

Guidance or extracts from staff handbook relating to business appointment rules for staff of the House of Lords

Request:

Please provide guidance or extracts from a staff handbook which pertains to the Business Appointment Rules or equivalent rules to staff of the House of Lords.

For comparison, Chapter 18, section 4 of the House of Commons Staff handbook covers the Business Appointment Rules and states that staff must seek permission to take outside appointments within 2 years of leaving office

(<https://www.parliament.uk/business/commons/governance-of-the-house-of-commons-/house-of-commons-staff-handbook/>).

Response:

The Freedom of Information Act 2000 ("the FOIA") provides a right of access, subject to specified exemptions, to recorded information held by a public authority. In the case of the House of Lords, the rights of access apply to recorded information held by the House of Lords Administration.

The House Administration holds some information relevant to your request. The closest the House Administration has to equivalent rules is in chapter 11, paragraphs 11-15 (inclusive) of the House of Lords staff handbook, which refer to rules around second jobs. The relevant section is copied below.

Second jobs and 'Opting out' waiver

11. If the Administration is your primary employer - the employer for which you work at least half of your average weekly working hours total (pro-rata'd as necessary and as set out in the WTR), then you **MUST** seek the consent of the Administration before undertaking any additional work for any other employer(s).
12. To request an opting-out waiver, you should:
 - ask your Manager to support your application for consent
 - ensure that the points raised in paragraph 13 of this chapter are considered (advice is available from your HRBP)
 - send your request to your Head of Office and HR Business Partner (HRBP) at hlhumanresources@parliament.uk for consideration.
13. Your Head of Office, in consultation with your HRBP, may refuse permission for you to take or continue with a second job if they feel that:
 - the additional hours are excessive and detrimental to your ability to undertake your responsibilities to the House effectively, or
 - if there could be any conflict of interest.They will not refuse permission unreasonably.
14. If your HRBP feels that the additional hours are not excessive but, they are concerned that they may cause you to approach or exceed the 48-hour average working week limit, you may not be able to take on the additional work until an opt out waiver is approved (by HR) and signed (by you).
15. You will only be allowed to take on additional work that requires you to be absent during your normal working hours in exceptional circumstances (for example, where the other job or activity is related to your work for the Administration). If you think this applies to you, you should contact the Director of HR.