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Hinckley & Bosworth
Borough Council

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

Date: 05 August 2025

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

Cllr CE Green (Chair)
Cllr A Pendlebury (Vice-Chair)
Cllr SL Bray
Cllr MB Cartwright
Cllr MA Cook

Cllr MJ Crooks
Cllr WJ Crooks
Cllr C Harris
Cllr KWP Lynch

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 Daytona Suite, level 5, Hinckley Hub on **WEDNESDAY, 13 AUGUST 2025** at **10.00 am** 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

Fire Evacuation Procedures

- 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.

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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

A G E N D A

1. **APOLOGIES AND SUBSTITUTIONS**

2. **MINUTES OF PREVIOUS MEETING (Pages 1 - 4)**

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 Chair 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. **ANY OTHER ITEMS OF BUSINESS WHICH THE CHAIR DECIDES HAVE TO BE DEALT WITH AS MATTERS OF URGENCY**

As announced under item 3.

7. **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.

8. **COMPLAINT 2024/26 (Pages 5 - 82)**

Report of the independent investigator following a complaint about a parish councillor. This item was adjourned at the meeting on 16 May due to the subject member being unable to attend.

9. **ANY OTHER ITEMS OF BUSINESS WHICH THE CHAIR DECIDES HAVE TO BE DEALT WITH AS MATTERS OF URGENCY**

As announced under item 3.

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HINCKLEY AND BOSWORTH BOROUGH COUNCIL
ETHICAL GOVERNANCE AND PERSONNEL COMMITTEE

24 JUNE 2025 AT 6.30 PM

PRESENT: Cllr CE Green – Chair
Cllr A Pendlebury – Vice-Chair
Cllr SL Bray, Cllr MB Cartwright, Cllr MA Cook, Cllr MJ Crooks, Cllr WJ Crooks
and Cllr C Harris

Also in attendance: Gordon Grimes, Independent Person

Officers in attendance: Julie Kenny and Rebecca Owen

55. Apologies and substitutions

Apologies for absence were submitted on behalf of Councillor Lynch.

56. Minutes of previous meetings

It was moved by Councillor J Crooks, seconded by Councillor W Crooks and

RESOLVED – the minutes of the meetings held on 31 January and
16 May 2025 were confirmed as a correct record.

57. Declarations of interest

No interests were declared.

58. Sexual Harassment Prevention Duty

Members were updated on the new sexual harassment prevention duty. It was noted that the grievance policy worked in conjunction with the new policy. It was moved by Councillor Bray, seconded by Councillor Harris and

RESOLVED –

- (i) The new duty and requirements to meet it be noted;
- (ii) The new sexual harassment risk assessment be noted;
- (iii) The suite of initiatives proposed to roll out to staff regarding sexual harassment and reporting be endorsed.

59. Annual complaints performance and service improvement report 2024-25

The committee gave consideration to the annual complaints performance and service improvement report. Members were pleased to see the number of compliments received. The disparity between the number of housing complaints and the high level of satisfaction of tenants was highlighted.

The chair proposed the following response from the committee to the report, as required by the Housing Ombudsman:

“The Ethical Governance and Personnel Committee is pleased to receive the annual complaints report and it’s good to see the development of the report in its second year of the new style of complaints reporting.

We are pleased to see the progress during the first year of the new complaints policy following introduction of the Housing Ombudsman’s complaint handling code. We particularly welcome the work undertaken to learn from complaints, and the work within the housing service to survey tenant satisfaction in relation to complaint handling. Tenant feedback is of paramount importance as we continue to provide an excellent service.

The committee would like to thank the Member Responsible for Complaints for their oversight of the complaints process, and to officers involved in any part of the process for ensuring we maintain our high standards of customer service.”

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

RESOLVED –

- (i) The annual complaints performance and service improvement report be approved;
- (ii) The Local Government & Social Care Ombudsman’s annual letter be noted;
- (iii) The Local Government & Social Care Ombudsman and the Housing Ombudsman self-assessments be endorsed for publication;
- (iv) The response to the report from the committee be agreed.

60. Matters from which the public may be excluded

On the motion of Councillor Green seconded by Councillor J Crooks, 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, 3 and 10 of Part I of Schedule 12A of that Act.

61. Complaints update

It was reported that the hearing that had previously been adjourned due to the subject member being unable to attend would now be rearranged. The other outstanding investigation was still ongoing.

62. **Statutory Safety Committee minutes**

The committee received the minutes of the Statutory Safety Committee for information. During discussion, the following points were noted:

- The terms of reference of the committee which had been deferred at previous meetings was under discussion with the unions
- Work had been undertaken to raise awareness of the need to report unacceptable behaviour incidents.

It was moved by Councillor Bray, seconded by Councillor Cook and

RESOLVED – the minutes be noted.

(The Meeting closed at 6.55 pm)

CHAIR

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