



# Andover Town Council HR Sub Committee Minutes

<b>Time and date</b>	6:00pm on Tuesday 22 April 2025
<b>Place</b>	Incuhive, Andover

<b>HR SUB COMMITTEE - QUORUM = 3 (as per TERMS OF REFERENCE)</b>							
<b>Councillors Present:</b>		Arrival time noted if after meeting start					
Cllr S Hardstaff (Chairman)	✓		Cllr K Bird (Vice Chairman)	✓	6.10pm	Cllr E Reynolds	✓
Cllr M Farren	x						

<b>PUBLIC SESSION</b>	
<b>HR 027/04/25</b>	There were no Members of the Public present.
<b>APOLOGIES</b>	
<b>HR 028/04/25</b>	There were no apologies received.
<b>PECUNIARY INTERESTS</b>	
<b>HR 029/04/25</b>	There were no non-pecuniary interests declared.
<b>MINUTES</b>	
<b>HR 030/04/25</b>	It was proposed by Councillor E Reynolds and seconded by Councillor K Bird and <b>RESOLVED: Unanimously</b> , that the minutes of the HR Sub-Committee meeting held on 20 March 2025, be accepted and signed by the Chairman as a correct record of the meeting.
<b>EXCLUSION OF PRESS &amp; PUBLIC</b>	
<b>HR 031/04/25</b>	It was proposed by Councillor K Bird and seconded by Councillor E Reynolds and <b>RESOLVED: Unanimously</b> , that Members of the Press and Public be excluded from the meeting from item 6, due to the confidential nature of the agenda and to comply with GDPR.
<b>STAFFING ISSUES</b>	
<b>HR 032/04/25</b>	The HR sub-committee <b>ratified</b> the proposed pay scales as presented by the Acting Town Clerk for the staff. The pay points have been approved by the P&R Committee (PR 115/04/25). The HR sub-committee <b>recommend</b> to Full Council for approval, paying the staff one pay-scale above their approved pay-scale to accommodate the anticipated Local

	Government Association pay rise in November. It was agreed that if the pay rise was greater than that already being paid then the staff would be paid the difference in back pay and that greater accuracy could be exhibited in the 2025/2026 pay review as consequence.
<b>HR 033/04/25</b>	The HR subcommittee received a request for a flexible working contract. The request was for term time working. Robust questions were asked of the Acting Town Clerk (Head of Paid Staff) and the subcommittee were satisfied by the answers. A term time only contract has been ratified and agreed by HR Committee.
<b>MEETING CLOSURE</b>	
<b>HR 034/04/25</b>	The Chairman closed the meeting at 7.34pm.

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