

POLICY REVIEW SUB-COMMITTEE MINUTES

Meeting of the Policy Review Sub-Committee held in Council Chambers, 7 Nant Hall Road, Prestatyn on 3rd March 2026 at 2.20pm – 4.45pm.

PRESENT

Councillors: A. West (Chair), I. Lifford (Vice-Chair), C. Evans

IN ATTENDANCE

Mr P. Davis – Town Clerk & RFO

Ms. D. Butters – Legal & HR Support Officer

MINUTES

No amendments or comments.

POLICIES REVIEWED

1. Formal Complaints Policy & Procedures
2. Grants & Aid Policy 2026
3. Room Hire
4. Risk Management
5. TOIL, Overtime & Flexible Working Policy
6. Community award Scheme Policy
7. Member and Officer Training Policy & Plan 2026 – 2027
8. Biodiversity Action Plan

POLICIES APPROVED

1. Member and Officer Training Policy & Plan 2026 - 2027
2. Community Award Scheme Policy 2025
3. Time Off In Lieu (TOIL), Overtime Payments and Flexible Working Policies & Procedures 2025 - 2026
4. Room Hire Policy & Procedures 2025 / 2026
5. Grants & Aid Policy 2026
6. Formal Complaints Policy & Procedures

POLICIES TO RETURN / BE CONSIDERED ON THE NEXT AGENDA

1. Safe Driving & Vehicle Validation Policy 2026
2. Staff Attraction, Recruitment & Retention Policy
3. Staff Attraction, Recruitment & Retention Procedures
4. Civility, Respect & Dignity at Work Policy 2026 (includes Code of Conduct for Officers)
5. Biodiversity Action Plan
6. Risk Management 2025/2026 – *this was discussed and it was agreed that the risk assessment needed additional attention*

Policy Review Sub-Committee Chair: Adrian R. White

Chair of Finance & Management Committee: C. A. Haddaway

Date of Full Council / F&M Committee meeting Minutes were received in: 22-4-26

Corresponding Minute Number from Full Council / F&M Committee Meeting: 179.