

Guidelines for all employees with regard to work outwith the Council.

## **1.0 Introduction**

1.1 The purpose of this report is to enable the council to conduct its business effectively, it is important to establish guidelines for all employees with regard to work outwith the Council in order that high standards of loyalty, integrity and trust can be maintained. These standards are vitally important to protect both the organisation and employees and ensure equity of interest are established and maintained. A record will be kept of all employees with employment outside the organisation by individual departments and the Head of Human Resources.

## **2.0 Scope**

The terms of the policy will apply to all employees of East Dunbartonshire Council. In order for a request to be considered an Application to Undertake Outside Employment/Private Employment (PER 11) request to be completed.

## **3.0 Multiple Employment**

3.1 No restriction will be placed on an employee wishing to undertake other employment of a remunerative nature outwith their normal Council working hours, providing there is no conflict with the Council's interests and subject to the PER11 being authorised.

3.2 Acting in any way which would prejudice the interests of the Council may lead to disciplinary action. Areas of conflict would include:-

? rendering service to, representing, or undertaking to act on behalf of any person or organisation which is, or could be, carrying out business with the Council, whether for reward or not. This includes any land or property transaction, building warrant, improvement or repairs grant, licensing, planning or any other form of application or appeal which is based in East Dunbartonshire, or on which the Council may have to give a decision or opinion. Any advice or information to applicants, appellants or persons not employed by the Council shall be given solely by the appropriate member of staff as part of his/her normal duties;

working such additional hours that the employee's ability to attend for the hours of duty required, or to perform effectively is impaired;  
competing with the Council in any business area, e.g. Catering.  
making use of Council resources, information or knowledge acquired while working for the Council without prior authorisation.

3.3 It is appreciated that many employees do additional work which may also benefit service delivery and the operations of the Council. This includes academic or professional research and collegiate activities, publications and work for professional and examination bodies. These procedures do not seek to extend or impinge on the current departmental or private arrangements which individual employees have entered into/or enter into in the future. In this regard current arrangements and procedures should continue. Employees should nevertheless seek to balance the primary need of service delivery and the operations of the Council with any additional work they undertake.

3.4 An employee may submit, or work on, any application being made on their own behalf, for example, planning, licensing. In such cases the employee concerned shall take no part in processing, commenting or deciding upon the application. If the employee is located in the department concerned with processing the application, then they must ensure that the Director is advised of the situation.

3.5 An employee may engage in normal social, voluntary and business contacts, providing such contacts do not influence their judgement or action in the performance of their duties.

3.6 Should an employee be in doubt as to whether the other employment may impinge on the Council's interests, or interfere with, or impair the employee's ability to undertake their normal duties

within the Council's service, then they should seek guidance from their departmental Director/Head of Service.

3.7 Further clarification, where necessary, may be sought from the Head of Human Resources

#### **4.0 Chief Officers**

4.1 Chief Officers will devote whole-time service to the work of the authority and will not engage in any other business or take up any additional appointment without the express consent of the Chief Executive.

#### **5.0 General**

5.1 Employees who participate in Community Emergency Services, e.g. retained fire-fighters, reservists and T.A. will be granted paid leave of absence to attend emergencies which occur within normal working hours.

5.2 Employees wishing to accept invitations to undertake lectures, appropriate to their professional qualifications, may do so and retain any fees, providing such lectures are given outwith normal office hours, and are of an infrequent nature.

5.3 In the case of lectures undertaken during normal office hours, where the lectures cover a given period or pattern, prior agreement must be sought from the employee's departmental Director/Head of Service. Directors will require to obtain the prior agreement of the Chief Executive. Any fees received, excluding out-of-pocket expenses, will be paid to the Council, or the time off must be set against the employee's annual leave entitlement or deducted from their flexible working hours accrual.

5.4 Where an employee is offered gifts or hospitality for such undertakings, the terms of the Council's Code of Conduct will apply.

5.5 Failure to follow these procedures may lead to disciplinary action.