

How To... On The Move

Internal Move

When an employee's journey with the Council continues in another role, completing the process for moving over 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 [On the Move Internal FAQs](#)

	Managers Actions	Discussion/Checklist
Notice period	On receipt of the employees resignation in writing, the notice period should be checked	<ul style="list-style-type: none"> ➤ Has the employee given the correct period of notice? ➤ Is there scope for negotiation?
On the Move Discussion /Acceptance of resignation	<p>Invite the employee to an On the Move Discussion</p> <p><i>This should be held in a confidential space. The aim of this meeting is to discuss their reasons for moving over, highlight their achievements and to complete the necessary paperwork.</i></p> <p><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></p>	<ul style="list-style-type: none"> ➤ The reasons for leaving. ➤ Identify and plan how handover of current workload/knowledge will be allocated (e.g. training required for other team members) ➤ Transition arrangements if employee to undertake training etc. in their new post, prior to moving. ➤ Learning opportunities which have helped development. ➤ Celebrate achievements. ➤ Leave entitlement – see below ➤ Repayment of expenses – see information below. ➤ Return of items belonging to the Council– see information below. ➤ Protecting Council Information – see information below.

	<p>Following the discussion - Issue Letter to employee accepting their resignation within 5 working days.</p>	<ul style="list-style-type: none"> ➤ 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. ➤ 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	<p>The leavers process should be carried out via MyView prior to the employee moving on.</p> <p>For more information refer to Benefits and Pay</p>	<ul style="list-style-type: none"> ➤ This will allow for final payment of salary in their current post, less any deductions, to be made. ➤ A scanned copy of the employee's letter of resignation and the manager's letter acknowledging receipt of resignation should be uploaded to the employees file via MyView
Annual Leave/Flexi	<p>By using the Annual Leave Calculator check the employees leave entitlement to the date of transfer and flexi balance on MyView</p> <p>Contact MyView to calculate any adjustments to leave if there has been a continuous absence for 3 months or more, prior to the moving on date</p> <p>Annual Leave and Public Holidays</p>	<ul style="list-style-type: none"> ➤ Where practicable, outstanding leave entitlement should be used prior to date of transfer. ➤ Where practicable, flexitime balance should be zero by date of transfer.

Repayment of Expenses	The employees Statement of Employment of Particulars may detail expenses relevant to their current post. Check if any repayment is required	<ul style="list-style-type: none">➤ Fleet lease car: contact the Fleet Management Team, FriartonFinance@pkc.gov.uk➤ Relocation expenses: contact Payandreward@pkc.gov.uk➤ Development/Training assistance/course fees
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<p>Property/Equipment belonging to the Council</p>	<p>Discuss with the employee if there is any property or equipment relevant to their current post that requires to be returned prior to date of transfer.</p> <p>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.</p> <p>All ICT equipment relevant to the employees' current role and not transferrable should be returned to the current manager or Carpenter House reception, before their last working day, including:</p>	<ul style="list-style-type: none"> ➤ 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
<p>Protecting Council Information</p>	<p>Advise IT Technical Helpline (01738 476677 / Option 1) or raise an appropriate request via the IT Self Service Portal as soon as an employee's internal move date has been agreed to:</p>	<ul style="list-style-type: none"> ➤ update the Outlook email address book. ➤ update the Council's asset register in the event ICT equipment allocated to a member of staff: <ul style="list-style-type: none"> ○ is moving with them to a new role / business area. ○ is being transferred to a new user within your area. ○ will become available for general reallocation. ➤ access to be enabled / removed as appropriate to: <ul style="list-style-type: none"> ○ generic email boxes ○ business systems including access to third party software (e.g. PECOS; Integra; Mosaic; Concerto, Resourcelink, OHIO, SWIFT etc)

		<ul style="list-style-type: none"> ○ subscription / software (e.g. MS Vision/Project; Kofax Nuance; Adobe). NB: the cost of any such new installs will require to be covered by a Purchase Order: please contact cbs@pkc.gov.uk for current pricing ➤ Ensure access to EDMS Teams / SharePoint sites appropriate for the employee's former role is removed. ➤ Remove employee from authorised signatory lists where appropriate. e.g. Business systems requiring authorisation, any other approval processes
Registration/Memberships	Where applicable, employees must contact the relevant registration bodies/memberships of any changes to their personal details;	<ul style="list-style-type: none"> ➤ SSSC ➤ PVG scheme members (required by law to advise Disclosure Scotland of any changes)
Security Access/ID Cards	<p>Where appropriate, email IDcards@pkc.gov.uk to disable access to buildings, the employee no longer requires access to, from the date of transfer.</p> <p>Where appropriate, change the passcode on door entry systems, to buildings no longer required to be accessed, from the date of transfer. Advise all other employees of the new code.</p> <p>Where appropriate, ensure all other security passcodes, no longer required to be accessed are changed from the date of</p>	<ul style="list-style-type: none"> ➤ Remove access to relevant buildings ➤ Change passcodes/door entry codes (manually) ➤ Change passcodes on key boxes etc (manually)

	transfer. Advise all other employees of the new code.	
Return of Furniture	Where appropriate, any items of furniture, desks, chairs etc, used for hybrid working should be returned prior to the date of transfer.	<p>Arrangements for the return of furniture can be made by contacting the Premises Management Team: premisesmanagement@pkc.gov.uk</p> <p>Furniture will be collected from the employee's home address or can be returned by the employee themselves where feasible.</p>
What Can We Do Better? Survey	<p>It is important that all employee moving to a new post within the Council is provided with the opportunity to complete the short, anonymous survey. When emailing the acceptance letter a link to the survey will be shown for employees to click on and complete. If, the employee does not have access to the online survey Managers should arrange for a printed version to be issued to them prior to them transferring.</p> <p>Please encourage employees to complete the survey as this enables us to improve as an employer</p>	<ul style="list-style-type: none"> ➤ What can we do better? online survey. ➤ Printed version <p>Information gathered from the surveys, will enable a Council-wide picture to be formed to:</p> <ul style="list-style-type: none"> ➤ understand employee's perception of the Council as an employer to enable continuous improvement and celebrate success ➤ gain insight into the reasons employees are moving over <p>A summary report of the information gathered will regularly be provide to the relevant Strategic Leads for necessary action.</p>
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.	<ul style="list-style-type: none"> ➤ Further guidance can be found in the Managers Resourcing Toolbox

Volunteering	<p>Employees should be advised that there are a number of volunteering opportunities across Perth & Kinross that they can become involved with/support the local community or project. Employees can access information from the PKC website from the links provided.</p> <p>The Employer Supported Volunteering guidance provides more detailed information on how the Council supports our employees to be involved in volunteering.</p> <p>To find out more about community engagement, sign up for the Community Engagement News letter, email: communityengagement@pkc.gov.uk</p>	<p>Volunteering Volunteering with NHS Tayside Project: Service Navigator PKAVS - Community Maps</p> <p>Employer Supported Volunteering Guidance</p> <p>Issue 48 - Community Engagement News (cloud.microsoft)</p>
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