



THAXTED PARISH COUNCIL

The Community Hall
Newbiggen Street
Thaxted
Dunmow
CM6 2QT

Tel: 01371 831952
email: clerk@thaxted-pc.gov.uk
email: assistantclerk@thaxted-pc.gov.uk
web: www.thaxted-pc.gov.uk

MINUTES OF THE PERSONNEL COMMITTEE MEETING

Thursday, 5th March 2026 at 7.30 pm
The Community Hall, Newbiggen Street, Thaxted

PRESENT

Chair: Cllr Victoria Knight (Chair of Personnel Committee)

Members:

Cllr Andrew Frater (Council Chairman, ex officio)
Cllr Jenna Perkins (Vice Chair)
Cllr Terry Frostick
Cllr Alex Young
Cllr Robert Silver

In Attendance: Dena Oxley, Parish Clerk & RFO
Cllr Nicky Tisseyre

PART I – BUSINESS OPEN TO THE PUBLIC

PC/26/1 APOLOGIES FOR ABSENCE

Apologies for absence had been received and were accepted from Cllr Ray Williams.

PC/26/2 DECLARATIONS OF INTEREST

No declarations of interest were received.

PC/26/3 MINUTES

The minutes of the Personnel Committee meeting held on 20th November 2025 had been circulated with the agenda and taken as read.

RESOLVED: That the minutes of the Personnel Committee meeting held on 20th November 2025 be confirmed as a correct record and signed accordingly.

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

The Committee received and considered the Civility and Respect basic parish council checklist.

RESOLVED: That the Civility and Respect basic parish council checklist be approved and adopted.

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

The Chair advised that the following items of business would be conducted in the absence of the public and press as they involve the likely disclosure of confidential information relating to staff matters.

RESOLVED: 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 items of business set out in Part II of the agenda, as they involve the likely disclosure of confidential information relating to staff matters.

The public and press withdrew from the meeting.

PART II – CONFIDENTIAL ITEMS (NOT FOR PUBLICATION)

The following items contain information relating to individual members of staff.

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

The Committee received and considered 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 current grading of each postholder had been provided to the Committee for reference.

(a) Salary Grading – Parish Clerk & RFO

The Committee considered the independent assessor's findings and recommendation regarding the salary grading of the Parish Clerk & RFO.

RESOLVED UNANIMOUSLY: That the salary grading of the Parish Clerk & RFO be adopted within the LC2 Above Substantive range (SCP 29–32), in accordance with the recommendation of the independent assessor, 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

The Committee considered the report recommendation regarding the salary grading of the Operations/Admin Assistant.

RESOLVED: That the salary grading of the Operations/Admin Assistant be adopted within the LC2 Below Substantive range (SCP 18–23), in accordance with the recommendation of the independent assessor (Local Council Consultancy).

(c) Pension Liability

NOTED. The pension liability for all staff under the Local Government Pension Scheme, and the implications of any salary adjustment on employer pension contributions, were noted.

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

The Committee received 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.

RESOLVED: That the budget impact report be received and noted.

(e) Approval of SCP Adjustments – In Principle

NOTED. The SCP salary adjustments recommended in the LCC report for both the Parish Clerk & RFO and the Operations/Admin Assistant were noted, subject to the sub-items below.

(f) SCP Adjustment for the Parish Clerk & RFO

An amendment was proposed to the agenda item. Rather than a single Spinal Column Point increase backdated to 1 April 2025, the Committee considered a two-point increase with effect from 1 April 2026.

RESOLVED: That the salary of the Parish Clerk & RFO be increased by two Spinal Column Points with effect from 1 April 2026, within the LC2 Above Substantive range, and that the Clerk be instructed to implement the revised salary arrangements accordingly.

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

The Committee considered the 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:

NOT APPROVED. The Committee did not approve a backdated SCP increase to 1 April 2025.

Part 2 – From 1 April 2026:

RESOLVED: That 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 following the contract review referred to in PC/26/8(c).

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

NOT RESOLVED. The Committee did not approve a further separate SCP increment for the Parish Clerk & RFO from 1 April 2026, as the matter had been addressed by the two-point increase resolved under PC/26/6(f).

PC/26/7 STAFF APPRAISALS – REASONABLE ADJUSTMENT FORM

The Committee received an update on the production and implementation of the Reasonable Adjustment Form, as resolved at the Personnel Committee meeting of 20th November 2025 (PC/25/6).

NOTED. The update was received and noted. No further action was required at this time.

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

The Committee received and considered 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.

(a) General Findings – All Contracts

NOTED. The findings of HR Solutions regarding inconsistencies in contractual provisions across all current contracts were noted.

(b) Guildhall Custodian Contract

The Committee considered the Guildhall Custodian's contract in alignment with any changes to the current lease of the building.

RESOLVED: That no adjustments be made to the Guildhall Custodian's contract at this time.

(c) Operations/Admin Assistant Contract

The Committee considered the issues identified in the Operations/Admin Assistant's contract and the recommendation for review.

RESOLVED: That no adjustments be made to the Operations/Admin Assistant's contract at this time.

(d) Parish Clerk & RFO Contract

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

RESOLVED: That no adjustments be made to the Parish Clerk & RFO's contract at this time.

(e) Recommended Actions – Contract Review Options

The Committee considered 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. The Committee noted that all existing employees must be consulted before any changes to terms and conditions are made.

RESOLVED: That no changes be made to contracts at this time.

PC/26/9 CiLCA – OPERATIONS/ADMIN ASSISTANT

The Committee considered 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 also considered the inclusion of a payback clause.

RESOLVED: That the Council supports the Operations/Admin Assistant in undertaking the CiLCA qualification, approved in principle, commencing no sooner than June 2026 at a cost of £1,260; and that the matter be delegated to the Clerk and the Chair of the Personnel Committee to action accordingly and to arrange the relevant paperwork. A payback clause shall be incorporated into the Operations/Admin Assistant's contract on the following terms: full repayment of course costs if she leaves the Council's employment within 12 months of commencing or completing the course; and 50% repayment if she leaves within the second year following commencement or completion of the course.

PC/26/10 DATE AND TIME OF NEXT MEETING

NOTED. The date and time of the next Personnel Committee meeting is to be confirmed.

The meeting closed at 21:00 pm.

Signed as a correct record:

Cllr Victoria Knight, Chair of Personnel Committee

Date: _____

*These minutes are draft until confirmed at the next meeting of the Personnel Committee.
THESE MINUTES ARE CONFIDENTIAL AND ARE NOT FOR PUBLICATION (PART II)*