



A MEMORANDUM OF AGREEMENT

Between

STRATHCLYDE PARTNERSHIP FOR TRANSPORT

And

EMPLOYEE REPRESENTATIVES

With regard to

INFORMATION AND CONSULTATION ARRANGEMENTS

A Memorandum of Agreement between Strathclyde Partnership for Transport and Employee Representatives with regard to Information and Consultation Arrangements.

Introduction

Strathclyde Partnership for Transport recognises that it is very important to keep all of its employees well informed with regard to developments which affect it and to consult with employee representatives as part of the process by which it makes business decisions. This agreement sets out the detailed arrangements by which SPT will inform and consult its employees. It is recognised that these arrangements will be subject to ongoing review and, given the consent of both Management and Employee Representatives, may be changed in order to secure improvement.

Scope

This Agreement will cover all the Employees of Strathclyde Partnership for Transport.

Structure

SPT will establish the **'Staff Consultation Committee'**. This body will have the responsibility of dealing with all items of business requiring the provision of information or consultation across the entire organisation. In addition a **'Subway Staff Consultation Sub Committee'** will be established, this will deal with all items specific to the Subway. It is recognised that other sub committees may be established if required to deal with issues specific to particular sections of SPT.

Remit

The remit of the Staff Consultation will include the following topics

1. The Objectives, Policies and Procedures of SPT

- Introduction of new policies occasioned by good practice or legislative requirements
- Significant alteration or addition to existing Policies
- Health and Safety Policy and Practices
- Impact of Regional Transport Strategy
- Strategic decisions of SPT

2. Past and Present performance and Progress of SPT

- Organisational Performance of SPT-Key Performance Indicators
- Business Performance
- Financial budgets and financial performance
- Best Value

3. Future Plans and Prospects of SPT

- Changes in services provided by SPT
- Changes in Organisational Structure
- Current employment patterns and proposed changes thereto
- Changes to working methods or introduction of new working methods
- Transfer of Work, use of contractors, reduction in work/cut backs, closure of operations and notifiable redundancies.

It should be noted that the list of topics is not exhaustive and will evolve over time. Any changes to the topics to be consulted upon or indeed any other aspect of the arrangements set out in this memorandum of agreement will only be after mutual discussion between and the consent of both Employee Representatives and Management.

Both Management and Employee Representatives will have the right to submit items for consultation. It is recognised that the Agenda of each meeting needs to reflect issues that Employee Representatives as well as Managers want to discuss.

It is also recognised that if the Staff Consultation Committee is to function effectively then there must be meaningful disclosure of information on the topics submitted for consultation by either Employee Representatives or Management. This information must be made available to employees sufficiently well in advance for employees to be able to understand its importance and its implications. The Committee must then provide a forum in which employees can voice their views on the basis of that information in a free and frank manner. It also requires a commitment on the part of Management to be prepared to modify any prior conclusions they have reached in light of the employee's views.

It must also be understood that the more Employee Representatives want to have early information and be more deeply and openly consulted the greater their responsibility for taking a business perspective on issues and accountability for any subsequent business decisions that are made.

Excluded Items

It is accepted by all parties to this Memorandum of Agreement that certain topics are excluded from consideration by the Staff Consultation Committee. These topics principally relate to Remuneration and other Terms and Conditions of Employment. These topics will be dealt with under the auspices of Strathclyde Partnership for Transport's Negotiation Procedures. Another set of issues which will not be dealt with by this committee will be individual disciplinary cases, nor will grievances (individual or collective) be considered by the committee. Both these topics will be dealt with under the appropriate Policies and Procedures currently in place.

Composition and Membership of the Staff Consultation Committee

The Convenor of the Committee will be the Chief Executive or one of the Assistant Chief Executive's. The Convenor of the Committee shall have as a major responsibility the need to ensure there is a balanced debate between Management and Employee Representatives.

The Director of Human Resources, or their designated representative, will attend all meetings. The Employee Relations Officer will also attend all meetings.

Other Directors or Managers will attend as appropriate depending on the subject matter of the issues on the Agenda.

The Employee Representatives on the committee will be all accredited Convenors and Shop Stewards from the recognised Trade Unions. The relevant full time Officers of the recognised Trade Unions may also attend if they wish.

Frequency of Meetings

The Staff Consultation Committee will meet every two months for the first six months of its existence and thereafter on a quarterly basis. It is recognised that unexpected events may arise that necessitate the calling of an extraordinary meeting of the Staff Consultation Committee. Should Employee Representatives wish to avail themselves of this facility then they should make a request for such a meeting in writing to the Director of Human Resources.

Administration

The Department of Human Resources will be responsible for all secretarial and logistical arrangements pertaining to the Staff Consultation Committee. A calendar of meetings will be issued on an annual basis and an agenda prepared for each meeting. The HR Department will also be responsible for issuing any papers required for the meeting in a timely manner. All items for inclusion on the Agenda must be submitted at least three days prior to the date of the actual meeting. A set of minutes will be prepared and issued to all members of the committee subsequent to each meeting. The minutes will also be placed on Strathclyde Partnership for Transport's Intranet site.

Confidentiality

As stated above if the Information and Consultation process is to function effectively then Management will be required to disclose business information to the Employee Representatives. It must be recognised that some of this information may be of a business sensitive nature and will be therefore required to be treated in a confidential manner by all to whom it is disclosed. It is therefore important that Employee Representatives be aware of and act appropriately with regard to issues of confidentiality at all times.

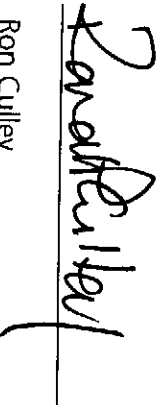
Interaction with Workforce


It will be the responsibility of the Employee Representatives to consult with the broader workforce in order to canvas their views and opinions on the topics that are being discussed by the Staff Consultation Committee and then to articulate those views at the appropriate meetings.


It will be the responsibility of both Management and the Employee Representatives to ensure that the issues that are discussed, subject to considerations of confidentiality, and any action points that arise are reported to all employees. Moreover Management and employee representatives will agree on a joint basis the content of the information to be passed to the employees.


Training

It is very important that employee representatives have the required skills both to participate effectively on the Staff Consultation Committee and to understand the information, which may be of a technical or financial nature, which is presented to them as part of the consultative process. Therefore when required appropriate Training will be provided to Employee Representatives to enable them to discharge their responsibilities effectively.

SIGNED 
NAME Ron Culley
POSITION Chief Executive
DATE 7 August 2008

SIGNED 
NAME Ian Findlay
POSITION Convener Unite (Amicus Section)

DATE 7 August 2008
SIGNED 
NAME Thomas Daly
POSITION Convener Unison

DATE 7 August 2008
SIGNED 
NAME Harry Copland
POSITION Convener Unite (TGWU Section)
DATE 7 August 2008

Appendix 1

Subway Staff Consultation Sub-Committee

Remit

This sub committee will deal with issues specific to the Subway, though if an issue is of sufficient import it may be referred to the Staff Consultation Committee. It is envisaged that most if not all issues to be dealt with in this forum will be of an operational nature.

Composition and Membership of Subway Staff Subway Sub-Committee

The Convenor of the Sub-Committee will be the Director of The Subway or one of the Subway Managers listed below.

The Employee Relations Officer will attend all meetings.

The HR Business Partner Customer Services may attend.

The following Subway Managers or a designated representative will also attend when items arise that are of direct relevance to them.

Customer Services Manager
Rolling Stock and Plant Manager
Engineering and Infrastructure Manager
Support Manager

The following Employee Representatives will attend if items on the agenda are relevant to the group(s) of employees they represent.

Convenor Maintenance and one Maintenance Shop Steward
Convenor Drivers
Convenor Station Staff
One Shop Steward representing Permanent Way or Semi Skilled
1 UNISON Shop Steward
A representative of the Maintenance Supervisory staff
A representative of the 'Uniformed' Supervisory Staff

If a Convenor cannot attend a designated alternate may do so in their place.

Frequency of Meetings

The Sub Committee will initially meet every two months for the first six months and then quarterly. The Sub-Committee can be convened on a non scheduled basis, provided one of the two parties so request. The frequency of these meetings will be reviewed after a period of time to determine in the light of experience whether they should be more or less frequent.

Administration

HR will provide logistical, secretarial and organisational support to service the Subway Sub-Committee. The same provisions applicable in this regard to the Staff Consultation Committee will apply to the Subway Sub-Committee.

Confidentiality, Interaction and Training

The provisions with regard to these topics that are applicable to the Subway Sub-Committee will be identical to those applying to the Staff Consultation Committee.

APPENDIX 2

Consort house, Bus Stations and Travel Centres Staff Consultation Sub Committee

Remit

The Sub Committee will deal with issues specific to Consort House, Bus Stations and Travel Centres. If an issue is however considered of sufficient import it may be referred to the Staff Consultation Committee. It is envisaged that most if not all issues to be dealt with in this forum will be of an operational nature.

Composition

The following Management representatives may attend.

The Direct of Human Resources and Organisational Development who will act as Convenor of the Sub-committee.

The Employee Relations Officer

One or both HR Business Partners.

Other Directors or Managers or Designated representatives may also attend when interims arise that are of direct relevance to them.

The following Employee Representatives will attend if items on the agenda are relevant to the group(s) of employees they represent.

The Convenor of UNISON

Two UNISON Stewards

The Convenor of UNITE (TGWU Section)

Frequency of Meetings

The Sub Committee will initially meet initially on a two monthly basis for the first six months and then quarterly. The Sub-Committee can be convened on a non scheduled basis, provided one of the two parties so request. The frequency of these meetings will be reviewed after a period of time to determine in the light of experience whether they should be more or less frequent.

Administration

(as per other sub committee).

Confidentiality etc.

(as per other sub committee)