



26 April 2023

Our Ref: RFI 50432

Dear

**Freedom of Information Act 2000
Information in Relation to requirements for Trust Employed Staff to declare
any work carried out in a Private Capacity**

I am writing to confirm that the South Eastern Health & Social Care Trust (the Trust) has now completed its search for information relating to above which you requested on 12 April 2023.

A response to each of the questions raised has been provided by the Human Resources & Corporate Affairs Directorate and is attached in Appendix A.

If you are unhappy as to how this request has been handled, you have the right to seek a review within the Trust in the first instance. You should write to the Information Governance Department, Lough House, Ards Community Hospital (informationgovernance@setrust.hscni.net) within two months of the date of this response and your complaint will be considered and a response provided, within 20 working days of receipt.

If, after receiving a response, you remain unhappy, you can refer your complaint to the Information Commissioner at The Information Commissioner's Office –Northern Ireland, 3rd Floor, 14 Cromac Place, Belfast, BT7 2JB. It is important to note that if you refer any matter to the Information Commissioner, you will need to show evidence of having gone through the Trust's internal review procedure to try to resolve the matter with the Trust in the first instance.

If you have any queries about this letter, please do not hesitate to contact me. Please remember to quote the reference number above in any future communications.

Yours sincerely

Rebecca Manning
Information Governance Manager (Interim)

Q1. Please clarify if there is a requirement for SEHSCT-employed staff to declare any work carried out in a private capacity, whether for similar work or otherwise, and for a public authority, NGO or any other sector, including medical, management, administrative.

Further please provide a copy of any policy and/or guidance to this effect.

A1. The Trust does not have a specific policy or guidance with regards to declaring any work undertaken by its staff in a private capacity for any of the organisations mentioned above. There is however reference made to where employees hold secondary employment and their compliance with the Working Time Regulations in the Terms and Conditions of Employment which each employee receives upon commencement with the Trust, which states that they should declare any secondary employment they have to the Trust. The relevant paragraphs are shown below and a copy of our contract template attached for your information:

Please see Attachment 1 – Contract Template

SECONDARY EMPLOYMENT AND SPARE TIME ACTIVITIES

You must not engage in any secondary employment or spare time activity which would bring into question your loyalty and reliability, or in any way weaken public confidence in the conduct of the Trust's business or in any other way prevent the efficient performance of your official duties. If you are in any doubt about the propriety of engaging in any secondary employment or other activity, you must seek and accept the advice of the Trust.

WORKING TIME REGULATIONS

The Working Time Regulations 1998 require working hours to be limited to no more than an average of 48 hours per week over a 17 week period. The Trust is required to ensure that you are not undertaking duties beyond the statutory maximum weekly limit.

Consequently, you are required to disclose any employment which you have, either within other Health Service organisations (including bank work), or other employment, even of a casual or temporary nature to your line manager in the Trust at the commencement of and at any time during your employment.