

**Steve Atkinson** MA(Oxon) MBA FIoD FRSA  
*Chief Executive*

Date: 02 December 2016



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 CW Boothby  
Mr MB Cartwright  
Mr WJ Crooks  
Mr MR Lay

Mr K Morrell  
Mr M Nickerson  
Ms BM Witherford  
Ms AV Wright

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 **MONDAY, 12 DECEMBER 2016 at 6.30 pm** and your attendance is required.

The agenda for the meeting is set out overleaf.

Yours sincerely

A handwritten signature in black ink, appearing to read 'R Owen'.

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.
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. FLEXI TIME POLICY (Pages 3 - 12)  
To seek approval of the updated flexi time policy.
7. TIME OFF IN LIEU (TOIL) POLICY (Pages 13 - 22)  
  
To seek approval of the council's time off in lieu (TOIL) policy.
8. PERSISTENT AND UNREASONABLE COMPLAINANT BEHAVIOUR POLICY (Pages 23 - 28)  
To seek approval of the updated persistent and unreasonable complainant behaviour policy.
9. ANY OTHER ITEMS OF BUSINESS WHICH THE CHAIRMAN DECIDES HAVE TO BE DEALT WITH AS MATTERS OF URGENCY