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Wednesday 8<sup>th</sup> January 2025

To all members of the staffing committee, you are summoned to attend the Staffing Committee Meeting to be held on Monday 13<sup>th</sup> January 2025 at 7:00pm in the Parish Office, Englefield Road, RG7 5AS.

Regards



Di Hughes  
Operations Manager/Clerk to Theale Parish Council

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**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.

### Staff Appraisals & One To Ones

- a. Members to consider a request for a reduction in hours.
- b. Members to be updated on staffing matters where relevant.

### Succession Planning

Members to decide on next steps with regards to the 6-month fixed term contract.

### Date Of Next Meeting

To Be Confirmed