**Work Request Form**

***TO BE COMPLETED BY COMMISSION***

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| --- | --- |
| Requester Name |  |
| Date of Request |  |
| Line Manager receiving Request |  |
| Commission/Committee/ Working Group |  |
| Strategic Development Plan Strategic Goal Ref: |  |
| Business Plan Ref: that this request relates to |
| Task to be completed: |  |
| Specific Measurables of Task |  |
| How much time should this task take? |  |
| Completion date required? |  |
| Is the Staff's attendance at this event required? If so, for what purpose? At what location? For what amount of time? Will these be weekend or evening hours? |  |

***TO BE COMPLETED BY HQ***

The above request has been agreed and will be completed by (team member name) on or before xx date at xx time.

\_\_Please continue to liaise with me in relation to this task

\_\_Please liaise directly with xxx going forward in relation to this task on this occasion