



HUMBERSIDE FIRE AND RESCUE SERVICE

# People & Development

## Secondary Employment and Outside Commitments Policy

<b>Owner</b>	<b>Executive Director of People and Development</b>
<b>Responsible Person</b>	<b>Head of Human Resources</b>
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<b>EIA</b>	<b>July 2021</b>



What we must do well



How we support our communities



We value and support the people we employ



We efficiently manage the Service

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## **1. INTRODUCTION**

Humberside Fire and Rescue Service (HFRS) requires all employees to notify the Service of any outside employment in which they engage. The Service reserves the right to prohibit outside employment in certain circumstances as defined in this Policy.

HFRS also requires Strategic Managers to register any outside interests under the Code of Conduct for Strategic Managers. The Service reserves the right to prohibit involvement in outside interests in certain circumstances as defined in this Policy.

HFRS requires that efficiency and due performance of official duties shall not be impaired as the result of, or arising out of, outside employment by its employees or outside commitments by its Strategic Managers in off-duty periods, and it further requires at all times to be satisfied that its interests are not being detrimentally affected in this respect.

### **Core Code Of Ethics**

HFRS has adopted the Core Code of Ethics for Fire and Rescue Services. The Service is committed to the ethical principles of the Code and strives to apply them in all we do, therefore, those principles are reflected in this Policy.

### **National Guidance**

Any National Guidance which has been adopted by HFRS, will be reflected in this Policy.

## **2. EQUALITY AND INCLUSION**

HFRS has a legal responsibility under the Equality Act 2010, and a commitment, to ensure it does not discriminate either directly or indirectly in any of its functions and services nor in its treatment of staff, in relation to race, sex, disability, sexual orientation, age, pregnancy and maternity, religion and belief, gender reassignment or marriage and civil partnership. It also has a duty to make reasonable adjustments for disabled applicants, employees and service users.

## **3. AIM AND OBJECTIVES**

This policy aims to ensure that any outside commitments and secondary employment undertaken by HFRS employees is compatible with the organisation's objectives and responsibilities and does not constitute a conflict of interest, a breach of Working Time Regulations, a reputational risk or a risk of injury or disease.

## **4. ASSOCIATED DOCUMENTS**

- [Equality Impact Analysis](#)
- Legal References
  - Working Time Regulations
  - EU Driving Time Regulations

- National Guidance  
There is no specific National Guidance relevant to this policy.
- [Disciplinary Procedure Policy](#)

## **5. DEFINITIONS AND PROHIBITIONS**

Outside employment is defined as paid work for another employer or self-employment. (Note that, for the purposes of this Policy, employment by HFR Solutions is included within this definition). Work with HFRS must not be compromised because of any outside employment undertaken by its employees and the Service reserves the right to prohibit outside employment where this either:

- Could result in a breach of the Service's statutory obligations, for example, under the Working Time Regulations or Health and Safety legislation.
- Would entail an unacceptable risk of injury or disease.
- Could bring the Service into disrepute or is considered to be in conflict with the Service's aims, objectives and responsibilities.

Should outside employment be prohibited on one or more of these grounds, then that employment will be considered incompatible with the employee's employment in HFRS.

Where specific outside employment has been prohibited and there is evidence that the employee continues to engage in that employment, the Service's Disciplinary Procedure will be invoked.

Outside commitments are defined as any employment, role as a trustee, business, directorship or consultancy that Strategic Managers are required to register under the Code of Conduct for Strategic Managers.

Outside commitments must not lead to an actual or a perceived conflict of interest with the Service's aims, objectives and responsibilities and the Service reserves the right to prohibit such outside interests where that is the case.

## **6. NOTIFICATION**

Employees who wish to engage in any outside employment must notify the Chief Fire Officer via the Group Manager (GM) / Section Head they report to, prior to the commencement of any such employment, using form PER 27 – Notification of outside employment in off-duty periods ([Appendix 'A'](#)).

Any future changes to the information submitted on the form must be notified in writing to the Service. (It is acknowledged that employees who work for On-Call stations may have other 'primary' employment / work, and these should also be reported on the PER 27).

For clarification, these notification requirements and all other aspects of this policy

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apply equally to all employee groups except where indicated otherwise.

Strategic Managers who wish to undertake outside commitments must notify the Chief Fire Officer prior to the commencement of such outside commitment using form PER 28 – Notification of Outside Commitment ([Appendix 'B'](#)).

Any future change to the information submitted on the form must be notified in writing to the Service.

If the Chief Fire Officer wishes to undertake any outside commitments, they must notify the Chair of the Fire Authority prior to the commencement of such outside commitment using form PER 28 - Notification of Outside Commitment ([Appendix 'B'](#)).

Any future change to the information submitted on the form must be notified in writing to the Chair.

## **7. RESTRICTIONS**

Outside employment may only be carried out during off-duty periods and must not be detrimental to the employee's efficiency or effectiveness in carrying out their duties with HFRS. The employee must ensure that:

- They do not perform any outside employment within 11 hours of the commencement of any period of work for HFRS (except for employees working On-Call).
- The outside employment does not place them in a position where the combination of outside employment and their duties with HFRS would contravene the EU Driving Time Regulations.
- They have adequate opportunity to benefit from periods of leave with HFRS to support their wellbeing.
- Work connected with outside employment is not to be undertaken during working time for HFRS, on HFRS premises or using HFRS resources.

Outside employment is not to be undertaken without prior approval of the Executive Director of People and Development as follows:

- a. For any person, firm or company that is in a contractual relationship with or commissioned by Humberside Fire Authority (HFA) / HFRS or that is concerned in any property transaction with HFA / HFRS.
- b. For any person known or believed by the employee to be connected with such a firm or company or which is materially concerned with such contractual relationship, commission or property transaction.
- c. For any person, firm or company with whom an employee has a relationship in the course of their official duties for HFRS.

An employee of HFRS proposing to undertake outside employment for any person,

firm or company is responsible for ascertaining whether any of paragraph's a - c above apply and for notifying the Service accordingly. Where any of these instances arise during the course of such employment the employee must notify the Service accordingly.

Employees working On-Call may find that their primary employment places them in a situation where there is a conflict with paragraphs a or b above. They must notify the Service accordingly and an assessment will be made of the implications with a view to mitigating the potential for any adverse impact on the Service.

Outside commitments may only be carried out during off-duty periods and must not be detrimental to the Strategic Manager's efficiency or effectiveness in carrying out their duties with HFRS. Work connected with outside employment is not to be undertaken during working time for HFRS, on HFRS premises or using HFRS resources.

## **8. RADIATION WORKERS**

If an individual is a 'classified' radiation worker, Health and Safety and Occupational Health need to be made aware as part of the process. Consultation will then take place with the appointed Radiation Protection Advisor (RPA) to determine a suitable and sufficient risk assessment. The respective individual is required to maintain a radiation passport, which will monitor the total accumulative dose rate. The consultation with the RPA will need to be done through the Service Hazmat Lead as they are the appointed point of contact within HFRS for the RPA.

According to HSE, an individual must be classified as a radiation worker if:

- The individual has an effective dose greater than 6 mSv per year.
- The individual has an equivalent dose greater than 15mSv per year for the lenses of the eye.
- The individual has a dose greater than 150mSv per year for the skin or the extremities (hands, forearms, feet or ankles).

## **9. MANAGEMENT RESPONSIBILITY**

It is the responsibility of every manager from Crew Manager and equivalent upwards to ensure that employees whom they manage who have secondary employment:

- Declare it – and complete the required PER 27 ([Appendix A](#))
- Monitor the working hours of the individual throughout the year and ensure the individual is complying with relevant rest periods.
- Complete the personal details questionnaire form including specifically the question regarding secondary employment at every team members PDR each year – and document either a nil return or details of the secondary employment.
- Discuss any concerns about an individual with their HR Service Partner (HRSP) so that these can be explored if necessary.

## **10. SICK PAY**

Following medical advice, if any absence from work is due to an illness or injury that is wholly attributable to the employee undertaking outside employment, the employee shall not be entitled to Service occupational sick pay and will receive Statutory Sick Pay (SSP) only.

HFRS will not extend paid sick leave to any employee whose absence from work is attributable to sickness or injury caused by the employee engaging in outside employment.

It is in the interests of any employee undertaking outside employment to have in force a form of insurance or other scheme which will adequately cover the employee against such a contingency.

Any employee who is on sick leave from the Service and known to be working in any other form of employment may forfeit rights to pay from the Service and may be subject to the Service's Disciplinary Procedure.

## **11. UNPAID WORK**

An employee of HFRS who wishes to undertake voluntary work for which no payment or other reward is made, but which would otherwise be prohibited in accordance with Section 7., is to inform the Executive Director of People and Development who will consider each case on its merits.

## **12. DUTY OF HFRS EMPLOYEES**

It is the duty of all employees of HFRS to report to their line manager or above any known breach of the conditions on which outside employment is permitted, or any apparent case in which the performance of official duty for HFRS has or is being impaired as the result of outside employment being undertaken.

## **13. PARKING OF TRADE VEHICLES**

Other than in circumstances where On-Call employees must respond to an emergency call out from their normal place of work or business, no HFRS employee may park a vehicle on HFRS premises that is, or appears to be, used in connection with a commercial business. Whilst employees may be permitted to park vehicles as a concession, it is not a right to do so.

Vehicles parked on HFRS premises must not display trading names, advertising, telephone numbers or other such commercial information. In addition, the vehicle must not be fitted with business equipment such as ladders, UPVC materials etc., either on the vehicle or on towed trailers. Employees who are in breach of this clause, other than in circumstances referred to above, may be subject to disciplinary action.

**If you require any further guidance in relation to this policy, please  
contact Human Resources**

**APPENDIX A PER 27: Notification Of Secondary Employment In Off Duty Periods (Including Notification Of Primary Employment – On-Call Staff)**

Name	
Service Number	
Role/Post	
Station/Section	

<b>Secondary Employment (in off duty periods)</b>	
Occupation	
Employer	
Employers address	
Employers contact number	
Start Date	
Details of times of work and working pattern	

<b>Primary Employment (for on call staff)</b>	
Occupation	
Employer	
Employers address	
Employers contact number	
Start Date	
Details of times of work and working pattern	

<p><b>I declare that the above information is true and accurate and that my engagement in this outside employment is in accordance with the requirements of The Secondary Employment and Outside Commitments Policy</b></p>	
<p><b>Signed</b> .....</p>	<p><b>Date:</b> .....</p>



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<b>Line-Manager Comments</b>	Signed..... Date..... Print Name.....
<b>Head of Function Comments</b>	Signed..... Date..... Print Name.....

**Following completion of Line Manager and Head of Function comments please forward this form to the HR Team at Service Headquarters**

<b>Director of People and Development</b>	<b>Noted – No further action required</b> <input type="checkbox"/> <b>Further details/action required as below</b> <input type="checkbox"/>
<b>CONSIDERATION</b>	

Signed..... Date.....
Print Name.....
<b>Director of People and Development</b>

Actioned By HR	Signed:	Date:
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**APPENDIX B: PER 28 – Notification of Outside Commitment**

<b>Name</b>	
<b>Service Number</b>	
<b>Role/Post</b>	
<b>Station/Section</b>	

<b>Outside Commitment</b>	
<b>Nature of outside commitment</b>	
<b>Organisation</b>	
<b>Organisation address</b>	
<b>Organisation contact number</b>	
<b>Start Date</b>	
<b>Details of times of commitment</b>	

I declare that the above information is true and accurate and that my engagement in this outside commitment is in accordance with the requirements the Secondary Employment and Outside Commitments Policy

Signed ..... Date: .....

<b>Line-Manager Comments</b>	Outside commitment approved <input type="checkbox"/> Outside Commitment NOT approved <input type="checkbox"/>
	Signed..... Date.....
	Print Name.....

<b>Following completion of Line Manager and Head of Function comments please forward this form to the HR Team at Service Headquarters</b>	
<b>Director of People and Development</b>  <b>CONSIDERATION</b>	<b>Noted – No further action required</b> <input type="checkbox"/>  <b>Further details/action required as below</b> <input type="checkbox"/>
Signed..... Date.....  Print Name.....  <b>Director of People and Development</b>	

Actioned By HR	Signed:	Date:
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