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| REGISTER 4 - EMPLOYEE’S INTERESTS **APPROVAL OF CONTRIBUTION TO PUBLICATION/BROADCAST/SPEECH/LECTURE** AND RECORD OF RETENTION OF ANY FEE OR COMMISSION | |
| Employee’s Name: | |
| Service Unit: | |

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| Details of company/firm/individual inviting the contribution |
| Name: |
| Address: |
| Details of proposed publication: |
|  |
| Venue of proposed publication (if applicable): |
| Date of proposed publication: |

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| --- | --- |
| Employee’s Signature: | Date: |

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| --- | --- |
| AUTHORITY FOR EMPLOYEE TO RETAIN ANY FEE OR COMMISSION | |
| Total fee/commission : | £ |
| Amount to be retained by employee: | £ |
| Amount to be remitted to Finance Manager: | £ |
| Reason for retention of fee/commission: | |
|  | |
|  | |

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| --- | --- |
| Line Manager’s Name (please PRINT): | |
| Designation: | |
| Line Manager’s Signature: | Date: |

***Examples of when the form should be used:***

*Where an employee is requested because of their skills acquired through their work with the*

*Council to produce training materials for another organisation or any work where the*

*individuals professional skills were retained for a fee.*

Details of how the council will process the personal information it holds on you can be found at <https://www.westlothian.gov.uk/media/20843/Contract-of-Employment---Privacy-Notice/pdf/2018-03-21_-_Contract_of_Employment_Privacy_Notice.pdf>