

Lincolnshire Police

Policy Document



Business interest and additional employment policy

PD 23

Policy document information

Reference number:	PD 23
Policy sponsor:	DCC
Policy owner:	Head of PSD
Author:	ACU Inspector
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Review date:	June 2028

Version history

Version	Date	Reason for issue
10	May 2020	Biennial Review
11	June 2020	Addition of NPCC (formerly ACPO) document (appendix 6)
12	August 2020	Amendment to policy Wording ref volunteers
13	June 2022	Biennial Review
14	June 2024	Biennial Review and amendment to policy wording ref volunteers
15	June 2026	Biennial Review

Code of Ethics

All staff involved in carrying out functions under this policy and associated procedures and appendices will do so in accordance with the principles of the Code of Ethics. The aim of the Code of Ethics is to support each member of the policing profession to deliver the highest professional standards in their service to the public.

Legislative compliance

This document has been drafted to comply with the principles of the Human Rights Act. Proportionality has been identified as the key to Human Rights compliance, this means striking a fair balance between the rights of the staff and those of the rest of the community. There must be a reasonable relationship between the aim to be achieved and the means used.

Equality and Diversity issues have also been considered to ensure compliance with the Equality Act 2010 and meet our legal obligation in relation to the equality duty. In addition, Data Protection, Freedom of Information and Health and Safety Issues

have been considered. Adherence to this policy or procedure will therefore ensure compliance with all relevant legislation and internal policies.

Other legislation/law which this policy has been drafted to comply with:

- [Human Rights Act 1998 \(in particular A.14 – Prohibition of discrimination\)](#)
- [Equality Act 2010](#)
- [Crime and Disorder Act 1998](#)
- [H&S legislation](#)
- [Data Protection Act 2018](#)
- [Freedom Of Information Act 2000](#)

Security classification

Policy to be published on Intranet: Yes

Policy to be published on Force Website: Yes

Authorised Professional Practice (APP)

This Policy has been checked against APP. Lincolnshire Police has adopted the APP provisions, with supplementary information contained therein, which reflects local practice and the needs of the communities served by Lincolnshire Police.

[See Professional standards governance on the College of Policing website](#)

1. Policy aims (Purpose)

- 1.1. To have a fair and transparent process for managing Applications for Business Interests and Additional employment.

To ensure that any Business Interest or Additional Employment held by Lincolnshire Police Officers and Staff are not incompatible with the role of being an employee of Lincolnshire Police.

To ensure all staff are aware of the relevant Police and Staff Regulations and that their failure to comply with this policy will be assessed under the relevant Force Misconduct and Disciplinary proceedings.

To ensure the Public have confidence in the way Lincolnshire Police conducts its business.

2. Policy statement (Key information)

2.1. Definitions

2.1.1. Regulation 7 of the Police Regulations 2003 (as amended by the Police (Amendment No.3) Regulations 2012) provides that a person has a business interest if:

1. Being a member of a police force, the person holds any office or employment for hire or gain (otherwise than as a member of the force) or carries on any such business
or;
2. Being a member of a police force or a relative included in such a member's family, the person holds or possesses a pecuniary interest in a licence or permit granted in pursuance of the law relating to liquor licensing, refreshment houses or betting and gaming or regulating places of entertainment in the area of the police force in question.

A relative is defined under The Police (Amendment 3) Regulations 2012 as:

- a spouse or civil partner who is not separated from you,
- a person living with you as if they were your spouse or civil partner
or
- a parent, son, daughter, brother or sister of the member. Although police staff are not covered by Police Regulations, the same definition of business interest and relative applies to police staff and police support volunteers. The term "member" is used in this policy to refer to police officers, police staff and police support volunteers.

A Business Interest may also be when a relative has or proposes to have a business which interferes with or could be seen as interfering with the impartial discharge of your duties.

Additionally, a business interest application is required for any unpaid voluntary work that involves any activity with children under 16yrs or vulnerable people.

2.2. Scope

- 2.2.1. This policy applies to all Lincolnshire Police Officers, Police Staff and Volunteers (whether employed Full time or Part time).

Special Constables are not required to submit Business Interests under this policy because separate procedures exist within those roles.

Please refer to Appendix 1 for full explanation of :

1. Roles and responsibilities;
2. Checklist;
3. Timescales;
4. Decision making process;
5. Appeals;
6. Monitoring and review; this includes long term sickness, performance, Career breaks.
7. Working Time Regulations.

2.3. Authorising Principles

- 2.3.1. Members may only operate a business interest or undertake an additional occupation with the permission of the force. Conduct of a business interest or an additional occupation without permission may be dealt with as a breach of standards of professional behaviour under the misconduct procedures.

- 2.3.2. There are specified activities which should never be permitted. These are the holding of a license or permit granted in pursuance of the law relating to

liquor licensing, refreshment houses, or betting and gaming or regulating places of entertainment with the force area (all of which are activities specifically covered by Regulation 7 of Police Regulations 2003).

2.3.3. The Fire Services Act (2004) prohibits police officers from being employed as members of the Fire Service. Police Officers should not, therefore, submit Business Interest Applications to be retained Fire Fighters.

2.3.4 Decision-makers should start from the presumption that an application to register a business interest or additional occupation should be granted if there are no adverse reputational matters or conflict with the values and ethos of the police service. This will also determine whether conditions are attached to any approval and the reasoning behind any conditions imposed or indeed any outright rejection must be fully recorded.

3. Other related documents and appendices

3.1. Appendices:

- Appendix 1 – Business Application Procedure
- Appendix 2 – Application Form
- Appendix 3 – Renewal Form
- Appendix 4 – Working Time Regulations opt out form
- Appendix 5 – Working Time Regulations record sheet
- Appendix 6 - ACPO Guidelines on the Management of Business Interests and Additional occupations for Police Officers and Police Staff.

4. Monitoring and review

4.1 The Professional Standards Department are responsible for review of this policy. The biennial review will assess the policy and any necessary revisions to the appendices.

5. Who to contact about this policy

- 5.1. This policy is owned by the Professional Standards Department. Any enquiries about this policy should be directed to the Professional Standards Department.