

## Form 3 - Approval to Undertake Paid Work Outside of the Council for Employees Band 13 and Above

Employee's full name: \_\_\_\_\_  
Payroll number: \_\_\_\_\_  
Job title: \_\_\_\_\_  
Band: \_\_\_\_\_  
Department and section: \_\_\_\_\_

In accordance with the Council's Code of Conduct, I hereby provide notification that I am undertaking paid work outside of the Council.

Brief outline of duties of your job with Hartlepool Borough Council:

\_\_\_\_\_  
\_\_\_\_\_

Description of outside interest / contract / employment / directorships: (including company name)

\_\_\_\_\_  
\_\_\_\_\_

Does it involve any remuneration, fee or reward? (if so, give details)

\_\_\_\_\_

Geographical location of activities

\_\_\_\_\_

Details of personal involvement:

\_\_\_\_\_  
\_\_\_\_\_



Do the activities involve any contact with this or any other council? (If so give details)

Employee signature: \_\_\_\_\_ Date: \_\_\_\_\_

This form should be sent to your Director for approval.

Director name: _____	Date received: _____
Request approved? YES / NO	(delete as appropriate)
Date Returned to Employee (this should be within 14 calendar days) _____	
If request approved, give reasons, including how many potential conflicts of interest will be managed:	
If request declined, give reasons:	
Confirmation of decision letter sent to employee:	Date: _____
Copy form sent to HR* for inclusion on personal file:	Date: _____
Director signature: _____	
<p><i>If the request is declined, the employee has 14 calendar days from the notification of the decision to appeal, in writing, to James Magog, Director of Finance, IT and Digital. If the request has been declined by one of James' own staff members, the appeal should be submitted to Denise McGuckin, the Chief Executive.</i></p>	

Department to send a copy of this completed form to the HR via [HR@hartlepool.gov.uk](mailto:HR@hartlepool.gov.uk)

