# EMPLOYEES UNDERTAKING OUTSIDE ENGAGEMENT (INCLUDING TEACHERS) FEES - PAYMENT AUTHORISATION FORM

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| School Name  |    |
| Employee Name  |    |
| Post Title  |    |
| Employee Personal No.  |   |
| Type of external work undertaken (Please give full description including the name of the relevant body).   |    |
| Has the governing body agreed for the employee to undertake this work?**\***  | **Yes**  |   |
| **No**  |   |
| Date/s when work was undertaken   |   |
| The total number of hours worked   |   |
| **OUTSIDE ENGAGEMENTS DURING SCHOOL DAY**  |
| Was all work undertaken during school hours?  | **Yes**  |   |
| **No**  |   |
| If all work was undertaken during school hours was the employee granted unpaid leave to undertake the work?  | **Yes**  |   |
| **No**  |   |
| If all work was not undertaken during school hours in proportion to total work undertaken, how much, as a percentage, was work undertaken outside school hours?  |   |
| OUTSIDE ENGAGEMENT OUTSIDE OF SCHOOL DAY  |
| Was all work undertaken outside school hours?  | YES  | NO  |
| If all work was not undertaken outside of school hours in proportion to total work undertaken, how much, as a percentage, was work undertaken during school hours?  |   |
|   |   |
| How much in fees have been received for the work?  |   |
| Who is to receive fees for this work? (please encircle)  | SCHOOL/EMPLOYEE/SHARED  |
| If shared, how is payment split?   |   |
| What is rationale for payment arrangement?**\***  |   |

**\***Please attach a copy of the governing body minutes agreeing to the employee undertaking external work and to the payment of fees, email to Birmingham City Council for approval.

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|  | **Chair of Governors**  |
| Name  |   |
| Signature  |   |
| Date  |   |