



OLVESTON PARISH COUNCIL - Employee / Councillor / Contractor Departure Procedures

Adopted August 2017

PROCEDURE BRIEF & PURPOSE

1. When an employee / councillor or contractor resigns, retires, dies, or is otherwise separated from working for Oveston Parish Council, the Parish Council is responsible for ensuring that all applicable personnel, payroll, computing, financial, facility, property, and safety-related procedures are completed. To facilitate this process, the Parish Council is to document the completion of required items, by using the Departure Checklist document. The Departure Checklist includes items that are to be completed prior to or immediately after the departure of an individual from the Parish Council. This list is not all-inclusive and there may be additional requirements. Notation should be made of the completion of any additional departure requirement to the Departure Checklist.

RESPONSIBILITY

2. It is the nominated Councillors or the Clerks responsibility to complete and/or review each of the applicable departure items. To ensure that all departure procedures are completed, the nominated person enters the date each item is completed on the Departure Checklist. Once the checklist is complete the nominated person will sign and date it and return it to the clerk for retention.

RETENTION

3. The department retains the completed checklist in the filing system under a dedicated section folder.

CHECKLIST ITEMS

4. Personnel/Payroll

If an employee, notify HMRC of termination of employment

5. Financial

- Check with bank and if listed remove the name from the OPC Bank Accounts.
- Cancel any purchasing card issued to the individual if applicable.

- Obtain and reconcile any cash advances issued to the individual.
- Remove the employee's name from any till or petty cash fund.

6. Information Services

- Remove the individual's access to OPC online data storage
- Remove the individual's access to email
- Remove / Delete the online storage access account associated with the email address
- Update accounts and passwords for network and systems access.
- Update any associated websites.
- Obtain a forwarding address and personal e-mail address for the individual.

7. Records Management

- Transfer all records to the individual's successor or the clerk.
- Locate and secure all records which are subject to litigation holds.

8. Facilities/Property

- Obtain all keys and key cards that were issued to the individual.
- Obtain all OPC equipment, e.g., tools, computer equipment, portable electronic devices, reference materials, software, which were issued to the individual.