

## **BRAUNTON PARISH COUNCIL**



### **Minutes of the Finance & Administration Committee meeting held in the Council Chamber at 2pm on Thursday 6 April 2023**

<b><u>Present</u></b>	Cllrs M Shapland in the Chair, E Spear, D Spear, J Chesters and G Bell.  T Lovell, Parish Clerk and RFO  Sarah Southcombe, South West Councils
<b><u>Not in attendance</u></b>	Cllr B Bunyard.
FA/33/2022/23	<b><u>Apologies</u></b> Apologies received from Cllr D Relph due to work commitments.
FA/34/2022/23	<b><u>Declarations of Interest and requests for Dispensations</u></b> None received.
FA/35/2022/23	<b><u>Minutes of the Finance and Administration Committee Meeting held on 8 February 2023</u></b> Copies of the Minutes were circulated with the agenda.  RESOLVED: That the minutes of the Finance and Administration Committee meeting held on 8 February 2023 be approved and signed as a correct record. (NC)
FA/36/2022/23	<b><u>Exclusion of Press and Public</u></b> RESOLVED that, in view of the confidential nature of the business to be transacted, the following matters be taken in the absence of press and public (Public (Admissions to Meetings) Act 1960) as the items contain exempt information as defined by the Local Government Act 1972 Sch. 12a Pt(1). (NC)

**Part B**

FA/37/2022/23     **Job Evaluation and New Pay & Grading Structure**     The Committee considered a report by South West Councils (SWC), circulated prior to the meeting. Sarah Southcombe from SWC took members through the report and recommendations therein.

The Parish Clerk provided an overview of the current financial position and what impact the recommendations would have the 2023/24 budget.

RESOLVED: That the following recommendations be adopted by full Council.

- a. The Council to adopt the new pay and grading structure as recommended by South West Councils.
- b. The Council to implement the following:
  - i. For staff whose existing salary is within the proposed new grade it is recommended that they move across on to this point within the new grade, to minimise the need for pay protection.
  - ii. For staff whose current salary is lower than their proposed new grade it is recommended they are moved to the bottom point of the new grade, to maximise the opportunity for progression.
  - iii. For the member of staff whose proposed new grade is at a lower level than their current salary, the Council to offer a period of up to 2 years pay protection.
  - iv. The new pay and grading structure to be backdated to 1 April 2023.
- c. The Council to notify all members of staff in writing of the new pay and grading structure to try and reach agreement. Staff to be given the right of appeal against the Job Evaluation results. South West Councils to advise on the process.
- d. The Job Evaluation to be kept up to date by regular review to ensure that changes in jobs and new jobs are properly assessed. It is proposed that continuing advice be provided by South West Councils.

(NC)

FA/38/2022/23     **Appointment of Administrative Assistant**     RESOLVED: That the Committee recommends to full Council that following the adoption of the new pay and grading structure for the Council the position for Administration Assistant be advertised at 17.5 hours per week.

(NC)

FA/39/2022/23 **Tenancy at  
Braunton Work  
Hub**

The Clerk reported that following the Council's tariff review which took effect from the 1 April, one tenancy at the work hub had increased by 123%. This was due to special measures being implemented during the Covid pandemic. The tenant had expressed their concerns regarding affordability and requested if the Council would consider a discount until a smaller office became available for rent.

RESOLVED: That the Committee recommends to full Council that:

- a. the tenant's current rent be increased by 25%.
- b. this arrangement to be reviewed in the new year unless the tenant has moved to a smaller office in the meantime.

(NC)

The meeting closed at 3.40pm

Chair.....  
(Cllr Mrs M Shapland)

Date .....