



ANDOVER TOWN COUNCIL

Human Resources Sub-Committee

Meeting

Incuhive Meeting Room, Andover

Tuesday 17 February 5:30 PM

To the Members of the HR Sub-Committee

You are hereby summoned to attend a meeting when it is proposed to transact the business on the agenda.

Please note that there are members of the Council who are neurodiverse and those with physical disabilities (e.g. hearing loss), reasonable adjustments will be made to accommodate this. Please be mindful of this and adjust your behaviour if necessary.

AGENDA

ITEM	DETAIL	Item Lead	Enc.
1. Public session	To receive questions from members of the public and to respond if appropriate or to direct officers to respond in writing after the meeting.	Chair	
2. Apologies	To note apologies for absence.	Chair	
3. Interests	To receive pecuniary or non-pecuniary declarations of interests for agenda items or dispensation requests.	Chair	
4. Minutes	To approve the minutes of the last meeting 16 October 2025	Chair	✓
5. Staff Wellbeing questionnaire	To note that the annual well being questionnaire has been distributed and completed. No issues to report.	Chair	✓
6. Exclusion of the press and public	To PASS a Resolution in accordance with section 1 of The Public Bodies (Admission to Meetings) Act 1960 to exclude the Members of the Press and Public from the Meeting due to the confidential nature of the agenda and to comply with GDPR.	Chair	
7. Vacancy	<ul style="list-style-type: none">To approve the job description for the vacant administration roleTo approve the salary for the vacant administration role (note that this fits within the current budget line)To approve filling this role as soon as possible.To note that this will be reported to the Policy and Resources Committee.	Chair	✓
8. Staffing	To make a recommendation to Full Council.	Chair	✓
9. Close of Meeting	The Chair will close the meeting	Chair	

Signed: *Tor Warburton*. Acting Proper Officer, 11 February 2026