

Lincolnshire Police

Policy Document



Business Interest and Additional Employment Policy

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.

Reference Number:	PD 23
Policy Sponsor:	Deputy Chief Constable
Policy Owner:	Head of Professional Standards
Author:	T/Insp D Robertson, PSD
Publication Date:	May 2018
Review Date:	May 2020

Version:	Date:	Reason For Issue:
7	November 2017	Policy reviewed and updated
8	September 2018	Link to APP, DP Act 2018 & minor amendments

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 individual 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 document 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](#)
- [NPCC Guidance on the Management of Business Interests and Additional Occupations for Police Officers and Police Staff](#)
- [The Police Regulations 2003, 7,8,9](#)
- [The Police \(Amendment 3\) Regulations 2012](#)

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.

Professional Standards – Governance – Internal Monitoring

1. Policy Aims: (purpose)

- 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 dealt with 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

- A Business Interest is when a member of Lincolnshire Police staff, holds any other office / employment for hire or gain; this applies to all Officers and Staff.
- A Business Interest may be an activity, paid employment or voluntary / charity work.
- Additional employment is when a member of Lincolnshire Police staff, is employed by another organisation in their spare time and is paid in cash, or provides their time in any voluntary capacity.
- A Business Interest may also be when a relative has or proposes to have a business which in your opinion interferes or could be seen as interfering with the impartial discharge of your duties.

- 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 who is included in your family.

2.2 Scope

This policy applies to all Lincolnshire Police Officers, Police Staff and volunteers, including those staff employed by G4S, whether employed Full time or Part time.

If a member of Lincolnshire Police staff has or intends to start a Business Interest they should follow the procedure outlined in Appendix 1.

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

2.3 Unsuitable Roles

There are specific activities which are not permitted as Business Interests. These include holding a licence, pecuniary interest or a permit granted relating to:-

- liquor licensing,
- refreshment houses
- betting and gaming
- regulating places of entertainment.

Lincolnshire Police employees must submit a Business Interest if a relative is involved in any of these listed unsuitable activities.

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.

3. Other Related Documents/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

4. Monitoring/Review:

The Professional Standards Department are responsible for review of this policy.

The bi-annual review will assess the policy and any necessary revisions to the appendices.

5. Who to contact about this policy:

This policy is owned by the Professional Standards Department.

Any enquiries about this policy should be directed to the Professional Standards Department on extension 8472.

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NOT PROTECTIVELY MARKED

PRO-FORMA FOR THE INITIAL EQUALITY IMPACT ASSESSMENT (EIA)

This screening document is the first stage in a two-stage process to take a systematic approach to assessing the impact of an activity on equality. An activity may mean a:

- policy or policy review,
- a business case
- a business plan
- a project initiation
- a decision to implement a service
- a decision to decommission a service.

This screening should be completed by the lead person for the activity with assistance from any of the following departments:

- Human Resources (Where appropriate)
- Equality and Diversity

Department:	Professional Standards	Section:		Person responsible for initial assessment:	Supt Taylor
Name of the Policy to be assessed:	Business Interests and Additional Employment	Date of Assessment:	November 2017	Is this a new or existing policy?	Existing
1. Briefly describe the aims, objectives and purpose of the policy.		To have a have a fair and transparent process for managing Applications for Business Interests and Additional employment. To ensure the public have confidence in the integrity and impartiality of the Police Service.			
2. Are there any associated objectives of the policy? Please explain.		To promote consistent decision-making when authorising business interests and additional occupations. To ensure the reputation of Lincolnshire Police and the health, safety and wellbeing of members of staff.			

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3. Who is intended to benefit from the policy and in what way?	Lincolnshire Police as an organisation and individuals undertaking secondary employment / business interests who are employed by them. Furthermore the public.		
4. What outcomes are wanted from this policy?	There is a legal requirement for employees to notify the Chief Constable of secondary employment / business interest. This is also a requirement of The Police Regulations 2012. The policy outlines the processes and requirements of the application and authorisation process.		
5. What factors/forces could contribute/detract from the outcomes?	There are no identified factors.		
6. Who are the main stakeholders in relation to the Policy?	Officers and staff working for Lincolnshire Police		
7. Who implements the policy and who is responsible for the activity?	The policy is implemented by the Professional Standards Department. The Head of PSD deals with all applications and is the authorising officer. The CC deals with appeals. The DCC is the Strategic Lead.		
8. Is there any likelihood the policy could have a differential impact on racial groups? (including Gypsies and Travellers)	Y	N	Please explain The policy relates to staff working for Lincolnshire Police. The policy applies equally to all staff and is accessible by all staff. There is no likelihood that it could have a differential impact.
What existing evidence (either presumed or otherwise) do you have for this?			
9. Is there any likelihood the policy could have a differential impact due to gender?	Y	N	Please explain The policy relates to staff working for Lincolnshire Police. The policy applies equally to all staff and is accessible by all staff. There is no likelihood that it could have a differential impact.

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What existing evidence (either presumed or otherwise) do you have for this?			
10. Is there any likelihood the policy could have a differential impact on due disability?	Y	N	Please explain The policy relates to staff working for Lincolnshire Police. The policy applies equally to all staff and is accessible by all staff. There is no likelihood that it could have a differential impact.
What existing evidence (either presumed or otherwise) do you have for this?			
11. Is there any likelihood the policy could have a differential impact on people due to sexual orientation?	Y	N	Please explain The policy relates to staff working for Lincolnshire Police. The policy applies equally to all staff and is accessible by all staff. There is no likelihood that it could have a differential impact.
What existing evidence (either presumed or otherwise) do you have for this?			
12. Is there any likelihood the policy could have a differential impact on people due to their age?	Y	N	Please explain The policy relates to staff working for Lincolnshire Police. The policy applies equally to all staff and is accessible by all staff. There is no likelihood that it could have a differential impact.
12a Is there any likelihood the policy could have a differential impact on Young People and Children?	Y	N	Please explain The policy relates to staff working for Lincolnshire Police. The policy applies equally to all staff and is accessible by all staff. There is no likelihood that it could have a differential impact.
What existing evidence (either presumed or otherwise) do you have for this?			

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12b Is there any likelihood the policy could have a differential impact on Older People?	Y	N	Please explain The policy relates to staff working for Lincolnshire Police. The policy applies equally to all staff and is accessible by all staff. There is no likelihood that it could have a differential impact.
What existing evidence (either presumed or otherwise) do you have for this?			
13. Is there any likelihood the policy could have a differential impact on people due to their religious belief?	Y	N	Please explain The policy relates to staff working for Lincolnshire Police. The policy applies equally to all staff and is accessible by all staff. There is no likelihood that it could have a differential impact.
What existing evidence (either presumed or otherwise) do you have for this?			
14. Is there any likelihood the policy could have a differential impact on people due to them having dependants/caring responsibilities?	Y	N	Please explain The policy relates to staff working for Lincolnshire Police. The policy applies equally to all staff and is accessible by all staff. There is no likelihood that it could have a differential impact.
What existing evidence (either presumed or otherwise) do you have for this?			
15. Is there any likelihood the activity could have a differential impact on people due to Marriage or Civil partnership?	Y	N	Please explain The policy relates to staff working for Lincolnshire Police. The policy applies equally to all staff and is accessible by all staff. There is no likelihood that it could have a differential impact.
What existing evidence (either presumed or otherwise) do you have for this?			

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16. Is there any likelihood the policy could have a differential impact on people due to them being Transgender or Transsexual?	Y	N	Please explain The policy relates to staff working for Lincolnshire Police. The policy applies equally to all staff and is accessible by all staff. There is no likelihood that it could have a differential impact.	
What existing evidence (either presumed or otherwise) do you have for this?				
17. If a differential impact has been identified in 8-16, will this amount to there being the potential for an adverse impact in this policy?	Y	N	Please explain N/A	
18. Can this adverse impact be justified on the grounds of promoting equality of opportunity for one group? Or any other reason?	Y	N	Please explain for each equality heading (question 8-16) on a separate piece of paper N/A	
19. If Yes, is there enough evidence to proceed to a full EIA?			YES	NO
20. Date on which Full impact assessment to be completed by.			23/11/2017	

Signed (completing officer) _____

Signed (Lead officer) _____

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Groups Affected

Please identify the anticipated impact this activity will have on the following population groups.

- Tick the appropriate box and give explanation if so required,
- Please note that there are both likely benefits and adverse impact within the same group
- Any groups highlighted as likely to be adversely affected should be consulted in the second stage Full Impact Assessment if one has been identified as being needed.

	Likely to Benefit	No Impact	Adverse Impact
Disability - Physical ,Sensory, Learning Disability, Mental Health, Carers		✓	
Gender - Male , Female		✓	
Transgender		✓	
Race - Traveller and Gypsy etc		✓	
Sexual Orientation - Lesbian, Gay , Bisexual		✓	
Religion and Belief		✓	
Age - Young and Old		✓	
Marriage and Civil Partnerships		✓	