

Minutes of the **General Purposes Committee**  
of the **Test Valley Borough Council**  
held in Upper Guildhall, High Street, Andover, Hampshire  
on 29 March 2022 at 4.00 pm

Attendance:

**Councillor K North (Vice-Chairman)**

Councillor D Baverstock  
Councillor J Burnage  
Councillor C Donnelly

Councillor A Dowden  
Councillor M Flood  
Councillor P North

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**Apologies**

Apologies were received from Councillors Hamilton, Adams-King, Coole and Drew.

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**Public Participation**

There was no public participation.

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**Declarations of Interest**

There were no declarations of interest.

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**Urgent Items**

There were no urgent items to consider.

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**Business Mileage**

Consideration was given to a report of the HR Manager that, in light of new ways of working post the Covid-19 pandemic, consideration be given to updating the Employment Benefits Policy in relation to Business Mileage. This would enable those officers who undertake site visits when working from home to be able to claim the full cost of their business mileage undertaken within the Borough, providing any claim is in accordance with HMRC guidance.

**Resolved:**

1. **That the procedure for calculating Officers' business mileage, as set out at paragraphs 5.2-5.4 of the report, be adopted from 1<sup>st</sup> April 2022.**

- 2. That the Human Resources Manager be authorised to update all relevant policies accordingly.**

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### **National Living Wage**

Consideration was given to the report of the Chief Executive, which recommended the removal of Grade 1/2 from the Council's pay scales, making Grade 3 the lowest grade (save for apprentices and trainees) to enable the Council to stay compliant with the National Living Wage (NLW), which was previously called the National Minimum Wage, now and in the next few years. This will have the additional benefit of supporting the recruitment and retention of good employees in a tight local labour market.

#### **Resolved:**

- 1. That, in response to the increase in the National Living Wage, Grade 1/2 be deleted from the Council's pay scales and employees on Grade 1/2 be assimilated onto the relevant salary point of Grade 3.**
- 2. That the Human Resources Manager be authorised to update all relevant policies accordingly.**

(The meeting terminated at 4.12 pm)