

## Board Administration

NHS Greater Glasgow and Clyde  
Corporate HQ  
J B Russell House  
Gartnavel Royal Hospital  
Campus  
1055 Great Western Road  
GLASGOW  
G12 0XH



Telephone: 0141 201 4444

Mr Ian Millar

[request-422152-  
9a345261@whatdotheyknow.com]

SENT BY EMAIL

<b>Date</b>	23 August 2017
<b>Your Ref</b>	
<b>Our Ref</b>	AHF / FOI / 13010
<b>Direct Line</b>	0141 201 4460
<b>Fax</b>	0141 201 4733
<b>Email</b>	foi@ggc.scot.nhs.uk
<b>Contact</b>	<b>Alison Flynn</b>

Dear Mr Millar

### **REQUEST FOR INFORMATION FREEDOM OF INFORMATION (SCOTLAND) ACT 2002 ENVIRONMENTAL INFORMATION (SCOTLAND REGULATIONS 2004**

Thank you for your request received on 31 July 2017 for the provision of the following information:-

- 1. Do employees have to declare a 2nd job, and*
- 2. How does this effect working time regulations*

We are treating your request under our procedures for responding to requests for information under the Freedom of Information (Scotland) Act 2002. I am able to provide a response on behalf of NHS Greater Glasgow and Clyde as follows:

#### **1. Do employees have to declare a 2nd job**

NHSGGC employees are obliged, under the terms of their contract, to disclose any secondary employment as set out in Section 9 of the NHSGGC Code of Conduct for Staff, a copy of which is enclosed with this response.

#### **2. How does this effect working time regulations**

Disclosure of secondary employment is required to ensure compliance with Working Time Regulations.

I hope that this is helpful. If you are not satisfied with our response to your request, you have a right to request a review of this decision within 40 working days of receiving this response. The attached note describes our review procedure. Your request for review must be in permanent form and should state:

- That you are asking for a review of this decision and
- Why you are unhappy with the response you have received.

If you wish us to carry out a review, please complete the form enclosed and return it to the Head of Administration, NHS Greater Glasgow & Clyde, Corporate HQ, JB Russell House, Gartnavel Royal Hospital, 1055 Great Western Road, Glasgow G12 0XH or by email to [foi@ggc.scot.nhs.uk](mailto:foi@ggc.scot.nhs.uk)

If following a review you remain dissatisfied with the outcome, you have the right to ask for advice, assistance or to make a formal appeal in writing to the Scottish Information Commissioner, Kinburn Castle, Doubledykes Road, St Andrews, Fife, KY16 9DS or at [www.itspublicknowledge.info/Appeal](http://www.itspublicknowledge.info/Appeal)

If following appeal to the Scottish Information Commissioner you still remain dissatisfied with the outcome, you have a right of appeal to the Court of Session on a point of law against the decision of the Scottish Information Commissioner.

Should you require any clarification about this letter or the right to request a review please contact me at the details at the top of the first page of this letter.

Yours sincerely

*Alison H Flynn*

**Alison Flynn**  
**Freedom of Information Manager**

Standard Enclosures:

Request For Review Form

Procedure for review of decision notified