

# Staffing Sub-Committee Agenda



PRESTATYN  
TOWN COUNCIL

7 Nant Hall Road  
Prestatyn  
LL19 9LR  
17th January 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 27<sup>TH</sup> January 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](mailto: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  
17ed Ionawr 2026

Annwyl Gyngorydd

Fe'ch gwahoddir i gyfarfod y STAFFIO PWYLLGOR yn Y Siambrau, Cyngor Tref Prestatyn, 7 Ffordd Llys Nant, Prestatyn ar 27ed Ionawr 2026, 3pm – 5pm.

Os byddwch angen mynychu ar-lein, ffoniwch y swyddfa ar 01745 857185 neu anfonwch e-bost i [enquiry@prestatyntc.co.uk](mailto: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 A. West

Cllr B. Williams

Cllr B. Williams

Cllr C. Evans

Cllr C. Evans

Town Clerk (*or other senior officer*)

Clerc y Dref

## 5 MEETING AGENDA ITEMS

### A. NEW SUB-COMMITTEE TERMS OF REFERENCE

Committee Terms of Reference 2026 – reviewed in Policy Sub-Committee meeting on 9<sup>th</sup> December 2025 and 8<sup>th</sup> January 2026.

- Proposal adopted for bi-monthly meetings for Staffing-Sub Committee (9<sup>th</sup> Dec).
- Proposal adopted for Town Clerk to sit as Chair of the Sub-Committee (8<sup>th</sup> Jan).
- Proposal adopted for nominated staff representative to act as ‘Staff Liaison’ rather than be considered as a sitting Sub-Committee member (8<sup>th</sup> Jan).
- Proposal explained below adopted in the Policy Sub-Committee (8<sup>th</sup> Jan).

*For efficiency’s sake, and to avoid creating another staff committee to deal with employment issues, the staffing sub-committee can be split into Part 1 and Part 2 agenda items, as below. This would avoid pushing regular employment matters through the F&M Committee (and keep ‘working groups’ to a minimum), and keep the Resource and Appeals Committee to non-regular meetings and reserved to deal with serious raised issues.*

*The staff representative would be called the ‘Staff Liaison’ to the committee and would not be classed as a sitting committee member.*

### B. Staff Liaison Participation

#### a. Staff Concerns

**C. Exclusion of Staff Liaison**

- D. Staff training record / progress and possible training needs / opportunities identified
- E. NJC Pay Scale Proposal
- F. Staff salary review (SC) & staffing structure
  - a. Renewal of staff contracts
  - b. Acting up payment
- G. Staffing requirement and recruitment
  - a. Nigel Acott's job title and role
- H. Employment policy – to decide on procedures / methodology for monitoring compliance with staffing policies passed by the Policy Sub-Committee
- I. Staff appraisals – recommended 6-monthly
- J. Staff review; HR issues / concerns; policy compliance issues; staff terms and conditions
- K. Line management of Town Clerk and job performance monitoring arrangements