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Hinckley & Bosworth  
Borough Council

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

**Date: 23 February 2026**

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

Cllr CE Green (Chair)	Cllr MJ Crooks
Cllr A Pendlebury (Vice-Chair)	Cllr WJ Crooks
Cllr SL Bray	Cllr C Harris
Cllr MB Cartwright	Cllr KWP Lynch
Cllr MA Cook	

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 **TUESDAY, 3 MARCH 2026** at **2.30 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

## 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.

## 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

**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 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 and 10 of Schedule 12A of the 1972 Act.

8. **COMPLAINTS UPDATE (Verbal Report)**

9. **COMPLAINT 2025/08 (Pages 3 - 22)**

Report of the investigator.

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## HINCKLEY AND BOSWORTH BOROUGH COUNCIL

### ETHICAL GOVERNANCE AND PERSONNEL COMMITTEE

20 JANUARY 2026 AT 6.30 PM

PRESENT: Cllr CE Green - Chair  
Cllr SL Bray, Cllr MB Cartwright, Cllr MA Cook, Cllr MJ Crooks, Cllr WJ Crooks,  
Cllr KWP Lynch and Cllr LJP O'Shea (for Cllr C Harris)

Officers in attendance: Rachel Burgess, Jodine Legg, Rebecca Owen and Julie Stay

**308. Apologies and substitutions**

Apologies for absence were submitted on behalf of Councillor Harris, with the substitution of Councillor O'Shea authorised in accordance with council procedure rule 10.

**309. Minutes of previous meeting**

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

RESOLVED – the minutes of the meeting held on 25 November 2025 be confirmed as a correct record.

**310. Declarations of interest**

No interests were declared.

**311. Domestic Abuse Workplace Policy**

Consideration was given to the domestic abuse workplace policy and procedure. A member queried the wording of paragraph 4.5 of the policy in relation to perpetration of domestic abuse by staff not being treated as a purely private matter and suggested that it could be made clearer. Officers agreed to review the wording and reword if they felt it necessary. It was moved by Councillor Bray, seconded by Councillor Cartwright and

RESOLVED –

- (i) Authority be delegated to the Assistant Director Transformation and Communities to review the wording of the first sentence of paragraph 4.5 of the policy and amend if necessary before publication;
- (ii) The domestic abuse workplace policy and procedure be approved.

312. **Travel Policy**

Members received the updated travel and subsistence policy. It was reported that, if approved, the policy would now be implemented from 1 April 2026. It was moved by Councillor Cartwright, seconded by Councillor Bray and

RESOLVED – the updated travel and subsistence policy be approved.

(The Meeting closed at 6.44 pm)

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CHAIR

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

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