

Management of Business Interests and Additional Occupations Policy



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Associated documents completed	<input type="checkbox"/> Equality Impact Assessment <input type="checkbox"/> Health & Safety and Organisational Learning Assessment
Directorate	Chief Officers
Business area	Professional Standards
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Security classification (GSC)	OFFICIAL
Handling instructions	<p>This document must be handled and stored according to the Government Security Classifications guidance. Neither the document nor any of its contents may be disseminated further without the permission of the Information Asset Owner.</p> <p>Unless specified, this document will be made available on the force website.</p>
Accessibility in Word	<p>The document view can be changed to suit individual needs – click Design, Page Colour, choose page background colour). This differs in a pdf version.</p>

Document history/change log (newest first)

Date: November 2025
Author/reviewer: Temporary Detective Chief Inspector Jim Fox
Amendment(s) and rationale: Addition of OPCC staff.

Date: February 2025
Author/reviewer: Detective Inspector Jim Fox
Amendment(s) and rationale: Policy reviewed and no material changes required.

Date: February 2023
Author/reviewer: Detective Inspector Jim Fox
Amendment(s) and rationale: Minor clarifications to 5.0 in procedure around renting of rooms.
Agreed by Supt Lansdale 16/02/2023 v1.1.

Date: November 2020
Author/reviewer: Superintendent Rebecca Love
Amendment(s) and rationale: Policy and procedure reviewed, minor changes to procedure only,
reverted to West Mercia Policy v1.0.

Date: 27/01/2016
Amendment(s) and rationale: Previously approved at JNCC meeting – procedure intro.

1 Policy outline

- 1.1 It is essential that the public has confidence in the integrity and impartiality of the police service. This policy does not constrain police officers or staff from holding a business interest or additional occupation but is designed to promote consistent decision making in the authorising of those business interests and additional occupations to ensure they do not conflict with the work of the police nor adversely affect the reputation of the individual, West Mercia Police, or the wider police service.
- 1.2 In addition to achieving consistency, it is also important to ensure that decisions made in relation to business interests and additional occupations are done so in compliance with the Police Regulations 2003 (as amended by the Police (Amendment No 3) Regulations 2012). Use of this policy and the attached procedures will ensure that compliance.

2 Purpose of the policy

- The actions of members of West Mercia Police will not give rise to, or foster suspicion that outside individuals or organisations have gained favour or advantage, by any member of West Mercia Police accepting gifts or hospitality from any such person or organisation, and
- 2.1 The public expect the highest degree of service and integrity from all our police officers, police staff and members of the special constabulary and for us to consistently meet the same standards we seek to enforce within the community.
 - 2.2 Legislation is in place that requires any police officer who has(or is considering having) a business interest, to declare that interest to the Chief Constable, who will then decide whether that interest is compatible with an officer remaining a member of the force. Notification must also be made in respect of specified business interests of close relatives. The Office of Police and Crime Commissioner (OPCC) Chief Executive is the appropriate authority for OPCC staff. Professional Standards will still administer the process.
 - 2.3 Police staff may have access to information and knowledge which could mean their position might be compromised by a business interest. Consequently, business interests for police staff will also be monitored.
 - 2.4 This procedure has been drafted in accordance with legislation and regulations, which are available for viewing via the links within this document.

3 Implications of the policy

- 3.1 This policy is suitable for public disclosure.
- 3.2 The legal basis for the provision of this policy are Regulations 7 to 10 of the Police (Amendment No. 3) Regulations 2012.

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3.3 As with all legislation, Police Regulations must be read and given effect as far as possible in a way which is compatible with human rights. In particular, Article 8 of the Human Rights 8 states that there shall be no interference with a person's private life unless:

- a) it is in accordance with the law (i.e. in this context within the terms of the Police Regulations 2003 (as amended by the Police (Amendment No 3) Regulations 2012); and;
- b) is necessary in a democratic society in the interests of:
 - National security.
 - Public safety.
 - Economic well-being of the country.
 - For the prevention of disorder or crime.
 - For the protection of health and morals.
 - For the protection of the rights and freedoms of others.

This means that there must be a pressing social need for the restriction on one or more of the grounds specified above, and the restriction must be proportionate to that need.

Subject to proportionality it can be said on one or more of the grounds referred to above that restrictions would be necessary when they are to secure that the police force remains effective, protects its reputation, maintains high standards of conduct and probity from its officers, and avoids any conflict of interest between the business interest in question and their duty as a police officer or member of police staff.

3.4 There are no direct financial implications to West Mercia Police resulting from this policy.

3.5 The procedure set out has been designed to ensure a corporate approach is adopted and to minimise the amount of additional bureaucracy by providing an electronic application and review process supported by easy-to-use process maps.

3.6 There are no staffing or training implications in relation to this policy.

4 Procedure

4.1 The procedure for application and appeals in relation to Business Interest and Additional Occupations will reflect the national guidance. This guidance document, the legislation underpinning that guidance, the process chart detailing how to complete the application and the application form are all available via the following links.

OPCC staff will need to speak to their line manager to obtain an application form.

- [NPCC Guidance Document](#)
- [The Police \(Amendment No. 3\) Regulations 2012](#)
- [Process Map](#)

- [Application Form](#)

4.2 Each business interest will be subject to a review two years after authorisation (five years for voluntary roles), or where further information is received, and the Appropriate Officer believes a review is necessary in the interests of the organisation and/or the applicant.

5 Data Protection Impact Assessment (DPIA)

Is a DPIA required? Choose an item.