



# **NORTH HORSHAM PARISH COUNCIL**

## **SECONDARY EMPLOYMENT, VOLUNTEERING AND POLITICAL WORK POLICY**

### **1. POLICY STATEMENT**

- 1.1. The Parish Council recognises that, in some instances, employees take on other employment with other organisations; or undertake voluntary work. The Parish Council considers that this is acceptable, providing that the secondary employment or volunteering activity does not interfere with the employee's duties at North Horsham Parish Council.

### **2. KEY PRINCIPLES**

#### **2.1. The Parish Council will seek to -**

- 2.1.1. Ensure that the employee's duties with the Parish Council remain the employee's primary consideration.
- 2.1.2. That there is no conflict of interest between the Parish Council and the secondary employment.
- 2.1.3. That there is no detriment to the work of the Parish Council.
- 2.1.4. That there is no detriment to the work of the employee.

#### **2.2. Employees –**

- 2.2.1. Have a responsibility to notify the Council that they are in secondary employment when they take up employment with the Parish Council.
- 2.2.2. Have a responsibility to request permission to undertake secondary employment if they are already employed by the Parish Council.

### **3. WHO DOES THE POLICY APPLY TO?**

- 3.1. The Policy applies to all employees of North Horsham Parish Council.

## **4. SECONDARY EMPLOYMENT**

### **4.1. Definition.**

4.1.1. Secondary employment is any additional work on a temporary or permanent basis undertaken or planned to be undertaken for another employer, which is not North Horsham Parish Council.

### **4.2. The role of the employer**

4.2.1. The Parish Council will permit an employee to undertake secondary employment providing that there is no conflict with –

- The interests of the Parish Council.
- The performance of the employee in relation to their duties with the Parish Council.
- The Working Time Regulations 1998.

4.2.2. If it is deemed that the secondary employment is in conflict with or against the interests of the Parish Council, then agreement is likely to be refused.

### **4.3. Responsibilities of the employee**

4.3.1. It is the responsibility of the employee to notify the Parish Clerk of any secondary employment when taking up employment with the Parish Council.

4.3.2. It is the responsibility of the employee to notify the Parish Clerk of any secondary employment proposed to be undertaken and to seek permission before accepting any other position outside of the Parish Council.

### **4.4. Procedures**

4.4.1. Notifications of current secondary employment or applications to undertake future secondary employment must be made to the Parish Clerk on the Parish Council's prescribed form - **Appendix 1** to this Policy.

4.4.2. The Parish Clerk must consult with two councillors who hold the position of Chairman of the Council, Vice Chairman of the Council or Chairman of a Committee and gain agreement before giving permission to an employee to undertake secondary employment.

4.4.3. A failure to comply with the Parish Council's procedures may result in Disciplinary proceedings being brought, which may result in dismissal.

#### **4.5. The Working Time Regulations 1998**

4.5.1. Both the employer and the employee need to be aware of the impact of the Working Time Regulations 1998. An employee may be asked to complete written declarations, if required, of hours worked and breaks taken; and to report any instances where the pattern of work constitutes a health and safety risk to the employee, fellow employees and others.

### **5. VOLUNTEERING**

5.1. National Council for Voluntary Organisations (2018) defines volunteering as any activity that involves spending time, unpaid, doing something that aims to benefit the environment or someone (individuals or groups) other than, or in addition to, close relatives. Central to this definition is the fact that volunteering must be a choice freely made by each individual.

5.2. The Parish Council recognises the value of the voluntary sector, both in the local and the wider community, and would encourage such actions.

5.3. It is the responsibility of the employee to ensure that the time spent in such activity is not to the detriment of the Parish Council or is detrimental to the performance of the employee's duties.

### **6. POLITICAL WORK**

6.1 Political work could be seen as protecting and advancing particular ideas or goals.

6.2. There are no specified posts within the Parish Council that are restricted from private political activity; and there is no requirement for any employee to notify the Parish Council of any political persuasion.

6.3. However, the Parish Council does not permit political activities, campaigning or the displaying of symbols in support for a political party during working hours or whilst representing the Parish Council. The role of the Clerk is expected to be neutral regardless of any private political persuasion and it is expected for the role to be undertaken in an unbiased and apolitical manner.

- 6.4 The Parish Council would expect, however, disclosure of political activity where an employee would stand for election at local or national elections
- 6.5 The Parish Council would welcome voluntary disclosure of an employee's activity where assistance might be given to a potential political candidate

## **7. REVIEW OF THE POLICY**

- 7.1. Subject to any new legislation, changes in case law or requirements of the Parish Council which need immediate amendment, the Secondary Work, Volunteering and Political Work Policy will usually be reviewed on a two-year basis. The next review is due before October 2026.

# NORTH HORSHAM PARISH COUNCIL

## SECONDARY EMPLOYMENT APPLICATION FORM

|   |   |            |           |  |
|---|---|------------|-----------|--|
| <b>NAME</b>   | <b>POSITION</b>   |            |           |  |
|   |   |            |           |  |
| <b>SECONDARY EMPLOYMENT INFORMATION</b>   |   |            |           |  |
|   |   |            |           |  |
| <b>NAME OF EMPLOYER</b>   |   |            |           |  |
| <b>ADDRESS</b>  |   |            |           |  |
| <b>NATURE OF WORK</b>   |   |            |           |  |
| <p>Have you any reason to believe that there will be instances when your Secondary work will conflict with your work at North Horsham Parish Council?</p>   |   |            |           |  |
| Please delete as appropriate  | <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 15%; text-align: center;"><b>YES</b></td> <td style="width: 15%; text-align: center;"><b>NO</b></td> <td style="width: 70%;"></td> </tr> </table> | <b>YES</b> | <b>NO</b> |  |
| <b>YES</b>  | <b>NO</b>   |            |           |  |
| <p>If YES please give details –</p>   |   |            |           |  |
| <p>I state that the above information is correct and that Secondary Employment in this instance will not have a detrimental effect on my work at North Horsham Parish Council. I will inform the Parish Clerk if there are any changes to the above</p> |   |            |           |  |
| <b>Signed</b>   | <b>Date</b>   |            |           |  |
|   |   |            |           |  |
| <p>I agree to the above named employee taking on Secondary Employment in accordance with the above information</p>  |   |            |           |  |
| <b>Signed</b>   | <b>Date</b>   |            |           |  |
|   |   |            |           |  |
| <b>Position</b>   |   |            |           |  |