



THAXTED PARISH COUNCIL

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You are hereby summoned to attend a meeting of the Personnel Committee of Thaxted Parish Council to be held on Thursday, 5th March 2026 at 7.30 pm at The Community Hall, Newbiggen Street, Thaxted, for the purpose of transacting the business set out below.

AGENDA

PERSONNEL COMMITTEE MEETING

Date: Thursday, 5th March 2026
Time: 7.30 pm
Venue: The Community Hall, Newbiggen Street, Thaxted

THE PRESS AND PUBLIC ARE CORDIALLY INVITED TO ATTEND

The agenda may be in two parts. Most of the business will be dealt with in Part I which is open to the public. Part II (if applicable) includes items which may be discussed in the absence of the press or public, as they deal with information which is personal or sensitive for some other reason. The press and public will be asked to leave the meeting before Part II items are discussed.

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From:

Parish Clerk & Proper Officer
27th February 2026

MEMBERS OF THE PERSONNEL
COMMITTEE

Cllr Victoria Knight (Chair)

Cllr Jenna Perkins (Vice Chair)

Cllr Terry Frostick (Member)

Cllr Alex Young (Member)

Cllr Robert Silver (Member)

Cllr Ray Williams (Member)

AGENDA ITEMS

PC/26/1 APOLOGIES FOR ABSENCE

To receive and approve any apologies for absence.

PC/26/2 DECLARATIONS OF INTEREST

To receive any declarations of interest relating to items on the agenda.

PC/26/3 MINUTES

To approve the minutes of the Personnel Committee Meeting held on 20th November 2025.

PC/26/4 CIVILITY AND RESPECT – BASIC PARISH COUNCIL CHECKLIST

To receive and consider the Civility and Respect basic parish council checklist for approval and adoption.

PC/26/5 EXCLUSION OF PUBLIC AND PRESS (PART II)

To resolve:

That under Section 1(2) of the Public Bodies (Admission to Meetings) Act 1960, the public and press be excluded from the meeting for the following items of business as they involve the likely disclosure of confidential information relating to staff matters.

Click the Link to the associated documents for part I: [March 2026 Part I](#)

PART II – CONFIDENTIAL ITEMS

PC/26/6 LCC STAFFING REVIEW REPORT – JOB EVALUATION & SALARY GRADING (REF: LCC 25-166)

To receive and consider the Staffing Review report (Ref: LCC 25-166, January 2026) prepared by Local Council Consultancy, commissioned following the resolution at the Personnel Committee meeting of 20th November 2025 (PC/25/5). The Committee is asked to consider the following matters:

(a) Salary Grading – Parish Clerk & RFO

To consider the report recommendation regarding the salary grading of the Parish Clerk & RFO within the LC2 Above Substantive range (SCP 29–32), with provision for progression to the LC3 Below Substantive range (SCP 33–36) as the Council's activities and responsibilities expand.

(b) Salary Grading – Operations/Admin Assistant

To consider the report recommendation regarding the salary grading of the Operations/Admin Assistant within the LC2 Below Substantive range (SCP 18–23).

(c) Pension Liability

To note the pension liability for all staff under the Local Government Pension Scheme and the implications of any salary adjustment on employer pension contributions.

(d) Budget Impact – Salary, Payroll and Pension Costs

To receive the comprehensive report from the Clerk/RFO setting out the full budgetary impact of the proposed salary adjustments, including the effect on payroll costs, employer National Insurance contributions and employer pension contributions.

(e) Approval of SCP Adjustments

To consider and, if thought fit, to approve in principle the SCP salary adjustments recommended in the LCC report for both the Parish Clerk & RFO and the Operations/Admin Assistant, subject to sub-items (f), (g) and (h) below.

(f) SCP Adjustment for the Parish Clerk & RFO – Backdated to 1 April 2025

To consider and, if thought fit, to resolve that the salary of the Parish Clerk & RFO be increased by one Spinal Column Point, backdated to 1 April 2025, and that any arrears due be calculated and paid accordingly.

(g) SCP Adjustment for the Operations/Admin Assistant – Salary Realignment to Recommended Scale

To consider and, if thought fit, to resolve the following two-part approach to realign the salary of the Operations/Admin Assistant to the recommended LC2 Below Substantive range (SCP 18–23):

Part 1 – Backdated to 1 April 2025:

That the salary of the Operations/Admin Assistant be increased by one Spinal Column Point, backdated to 1 April 2025, as an initial step towards the recommended salary scale, and that any arrears due be calculated and paid accordingly.

Part 2 – From 1 April 2026:

That, following the contract review to be undertaken in accordance with PC/26/8(c), the salary of the Operations/Admin Assistant be realigned to the appropriate point within the recommended LC2 Below Substantive range (SCP 18–23) with effect from 1 April 2026, and that the Clerk be instructed to implement the revised salary arrangements accordingly.

(h) Further SCP Adjustment for the Parish Clerk & RFO – From 1 April 2026

To consider and, if thought fit, to resolve that a further one Spinal Column Point increment be approved for the Parish Clerk & RFO, to take effect from 1 April 2026, and that the Clerk be instructed to implement the revised salary arrangements accordingly.

PC/26/7 STAFF APPRAISALS – REASONABLE ADJUSTMENT FORM

To receive an update on the production and implementation of the Reasonable Adjustment Form, resolved at the Personnel Committee meeting of 20th November 2025 (PC/25/6), and to consider any further action required.

PC/26/8 CURRENT STAFF CONTRACTS – HR SOLUTIONS CONTRACT REVIEW

To receive and consider the HR Solutions contract review report, prepared following the resolution at the Personnel Committee meeting of 20th November 2025 (PC/25/8), examining the existing contracts for the Parish Clerk & RFO, Operations/Admin Assistant and Guildhall Custodian against Green Book requirements. The Committee is asked to consider the following matters:

(a) General Findings – All Contracts

To note the findings of HR Solutions regarding inconsistencies in contractual provisions across all current contracts.

(b) Guildhall Custodian Contract

To consider any adjustment to the Guildhall Custodian's contract to be made in alignment with any changes to the current lease of the building, in collaboration with Essex County Council and in accordance with the Council's ongoing management obligations.

(c) Operations/Admin Assistant Contract

To consider the issues identified in the Operations/Admin Assistant's contract and the recommendation for review.

(d) Parish Clerk & RFO Contract

To consider the issues identified in the Parish Clerk & RFO's contract, including the absence of automatic incremental progression provisions.

(e) Recommended Actions – Contract Review Options

To consider the two options presented by HR Solutions: (1) Adopt NALC Model Green Book Contracts; or (2) Adopt bespoke employment contracts incorporating Green Book salary scales. To note that all existing employees must be consulted before any changes to terms and conditions are made.

PC/26/9 CiLCA – OPERATIONS/ADMIN ASSISTANT

To consider supporting the Operations/Admin Assistant in undertaking the Certificate in Local Council Administration (CiLCA), noting that the recommended start date would be June 2026 at a total cost to the Council of £1,260. The Committee is also asked to consider the inclusion of a payback clause to be written into the Operations/Admin Assistant's contract, requiring repayment of the course costs should she leave the Council's employment within 12 months of commencing or completing the course.

PC/26/10 DATE AND TIME OF NEXT MEETING

To note the date and time of the next Personnel Committee meeting. Date and time to be confirmed.