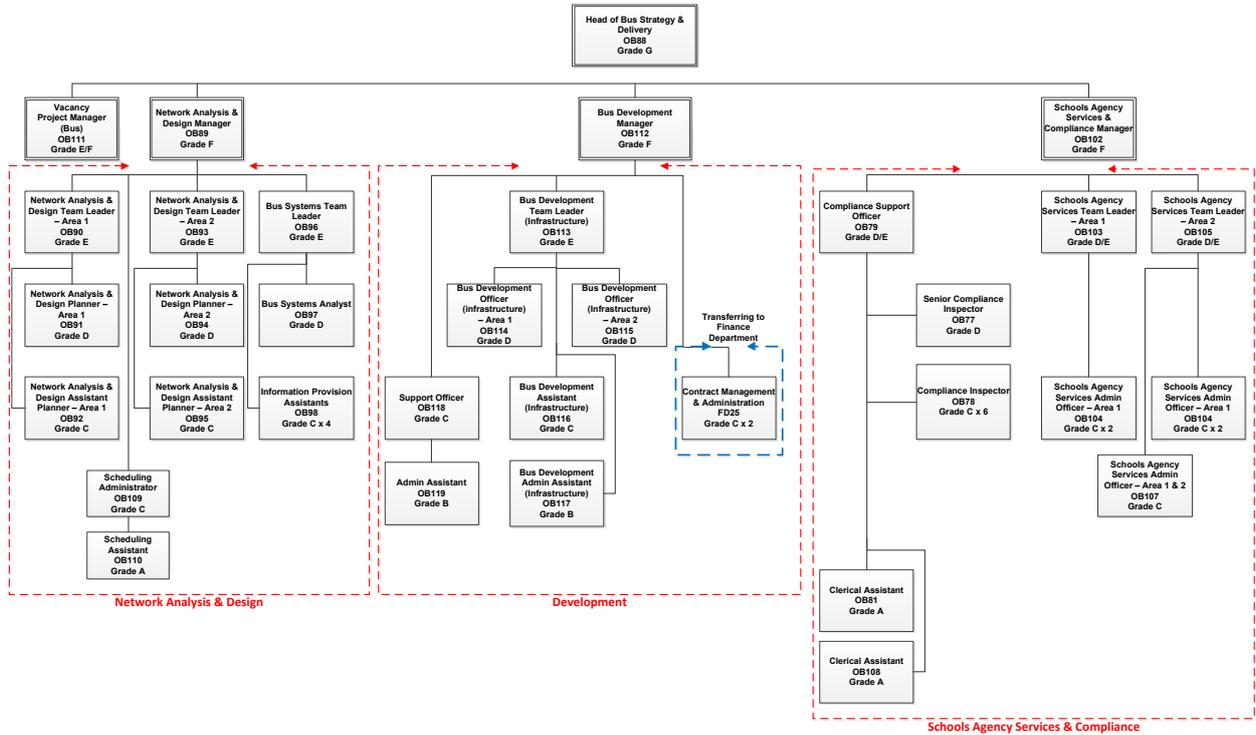
APPENDIX 1

BUS STRATEGY & DELIVERY – CURRENT STRUCTURE



APPENDIX 2

BUS STRATEGY & DELIVERY – PROPOSED STRUCTURE



APPENDIX 3

CURRENT				PROPOSED				HR1 Figure (staff potentially redundant)	
Job Title	Grade	FTE	Vacancies	Role	Grade	FTE	Effect	TOTAL	
Bus Development Manager	F	1		Bus Development Manager	F	1			
Bus Infrastructure Team Leader	E	1		Bus Development Team Leader	E	1			
Bus Infrastructure Inspector	D	1		Bus Development Officer (Infrastructure) - Area 1 & 2	D	2			
Bus Infrastructure Officer	D	2							
Bus Infrastructure Assistant	C	1		Bus Development Assistant (Infrastructure)	C	1			
Support Officer	C	1		Support Officer	C	1			
Contract Management & Administration	C	2	Transfer to Finance Department						
Bus Infrastructure Admin Assistant	B	1		Bus Development Admin Assistant	B	1			
Admin Assistant	B	1		Admin Assistant	B	1			
Department Total		11	0	Department Total		8	-3		