

## **Strathclyde Partnership for Transport**

### **Minute of Personnel Committee meeting**

**8 October 2010**

held at: Consort House, Glasgow

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## Minute of the meeting of the Strathclyde Partnership for Transport's Personnel Committee held in Consort House, Glasgow, on 8 October 2010

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**Present** Councillors Denis McKenna (Chair), Robert Burrows, David Fagan, Jonathan Findlay, Alan Moir, Mark Griffin, Marie McGurk, Chris Thompson and appointed member Alan Malcolm

**Apologies** Councillors Archie Graham, Bobby McDill, James McNally and George Roberts and appointed member Niall McGrogan.

**Attending** Valerie Davidson, Assistant Chief Executive (Business Support)/Secretary; Valerie A Bowen, Senior Clerk; Eric Stewart, Assistant Chief Executive (Operations) and Pamela Millar, Head of Corporate HR.

### 1. Declaration of interest

The Committee noted that there were no declarations of interest.

### 2. Minute of previous meeting

The minute of the meeting of 14 May 2010 (issued) was submitted and approved as a correct record.

### 3. Minutes of Sub-Committee meetings

The minutes of the Personnel Appeals Sub-Committee of 30 August and 30 September 2010 (issued) were submitted and noted.

### 4. SPT structure and stage 2 proposed changes

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With reference to the minute of 14 May 2010 (page 1, paragraph 3) when the committee had

- (1) approved a revised senior management structure as detailed in the report, subject to the conclusion of formal consultation with affected staff; and
- (2) noted that further changes at the next level of management would be considered and proposals brought forward for the committee's consideration,

there was submitted a report (issued) of 29 September 2010 by the Assistant Chief Executive (Business Support)

- (a) appending

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- (i) the revised and final senior structure which took account of the views of the committee in relation to the need to ensure robust and proper governance over HR matters; and
  - (ii) a proposed structure for the next level of management in the Projects (including transport planning, project delivery and property), HR and Communications departments which took account of the need to reduce costs, reflect the revised working portfolios and concentrate on customer service and delivery;
- (b) informing members that similar reviews would be conducted within the Subway and Bus Operations department to ensure that staffing levels were matched to operational need, removed areas of duplication and reviewed working methods;
- (c) explaining
- (i) that the current proposals, which would result in a reduction of up to 22 posts, required consultation with both staff and respective unions and that due consideration would be given to any issues raised during that process, together with any comments or views expressed by the Personnel Committee; and
  - (ii) that SPT operated a staff policy which, in circumstances of structural changes, sought to use redeployment, re-training of staff and accommodation within other vacant posts throughout the organisation and it was proposed to utilise these measures throughout the planned changes to departments together with the Voluntary Severance scheme; and
- (d) advising members that SPT was taking these early steps in an attempt to minimise the impact of the current economic climate in terms of anticipated increased cost pressures and real reductions in the level of income and to ensure that front line service delivery was protected as much as possible, although the level of savings required put at risk the ability continually to deliver services.

After consideration and having noted that savings equivalent up to £700,000 on a full year effect basis could be achieved, the committee approved the proposed revised structures, subject to the conclusion of formal consultation with affected staff.

## **5. Learning & Development investment update**

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With reference to the committee of 9 April 2010 (page 1 paragraph 3) when the committee had noted, inter alia, the impact of SPT's learning and development investment over the previous 3 years, there was submitted and noted a report (issued) of 22 September 2010 by the Assistant Chief Executive (Business Support)

- (1) appending details of SPT's Learning & Development expenditure for the period to 11 September 2010 (period 6); and

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- (2) informing members that SPT was continuing to make a significant investment in learning and development with the aim of producing an ongoing positive impact on SPT's performance, particularly during this period of significant change.

**6. Staffing report to 31 August 2010**

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There was submitted and noted a report (issued) of 21 September 2010 by the Assistant Chief Executive (Business Support)

- (1) appending staffing statistics for the period 1 April to 31 August 2010 which included headcount, sickness absence and equalities data;
- (2) explaining that the key movements to date were a reduction in total headcount of 29 and a reduction of 0.29% in the level of sickness absence; and
- (3) intimating that a copy of SPT's sickness absence policy would be submitted to the next meeting of the committee for information.