

Strathclyde Partnership for Transport

Minute of the Personnel Committee

9 May 2014

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 9 May 2014**

Present Councillors Kaye Harmon (Chair), Malcolm Balfour, Jim Coleman, Eddie Devine, Charlie Gilbert (substitute), Denis McKenna and Hamish Stewart and Appointed Members Anne Follin and Gavin Scott.

Attending Valerie Davidson, Assistant Chief Executive (Business Support/Secretary); Neil Wylie, Director of Finance & HR and Debbie Mackie, Head of HR and Organisational Development.

1. Apologies

Apologies were submitted from Councillors David Fagan, Chris Kelly and David Wilson and Appointed Member Alan Malcolm.

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 11 October 2013 was submitted and approved as a correct record.

Arising from the minute with reference to page 2, paragraph 6, Mr Wylie updated the committee on the exercise to promote membership of the LGPS to those employees who were not members, highlighting the fact that a small number of staff had elected to join the scheme/

4. SPT staffing statistics to the end of 31 March 2014 (period 13)

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There was submitted and noted a report (issued) of 22 April 2014 by the Assistant Chief Executive (Business Support)

(1) appending

(a) staffing statistics for the period from 1 April 2013 to 31 March 2014 which included headcount, sickness absence and equalities data; and

(b) a summary of learning and development investment for the same period which had shown a committed spend of £106,466, an increase of 30% compared to the same period in 2012/2013;

(2) explaining that the key movements to date were

(a) a year to date increase in total headcount from 550 to 556; and

(b) a sickness absence rate to date of 3.1%, a significant decrease on the 2012/2013 absence rate of 4.6%; and

(3) concluding

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- (a) that SPT headcount and sickness absence rates continued to be positive and contributed to the employee cost savings achieved in 2013/2014; and
- (b) that significant focus and effort continued to be directed towards the management of sickness absence across the organisation.

5. Proposal to introduce a Trainee Programme for SPT

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There was submitted and approved a report (issued) of 22 April 2014 by the Assistant Chief Executive (Business Support)

- (1) providing details of a proposal to introduce a trainee programme within SPT which would support the longer term and allow the organisation to respond to changing demands for skills which were not currently available;
- (2) intimating that this approach was consistent with the key messages of the recent Audit Scotland report "An overview of local government in Scotland" which acknowledged that, although staff reductions had been the main source of budget reductions, it was recognised that this alone was not sustainable in the longer term;
- (3) explaining that, in addition to the two trainee positions currently within the organisation, one accountant and one transport planner, it had been identified that there would be future needs in the following areas:-
 - scheduling and rostering (Operations);
 - engineering (Projects); and
 - infrastructure technician (Subway);
- (4) informing members that, once a framework for supporting trainees had been established, it would be used to underpin any future trainee programmes; and
- (5) recommending the introduction of a further three traineeships in support of the plan for future skills needs in SPT.

6. Revised IT and information Security Policy

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There was submitted a report (issued) of 11 April 2014 by the Assistant Chief Executive (Business Support)

- (1) intimating
 - (a) that, as a result of the implementation of the new Subway Ticketing System, SPT's IT and Information Security Policy required to be changed; and
 - (b) that the key drivers for updating the policy were the need for SPT to ensure the security of its customers' payment card details and to be compliant with Payment Card Industry Data Security Standard (PCI DSS) so that SPT could continue to be able to accept payment for goods and service from payment cards;

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- (2) appending a proposed revised IT and Information Security Policy, together with two additional annexes, which covered the new elements required to meet best practice and PCI DSS compliance;
- (3) explaining
 - (a) that the first Annex, "Cardholder Data Environment Information Security Policy", applied to staff who worked in the payment card environment, which included the new ticketing system in the Subway as well as staff using payment card devices in Bus stations and Travel centres; and
 - (b) that the second Annex, 'Payment Card Industry Third Party Policy", would be issued to external organisations who had direct access to SPT customer payment card data; and
- (4) recommending approval of the proposed IT and Information Security Policy, subject to consultation with the recognised Trade Unions.

After consideration and having heard Mrs Davidson in further explanation, the committee approved the recommendation at (4) above.