



# Andover Town Council HR Sub Committee Minutes

<b>Time and date</b>	5:33pm on Tuesday 21 April 2026
<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)	<b>P</b>		Cllr E Reynolds (Vice Chairman)	<b>P</b>		Cllr J Goodwin	<b>P</b>
Cllr A Horsnell	<b>P</b>		Cllr J Hughes	<b>P</b>			

<b>PUBLIC SESSION</b>	
<b>HR 021/04/26</b>	There were no Members of the Public present.
<b>APOLOGIES</b>	
<b>HR 022/04/26</b>	There were no apologies received.
<b>PECUNIARY INTERESTS</b>	
<b>HR 023/04/26</b>	Non-pecuniary declarations were received from: Councillor E Reynolds, as a member of The Drove Allotment association and a plot holder at The Drove allotment site.
<b>MINUTES</b>	
<b>HR 024/04/26</b>	It was proposed by Councillor E Reynolds and seconded by Councillor J Hughes and <b>RESOLVED: Unanimously</b> , that the minutes of the HR Sub-Committee meeting held on <a href="#">17 February 2026</a> , be accepted and signed by the Chairman as a correct record of the meeting.
<b>HR SUB-COMMITTEE TOR</b>	
<b>HR 025/04/26</b>	Members received and reviewed the HR Sub – Committee Terms of Reference.  It was proposed by Councillor J Goodwin and seconded Councillor A Horsnell and <b>RESOLVED: Unanimously</b> , that the item be sent to Policy & Resources for recommendation and sent to Full Council for final approval.
<b>REVIEW OF HR POLICIES INLINE WITH STATUTORY CHANGES</b>	
<b>HR 026/04/26</b>	It was noted that both HALC and NALC have yet to update their guidance therefore the item was agreed to be deferred.

	<p>Consideration was given to whether policy reviews should first go to a Working Group, then to Policy &amp; Resources, rather than also being considered by the HR Sub-Committee.</p> <p>It was proposed by Councillor S Hardstaff and seconded by Councillor J Goodwin and <b>RESOLVED: Unanimously</b>, that this item be deferred.</p>
<b>EXCLUSION OF THE PRESS AND PUBLIC</b>	
<b>HR 027/04/26</b>	<p>It was proposed by Councillor J Hughes and seconded by Councillor J Goodwin and <b>RESOLVED: Unanimously</b>, that Members of the Press and Public be excluded from the meeting from item 8, due to the confidential nature of the agenda and to comply with GDPR.</p>
<b>REVIEW OF STAFF COSTS AGAINST BUDGET</b>	
<b>HR 028/04/26</b>	<p>It was recommended that the Town Clerk's pay scale be increased to SCP 42-48 to provide greater scope within the role ahead of the potential impact of Local Government Reorganisation (LGR) on ATC.</p>
<b>HR 029/04/26</b>	<p>It was proposed by Councillor J Goodwin and seconded by Councillor S Hardstaff <b>RESOLVED: Unanimously</b>, that the pay scales for the top three roles be amended as follows:  Town Clerk: SCP 42-48  Deputy Town Clerk/RFO: SCP 29-35  Allotment Officer: SCP 19-25</p>
<b>HR 030/04/26</b>	<p>It was noted that all staff be paid one point above their agreed pay point.</p>
<b>TOIL OVERVIEW</b>	
<b>HR 031/04/26</b>	<p>The Toil report was noted.</p>
<b>ANNUAL LEAVE REVIEW</b>	
<b>HR 032/04/26</b>	<p>The Annual leave report was noted.</p>
<b>VACANT ROLE</b>	
<b>HR 033/04/26</b>	<p>Councillor S Hardstaff gave a verbal update on the current vacant role.</p>
<b>STAFFING</b>	
<b>HR 034/04/26</b>	<p>It was agreed that the Town Clerk's pay be set at SCP 42-43, with provision for future pay increases.</p> <p>It was proposed by Councillor S Hardstaff and seconded by Councillor J Hughes and <b>RESOLVED: Unanimously</b>, that the recommendation be referred to Policy and Resources Committee and then to Full Council for final approval.</p>
<b>MEETING CLOSURE</b>	
<b>HR 035/04/26</b>	<p>The Chairman closed the meeting at <b>6.14pm</b>.</p>