Form CCE3

Request for Approval to Undertake Outside Work

|  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **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) | | | |  | | | | | | |