

Local Government House,
Smith Square, London SW1P 3HZ
Telephone 020 7187 7373
Employers' Secretary, Sarah Messenger
e-mail: police-staff@local.gov.uk

POLICE STAFF COUNCIL

Unison Centre,
130 Euston Road
London NW1 2AY
Telephone 020 7121 5272
Trade Union Side Secretary, Ben Priestley
e-mail: b.priestley@unison.co.uk

**To: PCC Chief Executives (please copy to Treasurer)
Chief Constables (copy to Force Personnel/HR Manager)**

**cc: PSC Employers
Forces in Scotland and MPS (for information only)**

21 December 2012

JOINT CIRCULAR NO. 74

Dear Sir/Madam

ACPO Guidance on the Management of Business Interests and Additional Occupations for Police Officers and Police Staff

Attached to this circular is a copy of the revised ACPO Guidance on the Management of Business Interests and Additional Occupations for Police Officers and Police Staff. The Police Staff Council has agreed to endorse the ACPO guidance in respect of police staff in England and Wales.

The guidance is designed to promote consistent decision making by police forces in the authorising of business interests and additional occupations by police staff and police officers.

The revised guidance has been produced as a result of the Home Secretary referring recommendation 14 from the first Winsor Report to the Police Advisory Board (PAB) in April 2011. In this recommendation Tom Winsor stated:

‘The Police Advisory Board should establish and publish improved guidance as to the types of outside jobs and business interests which are likely to lead to the rejection of applications in this respect. This should be done after consultation with potentially affected parties or their representatives.’

The PSC Trade Union Side sat on the PAB working party which used the existing ACPO Business Interests policy as the basis of producing the improved guidance which the Home Secretary was looking for. The PAB signed off the revised guidance at its meeting in July 2012, but the PSC Trade

Union Side required that it be referred separately to the PSC for endorsement, because of its employment implications.

Referral to the PSC took place on 8 November, at which meeting it was agreed by both Sides to endorse the revised ACPO guidance.

Attention is drawn to the following aspects of the revised ACPO guidance as far as police staff are concerned:

- Given the fact that the revised ACPO guidance is the result of a Winsor recommendation referred to the Police Advisory Board by the Home Secretary, there is an expectation that forces will respect and implement the guidance as attached.
- As part of the PAB consultation over the guidance, it was agreed that the guidance should specifically set out a proportionality test to be applied in respect of each application for a business interest or additional occupation. Clause 5.4 of the guidance sets out that before making a decision on applications, the force should ‘...take account of the seniority, role and nature of the duties of the police officer, police staff or police support volunteer.’ It goes on to say that ‘...it would be sensible to reflect on the nature of work carried out by the member, the different employment status of police officers and police staff...prior to making a decision.’
- The revised guidance also explicitly makes clear at clause 5.5 that ‘...decisions on business interests or additional occupations must take full cognizance of equality and diversity considerations.’

Forces are encouraged to make the revised ACPO guidance widely available to police staff in conjunction with this circular. Please let us know if you have any questions on the content of this circular.

Yours faithfully

BEN PRIESTLEY
SARAH MESSENGER

PSC National Joint Secretaries