

Strathclyde Partnership for Transport

Minute of Personnel Committee

26 August 2022

held in person at 131 St Vincent Street and via Video Conference

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Minute of the meeting of Strathclyde Partnership for Transport's Personnel Committee held at 131 St Vincent Street and via Video Conference on 26 August 2022

- Present** Councillors Ken Andrew, Ralph Barker (Substitute), Stephen Dornan, Mark Horsham (via video conference), Joanne Katy Keltie, Michael McPake, Alan Moir, Jim Paterson, Roza Salih, David Wilson and appointed members Greg Beecroft, Anne Follin and George Hazel.
- Attending** Councillor Donald Reid; Valerie Davidson, Chief Executive; Neil Wylie, Director of Finance & Corporate Support; Antony Smith, Director of Subway; Bruce Kiloh, Head of Policy & Planning; Janice Morgan, Head of HR; Kay Sharkey, Head of Transformation; Frank Kelly, Health & Safety Manager 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. Appointment of Chair

Mrs Davidson advised the role of Personnel Committee Chair would normally rotate between the two SPT Vice Chairs. As there were no objections to this, the Committee agreed to this and Cllr Moir took the Chair.

2. Apologies

Apologies were submitted from Councillors Maureen Devlin, Owen O'Donnell and appointed member Graham Johnston.

3. Declaration of interest in terms of the Ethical Standards in Public Life etc (Scotland) Act 2000

It was noted there were no declarations of interest.

4. Minute of previous meeting

[Click here to view the minute](#)

The minute of the meeting of 5 November 2021, having been considered at the Partnership meeting on 17 December 2021, was submitted as a correct record and duly noted.

5. Annual Safety Performance Report 2021/2022

[Click here to view the report](#)

There was submitted and discussed a report (issued) of 16 August 2022 by the Chief Executive updating the Committee on SPT's Annual Safety Performance Report 2021/2022.

After considerable discussion and having heard from Mr Kelly, Mr Wylie and Mrs Davidson in response to members' questions, particularly relating to anti-social behaviour on public transport, the Committee noted the details of the Annual Safety Performance Report 2021/2022.

6. Revised Policy & Planning Structure

[Click here to view the report](#)

There was submitted a report (issued) of 16 August 2022 by the Chief Executive, advising members of the findings of a review of the Policy & Planning department structure and informing members of a proposed revised structure subject to consultation with relevant Trade Union and affected staff.

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After hearing from Mrs Morgan and Mr Kiloh in response to members' questions, the Committee welcomed the proposals and approved the report.

7. Revised Code of Conduct for Employees

[Click here to view the report](#)

There was submitted a report (issued) of 16 August 2022 by the Director of Finance & Corporate Support recommending the Committee approve the revised Code of Conduct for Employees, which has been subject to consultation with the recognised Trade Unions.

After hearing from Mrs Morgan and Mrs Davidson in response to members' questions, the Committee approved the revised Code of Conduct for Employees appended to the report and agreed that appropriate guidance would be provided to staff.

8. SPT Staffing Statistics to the end of Period 4, 23 July 2022

[Click here to view the report](#)

There was submitted a report (issued) of 26 August 2022 by the Director of Finance & Corporate Support advising members of the staffing statistics to the end of Period 4, 23 July 2022, including headcount and sickness absence analysis.

After hearing from Mrs Morgan and Mr Smith in response to members' questions, the Committee noted the contents of the report and the efforts made to ensure SPT's gender balance was improved and steps to maximise staff retention of key staff.

9. Learning & Development Update

[Click here to view the report](#)

There was submitted a report (issued) of 16 August 2022 by the Director of Finance & Corporate Support providing the Committee with an update on SPT's learning and development activity during financial year 2022/2023.

After hearing from Mr Wylie in response to members' questions, the Committee noted:

- (i) the contents of the report;
 - (ii) welcomed SPT's continued investment in its employee resource; and
 - (iii) asked that, on behalf of the Committee, congratulations be sent to all successful apprentices who had recently completed their studies.
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