

**WEST YORKSHIRE INTEGRATED TRANSPORT AUTHORITY**

**AT A MEETING OF THE STAFFING WORKING GROUP  
HELD AT WELLINGTON HOUSE, LEEDS ON  
THURSDAY 4 FEBRUARY 2010**

**PRESENT:** Councillor A Wallace (Chair)

Councillors D Congreve, C Greaves, M Lyons and K Watson

**1. APOLOGIES FOR ABSENCE**

Apologies were received from Councillor P Wadsworth.

**2. DECLARATIONS OF INTEREST**

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

**3. MINUTES**

**RESOLVED** - That the minutes of the meeting held on 23 April 2009 be approved.

**4. METRO EMPLOYEE DATA 2009**

The Working Group considered a report of the Passenger Transport Executive setting out current essential data on Metro employees including headcount, turnover and salary information.

Members noted the appendices attached to the report detailing headcount, overview of Metro's structure and employee turnover rates. It was reported that Metro had undertaken to maintain staffing levels such that the net cost of staff and the headcount remained the same from last year to this, with growth only being allowed where external funding had been received to meet the increased cost. The Group was informed that Metro had also taken on increased workloads by taking the lead in the development of the City Region Transport Strategy, influencing the Transport Act and continued to lead for PTEs on delivering extra rail capacity. Metro had also resourced the additional work required to deliver the Transport Innovation Fund studies and to co-ordinate Regional Transport Board bids for additional funds.

It was reported that Metro's staff turnover at mid year 2009 was 7.54% which was lower than previous years and lower than the average of 12.6% for public sector organisations.

Members were advised that the vacancy savings target for 2009/10 was £300,000 and further that, as part of its programme to respond to the current economic circumstances, Metro had identified overall efficiency savings in staff costs of at least £635,000 in each of the next three years.

**RESOLVED** - That the report be noted.

## **5. EXCLUSION OF THE PRESS AND PUBLIC**

The Working Group considered a recommendation to exclude the press and public from Agenda Item 6 which contained exempt information as defined in paragraph 3 (information relating to the financial or business affairs of any particular person (including the authority holding that information)) and 5 (information to which a claim of legal privilege could be maintained in legal proceedings) of Schedule 12A to the Local Government Act 1972.

It was recommended that, because disclosure of the report would

- (i) in relation to the information to which paragraph 3 of Schedule 12A applies, adversely compromise the Authority's negotiating position with Trade Unions; and
- (ii) in relation to the information to which paragraph 5 of Schedule 12A applies, reveal information to which a claim of legal privilege could be maintained in legal proceedings

then the public interest would be better served by maintaining the exemption and, therefore, that the press and public should be excluded.

**RESOLVED** – That the press and public be now excluded from Agenda Item 6.

## **\*6. REDUNDANCY SCHEME**

The Working Group considered a report of the Passenger Transport Executive on the adoption of a formal redundancy scheme within Metro.

It was reported that at the previous meeting it was agreed that a report outlining proposals for the adoption of a redundancy scheme within Metro would be submitted to the Working Group.

The Working Group were advised that enhanced redundancy schemes, both compulsory and voluntary, were in operation in a number of Local Authorities and PTEs.

An outline of the options was attached at Appendix 1 of the submitted report for the consideration of Members.

**RESOLVED -**

- (i) That the Voluntary Redundancy Scheme (Option 5), as outlined in the submitted report, be approved.
- (ii) That the implementation of a Voluntary Severance/ Redundancy Scheme across Metro be approved.

**7. SICKNESS ABSENCE SUMMARY 2008/2009 AND 2009/2010**

The Working Group considered a report of the Passenger Transport Executive on the procedures in place to manage sickness and absenteeism within Metro.

It was reported that Metro's sickness levels for 2008/09 averaged 7.77 days which was slightly higher than the target of 7.5 days but compared favourably when measured against other PTEs and the 5 local authorities in West Yorkshire.

Whilst welcoming the overall good management of sickness levels, particularly that more than 50% of the workforce had not taken any sickness during the last year, the Working Group expressed concern at the relatively high levels of sickness amongst a small number of employees.

Members were advised that sickness levels would be closely analysed in the identified problem areas and consideration regarding alternative strategies would be investigated and reported to the next meeting of the Group.

**RESOLVED -** That the report be noted.