



East London
NHS Foundation Trust

Information Governance

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23rd December 2019

Our reference: FOI DA3328

I am responding to your request for information received on 13th December 2019. This has been treated as a request under the Freedom of Information Act 2000.

I am now enclosing a response which is attached to the end of this letter. Please do not hesitate to contact me on the contact details above if you have any further queries.

Yours sincerely,

Ayomide Adediran
Information Governance Coordinator

If you are dissatisfied with the Trust's response to your FOIA request then you should contact us and we will arrange for an internal review of this decision. If you remain dissatisfied with the decision following our response to your complaint, you may write to the Information Commissioner for a decision under Section 50 of the Freedom of Information Act 2000. The Information Commissioner can be contacted at:

Information Commissioner's Office
Wycliffe House
Water Lane
Wilmslow
Cheshire
SK9 5AF

Tel: 0303 123 1113
Web: www.ico.org.uk

Please note that the data supplied is not allowed to be re-used and/or published without the explicit consent of East London NHS Foundation Trust. Please contact the signatory to request permission if this is your intention

Request:

I am writing to request a copy of any policy related to the Trust's employment of businesses or private individuals, or to contracting private individuals or businesses to undertake specific clinical and / or non-clinical tasks on behalf of the Trust.

Answer:

Please find attached the Standards of Business Conduct Policy.

If an individual is self-employed and wishes to work directly or indirectly (via an agency) they would need to complete the IR35 forms. More information can be found here - <https://www.gov.uk/topic/business-tax/ir35>

1. The Trust would need to ensure their self-employed status is compliant with HMRC regulations. There is a test that needs to be completed here: <https://www.gov.uk/guidance/check-employment-status-for-tax>
2. If the employee has completed the IR35 test, the manager must confirm that they agree with the answers
3. The test result can then be forwarded to the Trust's finance department for formal sign off