

Tuesday 30th September 2025

To all members of the staffing committee, you are summoned to attend an Ordinary Staffing Committee meeting to be held on Monday 6th October 2025 at 7:00pm in the Parish Office, Englefield Road, RG7 5AS.

Regards



Di Hughes - Clerk to Theale Parish Council

Due to the personnel content covered at this meeting, as per standing order 3d, 11a & 11d, this meeting will not be open to members of the public or press.

AGENDA

1. Apologies

Council to receive apologies and reasons for absence.

2. Election Of Chair & Vice-Chair

- a. To elect the chair of the Staffing committee for the period until the next annual meeting and for the elected chair to declare acceptance of office.
- b. To elect the vice-chair of the Staffing committee for the period until the next annual meeting and for the elected vice-chair to declare acceptance of office.

3. Declarations Of Interest & Dispensations

Members are reminded of their responsibility to declare interests.

4. Approval Of Minutes Of The Previous Meeting

Members to approve and sign the minutes of the previous staffing committee meeting.

5. Staff Appraisals & One To Ones

- a. Members to be updated on staffing matters where relevant.
- b. Members to approve the apprenticeship pay rise in accordance with the terms of the apprentice's contract.

6. Review Of Pay Scales

Members to discuss and consider the appointment of an HR Consultant to review the existing pay scales.

7. Date Of Next Meeting

Monday 9th February 2026