

POLICY REVIEW SUB-COMMITTEE MINUTES

Meeting of the Policy Review Sub-Committee held in Council Chambers, 7 Nant Hall Road, Prestatyn on 5th February 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. Staff Annual Leave Policy 2025
2. Equal Opportunities 2025
3. Councillor Annual Remuneration Policy 2026
4. Child Protection Policy 2025
5. Annual Investment Strategy 2026
6. Formal Complaints Policy & Procedure
7. Room Hire – Policy, Procedure, Booking Form
8. Risk Management 2025/2026
9. Recruitment Policy
10. Biodiversity Action Plan

POLICIES APPROVED

1. Staff Annual Leave Policy 2025
2. Equal Opportunities 2025
3. Councillor Annual Remuneration Policy 2026
4. Child Protection Policy 2025
5. Annual Investment Strategy 2026

POLICIES NEEDING MINOR EDITS BEFORE APPROVAL

1. Formal Complaints Policy & Procedure

POLICIES TO RETURN / BE CONSIDERED ON THE NEXT AGENDA

1. Room Hire – *this was discussed and it was agreed that significant modifications were needed*
2. Risk Management 2025/2026 – *this was discussed and it was agreed that the risk assessment needed additions, such as to include staff and lone working*
3. Staff Attraction, Retention & Recruitment Policy – *this policy needed deeper consideration, and it was agreed to move it to the following meeting*
4. Biodiversity Action Plan – *this is an ongoing project. It was discussed and started by the Sub-Committee.*
5. Code of Conduct for Officers / Member-Officer Relations – *not discussed*
6. Financial Controls & Procedures – *not discussed*
7. Community Plan / Business Plan / Place Plan – *not discussed*

Policy Review Sub-Committee Chair: Adrian R. [Signature]

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

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.