

Staffing Sub-Committee Agenda



PRESTATYN
TOWN COUNCIL

7 Nant Hall Road
Prestatyn
LL19 9LR
14th February 2026

Dear Councillor

You are invited to attend a meeting of STAFFING SUB-COMMITTEE to be held in The Chambers, Prestatyn Town Council, 7 Nant Hall Road, Prestatyn on 24th February 2026 at 3pm – 5pm.

If remote access is required, please contact the office by phone on 01745 857185 or by email at enquiry@prestatyntc.co.uk.

Yours sincerely
Locum Town Clerk

1 APOLOGIES

2 EXCLUSION OF PUBLIC/PRESS

Topics of discussion have been deemed Part 2 (confidential) due to GDPR. Transparency will be upheld regarding material found to be suitable to place within the public domain.

3 DECLARATIONS OF INTEREST

4 PREVIOUS MINUTES

5 MEETING AGENDA ITEMS

See attached list.



CYNGOR
TREF PRESTATYN

7 Ffordd Llys Nant
Prestatyn
LL19 9LR
14ed Chwefror 2026

Annwyl Gyngorydd

Fe'ch gwahoddir i gyfarfod y STAFFIO PWYLLGOR yn Y Siambrau, Cyngor Tref Prestatyn, 7 Ffordd Llys Nant, Prestatyn ar 24ed Chwefror 2026, 3pm – 5pm.

Os byddwch angen mynychu ar-lein, ffoniwch y swyddfa ar 01745 857185 neu anfonwch e-bost i enquiry@prestatyntc.co.uk.

Yn gywir iawn
Clerc y Dref Locwm

1 YMDDIHEURIADAU

2 EITHRIO'R CYHOEDD / PWYLYS

3 DATGANIADAU O DDIDDORDEB

4 MUNUDAU

5 EITEMAU AGENDA CYFARFOD

Mae'r rhestr ynghlwm

To: Town Councillors

I'r: Cynghorwyr Tref

COMMITTEE MEMBERSHIP:

AELODAETH Y PWYLLGOR:

As per page 4 – AGM Minutes:

Yn ôl tudalen 4 – AGM munudau:

Cllr A. West

Cllr B. Williams

Cllr C. Evans

Town Clerk (*or other senior officer*)

Cllr A. West

Cllr B. Williams

Cllr C. Evans

Clerc y Dref

5 MEETING AGENDA ITEMS

A. Staff Liaison Participation

- a. *Staff asked; nothing to report*
- b. Increased staff participation – *SC raised the issue of having more staff representation to balance councillor participation for the Sub-Committee*

B. Staff training record / progress and possible training needs / opportunities identified

- a. CiLCA training arrangements
- b. End of year –rialtas quote has been received for approximately £900 for course
 - a. End of year will need doing second week in April – *decide plans and responsibility for approach*
- c. There is unspent funds remaining under certain budget codes – can this be moved to cover training?
- d. Arranging staff policy training sessions regularly to keep staff informed, up to date and compliant

C. NJC Pay Scale Proposal

- a. *No change; no agreement has yet been reached*

D. Staff salary review (SC) & staffing structure

- a. Staff structure agreed for April and then review the situation
- b. Staff payments and current status of agreements

E. Staffing requirement and recruitment

- a. Recruitment Panel arrangements
 - i. Check for conflicts of interests& availability

F. Employment Policy

- a. Update: draft Training policy and SARR policy and procedures are due for review by the Policy Sub-Committee on 3rd March.
- b. Compliance Monitoring Plan is still in progress and will include multiple sections as well as staffing (e.g. risk management). Likely date for first draft: April Policy Review Sub-Committee meeting.

G. Staff Appraisals

- a. Appraisal procedures have been included in the SARR drafts
- b. Update by Town Clerk regarding implementation with existing staff

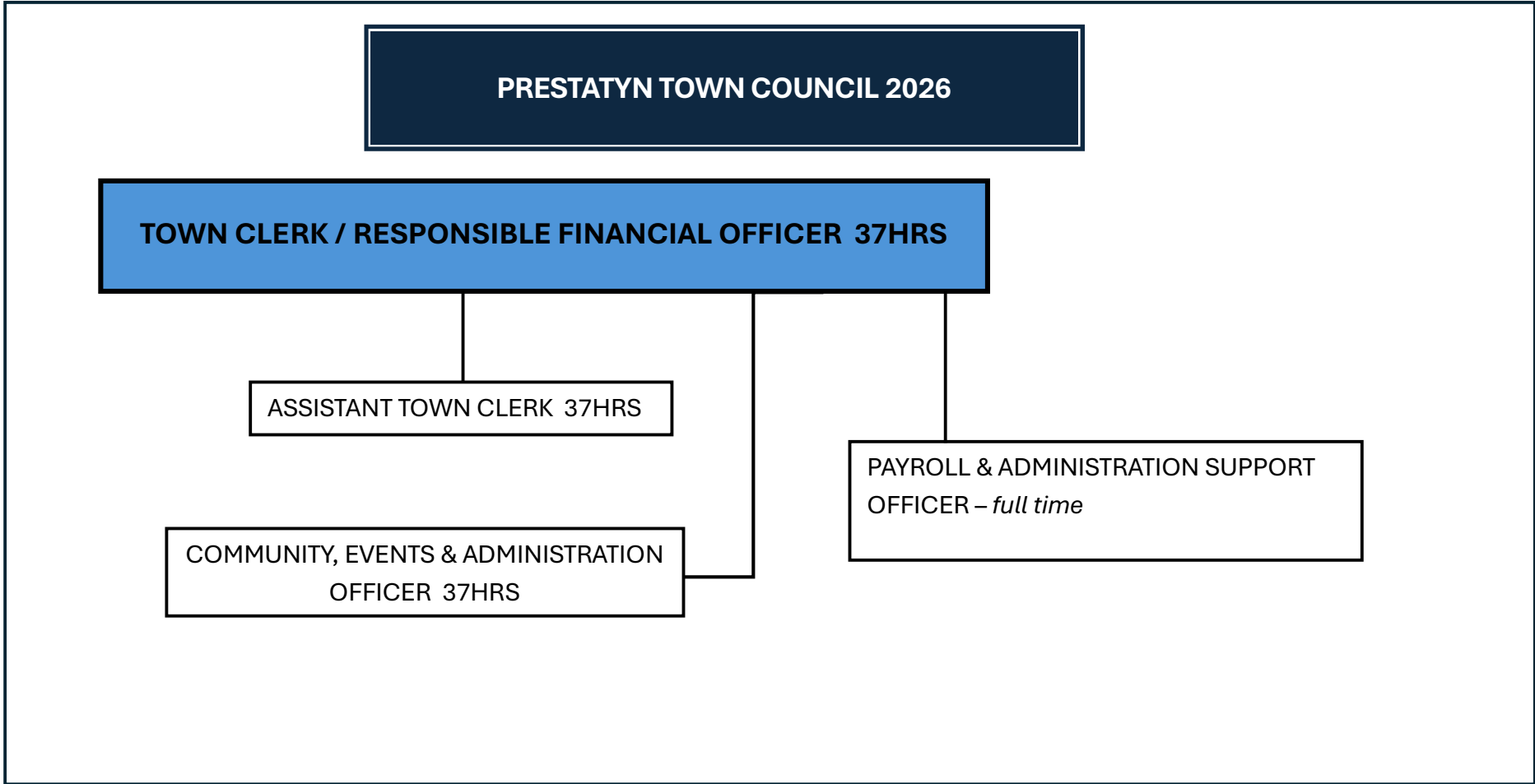
H. Staff Review; HR issues / concerns; policy compliance issues; staff terms and conditions

- a. Biodiversity –
 - i. Biodiversity actions re staff
 - ii. Proposal to put the duty onto the whole staff team, include in the plan and delegate tasks as appropriate – e.g. tree planting for Assistant Clerk and a community initiative such as beach clean onto the Community officer.

I. Line management of Town Clerk & job performance monitoring arrangements

- a. Any concerns, issues or subjects to raise
- b. Town Clerk review / appraisal arrangements (2 months for first review will be around 20th March)

Staff Organisation Chart from April 2026



Staffing hours: 148

RECRUITMENT UPDATE

Sufficient interest has been received for the role and we have 5 completed application forms currently (23.02.2026), and a further 6 candidates have been sent application forms to complete.

Sub-Committee members need to check through the names to see if there are any obvious conflicts of interest for them.

Individuals have been rejected from consideration.

Sub-Committee members need to check through the provided CVs for approval of this action.

Recruitment Panel Arrangements

Panel Membership

- Peter Davies, Town Clerk
- Councillor Carol Evans
- Councillor Adrian West

Councillor Williams has excluded himself from the recruitment process.

The above councillors need to confirm their availability for the recruitment process; otherwise members of the Finance & Management Committee will be contacted regarding their potential availability as substitutes.

Closing date for applications: Monday 9th March 12 noon.

Application forms will be ready to collect / view for short-listing from Tuesday 10th March. Short-listing results need to be received in the office by Friday 13th March for consolidating the results.

Sub-Committee members need to decide how many applicants they wish to interview.