

**MANAGEMENT GUIDANCE NOTE****STANDING ORDER 50 –
ACCEPTANCE OF OUTSIDE OFFICE OR EMPLOYMENT**

As a consequence of Standing Order 50, employees shall not accept outside office or employment without, in the first instance, an application being made to the appropriate Head of Department for assessment and the subsequent consent of the Head of Human Resources.

When assessing any such requests, you will require to satisfy yourself that:

- i) the hours of the proposed employment would not interfere with or impair the employee's fitness for the efficient performance of his/her duties in the Council's service; and
- ii) the employment would not involve the employee engaging in any work in competition with any department of the Council; and
- iii) the work would not entail actual or potential conflict of interest with the employee's position and role within the Authority; and
- iv) contravene the Working Time Regulations in allowing the employee to take on a second job (NB if an employee works in excess of 48 hours per week (when the hours of all employment are totalled) they should complete and sign an 'opt out' form to agree to work over 48 hours in accordance with the Working Time Regulations)

In terms of procedure, requests to undertake additional employment should, in the first instance, be submitted to the Head of Department concerned. The Head of Department should inform the Head of Human Resources (in writing) as to whether or not the request is supported (specifying the reasons behind the decision) and attach a copy of the employee's request. The Head of Human Resources will consider the application and advise the Head of Department of his/her decision. Thereafter, the Head of Department shall notify the employee (in writing) as to the outcome of their request.