

Tuesday 3rd September 2024

To all members of the staffing committee, you are summoned to attend the Staffing Committee Meeting to be held on Monday 9th September at 7:00pm in the Parish Office, Englefield Road, RG7 5AS.

Regards



Di Hughes
Operations Manager/Clerk to Theale Parish Council

AGENDA

- 1. Apologies**
Council to receive apologies and reasons for absence.
- 2. Declarations Of Interest & Dispensations**
Members are reminded of their responsibility to declare interests.
- 3. Approval Of Minutes Of The Previous Meeting**
Members to approve and sign the minutes of the previous staffing committee meeting.
- 4. Staff Appraisals & One To One Meeting**
Members to be updated on staffing matters where relevant.
- 5. Succession Planning**
Members to receive an update from the Clerk on the apprenticeship scheme & office staff.
- 6. Review Of Staffing Costs**
Members to review staffing costs 2024/2025.
- 7. Christmas Office Hours**
Members to approve office opening hours for Christmas 2024.
- 8. Date Of Next Meeting**
Monday 3rd February @ 7.00pm

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.