

POLICY REVIEW SUB-COMMITTEE MINUTES

Meeting of the Policy Review Sub-Committee held in Council Chambers, 7 Nant Hall Road, Prestatyn on 8th January 2026 at 3pm – 5pm.

PRESENT

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

IN ATTENDANCE

Ms. D. Butters – Legal & HR Support Officer

MINUTES

No amendments or comments.

POLICIES REVIEWED

- Committees Standard Terms of Reference
- TOIL, Overtime & Flexible Working Policy
- Volunteer Policy
- Sickness and Injury Absence Policy & Procedures
- Publication Scheme 2026
- Lone Working Policy
- Grievance Policy & Procedures
- Grants & Aid Policy 2026
- Disciplinary and Capability Policy & Procedures
- Biodiversity Policy 2025
- Committee Terms of Reference
- Staff Leave Policy

POLICIES TO BE MOVED ONTO THE NEXT AGENDA

It was decided that the Staff Leave Policy needed further amendments and would return to the next meeting of the Policy Review Sub-Committee in February.

Policy Review Sub-Committee Chair: Abi Roberts

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

Date of Full Council / F&M Committee meeting Minutes were received in: 11-2-26

Corresponding Minute Number from Full Council / F&M Committee Meeting: 140

POLICY REVIEW SUB-COMMITTEE UPDATE FOR THE FINANCE & MANAGEMENT COMMITTEE

The Policy Review Sub-Committee last met on the 9th of December 2025 and the 8th of January 2026. *January minutes attached.*

The below policies are ready for final approval and must be voted through by the Finance & Management Committee.

This can be done individually or as a collective vote (to accept the Policy Update) to indicate approval.

1. Financial Regulations
2. Volunteer Policy
3. Sickness and Injury Absence Policy & Procedures
4. Publication Scheme 2026
5. Lone Working Policy
6. Grievance Policy & Procedures
7. Grants & Aid Policy 2026
8. Disciplinary and Capability Policy & Procedures
9. Biodiversity Policy 2025
10. Committees Standard Terms of Reference

These policies were shared with all councillors via email on the below dates:

- Financial Regulations 2025: Wednesday 10th December 2025 at 16:39
- All other reviewed policies (including Committee Terms of Reference):
Thursday 22nd January 2026 at 13:11

NO COMMENTS, ENQUIRIES OR REQUESTED AMENDMENTS HAVE BEEN RECEIVED.