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Hinckley & Bosworth  
Borough Council

**Bill Cullen** MBA (ISM), BA(Hons) MRTPI  
*Chief Executive*

Date: 29 March 2022

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

Cllr R Webber-Jones (Chairman)  
Cllr SL Bray (Vice-Chairman)  
Cllr RG Allen  
Cllr DC Bill MBE  
Cllr MB Cartwright

Cllr MA Cook  
Cllr A Furlong  
Cllr L Hodgkins  
Cllr LJP O'Shea

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 **WEDNESDAY, 6 APRIL 2022** 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 Manager

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- On hearing the fire alarm, leave the building **at once** quickly and calmly by the nearest escape route (indicated by green signs).
- *There are two escape routes from the Council Chamber – at the side and rear. Leave via the door closest to you.*
- Proceed to **Willowbank Road car park**, accessed from Rugby Road then Willowbank Road.
- **Do not** use the lifts.
- **Do not** stop to collect belongings.

## Recording of meetings

At HBBC we are open and transparent about how we make decisions. We allow recording, filming and photography at all public meetings including Council, the Executive and Planning Committee as long as doing so does not disturb or disrupt the proceedings. There may occasionally be some reports that are discussed in private session where legislation requires this to happen, but this is infrequent.

We also allow the use of social media during meetings, which helps to bring the issues discussed to a wider audience.

Members of the public, members of the press and councillors are hereby informed that, in attending the meeting, you may be captured on film. If you have a particular problem with this, please contact us so we can discuss how we may accommodate you at the meeting.

## Use of mobile phones

To minimise disturbance to others attending the meeting, please switch off your phone or other mobile device or turn it onto silent or vibrate mode.

Thank you

## ETHICAL GOVERNANCE AND PERSONNEL COMMITTEE - 6 APRIL 2022

### 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 12.
6. **COMPLAINTS UPDATE**
7. **ANY OTHER ITEMS OF BUSINESS WHICH THE CHAIRMAN DECIDES HAVE TO BE DEALT WITH AS MATTERS OF URGENCY**
8. **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, 2 and 10 of Schedule 12A of the 1972 Act.
9. **COMPLAINT 2021/26 (Pages 3 - 22)**  
Initial complaint report attached.

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## HINCKLEY AND BOSWORTH BOROUGH COUNCIL

### ETHICAL GOVERNANCE AND PERSONNEL COMMITTEE

2 FEBRUARY 2022 AT 6.30 PM

PRESENT: Cllr R Webber-Jones - Chairman  
Cllr SL Bray – Vice-Chairman  
Cllr RG Allen, Cllr DC Bill MBE, Cllr MB Cartwright, Cllr MA Cook and  
Cllr L Hodgkins

Officers in attendance: Julie Kenny and Rebecca Owen

#### 312. **Apologies and substitutions**

Apologies for absence were submitted on behalf of Councillor O'Shea.

#### 313. **Minutes of previous meeting**

It was moved by Councillor R Allen, seconded by Councillor Cartwright and

RESOLVED – the minutes of the meeting held on 15 November be confirmed as a correct record and signed by the chairman.

#### 314. **Declarations of interest**

No interests were declared.

#### 315. **Code of conduct review**

Consideration was given to the updated code of conduct. It was noted that Leicestershire County Council and several Leicestershire districts had adopted the same version.

Concern was expressed about the wording of the first point of 12.1 and it was suggested that it read that a dispensation would only be granted once. It was agreed that this would be amended.

Clarification was sought on the definition of “partner” in appendix B and whether it should include additional wording to read “...with whom you are living as if you are married or civil partners”. It was noted that this was wording specified in the Localism Act but would be clarified in guidance on the Register of Interests form.

In response to a question from a member, it was noted that the Leicestershire & Rutland Association of Local Councils, supported by the National Association of Local Councils, was continuing to encourage town and parish councils to adopt the locally amended code of conduct and, at this stage, there was no indication that any would not be adopting it.

In relation to training, it was stated that a training provider had been procured and dates would be circulated in due course. There would be a combination of face to

face and virtual training to capture as many borough and town/parish councillors as possible.

It was moved by Councillor Allen, seconded by Councillor Cartwright and

RESOLVED – the model code of conduct as amended for local use be endorsed and RECOMMENDED to Council.

**316. Complaints update**

The Monitoring Officer reported that there were no outstanding complaints and, in response to a member's question, confirmed that a recent complaint about a parish councillor had been dealt with by way of apology, with which the complainant was satisfied.

Councillor Bill entered the meeting at 6.44pm.

**317. Matters from which the public may be excluded**

On the motion of Councillor Webber-Jones seconded by Councillor Bray, it was

RESOLVED – in accordance with section 100A(4) of the Local Government Act 1972, the public be excluded from the following item of business on the grounds that it involves the disclosure of exempt information as defined in paragraphs 1 and 10 of Part I of Schedule 12A of that Act.

**318. Statutory Safety Committee minutes**

Minutes of the Statutory Safety Committee were presented for information. During discussion, the following points were raised:

- A member of staff had been absent due to covid but the minutes stated they were not infected at work. A member asked how this had been identified and it was agreed that this would be followed up
- Attendance rates at lone worker training should be higher and action should be taken to achieve this
- The use of dash cams in fleet vehicles had been agreed by management but unions would now need to be consulted because of the data privacy aspects.

Further to the comments about the lone worker training attendance, members expressed concern about the low take up of mandatory health and safety training and requested an update to the following meeting.

Discussion ensued on lone working support for members. It was noted that officers were looking into how to share the list of potentially violent customers with members, which included those with dangerous dogs at the premises and it was also confirmed that lone worker devices were being explored.

(The Meeting closed at 7.00 pm)

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CHAIRMAN

By virtue of paragraph(s) 1, 2, 10 of Part 1 of Schedule 12A of the Local Government Act 1972.

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