

# GENERAL INFORMATION REGARDING EMPLOYEES LEAVING THE AUTHORITY OR POST

When a member of staff (permanent or contract) changes role or leaves, it is the responsibility of the line manager to ensure that information, physical assets, subscriptions, etc. are managed appropriately to reflect the role change. The following guidance/checklist is provided to help you do this effectively.

Please plan ahead and ensure that enough time is made available for actions to be completed.

**Before** a member of staff or contractor leaves your team, please discuss the following points with them:

**Does the member of staff hold information in their personal network folder (e.g. G: drive) or work email accounts that needs to be transferred to an appropriate officer within the team to meet business continuity or legal requirements?**

If so, this needs to be transferred in advance of the leaving date to prevent information being lost as computer accounts are closed down.

**Does the member of staff or contractor hold login details to external websites or business systems that should be disabled when they leave your team?**

If so, please contact the relevant system administrator to arrange for accounts to be closed down at the time the staff change takes place.

**Will the member of staff or contractor still require access to your business area's computer network folders when they leave your team?**

If not, please contact ICT Services in advance of the staff change taking place to ensure any access changes are carried out at the correct time.

**Does the member of staff or contractor have access to any other service or equipment that needs to be changed, disabled or recovered when they leave?**

Once the discussion with the member of staff (permanent or contract) has taken place, please ensure you make appropriate arrangements to have all assets returned or access changed or disabled in a timely manner.

Please complete this Checklist as appropriate, ensuring it is signed, dated and retained together with all other documents relating to the leaver for 6 years (in accordance with Audit regulations).

Please note that it is your responsibility to ensure that the items below are returned as detailed.

<http://staff.shropshire.gov.uk/how-do-i/starters-movers-and-leavers/leavers-manager-info/>

The intranet page will include items such as:

- GCSx email accounts
- CJSM email accounts
- Generic email accounts
- Encrypted memory sticks
- External hard disks
- Security 'tokens'
- Broadband line
- Mobile telephone
- Equipment at home
- Information stored at home

## LEAVERS – CHECKLIST FOR MANAGERS

Employee Name:		Employee No:	
Team Name/School:		Post No:	
Post Title:		Leaving Date:	
Managers Name:		Mgrs Tel No:	

Action	Tick	Initials
<b>PART 1 – RETURN OF EQUIPMENT</b>		
ID/Security Badge – return directly to Main Reception, Shirehall	Yes <input type="checkbox"/> No <input type="checkbox"/> N/A <input type="checkbox"/>	
Emergency Procedure Card	Yes <input type="checkbox"/> No <input type="checkbox"/> N/A <input type="checkbox"/>	
Uniform/Protective Clothing	Yes <input type="checkbox"/> No <input type="checkbox"/> N/A <input type="checkbox"/>	
Purchasing Card – notify the Purchasing Card Co-ordinator	Yes <input type="checkbox"/> No <input type="checkbox"/> N/A <input type="checkbox"/>	
Car Park Permit – return directly to Shropshire Parking, Shirehall	Yes <input type="checkbox"/> No <input type="checkbox"/> N/A <input type="checkbox"/>	
Dictaphone	Yes <input type="checkbox"/> No <input type="checkbox"/> N/A <input type="checkbox"/>	
Council Property Keys	Yes <input type="checkbox"/> No <input type="checkbox"/> N/A <input type="checkbox"/>	
Touch/Personal Alarm	Yes <input type="checkbox"/> No <input type="checkbox"/> N/A <input type="checkbox"/>	
Council Furniture	Yes <input type="checkbox"/> No <input type="checkbox"/> N/A <input type="checkbox"/>	
Materials from the Resource Centre in ODU e.g. books/videos etc.	Yes <input type="checkbox"/> No <input type="checkbox"/> N/A <input type="checkbox"/>	
Please <b>ensure</b> you ask for receipts to cover any expenses claims before the employee leaves and that these are retained for the specified length of time e.g. expenses less than £25 should be retained for five years	Yes <input type="checkbox"/> No <input type="checkbox"/> N/A <input type="checkbox"/>	
Council Data – Paper Files/CD's, removable media etc.	Yes <input type="checkbox"/> No <input type="checkbox"/> N/A <input type="checkbox"/>	
Business Continuity Plan	Yes <input type="checkbox"/> No <input type="checkbox"/> N/A <input type="checkbox"/>	
Street Wardens with enforcement Responsibilities: Warrant Card Fixed Penalty Notice Booklets ECR (Environmental Crime Reports) Pocket Note Book	Yes <input type="checkbox"/> No <input type="checkbox"/> N/A <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A <input type="checkbox"/>	
Council Hardware – Laptop, Scanner, Fax, PC, Mobile Phone, Blackberry, Memory Stick etc.	Yes <input type="checkbox"/> No <input type="checkbox"/> N/A <input type="checkbox"/>	
<b>PART 2 – SERVICE/CONTRACT CONSIDERATIONS</b>		
Has employee been employed by Council less than 2 years and did they claim relocation expenses?	Yes <input type="checkbox"/> No <input type="checkbox"/> N/A <input type="checkbox"/>	
If yes, advise employee that the relocation expenses will be reclaimed by Council in accordance with Employee Handbook.	Yes <input type="checkbox"/> No <input type="checkbox"/> N/A <input type="checkbox"/>	
Has employee had any post entry training that has been funded by the Council?	Yes <input type="checkbox"/> No <input type="checkbox"/> N/A <input type="checkbox"/>	
If yes, advise employee that if less than 3 years since completion of course, fees may be reclaimed by Council in accordance with Employee Handbook.	Yes <input type="checkbox"/> No <input type="checkbox"/> N/A <input type="checkbox"/>	
Alarm/Door System – is code change required?	Yes <input type="checkbox"/> No <input type="checkbox"/> N/A <input type="checkbox"/>	

Key Holder – consider new arrangements?	Yes <input type="checkbox"/> No <input type="checkbox"/> N/A <input type="checkbox"/>	
Alert members, contractors, external contacts and other key contacts to the new contact arrangements?	Yes <input type="checkbox"/> No <input type="checkbox"/> N/A <input type="checkbox"/>	
Consider First Aid requirements? To comply with Health & Safety regulations please ensure you advise your Area HQ Facility Officer by phone or email North Nia Griffiths 07990 088082 South Jennifer Harrower 07990 085418 Central Patrick Smith 07990 087937 or 01743 252895	Yes <input type="checkbox"/> No <input type="checkbox"/> N/A <input type="checkbox"/>	
Consider Fire Warden requirements? To comply with Health & Safety regulations please ensure you advise your Area HQ Facility Officer by phone or email North Nia Griffiths 07990 088082 South Jennifer Harrower 07990 085418 Central Patrick Smith 07990 087937 or 01743 252895	Yes <input type="checkbox"/> No <input type="checkbox"/> N/A <input type="checkbox"/>	
Complete IT Access Form to notify IT of employee leaving	Yes <input type="checkbox"/> No <input type="checkbox"/> N/A <input type="checkbox"/>	
Inform <a href="mailto:web.support@shropshire.gov.uk">web.support@shropshire.gov.uk</a> if the employee managed/was admin for a council social media account, web site or govdelivery mailing list/topic.	Yes <input type="checkbox"/> No <input type="checkbox"/> N/A <input type="checkbox"/>	
Advise employee to ensure correct home address is recorded on their MYView record. If not they need to amend on MYView to ensure P45 goes to the correct address. If you are beyond payroll deadline please ask the employee to contact Employment Services immediately on 01743 252190.	Yes <input type="checkbox"/> No <input type="checkbox"/> N/A <input type="checkbox"/>	
Inform employee that they will still be able to see their payslips via MY View. Final payslip will be available for them to view on their normal pay day.	Yes <input type="checkbox"/> No <input type="checkbox"/> N/A <input type="checkbox"/>	
<b>PART 3 – OTHER CONSIDERATIONS</b>		
Conduct vehicle check on handover?	Yes <input type="checkbox"/> No <input type="checkbox"/> N/A <input type="checkbox"/>	
Presentation of Long Service Award?	Yes <input type="checkbox"/> No <input type="checkbox"/> N/A <input type="checkbox"/>	
Out of Office Message on email system, including details of who to contact instead	Yes <input type="checkbox"/> No <input type="checkbox"/> N/A <input type="checkbox"/>	
Contact Recruitment Team to discuss advertising post	Yes <input type="checkbox"/> No <input type="checkbox"/> N/A <input type="checkbox"/>	
Contact ICT Services Helpdesk (Ext 2200) prior to the reallocation of ANY equipment/access/licences e.g. PC, Laptop, Mobile Phone, ISDN, Software etc.?	Yes <input type="checkbox"/> No <input type="checkbox"/> N/A <input type="checkbox"/>	
Remove from Lone Worker System (Voice Connect)?	Yes <input type="checkbox"/> No <input type="checkbox"/> N/A <input type="checkbox"/>	
Is employee who is leaving a DBS counter signatory? Whether this is via the new DBS on line service or on paper. If YES please contact Employment Services team on EXT 2870 or email hrcontact to advise that leaver's name needs to be removed from database.		
<p><b><u>Important - Supervision Notes:</u></b></p> <p>If supervision notes are held for the employee, please ensure you make arrangements for these to be archived.</p>		

**PART 5 – ADDITIONAL REMARKS**

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This declaration is to be signed by the employee and line manager to confirm that all Council equipment and information has been returned or destroyed as appropriate. Please understand that Shropshire Council will seek to recover any claims/damages made against them as a result of inappropriate use of information.

The employee understands that he/she continues to remain bound by the Confidentiality Statement in the Employee Code of Conduct. The employee confirms that all personal information has been removed and all business information transferred from the employees email account(s) and computer network folder(s).

Employee Signature:		Manager Signature:	
Employee Name:		Manager Name:	
Date:		Date:	