

Reference Number: UHB 472 Version Number: 1.2	<i>Date of Next Review: 01.07.2028</i> <i>Previous Trust/LHB Reference Number: N/A</i>
Declaration of Outside Employment and Clinical Private Practice Procedure	
Introduction and Aim	
<p>All employees are required to seek approval from their line manager if they are engaged in or wish to engage in outside employment (including private practice) in addition to their work with the UHB in line with the UHB Working Times Procedure. This approval should be sought even if the officer is temporarily absent from work e.g. through sickness, maternity leave or secondment.</p>	
Objectives	
<ul style="list-style-type: none"> • <i>To ensure that employees are aware of the requirement for them to declare any secondary employment or private practice and the processes for them to follow</i> • <i>To ensure that there is no conflict or detriment to the NHS or the UHB as the result of secondary employment or private practice</i> 	
Scope	
<p>All Independent Members and Employees of the UHB including those working for its hosted organisations are, without exception, within the scope of this Policy.</p> <p>In the context of this policy the term 'employees' refers to all staff of the UHB and</p> <ul style="list-style-type: none"> ▪ Consultants; ▪ Agency workers; ▪ Specialist Contractors; ▪ Those who have an honorary contract with the UHB; ▪ Secondees who carry out work for the UHB but are not directly employed by it; ▪ NHS Trainees on placement with the UHB; ▪ Jointly appointed staff <p>In addition, some individuals who work with, but are not employed by the UHB are required to comply with this policy, for example members of the UHB's advisory groups, such as its Stakeholder Reference Group and volunteers.</p>	
Equality and Health Impact Assessment	This Procedure is covered by the Standards of Behaviour Policy EHIA – this found there to be no impact.
Documents to read alongside this Procedure	<ul style="list-style-type: none"> • Standards of Behaviour Policy • Working Times Procedure • Procedure for NHS Staff to Raise

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	<p>Concerns</p> <ul style="list-style-type: none"> • Data Protection Act Policy • Information Governance Policy • UHB 473 Declaration of Interest Procedure
Accountable Executive or Clinical Board Director	Director of Corporate Governance
Author(s)	Director of Corporate Governance
<p><u>Disclaimer</u></p> <p>If the review date of this document has passed please ensure that the version you are using is the most up to date either by contacting the document author or the Governance Directorate.</p>	

Summary of reviews/amendments			
Version Number	Date Review Approved	Date Published	Summary of Amendments
1	Board 28 Nov 2019	12 Dec 2019	New document
1.1	N/A	27 Oct 2020	Addition of the following wording, 'voluntary or unpaid work in a capacity which might conflict with the work of the UHB or which might be in a position to supply goods/services to the UHB.' at section 3.
1.2	N/A	01.07.2025	Updated to include ESR Process and remove mention of old paper based declaration

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1	Roles and Responsibilities
	<p>The Director of Corporate Governance will:</p> <ul style="list-style-type: none"> • liaise with the Executive Director of Workforce and OD to ensure there is an appropriate mechanism for declaring secondary employment and private practice. • Maintain a register of any declarations of actual or potential conflicts or risks as a consequence of secondary employment or private practice <p>Line Managers will:</p> <ul style="list-style-type: none"> • discuss the requirements of this Procedure and the Working Times Procedure with their staff • retain a copy of all Declarations of Secondary Employment / Private Practice on the employee's personal file. • inform the Director of Corporate Governance of any conflict or risk identified as a result of the secondary employment/private practice <p>Employees must notify their manager if they undertake secondary employment/private practice and must ensure that there is no conflict or risk to the UHB as a consequence.</p>
2	Managing Conflict and Risk
	<p>Outside employment or private practice must neither conflict with nor be detrimental to the UHB work of the employee in question. Examples of outside employment or private practice which may give rise to a conflict of interest includes, but is not limited to:</p> <ul style="list-style-type: none"> • employment with another NHS body; • employment with another organisation which might be in a position to supply goods/services to the UHB; and • self-employment, including private practice, in a capacity which might conflict with the work of UHB or which might be in a position to supply goods/services to the UHB. • voluntary or unpaid work in a capacity which might conflict with the work of the UHB or which might be in a position to supply goods/services to the UHB. <p>Where a risk of conflict of interest is identified, the line manager must discuss this with the Director of Corporate Governance or another appropriate senior manager. We reserve the right to refuse permission where we reasonably believe a conflict will arise or that approval would be detrimental to the work of the employee in question or the UHB.</p>

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	<p>n.b. Employees should not use UHB facilities or resources for their private practice or any other secondary employment.</p> <p>Where an employee is asked to speak at an externally sponsored event , the provisions of the Declarations of Gifts Hospitality and Sponsorship Procedure should be followed..</p>
3	Declaring Secondary Employment and Private Practice
	<p>All employees must declare any secondary / outside employment or private practice on appointment, and when any new employment arises. They must also sign a declaration to say that this employment / private practice will not result in any conflict or risk for the UHB, or to provide details if there is an actual or potential conflict or risk .</p> <p>A register of actual or potential conflicts or risks is maintained by the Director of Corporate Governance.</p>
4	Non-compliance and Concerns
	<p>Any instances of non-compliance with this procedure or concerns about compliance with it should be dealt with in line with the Standards of Behaviour Policy</p>
5	How to submit a declaration
	<p>The previous paper form is no longer in use. All employees and Independent Members are required to submit their Interests via their personal ESR Accounts.</p> <p>Instructions for this process can be found on UHB 473 And on SharePoint - ESR Guidance</p>