

Council

28 March 2019

Agenda Item 95

Brighton & Hove City Council

Subject: **Code of Conduct for Employees**
Extract from the proceedings of the Audit & Standards Committee meeting held on the 12th March 2019

Date of Meeting: **28 March 2019**

Report of: **Executive Lead Officer for Strategy, Governance & Law**

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Wards Affected: All

FOR GENERAL RELEASE***Action Required of the Full Council:***

To receive the item referred from the Audit & Standards Committee for approval:

Recommendation: That the revised Code of Conduct for Employees as set out in Appendix 1 to the report be approved with immediate effect; and that the Monitoring Officer be authorised to publish the revised Code in the Council's Constitution.

BRIGHTON & HOVE CITY COUNCIL

AUDIT & STANDARDS COMMITTEE

4.00pm 12 MARCH 2019

COUNCIL CHAMBER - HOVE TOWN HALL

MINUTES

Present: Councillors Miller (Chair); Gilbey (Group Spokesperson), Sykes (Group Spokesperson), Cobb, Greenbaum, Platts, Robins, A. Norman and Yates.

Independent Members present: Dr David Horne

PART ONE

67 REVIEW OF PARTS OF THE CONSTITUTION INCLUDING THE CODE OF CONDUCT FOR MEMBERS AND RELATED ARRANGEMENTS

- 67.1 The Committee considered the report of the Executive Lead Officer for Strategy, Governance & Law. The report was introduced by the Senior Lawyer and the Lead Consultant, Reward & Policy who confirmed that this review highlighted various issues triggered by officers who were managing contracts, since it was important that rules for managers were updated to make them as clear as possible.
- 67.2 Councillor Gilbey asked for clarification regarding the working time directive on the maximum working hours for staff. Since she was concerned about the health and safety of staff working longer hours, she asked how the council monitored this.
- 67.3 The Lead Consultant, Reward & Policy replied that working long hours was an important health and safety risk which could result in errors and accidents. She confirmed that it was made clear to staff that they should not take on more work than they could manage and that staff had to report to managers if they were taking on another job outside or within the council and a risk assessment would then be made as to whether they could take this on safely. She confirmed that this was a principle commitment made by staff when they started working for the council.
- 67.4 The Executive Director, Finance & Resources stated that an audit had already been requested on this issue, for this quarter and therefore a future report on this subject would soon be submitted to the Committee.
- 67.5 Councillor Yates stated that, in addition to the issue of the maximum hours staff could work per week, there was also the issue of the length of rest periods for staff, under the working time directive and he asked whether all of these issues would be picked up within the proposed audit.

- 67.6 The Executive Director, Finance & Resources replied that he would ensure that all these issues were addressed.
- 67.7 The Chair enquired how employees would be informed of any of these changes and the Lead Consultant, Reward & Policy replied that every new member of staff would take part in an induction training which would involve receiving a checklist of all of these matters, as well as being informed via a number of external sources such as via The Wave and Facebook alerts.
- 67.8 **RESOLVED:** That the council's revised Code of Conduct for Employees set out in Appendix 1 to the report be recommended to full Council for approval.
- 67.9 **RESOLVED TO RECOMMEND:** That the revised Code of Conduct for Employees as set out in Appendix 1 to the report be approved with immediate effect; and that the Monitoring Officer be authorised to publish the revised Code in the Council's Constitution.

