

## Strategic Planning & Policy Committee

Report of the Strategic Planning & Policy Committee meeting held on Wednesday 3<sup>rd</sup> September 2025.

Present: Cllrs V Armstrong, M Gillespie, S Kinvig, K Pearce, M Smith (from item 11) and S Turner

Parish Council Manager: Miss J Leech

Assistant Parish Council Manager: Miss E Frost

1. Apologies for absence, if any  
There were no apologies for absence.
2. To receive disclosures of interest  
There were no disclosures of interest.
3. To approve and sign the minutes of the meeting held 21<sup>st</sup> August 2024  
The minutes of the meeting held 21<sup>st</sup> August 2024 were circulated prior to the meeting. It was resolved to approve the minutes, which were signed by the Chair as an accurate record.
4. Pensions Scheme
  - a. Pensions Discretionary Policy – required to be reviewed by Leicestershire County Council Pensions  
Recommended for approval  
*For the Pensions Discretionary Policy to be adopted by the Parish Council.*
5. Practitioners Guide Assertion 10  
Following the introduction and requirement of Assertion 10 of the AGAR:
  - . Council owned domain name – The Parish Council is compliant as it owns a designated domain name. It is currently co.uk which is acceptable, however information and costings would be obtained on obtaining a gov.uk domain name.
  - . The Parish Council staff have designated parish council owned email addresses. It would be monitored to see if there will be any future requirement for councillors to have a designated email address.
  - . Vision ICT had been instructed to undertake an audit of the Parish Council's website to ensure that it is compliant with WCAG 2.2AA. Once carried out and all satisfactory, the Statement of compliance can be updated.
  - . Data Protection training was being reviewed to include more frequent training on data protection by office/library staff.
6. IT Policy  
It was noted that the Parish Council already has an IT Policy within the Staff Handbook, however, additional comments were considered.  
Recommended for approval  
*For the revised IT Policy to be adopted by the Parish Council and forwarded to WorkNest to update the Staff Handbook.*
7. Data Protection Policy, Data Breach Policy, Subject Access Request, GDPR  
An annual review of the Data Protection Policies was carried out.  
Recommended for approval  
*For the revised Data Protection Policy to be adopted by the Parish Council, further to updated requirements set out in the Practitioners' Guide 2025.*  
*For the Data Breach Policy, Subject Access Request Policy and Subject Access Request process to be adopted by the Parish Council, with no changes having been recommended.*  
*The documents would be circulated to all Councillors as a reminder of the processes.*

8. Health and Safety Policy / General Risk Assessment / Fire Risk Assessment

The General Risk Assessment and Fire Risk Assessment were received with it being resolved to make further enquiries regarding the risk of legionella in relation to the water butt ahead of the next review.

Recommended for approval

*For the Health and Safety Policy to be adopted by the Parish Council and circulated to all staff.*

9. Council's duty to prevent sexual harassment

Following the introduction of new legislation which details Parish Council's new statutory requirements regarding sexual harassment, enquiries would be made with the HR advisors as to whether any policy/policies introduced should be applicable to Councillors as well as staff members.

The Sexual Harassment Risk Assessment would be completed and brought back to the next meeting of the Strategic Planning and Policy Committee for review.

Recommended for approval

*For the Sexual Harassment Policy to be introduced and adopted by the Parish Council.*

10. Code of Conduct

Further to the External Auditor's advice that the Parish Council's Code of Conduct is reviewed annually, the Code of Conduct was reviewed. It was noted that, since there had been no amendments or updates made to the District Council's master document, there were no changes.

11. Risk Assessments

a. Maintenance of Open Spaces

Recommended for approval

*For the updated Maintenance of Open Spaces Risk Assessment to be adopted by the Parish Council, following its review, subsequent to the Health and Safety Inspection report being received. This would be circulated to all Grounds Staff once adopted.*

b. Tree Works – as a reminder for PPE

Recommended for approval

*For the updated Tree Works Risk Assessment to be adopted by the Parish Council, following its review ahead of hedge cutting season and any tree works being undertaken. This would be circulated to all Grounds Staff once adopted.*

c. Legionella

More information would be obtained regarding the risk of legionella in relation to the water butt prior to the risk assessment being updated.

12. Website Accessibility Statement arising out of Assertion 10 of the AGAR

Vision ICT had been instructed to undertake an audit of the Parish Council's website to ensure that it is compliant with WCAG 2.2AA. Once this has been completed, the updated website accessibility statement would be uploaded.

13. Martyn's Law

It was reported that Martyn's Law had now been passed and was being implemented, however, that the Parish Council has no legal requirements as it does not meet the qualifying criteria in terms of capacity.

14. Local Government Reorganisation

The latest updates regarding Local Government Reorganisation were received, including that LRALC had organised a consultation with Leicester City Council officers regarding their proposal which the Parish Council Manager would be attending. It was also noted that Community Governance Reviews were currently being undertaken in Charnwood,

Harborough, Hinckley and North West Leicestershire regarding the creation of Parishes throughout.

15. List of Policies that will need reviewing over the year

It was noted that the following policies were scheduled to be reviewed over the coming year:

- a. Schedule for Reviewing Policies
- b. Procedure for Handling Complaints
- c. Gifts and Hospitality
- d. Freedom of Information Publication Scheme
- e. Sexual Harassment Risk Assessment
- f. Review of Risk Assessments
- g. Training Schedule

16. Date of next meeting

The date of the next meeting is to be arranged.

Signed ..... Chairman

Date ..... 2025