

Cumbria Police Authority
Personnel Committee
27 April 2005

Agenda Item No 9

BUSINESS INTEREST POLICIES

A Report by the Chief Constable

Summary

Under Cumbria Police Authority's Scheme of Delegation (point 1.23), delegated authority is given to the Chief Constable to consider whether an individual's business interest is compatible with membership of a Police Force. This authority is, in turn, delegated by the Chief Constable to the Deputy Chief Constable.

The Police Regulations 2003 impose restrictions on the private lives of Police Officers. The Constabulary recognises that, although it is important that certain restrictions are imposed on the private lives of Police Officers to ensure the efficient, legal and ethical provision of policing services, they must be applied sensibly and flexibly in all cases.

The attached policies aim to ensure that any approved business interest does not conflict with the work of either a Police Officer or a member of Police Staff and their ability not only to discharge their duties impartially, but to be seen to be doing so by the community.

In accordance with these policies, all Police Officers and members of Police Staff are required to seek the permission of the Deputy Chief Constable for any future or present external business interest they may have which is outside their normal employment.

Recommendation

That Members note the policies.

Detail

Business Interest policies for Police Officers and Police Staff attached.

Michael Baxter
Chief Constable

Cumbria Constabulary

Policy Document

Title: Secondary Employment & Business Interests Policy for Police Officers.

POLICY STATEMENT

The Police Regulations 2003 impose restrictions on the private lives of Police Officers. The Constabulary recognises that although it is important that certain restrictions are imposed on the private lives of Police Officers to ensure the efficient, legal and ethical provision of policing services, they must be applied sensibly and flexibly in all cases.

This policy aims to ensure that any approved business interest does not conflict with the work of a Police Officer and their ability to not only discharge their duties impartially, but to be seen to be doing so by the community.

In accordance with this policy all Police Officers are required to seek the permission of the Chief Constable for any future or present external business interest they may have, financial, non-financial or voluntary, which is outside their normal employment.

MANAGEMENT INFORMATION

Policy File Reference: P9/

Policy Owner: Director of Personnel and Development

Approved at: Resource Management Board, 22/2/05

Policy signed off by: _____
Director of Personnel & Development

Effective from: 22/2/05

1st Review date: March 2006

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VERSION CONTROL

Ref	Status	Date	Reason for Change	Authorised
V1	Draft		Consultation	
V2	Draft		Consultation	
V3	Draft	17/11/03	New Police Regs	
V4	Draft	02/06/04	Consultation Draft	Director of Personnel & Development
V5	Draft	15/02/05	After Consultation	Director of Personnel & Development
V6	Agreed	22/2/05	Final Approval	Director of Personnel & Development

1. INTRODUCTION

The Police Regulations 2003 impose restrictions on the private lives of Police Officers. The Constabulary recognises that although it is important that certain restrictions are imposed on the private lives of Police Officers to ensure the efficient, legal and ethical provision of policing services, they must be applied sensibly and flexibly in all cases. It is the Constabulary's intention to encourage an open culture where people are not apprehensive about disclosing their business interests and secondary employment and where Police Officers are protected by having reasonable interests approved.

References to "business interest" means both business interests, secondary employment or public office (paid or unpaid) e.g. Member of a Board such as Basic Skills Agency. A business interest is defined as any commercial or non-commercial venture designed to provide goods or services, in which the Police Officer is involved. Secondary employment is defined as any paid or unpaid work carried out by the Police Officer, which is not done on behalf of the Constabulary.

This policy supersedes the guidance note previously issued entitled "Business Interests, Impartiality Document" (December 2003).

2. AIMS

The main aims of this policy are to ensure the maintenance of the professional image of the Police Service, the health, safety and welfare of Police Officers and compliance with Working Time Regulations.

A further aim of this policy is to ensure that any approved business interest does not conflict with the work of a Police Officer and their ability to not only discharge their duties impartially, but to be seen to be doing so by the community.

3. APPLICATION

This policy applies to all Police Officers only.

This instruction is designed to avoid discrimination and be in accordance with the Human Rights Act 1998 and its underlying principles.

There is a separate policy for Police Staff, which can be found in the policy library **Public Folders / Force / Strategic Management Handbook / Policy & Strategy / Force Policy / Policy**.

4. LEGAL AND OTHER REFERENCES

Human Rights Act 1998, Article 8

Police Regulations 2003, Statutory Instruments, Part 2

Working Time Regulations 1998

Fire and Rescue Services Act 2004

Constabulary Politically Restricted Post Policy

Constabulary Employment Break Policy for Police Officers

Constabulary Financial Regulations

Constabulary Professional Standards Reporting Policy

Constabulary Financial Standing Orders.

Constabulary Document "Business Interests, Impartiality Document"
(December 2003).

Every care is taken to ensure that all cross references to other policies, procedures and guidance notes of Cumbria Constabulary is as up to date and applicable as possible. However, there may be occasions where policies are being reviewed or finalised, and an existing policy has not yet been amended to reflect this.

5. FREEDOM OF INFORMATION EXEMPTION STATUS

This policy will be released to the public in accordance with the Freedom of Information Act.

6. COMMENTS ON THE POLICY

Comments on how this policy can be improved are welcomed and should be forwarded to the policy owner at the address below:

Director of Personnel and Development,
Cumbria Constabulary,
Personnel and Development
Carleton Hall,
Penrith,
Cumbria CA10 2AU

7. POLICY DETAILS

7.1 External Business Interests

As part of its acknowledgement of the right to respect for private and family life afforded by Article 8 of the European Convention of Human Rights Act 1998, Cumbria Constabulary will consider allowing Police Officers to pursue external business interests where they follow the criteria below.

Requests for Police Officers to pursue a paid or unpaid business interest will be considered against conditions laid down in Police Regulations 7 and 8. A panel chaired by the Deputy Chief Constable and involving the Director of Personnel and Development will review the merits of each application within 28 days of receipt of an application.

Applications to pursue such interests will be made through completion of the application form contained within this policy (Form SE/BI-1). The application should provide the following information:

- Details of the nature and location of the business;
- Their specific involvement and;
- The amount of time they intend to commit to the enterprise

Applications, together with Area Commander / Department Head's endorsement should be forwarded to the Employee Relations Section for processing.

7.1.1 Decision-Making Criteria

Alongside the provisions of the relevant Police Regulations the panel will consider the following:

- The suitability of the business and possible conflicts of interest with the role of the Police Officer.
- The Police Officer's sickness history and whether a health or medical condition could be exacerbated by the nature of the business activity.
- Performance over the last 3 years.
- Any outstanding and / or un-expunged complaints or discipline cases which may have a bearing on the request.
- The support of Area Commander / Department Head.
- Compliance with Working Time Regulations (see Appendix One).

Group Three

Cadet Organisations (ACO), Adult Warrant Officer (AWO) or Civilian Instructors.

These are voluntary part time roles usually locally based and without reserve liability.

Requests to participate in the above organisations may be supported, depending on the circumstances.

Applications to join the Volunteer Reserve Forces (Form SE/BI-1) should be submitted via line management who should indicate whether they would support the request. The panel chaired by the Director of Personnel and Development will then consider the application.

Requests to participate in those organisations listed in Group One will not be supported because of the “reserve” nature of such roles. Requests to participate in Groups Two or Three may be supported, depending on the circumstances.

7.3 Charitable Bodies and Other Voluntary Roles

7.3.1 Voluntary Work, Fund-Raising And Unpaid Roles

Requests to undertake voluntary work, fund-raising and unpaid roles such as school governor are outwith this Policy. However, individuals are reminded that participation in such off-duty activity must not affect the impartial discharge of their duties as a Constable.

7.3.2 Political Office

Standing for Political Office at all levels including parish councils will be considered as a conflict of interest and will not be supported. For further information please refer to the Politically Restricted Post Policy which can be found in the **Policy Library Force / Strategic Management Handbook / Policy & Strategy / Force Policy / Policy**.

7.3.3 Retained Fire-fighters

Section 37 of the Fire and Rescue Services Act 2004 precludes a police officer from being employed as a fire-fighter due to the possible confusion which might arise at the scene of a fire or other emergency.

7.4 Employment Breaks and Secondary Employment / Business Interests

Secondary employment and/or business interests approved prior to an employment break will continue during the period of the employment break providing there are no changes to circumstances. New applications or amendments to approved applications whilst on an employment break are to be made in line with this policy.

7.5 Appeal against Refusal of Permission or Conditional Approval

Should the applicant wish to appeal against a refusal, or against conditions imposed on an approval, the Form SE/BI-2 should be completed by the applicant and submitted within 10 days of notification of the refusal to the Director of Personnel and Development along with any supporting documentation.

Police Officer appeals will be heard within the timescales contained within Regulation 7. The appeal will be heard by the Police Authority. The Police Authority shall review the information and determine whether or not the business interest in question, or the condition set, is compatible with the terms of this policy. Within 28 days of the receipt of the appeal, the applicant will be notified in writing of the Police Authority's decision. This process will not prejudice the rights of the individual to take any refused application, or conditional approval, to the appropriate appeal body i.e. the Secretary of State.

8. Supporting Documents

APPENDIX ONE

Quick Reference Guide to the Working Time Regulations

Keeping Records

- Responsibility to keep “adequate records” of compliance with the regulations in the case of “each worker”. The records should be kept for two years.

Maximum Weekly Working Hours

- The maximum average permitted working hours are set by Regulation 4 (1) at 48 hours (including overtime and time in lieu) per week. This is averaged out over a 17 week period,

Daily Rest Breaks

- If shift rota's with less than 11 hours consecutive rest are produced then it must be ensured that the short fall of rest is incorporated into the shift pattern within 14 days.

Rest Breaks during Work

- **If a worker is required to work for more than six hours at a stretch, he or she is entitled to a rest break of 20 minutes. The break should be taken during the six hour period and not at the beginning or end.** The force has stated that this break period should be for 30 mins, rather than 20.

Weekly Rest Breaks

- The WTR provide for a minimum of 24 hours uninterrupted rest per seven day period or 48 hours uninterrupted rest in a 14 day period. (As a guide a worker should have an average of 90 hours rest per week)

Average Night Work

- Night workers should not work more than an average of eight hours in any 24 hours, over the reference period. The average should be calculated over the length of the reference period, which, is 17 weeks.

APPENDIX TWO

Form SE/BI-1

CUMBRIA CONSTABULARY
Application to Register Secondary Employment or a Business Interest

This form is to be used when applying for permission to undertake new secondary employment or a business interest or for re-registering an existing secondary employment or business interest.

Section A - to be completed by Police Officer

Name:			
Rank/Post:		Collar No:	
Area/Dept:			
Secondary Employment / Business Interest Details			
Will your work be self-employed, employed* or voluntary*? (please delete as applicable)			
*If working / volunteering for an organisation please provide details:			
Name and Address of Organisation:			
Contact name and Telephone Number:			
Type of Work:			
Hours to be worked weekly:			
Does the business interest involve any contractual obligations?			Yes* / No
*If yes, please give details:			

Conditions of Acceptance - Please provide a signature alongside each of the following:	
1. I have read and understand the Secondary Employment and Business Interests Policy for Police Officers	
Signed:	Date:
2. I am familiar with Regulations 7 & 8, Police Regulations	
Signed:	Date:
3. I agree to provide a tax return as required in respect of earnings to H.M. Inspector of taxes	
Signed:	Date:
4. I agree to inform the Chief Constable in writing immediately of any change which may occur in the nature of the secondary employment or business interest, or if the role I am performing changes	
Signed:	Date:
Supporting Documentation - please attach the following to this application:	
1. A copy of your sickness record covering the previous 3 years.	
2. Copy of your last performance review (within the last 12 months).	
3. A copy of any contract or terms and conditions connected with the business interest.	
4. A copy of the Secondary Employment and Business Interests Policy	

To be submitted to the Area Commander / Department Head via your Supervisor / Line Manager

Section B - to be completed by Supervisor / Line Manager

Supervisor / Line Manager's Recommendation		
Signed:	Name:	Date:

Section C – to be completed by Area Commander / Department Head

Is the business interest / secondary employment compatible with the role of this individual? *If No, please state reasons why:	Yes / No*
Do the hours involved result in the individual exceeding the maximum working hours allowed in this policy? *If Yes please give details:	Yes / No
Are there unacceptable levels of risk to the health and safety of the individual which would lead to them being prevented from carrying out their normal duties? *If Yes please give details:	Yes* / No
Does the individual's most recent Performance Review (within the last 12 months) indicate that they are performing to the required standard? *If No, please provide details:	Yes / No*
Does the individual's sickness history indicate that they would be unsuitable to undertake the type of secondary employment / business interest they have applied to pursue? (Report to be provided by Health Management Unit) *If Yes, please state reason why:	Yes* / No
Are there any outstanding or unexpunged complaints or discipline cases which may have a bearing on the request? *If Yes, please provide details:	Yes* / No
Area Commander / Department Head's Recommendation	
This application is supported / not supported (please state reasons)	
Signed:	Date:
Name:	Area Commander / Dept Head

To be forwarded to Employee Relations, Headquarters

Section D – Deputy Chief Constable Decision

Application approved* / not approved** (please delete as appropriate)
*Additional conditions / observations:
** Reasons:

Signed:	Date:
Name:	Deputy Chief Constable

CUMBRIA CONSTABULARY
Appeal Against Decision to Refuse a Secondary Employment / Business Interest Application

Name:			
Rank/Post:		Collar No:	
Area/Dept:			
<p>I have read and understand the Secondary Employment and Business Interests Policy for Police Officers and the conditions laid down within. I wish to appeal against the decision of the Deputy Chief Constable on the following grounds:</p>			
Signed:		Date:	

On completion, this form is to be forwarded to the Director of Personnel and Development.

CUMBRIA CONSTABULARY
Amendment To Agreed Secondary Employment / Business Interest
Application

In line with the Constabulary policy document on secondary employment and business interests please note the following amendments to my previously approved application. (This form to be submitted to your Area Commander / Departmental head via your Supervisor / Line Manager

Name:			
Rank/Post:		Collar No:	
Area/Dept:			
Amendments to application as follows:			
Supporting Documentation - please attach the following:			
1. Copy of your initial application			
2. If relevant a copy of the amended contract terms and conditions connected with the secondary employment / business interest			
3. Any other applicable documentation			
4. A copy of the Secondary Employment and Business Interests Policy for Police Officers			
Signed:		Date:	
To be completed by Supervisor / Line Manager			

RESTRICTED WHEN COMPLETE

Does this amendment result in the application falling outside the existing criteria for approval? *If Yes please give details:		Yes* / No
Signed:	Name:	Date:

To be completed by Area Commander / Department Head	
Do you still support this application? *If No, please state reasons why:	Yes / No*
Signed:	Date:
Name:	Area Commander / Dept Head

On completion, this form is to be forwarded to the Director of Personnel and Development.



Secondary Employment / Business Interest Certificate of Approval

Name:			
Rank/Post:		Collar No:	
Area/Dept:			
Approved Secondary Employment / Business Interest – Please state details			
Review Date:			
The following additional conditions have to be met in order for this Secondary Employment / Business Interest to remain approved:- <ul style="list-style-type: none"> • • • 			

Individual's Declaration

I have read, understand and agree to abide with the conditions outlined in this policy and with the conditions stipulated above. I understand that I must report in writing to my line manager any significant changes in the nature of the approved Business Interest or Secondary Employment.

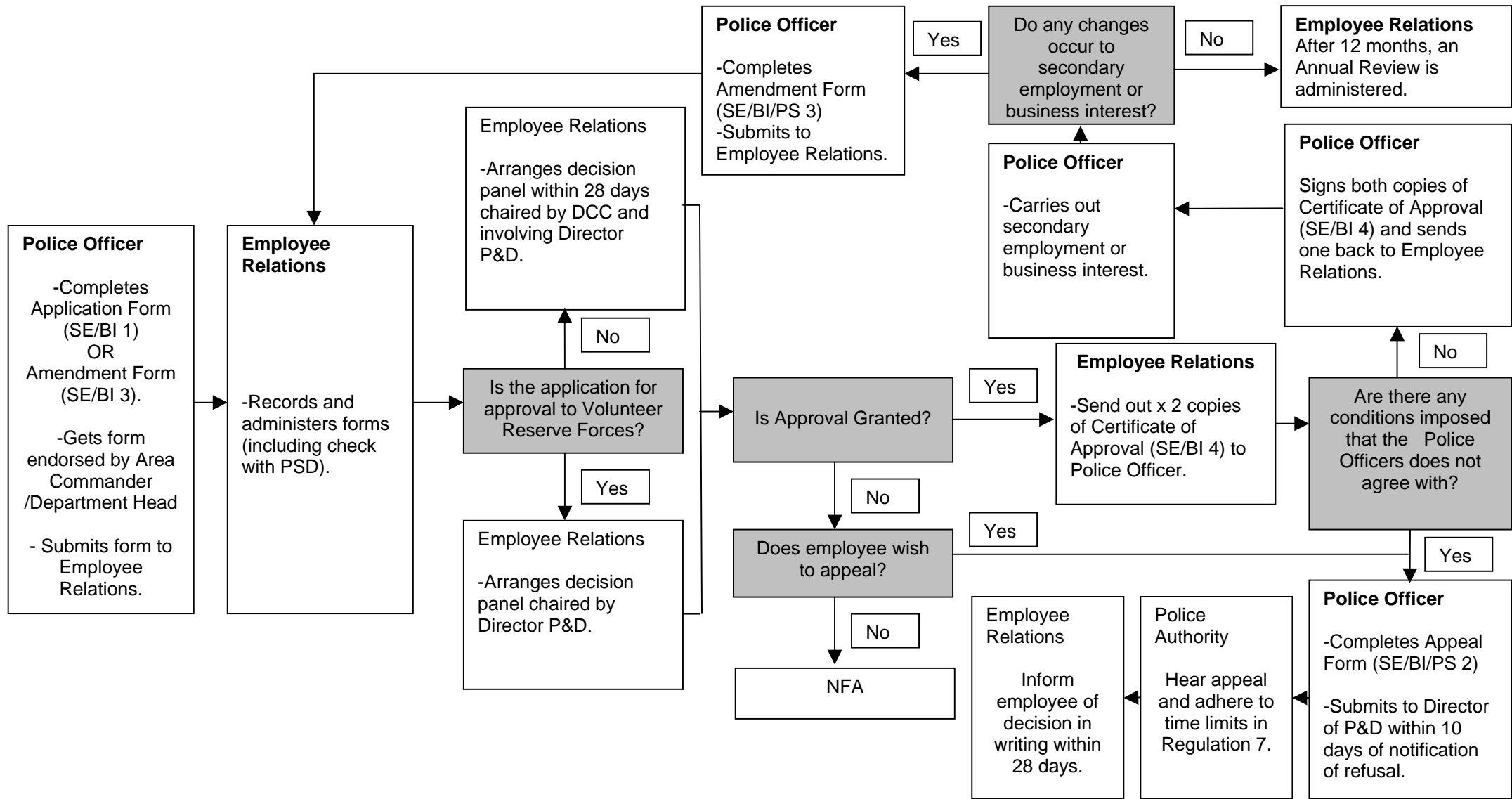
I understand that I must seek separate approval for any other business interests which I wish to pursue.

Signed:

Date:

Police Officer Secondary Employment and / or Business Interest

Requests for Police Officers to pursue a paid or unpaid business interest will be considered against conditions laid down in Police Regulations 7 and 8. Applications in respect of standing for Political Office or as a Firefighter will not be supported.



Cumbria Constabulary

Policy Document

Title: Secondary Employment & Business Interests Policy for Police Staff

POLICY STATEMENT

A member of Police Staff's off-duty hours are their own personal concern. However a member of Police Staff should not compromise their duty when carrying out a private interest or put themselves in a position where there is a conflict of interest.

This policy aims to ensure that any approved business interest does not conflict with the work of a member of Police Staff and their ability to not only discharge their duties impartially, but to be seen to be doing so by the community

In accordance with this policy all Police Staff are required to seek the permission of the Chief Constable for any future or present external business interest they may have, financial, non-financial or voluntary, which is outside their normal employment.

MANAGEMENT INFORMATION

Policy File Reference: P9/

Policy Owner: Director of Personnel and Development

Approved at: Resource Management Board, 30/3/05

Policy signed off by: _____
Director of Personnel & Development

Effective from: 30/03/05

1st Review date: March 2006

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 - Appendix Two**
 - Form SE/BI/PS-1 Application to Register Secondary Employment or a Business Interest**
 - Form SE/BI/PS-2 Appeal Against Decision to Refuse Secondary Employment or an Outside Business Interest**
 - Form SE/BI/PS-3 Amendment to Agreed Secondary Employment / Business Interest Application**
 - Form SE/BI/PS-4 Secondary Employment / Business Interest Certificate of Approval**
 - Appendix Three Process Map**

VERSION CONTROL

Ref	Status	Date	Reason for Change	Authorised
V1	Draft		Consultation	
V2	Draft		Consultation	
V3	Draft	17/11/03	New Police Regs	
V4	Draft	02/06/04	Consultation Draft	Director of Personnel & Development
V5	Draft	15/02/05	After Consultation	Director of Personnel & Development
V6	Draft	22/02/05	Further Consultation	Director of Personnel & Development
V7	Agreed	30/03/05	Final Approval	Director of Personnel & Development

1. INTRODUCTION

Members of Police Staff within certain areas or departments can occasionally be placed in a position where, within the normal scope of their duties, they may be faced with the problem of making official, professional decisions about matters in which they have an involvement.

Such members of staff will not involve themselves in any business in which they could have a personal interest and which could otherwise conflict with their normal duties.

Subsequently, any information which may impact on a member of Police Staff's secondary employment or business interest should not be made available to him / her.

2. AIMS

The main aims of this policy is to ensure the maintenance of the professional image of the Police Service, the health, safety and welfare of Police Staff and compliance with Working Time Regulations.

A further aim of this policy is to ensure that any approved business interest does not conflict with the work of a member of Police Staff and their ability to not only discharge their duties impartially, but to be seen to be doing so by the community.

3. APPLICATION

This policy applies to all Police Staff.

There is a separate policy for Police Officers, which can be found in the policy library **Public Folders / Force / Strategic Management Handbook / Policy & Strategy / Force Policy / Policy**.

4. LEGAL AND OTHER REFERENCES

Human Rights Act 1998, Article 8

Working Time Regulations 1998

Police Staff Contracts of Employment

Constabulary Politically Restricted Post Policy

Constabulary Employment Break Policy for Police Staff

Constabulary Financial Regulations

Constabulary Professional Standards Reporting Policy

Constabulary Financial Standing Orders.

Every care is taken to ensure that all cross references to other policies, procedures and guidance notes of Cumbria Constabulary is as up to date and applicable as possible. However, there may be occasions where policies are being reviewed or finalised, and an existing policy has not yet been amended to reflect this.

5. FREEDOM OF INFORMATION EXEMPTION STATUS

This policy will be released to the public in accordance with the Freedom of Information Act.

6. COMMENTS ON THE POLICY

Comments on how this policy can be improved are welcomed and should be forwarded to the policy owner at the address below:

Director of Personnel and Development,
Cumbria Constabulary,
Personnel and Development
Carleton Hall,
Penrith,
Cumbria
CA10 2AU

7. POLICY DETAILS

7.1 Declaring Secondary Employment and / or Business Interest

A member of Police Staff's off-duty hours are their own personal concern. However, a member of Police Staff should not compromise their duty when carrying out a private interest or put themselves in a position where there is a conflict of interest.

All Police Staff are required to obtain approval from the Chief Constable for any external business interest they may have, financial, non-financial or voluntary, which is outside of their normal employment, and;

- 1) Involves the provision of any service to the Police Authority, paid or unpaid, by way of contract; OR
- 2) May give rise to a conflict of interest; OR
- 3) May infringe Working Time Regulations (see Appendix One)

7.2 Notification of Secondary Employment and / or Business Interests

Police Staff are required to obtain approval for any future or present external business interest they may have, financial, non-financial or voluntary, which is outside their normal employment and which falls into one or more of the categories outlined at Section 7.1 above (Declaring Secondary Employment and / or Business Interest).

Applications for Secondary Employment and / or Business Interests or amendments to existing Secondary Employment and / or Business Interests should be made using the enclosed forms (Forms BI/SE/PS-1/-3), and submitted to the Employee Relations section for processing.

Applications will be considered within 28 days of receipt by a panel chaired by the Deputy Chief Constable and involving the Director of Personnel and Development.

The Employee Relations Section will administer the application process and retain such records to ensure there is no conflict of interest with the Constabulary until such a time as the member of staff no longer holds the interest.

Where approval is granted this will be for the period the secondary employment / business interest continues to be held on the understanding that changes to the nature or scale of the interest will be immediately reported on Form SE/BI/PS-3.

7.3 Charitable Bodies and Other Voluntary Roles

7.3.1 Voluntary Work, Fund-Raising And Unpaid Roles

Requests to undertake charitable voluntary work, fund-raising and unpaid roles such as school governor are outwith this Policy. However, individuals are reminded that participation in such off-duty activity must not affect the impartial discharge of their duties as a member of Police Staff.

7.3.2 Political Office

For Police Staff members in designated “Politically Restricted Posts”, standing for Political Office at all levels, including parish councils, will be considered as a conflict of interest and will not be supported. For further information please refer to the Politically Restricted Post Policy which can be found in the **Policy Library Force / Strategic Management Handbook / Policy & Strategy / Force Policy / Policy**.

7.4 Employment Breaks and Secondary Employment / Business Interests

Secondary employment and / or business interests approved prior to an employment break will continue during the period of the employment break providing there are no changes to circumstances. New applications or amendments to approved applications whilst on an employment break are to be made in line with this policy.

7.5 Appeals against Refusal of Permission or Conditional Approval

Should the applicant wish to appeal against a refusal, or against conditions imposed on an approval, the Form BI/SE/PS-2 should be completed by the applicant and submitted, within 10 days of the notification of refusal, to the Director of Personnel and Development along with any supporting documentation.

Police Staff appeals will normally be heard by the Chief Constable. The Chief Constable shall review the information and determine whether or not the business interest in question, or the condition set, is compatible with the terms of this policy. Within 28 days of the receipt of the appeal, the applicant will be notified in writing of the Chief Constable’s decision. This process will not prejudice the rights of the individual to take any refused application, or conditional approval, if appropriate, to an employment tribunal.

8. SUPPORTING DOCUMENTS

APPENDIX ONE

Quick Reference Guide to the Working Time Regulations

Keeping Records

- Responsibility to keep “*adequate records*” of compliance with the regulations in the case of “*each worker*”. The records should be kept for two years.

Maximum Weekly Working Hours

- The maximum average permitted working hours are set by Regulation 4 (1) at 48 hours (including overtime and time in lieu) per week. This is averaged out over a 17 week period,

Daily Rest Breaks

- If shift rota’s with less than 11 hours consecutive rest are produced then it must be ensured that the short fall of rest is incorporated into the shift pattern within 14 days.

Rest Breaks during Work

- **If a worker is required to work for more than six hours at a stretch, he or she is entitled to a rest break of 20 minutes. The break should be taken during the six hour period and not at the beginning or end.** The force has stated that this break period should be for 30 mins, rather than 20.

Weekly Rest Breaks

- The WTR provide for a minimum of 24 hours uninterrupted rest per seven day period or 48 hours uninterrupted rest in a 14 day period. (As a guide a worker should have an average of 90 hours rest per week)

Average Night Work

- Night workers should not work more than an average of eight hours in any 24 hours, over the reference period. The average should be calculated over the length of the reference period, which, is 17 weeks.

CUMBRIA CONSTABULARY
Application to Register Secondary Employment or a Business Interest

This form is to be used when registering a new secondary employment or business interest or for re-registering an existing secondary employment or business interest.

Section A - to be completed by Police Staff Member

Name:			
Rank/Post:		Collar No:	
Area/Dept:			
Secondary Employment / Business Interest Details			
Will your work be self-employed, employed* or voluntary*? (please delete as applicable)			
*If working / volunteering for an organisation please provide details:			
Name and Address of Organisation:			
Contact name and Telephone Number:			
Type of Work:			
Hours to be worked weekly:			
Does the business interest involve any contractual obligations?			Yes* / No
*If yes, please give details:			

Conditions of Acceptance - Please provide a signature alongside each of the following:	
1. I have read and understand the Secondary Employment and Business Interests Policy for Police Staff	
Signed:	Date:
2. I agree to provide a tax return as required in respect of earnings to H.M. Inspector of taxes	
Signed:	Date:
3. I agree to inform the Chief Constable in writing immediately of any change which may occur in the nature of the secondary employment or business interest, or if the role I am performing changes	
Signed:	Date:
Supporting Documentation - please attach the following to this application:	
1. A copy of any contract or terms and conditions connected with the business interest.	
2. A copy of the Secondary Employment and Business Interests Policy for Police Staff	

To be submitted to the Deputy Chief Constable via Employee Relations

Section B - Deputy Chief Constable Decision

Application approved* / not approved** (please delete as appropriate) *Additional conditions / observations: ** Reasons:
--

Signed:	Date:
Name:	Deputy Chief Constable

CUMBRIA CONSTABULARY
 Amendment To Agreed Secondary Employment / Business Interest
 Application

In line with the Constabulary policy document on secondary employment and business interests please note the following amendments to my previously approved application. (This form to be submitted to the Deputy Chief Constable via the Employee Relations Section.)

Name:			
Rank/Post:		Collar No:	
Area/Dept:			
Amendments to application as follows:			
Supporting Documentation - please attach the following:			
1. Copy of your initial application			
2. If relevant a copy of the amended contract terms and conditions connected with the secondary employment / business interest			
3. Any other applicable documentation			
4. A copy of the Secondary Employment and Business Interests Policy for Police Staff			
Signed:		Date:	

To be submitted to the Deputy Chief Constable via Employee Relations



Secondary Employment / Business Interest Certificate of Approval

Name:			
Rank/Post:		Collar No:	
Area/Dept:			
Approved Secondary Employment / Business Interest – Please state details			
Review Date:			
<p>The following additional conditions have to be met in order for this Secondary Employment / Business Interest to remain approved:-</p> <ul style="list-style-type: none"> • • 			

Individual's Declaration

I have read, understand and agree to abide with the conditions outlined in this policy and with the conditions stipulated above. I understand that I must report in writing to my line manager any significant changes in the nature of the approved Business Interest or Secondary Employment.

I understand that I must seek separate approval for any other business interests which I wish to pursue.

(Individual to sign both copies and return one signed copy to Employee Relations)

Signed:

Date:

APPENDIX THREE

Police Staff Secondary Employment and / or Business Interest

Approval is required by the Chief Constable for any future or present external interest whether financial, non-financial or voluntary, which is outside of normal employment and:

- 1) Involves the provision of any service to the Police Authority, paid or unpaid, by way of contract OR
- 2) May give rise to a conflict of interest OR
- 3) May infringe on Working Time Regulations

Applications from Police Staff in designated 'Politically Restricted Posts' in respect of standing for Political Office will not be supported.

