

WEST YORKSHIRE PASSENGER TRANSPORT AUTHORITY

**AT A MEETING OF THE STAFFING WORKING GROUP
HELD IN WELLINGTON HOUSE, LEEDS ON
TUESDAY 5 FEBRUARY 2008**

PRESENT: Councillor A Wallace (Chair)

Councillors D Congreve, C Greaves and M Lyons

13. DECLARATIONS OF INTEREST

There were no personal or prejudicial interests declared at the meeting.

14. MINUTES

RESOLVED - That the minutes of the meeting held on 22 March 2007 be approved.

15. METRO STAFFING

The Working Group considered a report of the Passenger Transport Executive on Metro's arrangements for managing its human resource. Topics discussed included the workforce profiles, management development, managing sickness, performance, staff satisfaction and staff efficiency.

Sickness

It was reported that Metro's sickness levels for 2007 averaged 3.7% or 6.2 days per employee which was slightly higher than Metro's target of 3.5% but compared favourably when measured against other PTAs/PTEs and the other local authorities in West Yorkshire.

The Working Group welcomed the overall good management of sickness levels, particularly the high number of employees who had not had any sickness during the last year. However, they commented that whilst long term sickness had a major impact on Metro's overall sickness figures, it also highlighted that sickness levels would significantly improve if it were not for a small minority of employees/sections in the organisation whose poor attendance was of concern.

Members were advised that sickness levels would be analysed further in identified problem areas and consideration regarding alternative strategies would be reported to the Working Group.

Metro Structure

Members noted the appendices attached to the report summarising staff changes since June 2005 which illustrated an overall increase of only 7 employees, despite significant increases in workload as a result of success in funding major projects such as Mybus and Realtime. Appendix II provided an overview of Metro's structure for the Group's information.

RESOLVED - That the report be noted.

16. EMPLOYEE SURVEY 2007

The Working Group considered a report of the Passenger Transport Executive on the results of the 2007 Employee Survey amongst Metro staff.

Members were advised that the survey which had now been carried out for the last 11 years was an extremely valuable mechanism for obtaining information on staff, performance related issues and job satisfaction.

It was reported that the results of the survey had shown that Metro had once again improved the overall staff satisfaction score to 3.92 which when measured against the table set out in the report gave a 'positive attitude' rating.

Members were advised that Metro was addressing some of the issues which had arisen out of the survey, particularly with regard to inter-departmental communication.

The Working Group also suggested that further work be undertaken to ascertain if there was a correlation between sickness and job satisfaction.

RESOLVED - That the report be noted.

17. IIP CHAMPION STATUS

The Working Group considered a report of the Passenger Transport Executive informing members of Metro's success in achieving national IIP (Investors in People) Champion status.

It was commented that Metro was only the second organisation within the Yorkshire and Humber region to achieve the recognition for being outstanding in promoting the values and principles of Investors in People and who had led by example in the way they had managed and developed people.

Members noted some of the events and activities that Metro would be involved in which were highlighted in paragraph 2 of the submitted report.

The Working Group were advised that an event would be held at Wellington House on 12 February 2008 in recognition of Metro's awards and PTA members would be invited to attend. Representatives from IIP UK would also be visiting that day to present the Chairman and the Director General with a plaque in recognition of its champion status.

RESOLVED - That the report be noted.