

On The Move Internal Move Frequently Asked Questions

Here are some frequently asked questions that maybe appropriate when moving to another role within the Council.

What do I do with my I.D. Card/Keys/fobs

When transferring to another Council role, your manager will discuss with you the items that require to be returned e.g. identity cards, and any other Council belongings. If your new position is in the same building e.g. Pullar House, you can agree with your current manger to keep your ID card which will allow access to doors until a new card is ordered with your new job title. All other access/security keys/fobs, not required in your new role should be returned to your line manager prior to your date of transfer.

What happens to any outstanding annual leave?

When transferring to another Council role you will be advised of your outstanding leave entitlement to the date you finish in your current post. Where possible, outstanding leave should be taken prior to moving to your new post. It may be possible to carry over outstanding leave to your new post, providing this has been agreed in advance by the new Service.

What happens if I have flexi-time surplus?

When moving to another Council role, as far as practicable, flexitime balance should be zero by date of transfer. In exceptional circumstances, your flexi balance may be carried forward if agreed in advance by both Services.

What happens if I have flexi-time deficit?

When moving to another Council role, as far as practicable, flexitime balance should be zero by date of transfer. In exceptional circumstances, your flexi balance may be carried forward if agreed in advance by both Services.

I have a lease car with the Council - what will happen to that?

This is an employment contract hire scheme for a fixed period. You should contact the Fleet Management Team for guidance. Email contact FriartonFinance@pkc.gov.uk

I have had financial assistance with my studies from the Council - will this be recovered?

Where the Council has provided financial assistance for you to undertake a course of study in your current role, you should have signed an agreement which states there may be a requirement to repay all or part of the cost of the course. Your manager will advise you of this.

What happens if I have furniture used for hybrid working belonging to the Council?

Your current manager will discuss with you if you have any furniture belonging to the Council that is to be returned, prior to you transferring to your new role. Furniture can be collected from the employee's home address or can be returned by the employee themselves where feasible. Arrangements can be made by contacting the Premises Management Team premisesmanagement@pkc.gov.uk

I use Council ICT equipment, including some items for hybrid working : what do I need to do with this?

The Council's [Employee Code of Conduct](#) and [IT Asset Management protocols](#) mean you are accountable for the ICT equipment allocated to you, including for working from home. In almost all cases, allocated laptops are centrally funded and “role agnostic” – you will be able to use your current device in your new post.

If, exceptionally, the ICT equipment you use is role-specific, or will no longer be required for your new role, you will be required to return this to your manager before your moving date. Your new manager will be responsible for arranging equipment, appropriate for your new role.

Your current and new managers are responsible for ensuring access to generic mailboxes; business-specific subscription software (e.g. Visio, Project, Kofax Nuance and Adobe); including third party e.g. OHIO, business applications and EDMS Teams and SharePoint sites is removed / enabled as required. Your manager will advise the IT Helpline (01738 476677 / option 1) about your move, to allow the Council's Outlook email address book and Asset Register to be updated.

Should I notify SSSC of my new role?

You are responsible for contacting the [SSSC](#) to update any changes to your personal details/circumstances. You should discuss the requirement to be registered with the SSSC for any new role with your new manager.

Should I continue to pay my professional membership fees?

You are responsible for contacting any professional bodies to update any changes to your personal details/circumstances, and for the decision as whether to continue to be a member. You should discuss the requirements of any professional memberships for any new role with your new line manager.

I am a PVG scheme member – should I notify Disclosure Scotland?

You are required by law to advise [Disclosure Scotland](#) of changes to your personal details/circumstances.

How do I give feedback on my time in my current role?

You will be encouraged by your line manager at the Moving on Discussion to complete the What Can We Do Better survey. A link will be provided to complete the survey in the acceptance of resignation letter or a paper copy can be found **here**

I am interested in Volunteering opportunities across Perth & Kinross

There are a number of opportunities available to support the local community and projects across the area. Information can be found on the PKC website or [Project: Service Navigator | PKAVS - Community Maps](#)

The [Employer Supported Volunteering Guidance](#) provides more detailed information on how the Council supports our employees to be involved in volunteering. To find out more about community engagement, sign up for the Community Engagement News letter, email: communityengagement@pkc.gov.uk

Useful contacts:

payandreward@pkc.gov.uk

FriartonFinance@pkc.gov.uk

IT Helpline (01738 476677 / option 1)