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Wednesday 29<sup>th</sup> May 2024

To all members of the staffing committee, you are summoned to attend the Staffing Committee Meeting to be held on Monday 3<sup>rd</sup> June at 7:00pm in the Peter Gooch Room, Pavilion, Englefield Road, RG7 5AS.

Regards



Di Hughes  
Operations Manager/Clerk to Theale Parish Council

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## 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. 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.
- 4. Approval Of Minutes Of The Previous Meeting**  
Members to approve and sign the minutes of the previous staffing committee meeting.
- 5. Terms Of Reference**  
Members to accept new Terms Of Reference or make suggestions/changes for the next Council meeting.
- 6. Staff Appraisals & One To Ones**  
Members to be updated on staffing matters where relevant.
- 7. Succession Planning**
  - a. Members to receive an update from the Clerk on the apprenticeship scheme.
  - b. Members to decide on next steps with regards to the new apprentices/officers.
- 8. Date Of Next Meeting**  
Monday 8<sup>th</sup> July @ 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.**