

**LONDON BOROUGH OF ENFIELD**  
**SECONDARY EMPLOYMENT & BUSINESS INTERESTS**

The Council requires information about employment or business interests you may have (or intend to have) irrespective of whether it is within this authority or outside and whether it is paid or unpaid, for the following reasons:

1. The Council needs to comply with its health and safety obligations under the Working Time Regulations regarding the hours that you work and assess any potential risk to your health and safety.
2. The Council needs to ensure that there is no conflict of interest between your work for this authority and your work or business interests elsewhere.
3. The Council needs to ensure that there is no "contractual conflict" e.g. that you could contractually be required to work at the same time for different employers.
4. There is a clause in contracts for HAY graded staff which reads "*You will be required to devote your whole-time service to the work of the Council and shall not engage in any business or take up any other additional appointment without the express consent of the Council*".

You are required to notify us of any work (whether it is paid or unpaid) or other business interest that you are doing or propose to do in addition to your current post, or (where applicable) the post you have been offered. This may include unpaid positions, remunerated employment, consultancies or advisory positions, directorships or partnerships, significant holdings of shares or other financial securities, positions held as a councillor, governor or trustee, or trade union or pressure group. These are examples. This is not an exhaustive list.

This information will be used to make an assessment of any risk to your health and safety and to assess whether the work undertaken could conflict in any way with your current post / post that you have been offered.

Could you therefore provide the information requested below.

**Part 1: To be completed by the Candidate/Employee**

**FULL NAME:**

**CURRENT POST HELD /  
POST OFFERED:**

**GRADE OF POST:**

**DEPARTMENT / SERVICE:**


**Please  
tick**

1. I **do not** undertake any work (paid or unpaid) outside of the hours to be worked within my current post / the post I have been offered
2. I **do** undertake work outside of the hours to be worked within my current post / the post I have been offered
3. I hold a voluntary position, or I have business interests, or I have links with an organisation which could conflict with my current post or the post I have been offered

**If you have ticked 2 and/or 3 above please provide the following details:**

Number of hours worked and working pattern (for example, 2 hours every evening Mon – Fri from 7.00pm – 9.00pm):

Whether the work or business interest is paid or unpaid:

Type / Nature of the work / business interest:

Signed:

Date:

## Part 2: To be reviewed and approved by the Line Manager

Please review the information from ACAS on working hours when considering whether it is appropriate to approve this secondary employment <http://www.acas.org.uk/index.aspx?articleid=1373> Please note there is a clause in contracts for HAY graded staff which reads “You will be required to devote your whole-time service to the work of the Council and shall not engage in any business or take up any other additional appointment without the express consent of the Council”.

Line Manager’s comments:

Line Manager’s decision:

Name:

Date:

Post Title:

Signed: