

Wednesday 19th March 2025

To all members of the staffing committee, you are summoned to attend the Staffing Committee Meeting to be held on Monday 24th March 2025 at 7:00pm in the Parish Office, Englefield Road, RG7 5AS.

Regards



Di Hughes
Operations Manager/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

Apologies

Council to receive apologies and reasons for absence.

Declarations Of Interest & Dispensations

Members are reminded of their responsibility to declare interests.

Approval Of Minutes Of The Previous Meeting

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

Succession Planning

- Members to agree the new Assistant Clerk role job description & personal specification.
- Members to discuss and agree the pay scale for the new Assistant Clerk role.
- Members to decide who will represent Council during the Assistant Clerk recruitment process.

Date Of Next Meeting

To Be Confirmed