

How To... On The Move

External Move

When an employee resigns from their employment with the Council, completing the process for moving on timely and systematically is essential. Ensuring the employee feels valued for the work that they have achieved, and they look on their time with us as a positive experience is also important. Detailed information for both manager and employee can be found in the [External Move FAQs](#).

	Managers Actions	Discussion/Checklist
Notice period	When employee verbally advises of resignation: - Check notice period Prompt employee to complete Resignation Form on MyView	➤ Has the employee given the correct period of notice? ➤ Is there scope for negotiation?
On the Move Discussion/Acceptance of resignation	Invite the employee to an On the Move Discussion: <i>This should be held in a confidential space. The aim of this meeting is to discuss their reasons for moving on, highlight their achievements and to complete the necessary paperwork.</i> <i>Understanding why an employee is moving provides the Council with key information to improve and develop teams and Services. The employee should be assured that the discussion is confidential and their views are valued.</i>	➤ Discuss the reasons for leaving ➤ Identify and plan how handover of current workload/knowledge will be allocated (e.g. training required for other team members, what key information needs to be shared with new employee, especially if leaver is a manager e.g. employees with time limited right to work, employees with specific arrangements etc) ➤ Learning opportunities which have helped development. ➤ Celebrate achievements. ➤ Leave entitlement – see below ➤ Repayment of expenses – see information below.

	Following the discussion - issue Letter to employee acknowledging acceptance of resignation within 5 working days.	➤ Return of items belonging to the Council – see information below ➤ Protecting Council Information – see information below ➤ This letter will advise the employee of their last day in their current position and provide a link to the What can we do better survey (see below) ➤ Reflect on the feedback from the discussion to identify any action points (e.g. areas for training and development, suggestions around ways of working).
MyView	The leavers process should be carried out via MyView prior to the employee moving on For more information refer to Benefits and Pay	➤ This will allow for final payment of salary less any deductions, to be made. ➤ A scanned copy of the manager's letter acknowledging receipt of resignation should be uploaded to the employees file via MyView
Annual Leave/Flexi	By using the Annual Leave Calculator check the employee's leave entitlement to the termination date. Contact MyView to calculate any adjustments to annual leave entitlement if there has been a continuous absence for 3 months or more, prior to the termination date Annual Leave and Public Holidays	➤ All leave due should be taken prior to termination date. ➤ Where practicable, flexitime balance should be zero by termination date.

	If, they have already taken more leave than entitled to, advise Payroll to deduct relevant amount from final salary – Follow The leavers process If, there is leave remaining to be taken, this should be taken prior to the termination date.	
Repayment of Expenses	The employees Statement of Employment of Particulars may detail expenses relevant to their current post. Check if any repayment is required	➤ Fleet lease car: contact the Fleet Management Team, FriartonFinance@pkc.gov.uk ➤ Relocation expenses: contact Payandreward@pkc.gov.uk ➤ Development/Training assistance/course fees
Final Salary Payment	Manager to advise that payment will be made on the normal pay date in the month that the employee leaves. Employee to make any changes to bank details on MyView prior to leaving.	Refer to External Move FAQs for more detailed information on: ➤ P45 form ➤ Payslips ➤ P60 Statement ➤ SSP1 ➤ Pension contributions ➤ Statutory Maternity/Statutory Paternity/Statutory Adoption
Salary Sacrifice Scheme /Vivup contributions/deductions	Manager to advise employees who have signed an agreement to have deductions taken from their salary, that they are no longer eligible to participate in the Scheme when they terminate their employment with the Council.	Refer to External FAQ's for more detailed information on: ➤ Childcare Vouchers ➤ Cycle to Work Scheme ➤ Home and Electronics

Tusker Lease Car	Manager to advise employee that where contributions are made through their salary, they may be liable for an early termination charge.	Refer to Low Carbon Car Scheme for further information
Other Salary information	Manager to advise employee to refer to the External Move FAQs for information on:	➤ Unsettled Pay Award ➤ Overpayment in salary
Property/Equipment belonging to the Council	The employee is responsible for returning any property belonging to the Council The Manager's Equipment Dashboard provides you with current, accurate information about Council equipment your staff have at home or for use working out with main offices / schools. All ICT equipment issued for hybrid working to be returned to the current manager or Carpenter House reception, before their last working day.	➤ Uniform/PPE ➤ Keys/security pass/fob ➤ Resources e.g. documents/reports/papers/files/etc ➤ The employee should retain any receipts for Travel & Subsistence claims ➤ Laptop / mobile phone / dock / hotspot, monitors / keyboard and mouse / associated chargers, cables, and cases
Protecting Council Information	Advise IT Technical Helpline (01738 476677 / Option 1) <i>or</i> raise an appropriate request via the IT Self Service Portal as soon as an employee's termination date has been agreed to:	➤ Terminate employee's network login. ➤ Suspend / terminate mobile phone connection (monthly charges will continue to be levied if this is not done) ➤ Contact individual business system owners including third party business (e.g. for PECOS, SWIFT, Integra, Resourcelink, OHIO etc) to ensure access rights are timeously disabled. ➤ Authorised signatories

Registration/Memberships	Where applicable, employees must contact the relevant registration bodies/ memberships of any changes to their personal details	➤ SSSC ➤ PVG scheme members (required by law to advise Disclosure Scotland of any changes)
Security Access/ID Card	Where the employee has access to Council buildings by using their ID card, email IDcards@pkc.gov.uk to disable the card from the termination date. Where the employee has access to Council buildings by using a pass code on a door entry system, ensure the code is changed from the date of termination and advise all current employees of the new code. Where the employee has access to any other security passcodes, ensure the code is changed from the date of termination and advise all current employees of the new code. Identity cards should be returned to the manager on or before the employees last working day	➤ Remove access to all relevant buildings. ➤ Change passcodes/ door entry codes (manually) ➤ Change passcode on key boxes etc (manually)
Return of Furniture	Arrangements should be made for all items of furniture, desks, chairs etc, belonging to the Council to be returned prior to the date of termination.	➤ Arrangements for the return of furniture can be made by contacting the Premises Management Team premisesmanagement@pkc.gov.uk ➤ Furniture will be collected from the employee's home address or can be returned by the employee themselves where feasible.

What Can We Do Better Survey	It is important to give anyone leaving the Council the opportunity to complete the short, anonymous survey. A link to the survey is included in the acceptance of resignation letter for employees to complete. A printed version can be issued by the Manager to anyone who does not have online access. Please encourage the employee to complete the survey as this enables us to improve as an employer	➤ Online version ➤ Printed version ➤ Information gathered from the surveys, will enable a Council-wide picture to be formed to: ○ Understand employee's perception of us as an employer to enable continuous improvement and celebrate success. ○ gain insight into the reasons employees are leaving to enhance future employee experiences. ➤ A summary report of the information gathered will regularly be provide to the Workforce Planning Themed Board and relevant Strategic Leads for necessary action.
Planning Ahead	Managers should consider the Council's Vacancy Management Provisions prior to making any decision regarding whether there is a requirement to fill the post.	➤ Further guidance can be found in the Managers Resourcing Toolbox
Volunteering	Employees leaving the Council's employment should be advised that there are a number of volunteering opportunities across Perth & Kinross that can support the local community and projects, information can be found on the PKC website and from the links provided:	➤ Volunteering ➤ Volunteering with NHS Tayside ➤ Project: Service Navigator PKAVS - Community Maps