Form CCE3

Request for Approval to Undertake Outside Work

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| **Name** | Click or tap here to enter text. | **Payroll number** | Click or tap here to enter text. |
| **Job title** | Click or tap here to enter text. |
| **Team** | Click or tap here to enter text. |
| **Service** | Click or tap here to enter text. |
| In accordance with the council’s Code of Conduct, I hereby request approval to undertake outside work. |
| **Brief outline of duties of your job with Durham County Council** |
| Click or tap here to enter text. |
| **Description of outside interest/employment/directorship (including company name) and details of personal involvement.** |
| Click or tap here to enter text. |
| **Does it involved any remuneration, fee or reward? If yes, please give details.** |
| Click or tap here to enter text. |
| **Geographical location of activities** |
| Click or tap here to enter text. |
| **Do the activities involve any contact with this or any other council? If yes, please give details.** |
| Click or tap here to enter text. |
|  |
| **Employee signature** (electronic if possible) |  |
| Please send the form to your Head of Service for approval. If you are a Head of Service, you should send it to your Corporate Director. If you are a Corporate Director, you should send it to the Chief Executive. |
|  |
| **Authorisation** |
| **Date form received** | Click or tap to enter a date. |
| **Request approved?** |[ ]  Yes |[ ]  No | *Decision should be made in consultation with HR* |
| **Please detail the reasons for approval or rejection** | Click or tap here to enter text. |
| **Confirmation of decision letter sent to employee** | **Date** | Click or tap to enter a date. |
| **Copy of form sent to HR for inclusion on personal file** | **Date** | Click or tap to enter a date. |
| **Authorising Officer Name** | Click or tap here to enter text. |
| **Authorising Officer Job Title** | Click or tap here to enter text. |
| **Authorising officer signature**(electronic if possible) |  |