



# ANDOVER TOWN COUNCIL

## Human Resources Sub-Committee Meeting

### Incuhive, Andover

21 April 2026 5:30pm

**To the Members of the HR Sub-Committee – Cllrs S. Hardstaff, E Reynolds, A Horsnell, J Hughes, J Goodwin.**  
 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. <b>Public session</b>	To <b>receive</b> questions from members of the public and to respond if appropriate or to direct officers to respond in writing after the meeting.	<b>Chair</b>	
2. <b>Apologies</b>	To <b>note</b> apologies for absence.	<b>Chair</b>	
3. <b>Interests</b>	To <b>receive</b> pecuniary or non-pecuniary declarations of interests for agenda items or dispensation requests.	<b>Chair</b>	
4. <b>Minutes</b>	To <b>approve</b> the minutes of the last meeting <a href="#">17 February 2026</a> .	<b>Chair</b>	✓
5. <b>HR Sub-committee TOR</b>	To <b>review</b> the HR Sub-Committee TOR and to <b>approve</b> recommendation to the Policy & Resources Committee. (To follow)	<b>Chair</b>	
6. <b>Review of HR Policies in line with Statutory Changes</b>	Members should be aware that these policies need to be reviewed and updated in line with statutory changes. To <b>review</b> the HR policies in line with statutory changes effective from 1 April 2026. To <b>agree</b> a timetable for completion of the review. To <b>approve</b> recommendations for submission to the Policy & Resources Committee. <b>Policies:</b> <ul style="list-style-type: none"> <li>• <a href="#">Disciplinary</a></li> <li>• <a href="#">Capability</a></li> <li>• <a href="#">Flexible Working</a></li> <li>• <a href="#">Grievance</a></li> <li>• <a href="#">Maternity leave and pay</a></li> </ul>	<b>Chair</b>	✓

ITEM	DETAIL	Item Lead	Enc.
7. <b>Exclusion of the press and public</b>	To <b>PASS</b> 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 agenda item 8 and to comply with GDPR.	Chair	
8. <b>Review of Staff Costs Against Budget</b>	To <b>review</b> current staff costs in comparison with the approved budget, ensuring that expenditure remains within the agreed financial limits.	Chair	✓
9. <b>TOIL Overview</b>	To <b>note</b> that all accrued TOIL has now been taken, with no staff currently holding outstanding TOIL.	Chair	
10. <b>Annual Leave Review</b>	To <b>review</b> annual leave records for all staff, including leave taken, leave booked, and remaining leave not yet scheduled.	Chair	✓
11. <b>Vacant role</b>	To <b>receive</b> a verbal update on recruitment to the vacant staffing position.	Chair	
12. <b>Staffing</b>	To <b>receive</b> a report and make a recommendation to Full Council.	Chair	✓
13. <b>Close of Meeting</b>	The Chair will close the meeting.	Chair	

Signed: *Tor Warburton*. Acting Proper Officer, 16 April 2026