

PROTOCOL FOR EMPLOYEES WORKING PART-TIME AND/OR TEMPORARILY FOR, OR PROVIDING CONSULTANCY TO, OTHER BODIES OR COUNCILS

1. During contracted work time all employees of the Council are expected to devote their time and efforts exclusively to the work of the Council.

Release for Outside Work While Employed by the Council

2. Where an employee wishes to be released temporarily from his/her duties in order to take up work or consultancy with another Council or body, the employee must:
 - (a) consult his/her Director or named manager;
 - (b) ensure that the outside work does not conflict with the Council's interests or policies and is not likely to bring the Council into disrepute;
 - (c) ensure that the work undertaken will not place risks or workloads on himself/herself so as to cause him/her to be unfit for his/her normal work for the Council.
3. When a Director or named manager receives a request for an employee to be released he/she has the authority to agree the release in accordance with the Council's time-off policies but must ensure that:
 - (a) the employee has fulfilled his/her obligations under paragraph 2 above;
 - (b) the Council's services do not suffer detriment as a result;
 - (c) any loss or cost to the Council is reimbursed;
 - (d) Council facilities or records are only used where explicitly agreed and where there is no cost, risk or loss of efficiency or security to the Council;
 - (e) the details relating to the agreement for release are set down in writing for information of all relevant parties.

Second Jobs

4. Where a Council employee takes a second job with another employer while still employed by the Council, the following shall apply:
 - (a) All full-time and some part-time employees must consult their Director or named manager before taking up additional employment.
 - (b) Employees should notify their manager of all additional employment to ensure that the health and safety of the employee is not jeopardised.
 - (c) All employees should be clear about their contractual obligations and should not take outside employment which conflicts with the interests of the Council.

- (d) Council time and facilities must not be used in pursuance of additional employment.

Special Cases

- 5. In certain areas of employment special arrangements may be required. Directors will ensure that employees are fully informed as appropriate and will communicate special requirements clearly to employees who are affected.
- 6. In the case of a Director of the Council, a written request should be made to the Head of Paid Service who will fulfil the necessary checks and decide upon release after consultation with the appropriate member(s) of the Council's Cabinet.
- 7. In the case of the Head of Paid Service of the Council, he/she will make a request for release in writing to the Leader of the Council for decision.

Senior Posts and Proposed Appointor

The appointor in each case must advise the Proper Officer of the person it is intended to appoint so that he/she can consult Cabinet members for any comment. No appointment can be made until any comments from the Cabinet members have been considered by the appointor.

NB The Regulatory description reflects current position

Post	Regulatory Description	Appointor under Constitution
Head of Paid Service	Head of Paid Service	Full Council
Director for Children's Service	Statutory Chief Officer	Remuneration Committee
Director for Adult Services	Statutory Chief Officer	Remuneration Committee
Director of Public Health	Statutory Chief Officer	Advisory Appointments Committee*
Director of Finance	Statutory Chief Officer	Remuneration Committee
Monitoring Officer	Statutory Chief Officer	Full Council
Strategic Director of Communities	Non-statutory Chief Officer	Remuneration Committee
Strategic Director of Resources	Non-statutory Chief Officer	Remuneration Committee
Strategic Director for People	Non-statutory Chief Officer **	Remuneration Committee
Director of Digital and ICT	Non-statutory Chief Officer	Head of Paid Service
Director of Human Resources	Non-statutory Chief Officer	Head of Paid Service
Assistant Chief Executive	Non-statutory Chief Officer	Head of Paid Service
Director of Law and Governance	Non-statutory Chief Officer	Head of Paid Service
Various posts – i.e. those reporting to the HOPS, Statutory and Non-Statutory Chief Officers	Deputy Chief Officers (includes Chief Fire Officer)	Relevant chief officer e.g. HOPS, Strategic Director or Director

* The Health and Social Care Act 2012 requires that each local authority must, acting jointly with the Secretary of State for Health, appoint an individual to have responsibility for its new public health functions, known as the director of public health. An "Advisory Appointments Committee" must be set up in line with Faculty of Public Health guidance, with County Council, Public Health England and Faculty of Public Health representation.

**Although the post of Strategic Director for People is currently filled by the Director of Public Health, the *position* of Strategic Director for People is a non-statutory chief officer position, reporting to the Head of Paid Service.