

FOI 1614

25.04.2023

FREEDOM OF INFORMATION ACT 2000 – INFORMATION REQUEST

Under FOI legislation please clarify if there is a requirement for SHSCT-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,

Southern Health and Social Care Trust Response:

Under their terms and conditions of employment, all employees of the Southern Health and Social Care Trust are required to declare any other work commitments outside of the Trust to ensure compliance with Working Time Regulations. An “Additional Employment Declaration” form should be completed where appropriate. See attached.

Employees are also required under their terms and conditions of employment to declare any personal or associated business or financial interest in order that it may be known and be in no way promoted to the detriment of the Trust or the patients/clients it serves.

The Trust has a Conflict of Interest Policy (attached) which sets out the standards of conduct expected of all staff where their private interests might conflict with their duties as Trust employees. Within this Policy there is a requirement for all employees to complete a “Declaration of Interests” form where there is an actual, potential or perceived conflict of interest.

Email: Foi.Team@Southerntrust.hscni.net