



Making Northern Ireland Safer For Everyone Through Professional, Progressive Policing

FREEDOM OF INFORMATION REQUEST



Request Number: F-2008-03718

Keyword: Organisational Information/Governance

Subject: PSNI OFFICER's WITH REGISTERED SECOND JOBS

Request:

Q1 How many PSNI officers registered second jobs in each of the last three financial years (2005/06, 2006/07, 2007/08)

Q2 A breakdown of the type/nature of registered second jobs (if any) referred to in question one for each of the last three financial years

Q3 A breakdown of the number of PSNI officers per rank who registered second jobs for each of the last three financial years

Q4 How many PSNI officers registered business interests in each of the last three financial years

Q5 A breakdown of the type/nature of registered business interests (if any) referred to in question four for each of the last three financial years

Q6 A breakdown of the number of PSNI officers per rank who registered business interests for each of the last three financial years

Answer:

This is to inform you that the Police Service of Northern Ireland has now completed its search for the information you requested. The decision has been taken to disclose the located information to you in full. Please also accept my apologies that the information supplied is in calendar years and not financial years as requested as this is how the information was supplied to me by our Human Resources Department.

Answer 1

A 'second job' is regarded as a business interest for the purpose of the Business Interest Policy within the Police Service of Northern Ireland. No differentiation is made in the application for approval process that must be complied with by any officer wishing to register a second job / business interest. The answer to question 4 below includes second jobs (if any), but does not differentiate between second jobs and business interests.

Answer 2

The answer to question 5 below includes second jobs (if any), but does not differentiate between second jobs and business interests.

Answer 3

The answer to question 6 below includes second jobs (if any), but does not differentiate between second jobs and business interests.

Answer 4

Please find attached records numbered 1615.pdf – Appendix A

Answer 5

Please find attached records numbered 1616.pdf – Appendix B

Answer 6

Please find attached records numbered 1617.pdf – Appendix C

For your information I have also attached a copy of General Order 11/2004, which is the PSNI's Business Interest Policy, (record 1627.pdf – Appendix D) This record outlines the restrictions that apply in relation to officers registering business interests, including the fact that any secondary employment cannot breach working time regulations, as the number of hours worked are limited. This Policy is currently under review and when it is finalised it is anticipated that it will be published in the Freedom of Information section of the PSNI Website which can be accessed at the following website address;

http://www.psni.police.uk/index/pg_freedom_of_information/pg_classes_of_information/pg_our_policies.htm

If you have any queries regarding your request or the decision please do not hesitate to contact me on 028 9070 0164. When contacting the Freedom of Information Team, please quote the reference number listed at the beginning of this email.

If you are dissatisfied in any way with the handling of your request, you have the right to request a review. You should do this as soon as possible, or in any case within two months of the date of issue of this letter. In the event that you require a review to be undertaken, you can do so by writing to the Head of Freedom of Information, PSNI Headquarters, 65 Knock Road, Belfast, BT5 6LE or by emailing foi@psni.pnn.police.uk.

If following an internal review, carried out by an independent decision maker, you were to remain dissatisfied in any way with the handling of the request you may make a complaint, under Section 50 of the Freedom of Information Act, to the Information Commissioner's Office and ask that they investigate whether the PSNI has complied with the terms of the Freedom of Information Act. You can write to the Information Commissioner at Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire, SK9 5AF. In most circumstances the Information Commissioner will not investigate a complaint unless an internal review procedure has been carried out, however the Commissioner has the option to investigate the matter at his discretion.

Please be advised that all PSNI replies under Freedom of Information will be released simultaneously into the public domain via our website @ www.psni.police.uk.

Personal details in respect of your request have, where applicable, been removed to protect confidentiality.

YEAR	Total
2005	15
2006	20
2007	57
2008 up to 31/07/08	34
Grand Total	126

THE ABOVE INCLUDES ALL APPLICATIONS FOR BUSINESS INTERESTS WHETHER GRANTED OR NOT

Appendix B

F-2008-03718 - QUESTION 5

TYPE OF BUSINESS	YEAR				Grand Total
	2005	2006	2007	2008 up to 31/07/08	
ALARM INSTALLATION			1		1
ASSIST IN FUNERAL DIRECTORS			1		1
BARRISTER AT LAW		1			1
BED & BREAKFAST				1	1
BUSINESS OWNER - NOT SPECIFICALLY STATED	1				1
BUSINESS TRADER			1		1
CANINE HYDROTHERAPY			1		1
CANINE TRADING				1	1
CAR SALES/REPAIRS	1				1
CHAUFFEUR/DRIVER				1	1
CHILDRENS ENTERTAINER		1			1
COACH DRIVER			1		1
COMPLIMENTARY THERAPIST			1		1
COMPUTERS			1		1
CONSULTANT			5	3	8
COSMETIC CONSULTANT		1			1
DIRECTOR			1		1
DISTRIBUTOR		1			1
DRIVER			1	1	2
EMERGENCY FOSTER CARER				1	1
ENGRAVER	1				1
FARMING			1		1
GARDEN MAINTENANCE	1		1		2
GOODS DELIVERY			1		1
HGV TRAINING		1			1
HOME DELIVERY		1		1	2
HYPNOTHERAPIST				1	1
INSOLVENCY ADVISOR	1				1
INSTRUCTOR		2	1	1	4
JOINT OWNER OF FOOD BUSINESS			1		1
JOINT OWNER OF PET SUPPLIES BUSINESS				1	1
KITCHEN SALES				1	1
LAND RENTAL		1			1
LECTURER/TUTOR		1	2		3
LIFE & BUSINESS COACH			1		1
LORRY DRIVER			1		1
MANAGEMENT TRAINING			1		1
MANAGING DIRECTOR			2		2
MOTORCYCLE TRAINING			1		1
MUSIC TUITION				1	1
MUSICAL PRODUCTION/RECORDING		1			1
NOT SPECIFICALLY STATED	3	4	4	8	19
OTHER POLICE			1	1	2
OUTDOOR PURSUITS INSTRUCTOR				1	1
PA INSTALLATION/HIRE			1		1
PARTNER IN NURSERY CARE BUSINESS	1				1
PART-TIME FIRE OFFICER			1		1
PERSONAL TRAINER			1		1
PHOTOGRAPHY			2	1	3
PLUMBING & HEATING			2		2
PROPERTY & MANAGEMENT CONSULTANT			1		1
PROPERTY MAINTENANCE			1		1
PROPERTY MANAGEMENT/RENTAL	2	4	7	5	18
SALES REP			1		1
SHOP OWNER			1		1
STABLES			1		1
SUBSTITUTE TEACHER			1		1
TRAINER & CONSULTANT	1		1	2	4
TRAINING	1		1	1	3
TRAINING FACILITATOR	1				1
TRAVEL ORGANISER			1		1
VEHICLE MAINTENANCE			1		1
VIDEOGRAPHER	1				1
WEBSITE DESIGN			1		1
YOUTH WORK ADVISOR		1			1
YOUTH WORKER				1	1
Grand Total	15	20	57	34	126

THE ABOVE INCLUDES ALL APPLICATIONS FOR BUSINESS INTERESTS WHETHER SUCCESSFUL OR NOT

YEAR	Chief Superintendent	Superintendent	Chief Inspector	Inspector	Sergeant	Constable	Res. Constable F/T	Grand Total
2005			1	1	3	6	4	15
2006				2	4	13	1	20
2007	1	1	1	8	10	26	10	57
2008 up to 31/07/08				6	4	19	5	34
Grand Total	1	1	2	17	21	64	20	126

THE ABOVE INCLUDES ALL APPLICATIONS FOR BUSINESS INTERESTS WHETHER SUCCESSFUL OR NOT

Police Service of Northern Ireland

Appendix D

For Internal Use Only

HQ Ref: SPD 8

General Order No: 11/2004

File Box: B

Date: 25 February 2004

Sub Head: (a)

Part I

BUSINESS INTEREST POLICY

1. INTRODUCTION

- (1) Business Interest policy is currently guided by Regulations 7 and 8 of the Royal Ulster Constabulary Regulations 1996 (SR No 473), and directions contained in Weekly Order 28/2001. The regulations set out the requirement for police officers to give written notice of any business interest to the Chief Constable.
- (2) A review of Business Interest Policy has been carried out, mainly as a result of the emergence of other factors that could impact on this area of Policy. These include the Police Service of Northern Ireland (Conduct) Regulations 2000, the Police Service of Northern Ireland (Conduct) Regulations 2003, the Working Time Regulations (Northern Ireland) 1998, the establishment of the Police Rehabilitation and Retraining Trust, the ongoing severance programme and Human Rights Legislation.
- (3) This document sets out the Business Interest Policy of the Police Service of Northern Ireland. The primary aim of Business Interest Policy is to provide a structured process for application and approval of business interests, including guidance on criteria for approval and guidance on the responsibility of line managers and district commanders/heads of branches in this regard.

2. APPLICATION

An officer who wishes to apply to register a business interest must submit a written application to their inspector (or immediate line manager if applicant is of inspector rank or above). The application form Form HR1 is attached at Appendix 'A'.

3. CRITERIA FOR APPROVAL

Several conditions must be satisfied if the application is to be approved. There must be no conflict of interest (actual or perceived) arising from the officer's involvement in the business and their role as a police officer. Accordingly, the application must provide confirmation that the following criteria will be met:

- (a) The operation of the business must not be contrary to the interests or the organisational objectives of the Police Service of Northern Ireland and not have the potential to result in a contravention of the policies or procedures of the Service;
- (b) The business must not by its nature be incompatible with any duties which a police officer may in the normal course of duties perform;
- (c) The business must not involve the officer directly in its administration to the detriment of their role as a police officer in accordance with the Code of Ethics;
- (d) The business must not promote or publicise the officer's membership of the Service in such a way as to reflect the Police Service in an unfavourable manner, or imply favourable/preferential treatment;

- (e) The business must not be such that the officer uses their position as a police officer to further the aims of the business;

Appendix D: Business must not involve activities that would be a threat to the security of the officer, their immediate family, colleagues or the public;

- (g) The officer's involvement in the business must not have any adverse affect on their ability to perform their duties.

4. APPROVAL

- (1) On receipt of an application to register a business interest, the officer's inspector (or immediate line manager if applicant is of inspector rank or above) will examine the application. The officer inspecting the application must ensure that all relevant information has been included. Firm recommendations must be made on whether or not approval should be granted, setting out the reasons for recommendation or refusal. The application should then be forwarded to the district commander/head of branch.
- (2) On receipt of the application, prior to making any decision on approval, the district commander/head of branch will, forward the application to the Head of Internal Investigations Branch for examining in relation to the Police Service of Northern Ireland (Conduct) Regulations. This is necessary to establish whether there could be any potential for a breach of the Regulations. The Head of Internal Investigation Branch will give careful consideration as to the compatibility of the proposed business interest when balanced against the imperative for the member concerned to comply with the provisions of the Code of Conduct/Ethics; and will formulate a recommendation accordingly.
- (3) If considered necessary by the district commander/head of branch a security assessment should be obtained.
- (4) Whilst each application must be considered on its own merit, it is also important that consistency of approach in decision-making is maintained.
- (5) In all cases district commanders/heads of branches must fully record the reasons for decisions. This is essential because Regulation 7(4) of the Royal Ulster Constabulary Regulations 1996 requires the Chief Constable, in any Appeal, to submit copies of documents relied on in support of a decision.
- (6) Once a decision on a member's application has been made at district/branch level, then the member shall be informed in writing and the approval recorded on SAPS by the district commander/head of branch. A sample approval form Form HR2 is attached at Appendix 'B.' This form should be amended to reflect any specific or additional conditions attached to individual approvals.
- (7) Information Management, HR Department, Lisnasharragh, will ensure the necessary authorisation is provided for the updating of computer records at district/branch level in this regard. In circumstances where SAPS has yet to be devolved to branch level, the documentation should be copied to HR Department, Lisnasharragh, for updating of computer records. The original application and accompanying documentation will be retained in the member's personnel file at district/branch level.
- (8) For applications from officers of district commander/head of branch level and above, the decision will be taken by the officers immediate line manager.

5. APPEAL

- (1) Appeal against refusal of applications lies to the Northern Ireland Policing Board under Regulation 7(3) and 7(10) 1996 SR No 473.
- (2) The officer wishing to appeal a refusal must submit the appeal in writing to the Northern Ireland Policing Board within 10 days of the officer having been notified of the decision to refuse an application. The officer appealing can request that this 10-day period be extended, if they have reasonable grounds for making this request.

6. SICKNESS ABSENCE

- (1) If there is clear evidence of abuse of the grant of a business interest by an officer on long-term sick leave, the district commander/head of branch (or other authorising officer) may give consideration to the suspension of the business interest authorisation. In these circumstances, prior to any action being taken the views of Occupational Health and Welfare Unit must be obtained on the potential for any detrimental effect on a member's health.
- (2) It is emphasised there must be clear and verifiable evidence before suspension of a business interest authorisation can be considered.

7. GENERAL

- (1) Under the provisions of the Working Time Regulations, where a person works for two or more employers each employer should make reasonable enquiries to determine the number of hours that the worker does in total in a seven day period. Any officer currently operating a business, or making application for business interest approval, must inform their district commander/head of branch of the hours they are working or intend to work in an approved business. If this business authorisation would result in a member's working time being in excess of the 48-hour week limit, the member should be requested to sign a waiver form to waive their rights to the maximum 48-hour week. Member's attention is also drawn to the provision of paragraph 3(g) of this policy.
- (2) Members with approved business interests must report every 12 months to their district commander/head of branch on whether or not there has been any substantial change in circumstances regarding their business interest. Similarly, if a substantial change does take place at any time, the district commander/head of branch must be notified. A substantial change must include anything relating to either the criteria set out in Paragraph 3 of this General Order or the information required on the application form. If a substantial change is reported by a member, the decision on continuing approval or otherwise will be communicated to the applicant and SAPS updated accordingly.
- (3) Details of all business interest approvals and refusals will be forwarded to Information Management, HR Department, Lisnasharragh, who will maintain a central record on database of all business interests.
- (4) Those members currently operating businesses which have been approved pending the review of business interest Policy do not have to re-submit applications, unless a substantial change has occurred since the approval was granted.

8. CANCELLATION

Directions on this matter contained in Weekly Order 28/2001 are hereby cancelled.

Distribution/

**All chief officers, chief superintendents,
superintendents, departments, stations, offices and
the Police Ombudsman for Northern Ireland**

General Order Part I, No. 11/2004, File Box B(a)

Index Entries/

'A' - Approval of Business Interests

'B' - Business Interests

Appendix D



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APPLICATION TO REGISTER A BUSINESS INTEREST

Surname: _____

First Name(s): _____

Department/Station/DCU: _____

Service Number: _____ Rank: _____

Contact Tel No (work): _____

Name/Title of Business to be registered: _____

Do you have any other Business Interests registered? Yes/No*

If Yes, please state Name/Title of Business Interest and date authorised: _____

Employment Type:

Agency Work

Secondary Employment

Self Employed

Other (please specify)

Please indicate type of employment by ticking relevant box

Principal Owner of Business: _____

Name of Organisation: _____
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Address: _____

Location where business will be carried out (if different from above):

Address: _____

Job Title/Position within Organisation (please include brief Job Description):

Please complete this section if your Business Interest is in the area of Training:

Indicate relevant
area of training
by ticking the
appropriate
box(es)

IT Skills

Management Skills

Driving Skills

Close Protection Skills

Training for Police Promotion
Examination/Assessment

Other (please specify)

Please indicate if you have obtained this skill/these skills during Police Service training:

Yes/No* Appendix D

Title and content of any training course provided in the business:

Do you have any role to play in the OSPRE™ process or the marking of student/probationer assignments?

Description of the type and nature of work:

Description of product (if applicable):

Target customers for business:

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Description of advertising medium *(if applicable - include titles of publications)*:

Time commitments:

Please indicate an estimate of the number of hours per week to be spent on the business interest:

Criteria for approval:

Does the Business Interest satisfy all the criteria set out in paragraph 3 of General Order 11/2004 File Box B(a) - 'Business Interest Policy'?

Yes/No*

If No, please provide explanation why:

Inspector/1st Line Manager comments and recommendations:

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Signature: _____

Date: _____

District Commander/Head of Branch comments:

Security assessment required? Yes/No*

Application approved/refused*

Signature: _____

Date: _____

District/Departmental Personnel Officer

Please ensure the member is informed of the above decision and have records updated.

District Commander/Head of Branch

Date: _____

*Delete as applicable
PB 2/04

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BUSINESS INTEREST

Name, Rank, Number _____

Name of Business _____

Inspector _____

Approval is granted for the above-named officer to carry out the business interest as submitted. This application is approved subject to compliance with the following conditions:

1. The operation of the business must not be contrary to the interests or the organisational objectives of the Police Service of Northern Ireland and not have the potential to result in a contravention of the policies or procedures of the service.
2. The business must not by its nature be incompatible with the role of a police officer.
3. The business must not involve the officer directly in its administration, to the detriment of their role as a police officer, in terms of the Police Service of Northern Ireland (Conduct) Regulations.
4. The business must not promote or publicise the officer's membership of the service in such a way as to reflect the Police Service in an unfavourable manner, or imply favourable/preferential treatment.
5. The business must not be such that a perception could arise of the officer using their position as a police officer to further the aims of the business.
6. The business must not involve activities that would be a threat to the security of the officer, their immediate family, colleagues or the public.
7. There must be no conflict of interest (actual or perceived) arising from the officer's involvement in the business and their role as a police officer.
8. The officer's involvement in the business must not have any adverse effect on their ability to perform their duties.

Any change in circumstances should be notified immediately to the District Commander/Head of Branch.

District Personnel Officer