

Minutes of the **General Purposes Committee**
of the **Test Valley Borough Council**
held in Conference Room 1, Beech Hurst, Weyhill Road, Andover
on Monday, 15 July 2024 at 5.30 pm

Attendance:

Councillor L Matthews (Vice-Chairman)

Councillor N Adams-King

Councillor Z Brooks

Councillor J Burnage

Councillor A Dowden

Councillor C Dowden

Councillor M Flood

Councillor S MacDonald

Councillor P North

Councillor S Yalden

Also in attendance:

Councillor I Andersen

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Apologies

Apologies were received from Councillor P Lashbrook.

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Public Participation

There was no public participation however Councillor Andersen gave notice to speak on item 7, HR Policy and Procedure Revisions.

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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 be considered.

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Minutes of the previous meeting

The minutes of the General Purposes Committee held on 8 January 2024 were proposed by proposed by Councillor Adams-King and seconded by Councillor A Dowden. Upon being put to the vote, the motion was carried.

Resolved:

That the minutes of the meeting held on 3 June 2024 be approved, without amendment, and signed as a correct record.

Staff Pay Award for 2024/25

Consideration was given to a report of the Chief Executive and Human Resources Manager which recommended a full and final pay award for 2024/25 of 3.8% on all pay grades following negotiations with the trade unions in response to their pay claim for 2024/5.

The Chief Executive explained that the Council recognises local conditions of service in relation to pay which means that each year the Council enters into negotiations directly with the local trade unions about the annual pay award and any changes to the local pay spine with a view to reaching an agreement.

The Committee were informed that the last staff survey had shown that morale was good and the next survey would be out in the next few weeks. There had been some difficulties with hiring and retention of professional staff and the pay award of 3.8% would go some way to addressing the issue.

Staff pay had kept up with inflation paying more to lower grades over the last ten years with the lowest grades above both the national living wage as at April 2024 and the living foundation wage and this has addressed the difficulties in recruiting at that level.

The Council has good reputation as an employer, with good retention and promotion of staff internally as well as attracting good candidates from other local authorities.

The motion was proposed by Councillor Matthews and seconded by Councillor Adams King. Upon being put to the vote the motion was carried.

Resolved:

The Council makes a full and final pay award for 2024/25 of 3.8% across all grades with effect from 1 April 2024.

HR Policy and Procedure Revisions

Consideration was given to a report of the Human Resources Manager which requested the Committee to approve a new Smoking and Vaping Policy which was attached as an Annex to the report.

The Council has a suite of policies and procedures which are used to manage a wide range of employment and other matters. These are subject to periodic review and update.

The Smoking and Vaping policy has been updated to provide a safe and healthy workplace for employees and visitors. The updated policy has been broadened out to cover vaping and e-cigarettes and has more of a focus on personal responsibility of those who smoke or vape to do so in line with the policy and in a way which is respectful to other and their environment.

The changes recommended will enable the policy to be updated and ensure it remains compliant with legislation and in line with current and best practice.

The motion was proposed by Councillor Matthews and seconded by Councillor Flood. Upon being put to the vote the motion was carried.

Resolved:

That the Smoking and Vaping Policy, attached as an Annex to the report, be approved.

(The meeting terminated at 6.15 pm)