



Policy Title **Business Interests of Police Officers & Police Staff**

CCMT Sponsor **Director of Resources**

Department/Area **Human Resources**

Station/Sector **Human Resources Service Delivery**

Contents

1.0 Rationale

2.0 Intention

3.0 General Principles

4.0 Guidance, Procedures & Tactics

5.0 Challenges & Representations

6.0 Communication

6.1 Links to Police National Legal Database/Other

6.2 Implementation Strategy

7.0 Compliance and Certification

7.1 Human Rights Audit

7.2 Diversity Impact Assessment

7.3 Diversity (Human Resources)

7.4 Management of Police Information (MoPI)

7.5 Community Engagement Standards

7.6 Data Protection

7.7 Freedom of Information Act

7.8 Protective Markings

7.9 Health & Safety at Work

8.0 Monitoring and Review

1.0 Rationale

1.1 The Police Regulations 2003 (as amended in 2007) impose restrictions on the private lives of police officers, in particular officers who have a business interest (see Appendix A). The objective is to ensure, not only efficiency in doing the job, but also that officers shall at all times abstain from any activity which is likely to interfere, or give the impression of interfering, with the impartial discharge of their duties.

1.2 The current [Police Staff Conditions of Service Handbook](#) sets out conditions of service for police staff, which can be varied locally by collective agreement. A guiding principle is that staff should be in a working environment allowing them to give their best to their work for police forces and the communities they serve. It includes conditions relating to health and safety and working time.

2.0 Intention

2.1 The intention of this policy is to:-

- Give guidance on what constitutes a business interest and the process to follow if a member of staff has one
- Enable appropriate decisions to be taken to ensure the reputation of the police service
- Enable appropriate decisions to be taken to ensure the health, safety and wellbeing of police staff and officers

3.0 General Principles

3.1 This policy applies to police officers and police staff. It does not include volunteers and agency workers.

3.2 The main principle of this policy is that, unless there is good reason, business interests and secondary occupations will be approved.

3.3 Any person who has any doubts about whether or not they should seek approval for their business 'interests' should contact [Headquarters Human Resources](#) for advice. Staff Associations also provide advice if requested.

3.4 Definitions of a Business Interest and Secondary Occupation

3.4.1 A secondary occupation can be defined as a job or jobs which an individual has in addition to a main full or part time job.

3.4.2 A business interest can be defined as:

- An activity for which a member of staff receives payment in cash or in kind
- A member of staff carrying on any business and / or holding any office or employment for hire or gain other than their normal employment
- A business operated by a member of staff's spouse/partner (where they are not separated) at premises within the Force area

- When a business is operated by a family relative¹ at premises where the member of staff resides
- The member of staff, their spouse, partner or any family relative holds, or possesses a pecuniary interest in a liquor licence, public house, off licence or betting / gaming establishment within the Force area.

3.5 Conflicts of interest and incompatible interests

3.5.1 A conflict of interest in a work environment can be defined as:

- a situation when someone, such as a lawyer or public official, has competing professional or personal obligations or personal or financial interests that would make it difficult to fulfil his or her duties fairly
- a situation in which a person has a private or personal interest sufficient to appear to influence the objective exercise of his or her official duties as, say, a public official, an employee, or a professional.

3.5.2 See appendix B for a list of business interests that may be deemed incompatible with the police service. The list is not exhaustive.

3.5.3 Each business interest / secondary occupation will be judged on a case basis. The following factors will be considered:

a) Impact on the force

- Is the business interest likely to weaken the confidence of the public in Thames Valley Police, or bring discredit on the Force?
- Does the activity involve other people within Thames Valley Police? We will not generally permit business interests based on the concept of 'networking' (canvassing for business recruitment) or the encouragement of colleagues to be involved in the business interest. This is because of the pressure that invariably falls on colleagues.
- Whether the activity could lead to the public losing confidence in the honesty and integrity of the member of staff or of the police service.
- Where the activity could lead to the member of staff being improperly beholden to any person or institution.
- The nature of the business interest – how reputable it is in its own right, in the eyes of the public and in association with the police service?

b) Impartiality – predicted, expected or evidenced

- Is there likely to be a conflict of interest for the individual, between Thames Valley Police and the proposed 'activity', particularly, in respect of Income Generation or Copyright (Intellectual property rights – see section 3.4.6 below)?
- Is it likely that the business activity will adversely influence the individual's judgement on police matters? Is his or her attitude, towards the provision of policing services, contrary to the Force's philosophy and objectives?
- Whether the fact of being a member of staff of the force is a relevant consideration. For example, where the office of constable or being an

¹ Reference to a relative included in a member's family shall include a reference to his spouse, parent, son, daughter, brother, sister, civil partner or any person living with the member as if they were his spouse or civil partner

employee of the force could be used to promote the business or a product of the business or would allow other organisations to do so.

c) Number of hours worked (Working Time Regulations)

- Is the individual likely to be unavailable for duty because of the business interest, or work hours in excess of those recommended under the Working Time Regulations and contrary to Health and Safety considerations?

d) Health, safety & wellbeing

- Is the individual likely to be exposed to unnecessary physical harm or fatigue, potentially affecting the efficient performance of his or her duty, or rendering him or her incapable of work and creating sickness absence, especially, in light of the Working Time Regulations and health and safety provisions?

e) Current performance of the individual applying

- Is it likely that the business activity will enhance/improve the individual's skills and performance, thereby adding value to their contribution and commitment to the Force?
- Is the individual genuinely 're-qualifying' for future employment on the approach to retirement (typically within twelve months)? Or genuinely attempting to maintain particular skills, which cannot be practised within the force?

3.5.4 If the business interest is being carried out by a spouse, partner or relative of a member of staff the criteria considered will be:

- Is the business activity of a spouse, or relative, likely to weaken the confidence of the public in Thames Valley Police?
- Is it likely that the commercial activity of a spouse or relative will adversely influence the individual's judgement on police matters?

3.5.5 Major Commercial Ventures

It is recognised that any business venture has the potential to grow from the humblest of beginnings and enter the commercial arena with a substantial turnover. Where a company does grow into a major commercial venture, significant ownership or business involvement may render it incompatible with continued service with Thames Valley Police.

3.5.6 Intellectual Property Rights (Copyright)

3.5.6.1 It is a principle of this policy that all skills, products and innovation by Thames Valley Police employees are owned by the force. However, there needs to be some flexibility in this approach. It is not the aim of this policy to stifle innovation or prevent staff from improving themselves or the force.

3.5.6.2 In order to achieve some flexibility, three principles have been adopted:

- a) Projects of work initiated in the course of an officer's duty or member of police staff's employment are solely owned by Thames Valley Police (for example: all written documents, training courses and skills acquired or produced during service).

b) Projects of work initiated by staff at home, not during work time, with a police focus are owned by the individual (for example: computer software developed at home and subsequently introduced into the work place). Further development at work by the individual may restrict personal ownership to the initial portion of work.

c) Projects of work completed jointly by the individual and Thames Valley Police may be jointly owned, this will have significant relevance for the income generation on behalf of the force. Specific contractual arrangements will usually be required in such circumstances and are beyond the scope of this policy.

4.0 Guidance, Procedures & Tactics

4.1 Application

4.1.1 A member of staff who has, or proposes to have, a business interest must make written application on the [business interest application form](#) (Appendix C).

4.1.2 The application form should be forwarded to the Head of Human Resources Service Delivery, through the individual's line manager and Local Police Area Commander or Head of Department who will arrange for any necessary investigations into the business interest, interview the individual where relevant, and endorse the application appropriately.

4.1.3 The Head of Human Resources Service Delivery will consider:

- a) whether it is a business interest which must be reported
- b) whether it is compatible with being a member of the police service and
- c) if any conditions or restrictions should be imposed before approval.

4.1.4 In determining whether an application will be approved, separate and detailed consideration will be given to:

- a) The nature of the business interest (e.g. category, nature of work, product, customers, advertising, time commitment, turnover, employees and associates and position in company etc.),
- b) The individual's skills and justification for application (nearing retirement, maintaining skills etc.)
- c) The individual's role within the Force.
- d) The performance of the individual's duties takes primacy over any business interest. This primacy may be breached amongst other things where a business interest generates an income which is in excess of the individual's salary.
- e) The public expect total commitment from the police service. When relevant, non-availability for call outs or overtime working may be an indication of a conflicting business interest.
- f) All factors in section 3.5 above.

4.1.5 The Head of Human Resources Service Delivery will notify the applicant in writing of the decision within 28 days of his/her receipt of the application form.

4.2 Conditions of authorisation

4.2.1 In some cases the business interest / secondary occupation will be approved, but with conditions imposed. Examples of such conditions are:

- Thames Valley Police's premises, property or logo cannot be used in connection with a business interest
- In advertising a business interest the individual cannot make any reference to the fact that they work for Thames Valley Police
- It would be prudent to have articles checked by the press office before being published
- That this business interest does not involve any type of 'pyramid selling'

4.2.2 Health and Safety / Working Time Regulations

The Working Time Regulations 1998 lay down maximum working hours and minimum, daily and weekly, rest periods between work. The restrictions on working hours are a Health and Safety measure and are intended to protect workers from working excessive hours and thereby becoming a danger to themselves and/or others.

4.3 Rights of Appeal

4.3.1 Where approval for a business interest is denied and the applicant wishes to appeal, s/he must inform the Head of Human Resources Service Delivery within 10 days of receipt of the decision explaining the reasons for the appeal.

4.3.2 The appeal will be considered by the Director of Resources or another Chief Officer. In exceptional circumstances, if the applicant requests a personal hearing it will be granted.

4.3.3 The outcome of the appeal is final.

4.4 Reviews

4.3.1 All approved business interests are subject to review and the Head of Human Resources Service Delivery reserves the right to revoke the authority should a business interest become incompatible with working for Thames Valley Police.

4.4.2 Staff must inform the Head of Human Resources Service Delivery of all changes in circumstances of the business interest (except those of a very minor nature). Significant changes, will be regarded as if they are a new application and details must be supplied to the Head of Human Resources Service Delivery on the application form (Appendix C) and investigated by the line manager and Local Police Area Commander or Head of Department, in the same manner as if it were a new application.

4.4.3 Staff must also inform their line manager and the Head of Human Resources Service Delivery in writing when they are ceasing a business interest or secondary occupation.

4.4.4 Business Interests will be reviewed annually, through the PDR process. A specific interim review must be completed by the individual's line manager

to record the review of the business interest. The purpose is to identify any impact the activity may have on the individual's performance. Any unsatisfactory performance will be managed through a combination of the PDR process, review of the business interest approval and if necessary, the Police (Efficiency) Regulations or the Police Staff Unsatisfactory Performance and Attendance Policy.

4.4.5 A key aspect of the review is to ensure the principles of the Working Time Regulations are being adhered to. If evidence emerges that activity which involves excessive hours or is particularly arduous is being carried out causing a risk to the health and safety of the individual or affecting their work through tiredness or excessive hours serious consideration must be given to withdrawing approval. See Appendix D for further guidance on reviewing a business interest.

4.4.6 The Senior Management Team of BCUs, OCUs and Departments must strategically review all the business interests for their area/department every six months. It is recommended that this is incorporated in a local performance review to monitor their impact as a whole on service delivery.

4.4.7 The Head of Human Resources Service Delivery will review business interests when a member of staff has been absent through sickness for over 28 days or is on restricted and recuperative duties.

4.4.8 The Head of Human Resources Service Delivery will review business interests when a member of staff is absent through suspension.

4.4.9 In extreme instances, where a Business Interest is not approved, and the member of staff is not prepared to give up his/her interest in the business the following action will be taken:

- a) *Police staff* Police staff may be subject to disciplinary action. The Human Resources advisor will need to approve the instigation of any disciplinary proceedings having allowed the individual to make any representations to them.
- b) *Police officers* Where the Chief Constable has deemed the business interest to be incompatible and the officer refuses to give it up, the Chief Constable, with the Police Authority's approval, can dispense with his or her services. If this action is considered, the Police Authority will allow the officer to make representations before deciding whether to give their approval. If a decision is taken to dismiss the officer, s/he will have a right of appeal to the Home Office.

4.5 Withdrawal of authorities

4.5.1 In cases where approval for a business interest is withdrawn, the member of staff will be provided, where possible, with adequate notice to cease his or her involvement. Notice period will be a maximum of three months.

4.5.2 If withdrawal of authority is proposed, the individual may make changes to his or her involvement in a business interest, in such cases a fresh application for approval will be considered in the normal manner.

4.5.3 The withdrawal of the authority can be appealed as in section 4.3 above.

4.6 Individual's responsibilities

4.6.1 The Force may require individuals whose business interests are approved to take out private insurance cover and to indemnify the Police Authority from any claim or loss or absence from work as a result of any activities associated with those business interests.

4.6.2 The individual must inform Her Majesty's Revenue and Customs of any secondary income or occupation.

4.7 Working Time Regulations

4.7.1 When a business interest is approved Headquarters Human Resources will notify the Resourcing Team of the relevant BCU / department so that the individual's Terms and Conditions (TAC) profile can be altered to take into account hours worked for the secondary occupation / business interest.

4.7.2. Where DMS2 identifies the [Working Time Management Policy](#) is being breached the relevant BCU / OCU Resourcing Team must complete a Per 10 form to trigger an investigation of the excessive hours by the line manager. If the hours cannot be modified to comply with the policy, the line manager should inform the Head of Human Resources Service Delivery so that the authorisation of the business interest can be reviewed.

4.7.3 An individual can chose to opt out of the Working Time Regulations requirement on maximum weekly working time. However, even where a person has signed an individual agreement to be excluded from the maximum weekly working time, line managers must still honour their duty of care by ensuring that staff are not exposed to unacceptable risk through the working of excessive hours.

4.8 Data storage

4.8.1 Records in relation to applications, reviews and appeals will be maintained by the Head of Human Resources Service Delivery.

4.8.2 Details of authorised business interests, including the estimated hours worked per week, and any conditions will be maintained on PeopleSoft.

4.8.3 DMS2 TAC profiles will be adjusted to take account of the estimated weekly hours worked on an individual's business interest / secondary occupation.

4.8.4 Individuals' PDRs will hold annual reviews of business interests.

5.0 Challenges & Representations

5.1 To ensure transparency and accountability any decision made as a result of following this policy should be clearly documented.

5.2 All challenges and representations should be made in writing to:

Head of Human Resources Service Delivery
Thames Valley Police
Oxford Spires Business Park
Langford Lane
Kidlington
Oxon
OX5 1NZ

6.0 Communication

6.1 This policy should be linked to the [Working Time Management Policy](#) and [Working Time Regulations](#).

6.2 This policy will be published on the Policy and Procedures intranet site, the Thames Valley Police website, Manager's Briefing and will be included in an All User E-mail.

7.0 Compliance and Certification

7.1 Human Rights Audit

The legal basis for this policy document is derived from:

Police Regulations 2003 (as amended 2007)
Police (Conduct) Regulations 2008
Working Time Regulations 1998 (as amended)

(ii) Human Rights Articles Engaged

This policy has been audited for compliance with the Human Rights Act and has the potential to engage Article 8 Right to Respect for Private and Family Life. A public authority may interfere with the exercise of this right in accordance with the law and as is necessary in a democratic society in the interests of:-

- national security
- public safety or the economic well-being of the country
- the prevention of disorder or crime
- the protection of health or morals
- the protection of rights and freedom of others

(iii) Prohibition of Discrimination

Application of this policy could discriminate against individuals either directly or indirectly.

Article 14 states the enjoyments of the Rights and Freedoms set forth in the European Convention of Human Rights shall be secured without discrimination on any grounds, such as sex, race, colour, language, religion, political or other opinion, nation or social origin, association with a national minority, property, birth or other status.

Unless there is an infringement of another article, Article 14 will not apply as it is not freestanding. However actions and decisions taken as a consequence of this policy could be judged to be discriminatory in employment law if they are not

applied fairly and impartially, having due regard for natural justice and human rights.

7.2 Diversity Impact Assessment

This policy has been assessed for its relevance against the six strands of diversity and has been rated as "LOW".

7.3 Diversity (Human Resources)

7.3.1 In the application of this policy, the Force will not discriminate against any persons regardless of their gender, sexual orientation, race or ethnic origin, religion, age or disability.

7.4 Management of Police Information (MoPI)

7.4.1 This policy does not affect any of the key business areas as identified by Management of Police Information (MoPI).

7.5 Community Engagement Standards

7.5.1 This policy has no community engagement implications.

7.6 Data Protection

7.6.1 Personal information processed in compliance with this policy will be managed in accordance with the provisions of the Data Protection Act 1998.

7.6.2 Line Managers must be aware that the information they hold under as a result of this policy must be managed in a secure manner in order to prevent inappropriate access.

7.7 Freedom of Information Act

7.7.1 This policy is suitable to be made available to the public and can be published on the Thames Valley Police Freedom of Information Publication Scheme.

7.8 Protective Markings

7.8.1 This policy has been assessed as **NOT PROTECTIVELY MARKED**.

7.9 Health & Safety at Work

7.9.1 There are implications for health and safety of staff and the public if excessive hours are worked as a result of secondary occupations / business interests or if they are of such a nature that the individual is likely to be exposed to unnecessary physical harm or fatigue, potentially affecting the efficient performance of his/her duty, or rendering the him/her incapable of work and creating sickness absence. This policy seeks to reduce / eliminate the risk to the individual and when the decision whether or not to approve the business interest / secondary occupation is made.

8.0 Monitoring and Review

8.1 This policy contributes to the following strategic objective:

- To improve the use of our resources

8.2 Policy Review

8.2.1 This policy document will be reviewed every two years. The review will take into account the following criteria:-

- Changes in legislation
- Court rulings – Domestic, European and Human Rights
- Examples of good practice from other Forces or other organisations
- Changes in Home Office Circulars
- Changes in Police Regulations or Police Council Pay and Conditions of Service Handbook
- Developments with ACPO Policy Unit
- Representations made by individuals and relevant organisations
- Relevant diversity data

8.2.2 This policy will next be reviewed in February 2011.

LEGISLATION

1 Police Regulations 2003 (as amended 2007)

- **Regulation 6 : Restrictions on private life**

Under Regulation 6, there are restrictions on the private lives of police officers. Any restrictions placed on a police officer must be designed to secure the proper exercise of the functions of a constable (schedule 1):

- A member of the police force shall at all times abstain from any activity which is likely to interfere with the impartial discharge of his duties or which is likely to give rise to the impression amongst members of the public that it may so interfere; and in particular a member of a police force shall not take any active part in politics
- A member of a police force shall not reside at premises which are not for the time being approved by the chief officer
- A member of a police force shall not, without the previous consent of the chief officer, receive a lodger in a house or quarters with which he is provided by the police authority or sub-let any part of the house or quarters
- A member of the police force shall not, unless he has previously given written notice to the chief officer, receive a lodger in a house in which he resides and in respect of which he received an allowance under Schedule 3 or sub-let any part of such a house
- A member of a police force shall not wilfully refuse or neglect to discharge any lawful debt

- **Regulation 7 – 9: Business Interests**

For the purposes of the Regulations, a police officer or relative shall be deemed to have a business interest if:

- the police officer holds any office or employment for hire or gain (otherwise than as a member of a police force) or carries on any business or
- a relative included in his family proposes to have or has a business interest which the officer is of the opinion interferes or could be seen as interfering with the impartial discharge of his duties or
- the member, spouse or civil partner (in each case not being separated from him) or any relative included in his family² living with him holds, or possesses a pecuniary interest in, any such licence or permit granted in pursuance of the law relating to liquor licensing, refreshment houses or betting and gaming or regulating places of entertainment in the area of the police force in question

² Reference to a relative included in a member's family shall include a reference to his spouse, parent, son, daughter, brother, sister, civil partner or any person living with the member as if they were his spouse or civil partner

2 Police (Conduct) Regulations 2008

The Home Office Guidance on Police Officer Misconduct, Unsatisfactory Performance and Attendance Management Procedures set out the guidance on standards of professional behaviour for police officers and special constables. The standards reflect the expectations that the police service and the public have of how police officers should behave. They define the parameters of conduct within which police officers should exercise their discretion and cover:-

- Honesty and Integrity
- Authority, Respect and Courtesy
- Equality and Diversity
- Use of Force
- Orders and Instructions
- Duties and Responsibilities
- Confidentiality
- Fitness for Duty
- Discreditable Conduct
- Challenging and Reporting Improper Conduct

Conduct includes police behaviour, whether on or off duty, which affects public confidence in the police service. Any conduct which brings or is likely to bring discredit to the police service may be the subject of sanction – this could include any conduct arising from a business interest or as a secondary occupation.

3 Police Staff Disciplinary Policy / Police Staff Unsatisfactory Performance and Attendance Policy

The purpose of these policies is to encourage improvements in individual conduct, performance and attendance, as well as providing appropriate sanctions for any breaches. They are designed to promote fair treatment of individual employees, to ensure the safe and effective operation of the organisation by providing a framework to address any lapses in conduct, performance and/or attendance and encourage individual employees to achieve and maintain an acceptable standard.

The Disciplinary Policy highlights the arrangements and responsibilities for the proper investigation and consideration of allegations of misconduct. The Unsatisfactory Performance and Attendance Policy provides further advice when looking at potential unsatisfactory performance. Managers and supervisors need to be aware of the contributions and work performance of their staff to ensure that they are meeting the aims and objectives of the organisation. The policies have been formulated in conjunction with UNISON and are based on the Employment Act 2002 and the Employment Act 2002 (Dispute Resolution) Regulations 2004. They take account of the ACAS Code of Practice on Disciplinary and Grievance Procedures in Employment

Appendix B

Examples of Business Interests and compatibility

The decision whether to authorise a business interest is dependent on a role of the individual applying. For example, if a police officer applied to work as bar staff in a pub, this would not be authorised. This is because a police officer would have a conflict of interest were there to be any incident at the pub and s/he has a duty to enforce licensing laws. A member of police staff working in a bar is likely to be authorised as, in most cases, this would have no impact on their Thames Valley Police role. However, a PCSO or Licensing officer might not be authorised to work in a pub, as they too have responsibility in their roles for “policing” licensing laws.

The below table indicates the criteria that will be considered when a decision is made.

The main principle of this policy is that, unless there is good reason, business interests and secondary occupations will be approved.

Example Business Interest / Secondary Occupation Applications	Factors to risk assess <ul style="list-style-type: none"> • Hours Worked • Impartiality • Impact on force
Police officer working in Licensed Premises	Hours Worked / Impartiality
Share in Licensed Premises	Impartiality
Media Editing Service for Legal Profession	Impartiality
Retained Fire-fighter	Hours Worked / Impartiality / Impact
Mirrors police activities (e.g. security, close protection, surveillance)	Hours Worked / Impartiality / Impact
Running a Security Guard company	Impartiality / Impact
Licensed Taxi Driver	Hours Worked
Counselling Victims of Rape & Abuse	Impartiality / Impact
Agent for Financial Consultants	Impartiality / Impact
TASER ‘private’ instructor	Impartiality / Impact
Media Presenter – TV & Radio	Impartiality / Impact

The above list is not exhaustive.

Appendix C

BUSINESS INTEREST

APPLICATION FORM

For Office Use Only:

(Prob) (Sick) (Any Bus) (Ref No.....)

Please complete the relevant section below:

POLICE OFFICER	
Surname:	Forename:
Rank:	Shoulder Number:
Current Posting (and place of work):	

POLICE STAFF	
Surname:	Forename:
Grade:	Staff Number:
Current Posting (and place of work):	

PCSO	
Surname:	Forename:
Grade:	Staff Number:
Current Posting (and place of work):	

DO YOU HAVE ANY OTHER BUSINESS INTERESTS REGISTERED? YES / NO
IF YES, PLEASE STATE NATURE OF BUSINESS INTEREST AND DATE AUTHORISED

SECTION 1

<u>CATEGORY OF BUSINESS INTEREST</u>		
<p>PLEASE INDICATE CATEGORY OF BUSINESS INTEREST BY TICKING THE RELEVANT BOX OR BOXES</p>	<input type="checkbox"/>	A TRAINING / LECTURING
	<input type="checkbox"/>	B DRIVING
	<input type="checkbox"/>	C MUSIC
	<input type="checkbox"/>	D DIY (eg. GARDENING, PAINTING)
	<input type="checkbox"/>	E CONSULTANCY
	<input type="checkbox"/>	F PROPERTY RENTAL / LODGER
	<input type="checkbox"/>	G OTHER - PLEASE SPECIFY BELOW:
	<input type="checkbox"/>	H RELATED PURELY TO SPOUSE/PARTNER/CIVIL PARTNER/ RELATIVE (<u>NO PERSONAL INVOLVEMENT OR REMUNERATION RECEIVED DIRECTLY</u>) (<u>At home address or within TVP area</u>) (complete sections 2,3,4 & 7 ONLY then forward to line manager)

SECTION 2

<u>EMPLOYMENT TYPE AND DETAILS OF BUSINESS INTEREST</u>			
	Please tick relevant box		Relevant Name and Address
<p>PLEASE INDICATE TYPE OF EMPLOYMENT AND, IF RELEVANT, NAME AND ADDRESS OF EMPLOYER</p> <p>If related to purely spouse/partner/ civil partner / family – please provide location details ie. shop or business name – if run from home address/address within TVP area?</p>	<input type="checkbox"/>	AGENCY WORK	
	<input type="checkbox"/>	SECONDARY EMPLOYMENT	
	<input type="checkbox"/>	SELF EMPLOYED	
	<input type="checkbox"/>	OTHER (please specify)	
	<input type="checkbox"/>	PROPERTY RENTAL	Please give address of property being rented <u>and</u> confirm you do not receive any allowances for this property:

SECTION 3

BUSINESS INTEREST OUTLINE

JOB TITLE / POSITION IN RELATION TO THIS BUSINESS INTEREST

DESCRIPTION OF THE **NATURE OF WORK / PRODUCT**

SECTION 4

TARGET MARKET

BRIEF DESCRIPTION OF TARGET **CUSTOMERS**

BRIEF DESCRIPTION OF **ADVERTISING MEDIUM**
PLEASE INCLUDE WEBSITES / TITLES OF PUBLICATIONS ETC WHERE APPROPRIATE

SECTION 9

<u>TO BE COMPLETED BY LPA COMMANDER OR HEAD OF DEPARTMENT</u>			
Do you support this business interest application? (Please feel free to provide supporting comments below)			YES / NO
If NO, please state why below:			
.....			
.....			
.....			
.....			
LPA Commander/ Head of Department SIGNATURE:		DATE:	
PRINT NAME:			

PLEASE NOW FORWARD THIS APPLICATION ONTO:
 (If Hard Copy) – Shared Services, Resourcing, HQ North, Fountain Court or,
 (via e-mail) – businessinterests@thamesvalley.pnn.police.uk

SECTION 10 - FOR HQ HR USE ONLY

<u>HQ DECISION</u>	
Approved? YES / NO	
SIGNATURE:	
REPLY DATE:	

Appendix D**Annual Reviews – Line Manager Guidance**

Business interests must be reviewed annually by line managers.

An interim review must be completed in the individual's PDR by selecting "Business interests" from the drop down menu.

When completing the review, assessing officers should check the following points with the individual:-

- Advertising – there should be no reference to working for Thames Valley Police in any adverts / websites etc. for the business interest
- Working hours – when added to hours worked for Thames Valley Police, the total does not exceed 48 hours per week (averaged over the 20-week reference period agreed by TVP & the Police Federation). So, for example an officer working a 40 hour week, should not be averaging 9 hours a week on a business interest, and a member of police staff on 37 hours per week, should not be averaging more than 11 hours. Also the individual must have daily rest periods of 11 hours and weekly rest periods of 24 hours. So, for instance, someone who has a secondary occupation as a taxi driver should not drive until 3 a.m. and then come to work at 8 a.m. the next morning
- Impact on performance – is their Thames Valley Police job suffering as a result of their secondary occupation / business interest? E.g. Are they still available for call out and overtime (if applicable)?
- Public confidence – is the activity likely to bring discredit on the Force?
- Judgement – has the business activity adversely influenced the individual's judgement on police matters or is there reasonable potential for it to do so? E.g. Working for a Women's Aid organisation, would this impact on an officer's judgement when they attend a domestic violence incident
- Health & safety – is there any exposure to unnecessary physical harm or fatigue, potentially affecting the efficient performance of his/her duty? (e.g. driving commitments prior to coming on duty)