
Friday 20th March 2026

All members of the Staffing Committee are hereby summoned to attend an Ordinary Meeting of the Staffing Committee to be held on Wednesday 25th March 2026 at 7.30pm in the Peter Gooch Room, 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. Approval Of Minutes Of The Previous Meeting

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

3. Declarations Of Interest & Dispensations

Members are reminded of their responsibility to declare interests.

4. Staff Appraisals & One To Ones

Members to be updated on staffing matters where relevant.

5. National Living Wage

Members to be advised which staff will receive this increase on the 1st April 2026.

6. Review Of Pay Scales

- a. Members to receive the quote and information from HALC to review the existing pay scales.
- b. Members to approve staff salary increases in accordance with the terms of their contracts.

7. Operational Delivery – Succession Planning

Members to discuss future staffing requirements, including roles and job descriptions following the completion of the current Grounds & Building Maintenance apprenticeship in October 2026, and to consider timelines for the recruitment process.

8. UK Employment Law Changes – April 2026

The Clerk to update members on key Government changes effective from April 2026, associated timelines, and potential implications for Theale Parish Council.

9. Accident Investigation Report

Members to be advised of the incident that occurred on 9th March and if needed agree next steps.

10. Date Of Next Meeting

Monday 20th April or 11th May 2026