

# **Lead Employer Trust**

# **Secondary Employment**

## POLICY INFORMATION SHEET

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## Summary of Changes

<b>Date of Change</b>	<b>Changes made</b>	<b>Location of changes</b>	<b>Changes approved</b>	<b>Version Control</b>
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February 2015	Update to incorporate GP Practices	No changes	May 2015	2
January 2017	Document Review	All pages	January 2017	3
March 2018				4
October 2020	Document Review	All Pages		4
May 2023	Equality Impact Assessment	Page 8	30 <sup>th</sup> May 2023	4
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## 1 INTRODUCTION

The aim of this policy is to protect the health and wellbeing of all employees, and whilst the Lead Employer Trust (LET) recognises that staff may engage in other employment in addition to their job(s) with the host training trust, it is important that employees do not work such hours that it has a detrimental effect on their health or their outside work does not adversely affect their duties within the host training Trust.

## 2 POLICY STATEMENT

2.1 This policy applies to all employees of the LET.

2.2 The purpose of the policy is to:

1. Ensure that employees do not engage in other employment (this includes additional duty hours) that may conflict with or affect their duties under their Contract of Employment with the LET.
2. Prevent employees and/or the LET and host training trust contravening legislation on working times/hours.

2.3 Whilst this policy does not cover unpaid and voluntary work where this impacts on the employee's performance and ability to carry out their LET employment, the manager reserves the right to address such issues with the employee.

## 3 NOTIFICATION PROCESS

3.1 All employees should inform their line manager about any current or proposed employment or voluntary/unpaid work outside the LET, using the proforma attached at appendix 1, so that its effect on their current LET employment can be discussed. This is separate to any declarations made in accordance with the Declaration of Business Interests.

3.2 For employees on the 2016 TCS: Where an employee intends to undertake hours of paid work as a locum, additional to the hours set out in the work schedule, the trainee must initially offer such additional hours of work exclusively to the service of the NHS via an NHS staff bank. The doctor must inform the Lead Employer Trust / host organisation of their intention to undertake additional hours of locum work.

3.3 **In circumstances where an employee has more than one employer, it is the responsibility of the employee to ensure that the LET is aware of hours worked in other employment(s) in accordance with the Working Time Regulations and have they also responsibility to notify HMRC.**

3.4 Failure to declare other employment(s) may result in disciplinary action in accordance with the LET's Capability and Conduct Policy.

3.5 The LET reserves the right to address with employees, any issues where the secondary employment is impacting on their employment with the LET.

## 4 EQUALITY AND DIVERSITY STATEMENT

*The LET is committed to providing equality of opportunity, not only in its employment practices but also in all the services for which it is responsible. As such, an Equality Impact Assessment has*

*been carried out on this policy to identify any potential discriminatory impact. The LET also values and respects the diversity of its employees and the wider community it serves. In applying this policy, representatives of the Trust will have due regard for the need to:*

- Eliminate unlawful discrimination
- Promote equality of opportunity
- Provide for good relations between people of diverse groups

For further information, please refer to the LET's Equality Diversity and Human Rights Policy

## **5 REFERENCES//LEGISLATION**

Working Time Regulations 1998

## **6 MONITORING AND REVIEW**

The Lead Employer Trust General Manager is responsible for monitoring the application of this policy and to ensure that the policy is reviewed no later than three years from the date of issue.

Line Managers will monitor the performance and attendance of employees with secondary employment.

THE LEAD EMPLOYER TRUST

NOTIFICATION OF SECONDARY EMPLOYMENT OR VOLUNTARY/UNPAID WORK

Name \_\_\_\_\_ Job Title \_\_\_\_\_

Department \_\_\_\_\_ Hours \_\_\_\_\_

Directorate \_\_\_\_\_ Site \_\_\_\_\_

Details of Other Employment/Voluntary/Unpaid Work

Job Title \_\_\_\_\_

Hours/Shift Times \_\_\_\_\_

Length of Service \_\_\_\_\_

Annual Leave Entitlement \_\_\_\_\_

Organisation/Company \_\_\_\_\_

I have read the LET Policy with regard to secondary employment and understand that I should not contravene the legislation on working times/hours.

I agree to keep a record of my total working hours/shift times in all employments other than the Lead Employer Trust (for whom records are maintained on my time sheet), and to make these available to the LET should this be requested by the LET or by the Health and Safety Executive at my host training trust, at any time up to two years after each week in question.

Signed \_\_\_\_\_ Date \_\_\_\_\_ (Employee)

This proforma should be given to your manager. A copy will be retained on your personal file.

Signed \_\_\_\_\_ Date \_\_\_\_\_ (Manager)

Copy to: Personal File

The preliminary impact assessment is a quick and easy screening process.

It should:

- Identify those policies, procedures, services, functions and strategies which require a full EIA by looking at:
  - negative, positive or no impact on any of the equality groups
  - opportunity to promote equality for the equality groups
  - data / feedback
- prioritise if and when a full EIA should be completed
- justify reasons for why a full EIA is not going to be completed

**Division/Department**

LET HR Department

**Title of policy, procedure, function or service**

Secondary Employment Policy

**Type of policy, procedure, function or service**

- Existing
- New/proposed
- Changed



**Q1 - What is the aim of your policy, procedure, project or service?**

The aim of this policy is to protect the health and wellbeing of all employees, and whilst the LET recognises that employees may engage in other employment in addition to their job(s) with the LET, it is important that employees do not work such hours that it has a detrimental effect on their health or their outside work does not adversely affect their duties within the LET.

**Q2 - Who is the policy, procedure, project or service going to benefit?**

All LET employees

**Q3 - Thinking about each group below, does, or could the policy, procedure, project or service have a negative impact on members of the equality groups below?**

Group	Yes	No	Unclear
Age		X	



Disability		X	
Race		X	
Gender		X	
Transgender		X	
Sexual Orientation		X	
Religion or belief		X	
Marriage & Civil Partnership		X	
Pregnancy & Maternity		X	
Relationships between groups		X	
Other socially excluded groups		X	

If the answer is “Yes” or “Unclear” you **MUST** complete a full EIA

**Q4 – Does, or could, the policy, procedure, project or service help to promote equality for members of the equality groups?**

Group	Yes	No	Unclear
Age		X	
Disability		X	
Race		X	
Gender		X	
Transgender		X	
Sexual Orientation		X	
Religion or belief		X	
Marriage & Civil Partnership		X	
Pregnancy & Maternity		X	
Relationships between groups		X	
Other socially excluded groups		X	

**Q5 – Do you have any feedback data from equality groups that indicate how this policy, procedure, project or service may impact upon these groups?**

Group	Yes No Impact	Yes Impact	No	Unclear
Age			X	
Disability			X	
Race			X	
Gender			X	
Transgender			X	
Sexual Orientation			X	
Religion or belief			X	
Marriage & Civil Partnership			X	
Pregnancy & Maternity			X	
Relationships between groups			X	
Other socially excluded groups			X	

**Q6 – Using the assessments in questions 3, 4 and 5 should a full assessment be carried out on this policy, procedure, project or service?**

Yes		No	X
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If you have answered “Yes” now follow the EIA toolkit and complete a full EIA form

**Q7 – How have you come to this decision?**

No indication that equality groups would be adversely affected by this policy.

**Q8 – What is your priority for doing the full EIA**

High	Medium	Low
		X

**Q9 – Who was involved in the EIA?**

LET HR Department

**This EIA has been approved by:**

Head of Human Resources of the Lead Employer Trust

**Date: 6.11.2023 Contact number:**

0191 275 4769

**Please ensure that this assessment is attached to the policy document to which it relates.**



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