

## **Strathclyde Partnership for Transport**

### **Minute of the Personnel Committee**

**3 May 2013**

held in Consort House, Glasgow

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**Minute of the meeting of Strathclyde Partnership for Transport's  
Personnel Committee held in Consort House, Glasgow, on 3 May 2013**

**Present** Councillors Denis McKenna (Chair), Malcolm Balfour, Eddie Devine, Kaye Harmon and David Wilson and Appointed Members Anne Faulds, Alan Malcolm and Gavin Scott.

**Attending** Valerie Davidson, Assistant Chief Executive (Business Support/ Secretary); Eric Stewart, Assistant Chief Executive (Operations) and Neil Wylie, Director of Finance & HR.

**1. Apologies**

Apologies were submitted from Councillors David Fagan, Patrick McGlinchey and George Redmond and Appointed Member Niall McGrogan.

**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**

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The minute of the meeting of 12 October 2012 was submitted and approved as a correct record.

**4. SPT staffing statistics to the end of period 13, 31 March 2013**

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There was submitted and noted a report (issued) of 18 April 2013 by the Assistant Chief Executive (Business Support)

(1) appending

(a) staffing statistics for the period from 1 April 2012 to 31 March 2013 - which included headcount, sickness absence and equalities data; and

(b) a summary of learning and development investment from 1 April 2012 to 31 March 2013 which had shown a committed spend of £81,802 ,an increase of 20% on 2011/2012;

(2) explaining that the key movements to date were

(a) a year to date reduction in total headcount from 580 to 550; and

(b) a sickness absence level for the year of 4.6%;

(3) concluding

(a) that SPT headcount and sickness absence rates continued to be positive and contributed to the employee cost savings achieved in 2012/2013; and

(b) that significant focus and effort continued to be directed towards the management of sickness absence across the organisation.

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**5. Organisational structure update**

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There was submitted and approved a report (issued) of 18 April 2013 by the Assistant Chief Executive (Business Support)

- (1) reminding members that the committee had previously approved organisational structure changes as part of SPT's commitment to ensure the organisation continued to be flexible in the delivery of services;
- (2) explaining that reviews continued as the business requirements changed and further opportunities had been taken to streamline structures and processes;
- (3) appending the current and proposed structures for Human Resources, Partnership Support, Bus Operations Management and Subway Planning which would provide a more streamlined and effective approach of delivering SPT services overall; and
- (4) recommending that the committee approve
  - (a) the revised structures effective immediately for Human Resources, Partnership Support and Bus Operations Management; and
  - (b) the proposed structure for Subway Planning and stores, subject to the recognised staff and trade union consultation.

**6. Update on voluntary severance programme**

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There was submitted and approved a report (issued) of 18 April 2013 by the Assistant Chief Executive (Business Support)

- (1) reminding members that it had been agreed previously to operate a voluntary severance (VS) programme as a tool to reduce headcount and costs;
- (2) informing members that
  - (a) during 2012/2013, 44 members of staff had been accepted for VS; and
  - (b) although the cost of the exercise, including pension costs, was approximately £1.7m, it would produce an on-going saving of approximately £1.2m per annum, with a payback period of 18 months which was well within the recognised tolerances of such an exercise;
- (3) recommending that the committee
  - (a) note the outcome of the VS programme on the headcount of SPT and the net cost reduction going forward; and
  - (b) agree that VS should continue to be used as an effective tool where a business case could be made.

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**7. Equality and Diversity Monitoring Report for the year ending 31 December 2012**

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There was submitted and noted a report (issued) of 18 April 2013 by the Assistant Chief Executive (Business Support)

- (1) reminding members that the Equality Act 2010 (Specific Duties) (Scotland) Regulations 2012 which came into force on 27 May 2012 placed specific duties on public authorities, including the publishing of equality outcomes reports and reporting on progress by 30 April 2013 and at subsequent four year intervals; and
- (2) appending a Equality and Diversity Monitoring Report for the year ending 31 December 2012 which had been published on SPT's website prior to 30 April 2013 in accordance with the statutory duty.