



Andover Town Council

Item No.

To **receive** the staffing report following the HR Sub-Committee meeting held on 16th October 2025

To **note** that all staff appraisals have been conducted satisfactorily and that pay increments will be actioned on 1st April 2026

To **approve** the recommended awards in recognition of industry-related qualifications

To **note** the HR budget review and recommendation

To: Policy and Resources Committee

From: Town Clerk

Date of Report: 29 October 2025

From P&R Terms of Reference:

Human Resources

To set up a Sub-Committee to handle Human Resources issues, including but not limited to:

- To review and maintain Staffing Levels at appropriate levels to deliver services
- To approve the Grading of Staff and level of remuneration using as a guide the National Joint Committee Regulations (NJC Green Book) and the Terms and Conditions in line with the Society of Local Council Clerks (SLCC)
- To undertake recruitment procedures, equal opportunity statements and guidelines on employment practice

To determine the final stage of appeals with regard to grievance and disciplinary procedures for all employees

Staff Appraisals

All staff appraisals have been completed and were assessed as satisfactory. Realistic SMART targets have been set for the forthcoming year. The Committee expressed its appreciation for the contributions made by staff and requested that formal thanks be extended to them.

In accordance with staff contracts and the provisions of the Green Book:

"Subject to satisfactory performance, you will progress automatically up the scale by annual increments. Your first increment will be payable on 1st April 2026 and thereafter on 1st April each year. The Council may withhold an increment if it is considered that performance fell below the level expected or award an additional increment for exemplary performance if it chooses to do so."

As all appraisals were deemed satisfactory, all staff will receive a minimum of one pay increment on 1st April 2026.

Professional Development and Recognition

Staff members are actively pursuing professional qualifications, including:

- iLCA (Introduction to Local Council Administration)
- FiLCA (Financial Introduction to Local Council Administration)
- CiLCA (Certificate in Local Council Administration)

Two staff members have successfully completed the iLCA qualification. In recognition of these achievements, the committee unanimously agreed to recommend the following awards to the Policy and Resources Committee:

- £100 gift card for successful completion of iLCA or FiLCA.
- £200 gift card for successful completion of CiLCA.

Town Clerk Appraisal

Two members of the HR sub-committee were appointed to carry out the Town Clerk's appraisal, which was undertaken on the 21 October 2025 and was considered satisfactory.

Budget

The Staffing Sub-Committee has reviewed the Human Resources budget and recommends to the Policy and Resources Committee a staffing budget allocation of £300,000. This proposed budget accommodates:

- Statutory annual pay awards
- Anticipated pay increments
- A substantial provision for the final payment required to exit the Local Government Pension Scheme (LGPS), following the departure of previous staff
- Salary provision for the approved but currently unfilled position within the staffing structure, which must be accounted for in the budget.

Recommendations:

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