

Steve Atkinson MA(Oxon) MBA FIoD FRSA
Chief Executive

Date: 09 July 2015



Hinckley & Bosworth
Borough Council

A Borough to be proud of

To: **Members of the Ethical Governance and
Personnel Committee**

Mr LJP O'Shea (Chairman)
Mr SL Rooney (Vice-Chairman)
Mrs R Camamile
Mr MB Cartwright
Mrs MA Cook

Mr MR Lay
Mrs MJ Surtees
Mr P Wallace
Ms BM Witherford

Copy to all other Members of the Council

(other recipients for information)

Dear member,

There will be a meeting of the **ETHICAL GOVERNANCE AND PERSONNEL COMMITTEE** in the De Montfort Suite, Hinckley Hub on **FRIDAY, 17 JULY 2015** at **10.00 am** and your attendance is required.

The agenda for the meeting is set out overleaf.

Yours sincerely

Rebecca Owen
Democratic Services Officer

A G E N D A

1. APOLOGIES AND SUBSTITUTIONS

2. MINUTES OF PREVIOUS MEETING (Pages 1 - 2)

To confirm the minutes of the previous meeting.

3. ADDITIONAL URGENT BUSINESS BY REASON OF SPECIAL CIRCUMSTANCES

To be advised of any additional items of business which the Chairman decides by reason of special circumstances shall be taken as matters of urgency at this meeting (to be considered at item 10 on the agenda).

4. DECLARATIONS OF INTEREST

To receive verbally from members any disclosures which they are required to make in accordance with the Council's code of conduct or in pursuance of Section 106 of the Local Government Finance Act 1992. **This is in addition to the need for such disclosure to be also given when the relevant matter is reached on the agenda.**

5. QUESTIONS

To hear any questions received in accordance with Council Procedure Rule 10.

6. WORKPLACE SMOKING POLICY (Pages 3 - 12)

Report of the Deputy Chief Executive (Corporate Direction).

7. TRAVEL REVIEW (Pages 13 - 24)

Report of the Deputy Chief Executive (Corporate Direction).

8. SHARED PARENTAL LEAVE POLICY (Pages 25 - 42)

Report of the Deputy Chief Executive (Corporate Direction).

9. CODE OF CONDUCT - REGISTER OF INTERESTS (Pages 43 - 44)

Report of the Monitoring Officer.

10. ANY OTHER ITEMS OF BUSINESS WHICH THE CHAIRMAN DECIDES HAVE TO BE DEALT WITH AS MATTERS OF URGENCY

As agreed at item 3 above.

11. MATTERS FROM WHICH THE PUBLIC MAY BE EXCLUDED

To consider the passing of a resolution under Section 100A(4) of the Local Government Act 1972 excluding the public from the undermentioned item of business on the grounds that it involves the likely disclosure of exempt information as defined in paragraphs 1 and 10 of Schedule 12A of the 1972 Act.

12. COMPLAINT 2015-02 (Pages 45 - 48)

The subject member has continued to fail to engage with the Monitoring Officer in relation to this matter for which a 'Fact finding' report was presented to the previous meeting. That fact finding report is attached for your information and members are asked to advise on how to proceed with this matter, given that an investigation would not provide any additional evidence.

13. COMPLAINTS 2015/08, 09 & 10 (Pages 49 - 52)

This item could not be considered at the previous meeting of the Committee due to being inquorate for the item. The 'Fact finding' report that was presented to the previous meeting is attached. Please note these three complaints are all related and are therefore contained within one report.

14. COMPLAINTS 2015/16, 17, 18 & 19 (Pages 53 - 54)

Fact finding report of the Monitoring Officer attached. Please note that these four complaints relate to the same matter and subject members and are therefore contained within one report.