

OTHER WORK POLICY

SCOPE

This policy applies to all Perth & Kinross Council employees, i.e. Chief Officers, Single Status, Teachers and Craft Workers.

INTRODUCTION & PURPOSE

If you are employed by the Council, you may not engage in any other work (paid or unpaid) or receive reward from another employer, third party or business activity (which includes receiving income from the Council as commercial rent) without **prior written approval**. This includes [Volunteers of the Emergency Services](#).

Prior written approval from the Chief Executive or an [Authorised Manager](#) in your Service is required if you wish to;

- Carry out other work for any other person or third party or;
- Act on their behalf (paid or unpaid) or;
- Have any input into any application to obtain any statutory consent or grant funding from the Council, e.g. planning applications.

*This includes circumstances where the nature of your other work means you would work, act or have any input on behalf of another person or third party in **any dealings** with the Council, subject to the following exemptions;*

Exemptions

- 1 An employee may acquire Power of Attorney to act on behalf of another person, for example a close family member, providing the employee does not have any input into any decisions concerning access to Council services or funding for the individual, e.g. home care provision.
- 2 Teachers are excluded from this policy when undertaking work involved with the Scottish Qualification Authority i.e. setter, examiner, marker. In all other circumstances the provisions of this policy applies to teachers.
- 3 Where the nature of the other work you undertake is in the voluntary sector for a charitable cause the Other Work policy will not apply, where, in the opinion of your Executive Director or other [Authorised Manager](#) in your Service there is no conflict of interest.

In such circumstances you should discuss with an [Authorised Manager](#) in your Service to get agreement for exemption.

Conflicts of Interest

The [Employee Code of Conduct](#) sets out the standards the Council expects from you as a Council employee when engaged in other work.

It is your responsibility to declare any potential conflict of interest or interests which might have some bearing on the duties which you undertake for the Council using the [Conflict of Interest Procedure](#). In cases of doubt, it is always better to declare an interest, even if it seems remote or unlikely to affect your work. In this way, you will safeguard yourself from the possibility of future criticism.

Reasons for Refusal

The Council reserves the right to refuse a request if:

- your request is to work for an employer who is or may be, in direct competition with any of the Council's services; or
- it is with an employer that provides goods or services to the Council, or has any other type of contractual arrangement with the Council; or
- the type of work involved might represent a conflict of interest; or
- the hours of work would be likely to interfere with your performance, attendance and/or timekeeping;

Application and Approval Process

Should you wish to engage in other work you must also read the [Employee Code of Conduct](#), and all documents referred to within the policy and code before making any application to engage in other work. You will be required to adhere to these.

You should then complete an [Other Work Application Form](#) available from the Employment Services Team or on *eric* and submit it to an [Authorised Manager](#) in your Service for **prior written approval**.

If there is any change to the information provided on your application form you should immediately notify an Authorised Manager in your Service. This should normally be the manager who approved your request to carry out other work.

Where approval to engage in other work is granted it is **your responsibility** to re-apply for permission to continue on an annual basis by completing an application form. The application will be considered on the same basis as before.

Where a request has been authorised, **permission may subsequently be withdrawn** if a reason for refusal subsequently arises.

Breach of Policy

Breach of this policy could be regarded as a disciplinary offence and dealt with under the [Achieving and Maintaining Standards Policy](#) or [Disciplinary Procedure for Teachers](#) and depending on the circumstances could be regarded as gross misconduct.

Monitoring and Review

Service Management Teams should have procedures in place to monitor to ensure compliance with the Working Time Regulations and the Other Work policy.

The Employment Services Team can provide information on working hours and permission granted to employees to carry out other work to managers on request which Services may find useful in their compliance role.

Further guidance on the policy can be sought from the Employment Services Team or on *eric*.