



## **COUNTSTHORPE PARISH COUNCIL**

VILLAGE HALL, STATION ROAD, COUNTSTHORPE, LEICESTER. LE8 5TB

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Miss J Leech, Parish Council Manager and Clerk of the Burial Board

### **Strategic Planning & Policy Committee**

Members of the Strategic Planning & Policy Committee are required to attend a meeting on 17<sup>th</sup> November 2025 in the Village Hall, Station Road, at 2pm.

#### **Agenda**

1. Apologies for absence, if any
2. To receive disclosures of interest
3. To approve and sign the minutes of the meeting held 3<sup>rd</sup> September 2025
4. Practitioner's Guide Assertion 10
5. Council's duty to prevent Sexual Harassment including Risk Assessment
  - a. To receive the draft Sexual Harassment General Policy
  - b. To receive the extract from the Staff Handbook relating to Sexual Harassment
  - c. To receive the Sexual Harassment Risk Assessment
  - d. To review the Lone Working Policy and Risk Assessment
6. Policies for review
  - a. Schedule for reviewing policies
  - b. Training schedule
  - c. Freedom of Information Publication Scheme
  - d. Document Retention, Archive and Destruction Policy
  - e. Policy and Procedure for Handling Requests for Information
7. Risk Assessments
  - a. Cemetery Risk Assessment
  - b. Library Volunteers
8. List of Policies and Risk Assessments that will need reviewing over the year
  - Procedure for handling complaints
  - Gifts and hospitality guidance
  - Volunteer recruitment policy
  - Filming and recording at public meetings policy
  - Social media policy
9. Date of next meeting – to be arranged

Parish Council Manager  
10<sup>th</sup> November 2025