

**Joint Policy for Cumbria Partnership Foundation Trusts & North Cumbria
University Hospital NHS Trusts**

EXIT POLICY

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Accountable Director	Executive Director of Workforce and OD
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Data Protection Legislation

The Trusts(s) are committed fully to compliance with the requirements of the General Data Protection Regulations (GDPR) 2016 and the Data Protection Act (DPA) 2018. The GDPR and DPA legislation aims to balance the requirements of organisations to collect, store and manage various types of personal data in order to provide their services, with the privacy rights of the individual about whom the data is held.

The GDPR and DPA legislation covers both manual and computerised records in any format, where the record contains details that can identify, directly or indirectly data on a natural person or persons. The DPA sets out principles which must be followed by those who process data; it gives rights to those whose data is being processed.

EXIT POLICY AND PROCEDURE

SUMMARY & AIM

This policy applies to all staff leaving the employment of the Trusts, including staff on temporary or fixed term contracts, locums and agency workers who have completed their assignments.

The policy has been designed to guide managers to follow the correct process when an employee voluntarily resigns, which should simultaneously allow the Trusts to collate statistics on leavers.

KEY REQUIREMENTS

1. All Trusts employees, excluding agency workers, bank workers and employees leaving through ill-health retirement, are covered by this policy and procedure.
2. All documentation is correctly processed and equipment is returned to the Trusts.
3. Each employee has the opportunity to provide feedback through an exit questionnaire.
4. If employees leaving the Trusts raise any serious concerns through the exit process e.g. in relation to whistle-blowing, Human Resources would inform the Freedom to Speak Up Guardian and request that they contact the employee, where contact details have been provided.

TARGET AUDIENCE:

- All Trusts employees excluding:
 - agency workers
 - bank shift workers
 - employees leaving through ill-health retirement
- All Managers/Supervisors

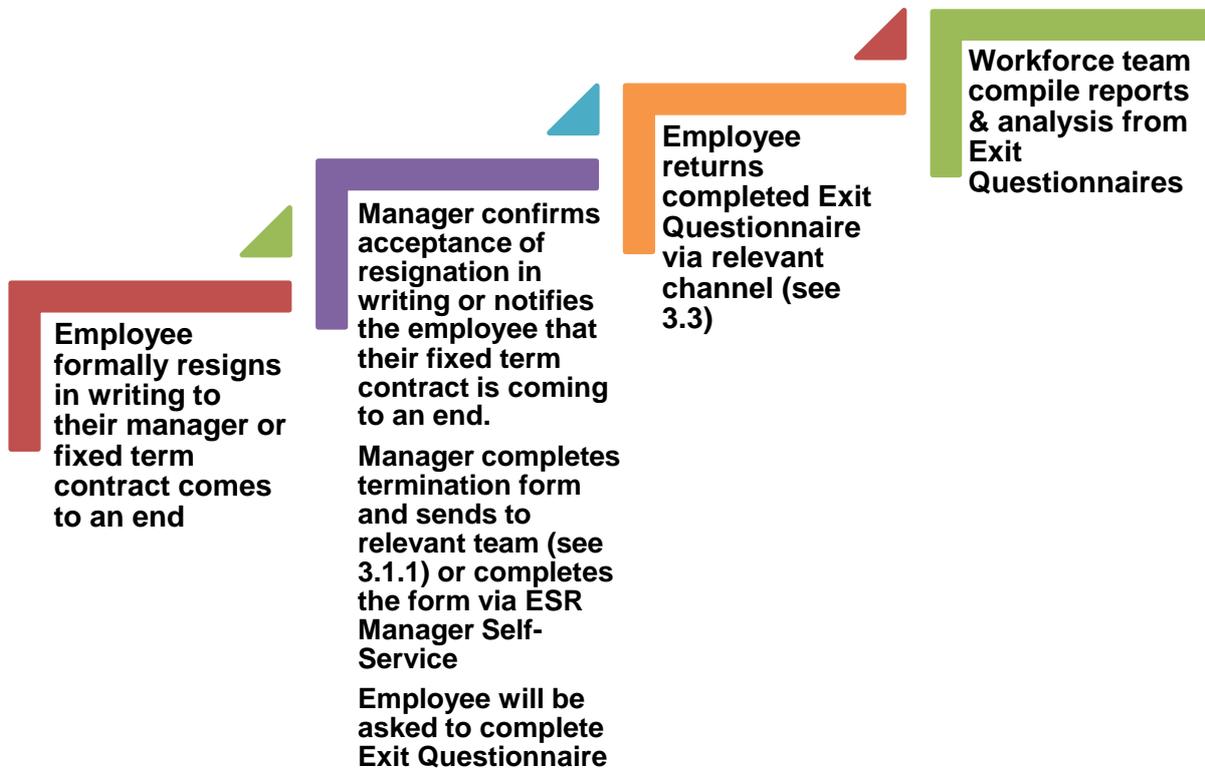
TRAINING:

No formal training for the application of this policy however if you have any queries contact your HR team.

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SUMMARY FLOWCHART: VOLUNTARY LEAVER EXIT PROCESS



1. INTRODUCTION

The professional knowledge and experience possessed by staff is a key element of the Trusts's corporate memory, and contributes to the success of the organisations. Managing the information which underpins and sustains this knowledge is a vital aspect of the Trusts's business.

When a member of staff leaves the Trusts, there are a number of actions that need to be undertaken by them and their line manager in order to ensure confidentiality of patient and staff information and to enable continued access to corporate or business information. Ensuring the safe return of the Trusts property, including laptop computers, memory sticks, and other portable devices, is an integral part of that process.

2. PURPOSE

To ensure the Trusts have safe and effective systems in place to safeguard the confidentiality of patient and staff information and to ensure the return of the Trusts property at the end of employment. To utilise feedback from Exit Questionnaires in collaboration with other initiatives to improve retention and employment practices.

3. POLICY DETAILS

This policy applies to all employees of the Trusts.

3.1 RESIGNATION OF EMPLOYEE

When an employee decides to resign from employment with the Trusts, they must inform their line manager of their intention in writing, giving at least the minimum period of notice stipulated in their contract of employment.

3.1.1 ACCEPTANCE OF RESIGNATION

Upon receipt of a letter of resignation Line Managers within **CPFT** will:

- Acknowledge and accept the resignation in writing (template letter attached as [Appendix 1](#));
- Complete a Termination Form, confirming the departing employee's last working day, termination date and details of any accrued annual leave outstanding and due for payment upon termination of employment;
- Send the completed Termination Form to hrformscpft@cumbria.nhs.uk in sufficient time for it to be processed in order to meet the payroll deadline BEFORE the termination date – failure to do this may result in the employee being overpaid. Confirmation of payroll deadlines can be obtained from the Trusts's intranet [here](#).
- Commence completion of the Exit Checklist ([Appendix 3](#)).

Upon receipt of a letter of resignation Line Managers within **NCUH** will:

- Acknowledge and accept the resignation in writing (template letter attached as [Appendix 2](#));
- Complete a Termination Form, confirming the departing employee's last working day, termination date and details of any accrued annual leave outstanding and due for payment upon termination of employment. The top (white) copy of the completed form must be sent to the ESR Data Management Team and the bottom (blue or yellow) copy must be sent to the Human Resources department.
- Commence completion of the Exit Checklist ([Appendix 3](#)).

Please note: where the manager has access to ESR Manager Self-Service, the termination form and Exit Checklist should be completed within ESR.

3.2 EXIT CHECKLIST

An Exit Checklist ([Appendix 3](#)) must be completed for all staff leaving the Trusts, including locums and employees on fixed term contracts who have completed their assignments. The Line Manager will commence completion of the Exit Checklist upon receipt of a resignation or as soon as reasonably practicable prior to the end of a temporary contract or assignment. When complete the Line Manager will send the form to the Human Resources department for retention.

3.2.1 KNOWLEDGE CAPTURE/HANDOVER

Business/corporate information must be reviewed and transferred or destroyed appropriately, following the Trusts retention schedules. This includes e-mail.

3.2.2 RETURN OF THE TRUSTS PROPERTY

All staff exiting the Trusts are responsible for returning all equipment, tools, resources and materials belonging to the Trusts on or before their last day of work. Staff must sign the Exit Checklist along with their line manager to confirm this has been done.

When a member of staff is leaving the Trusts or changing role any Trusts owned IT Equipment must be retrieved by the manager and computer accounts dealt with appropriately:

For **CPFT** managers and employees:

- Laptops, mobile phones etc must be retrieved from the staff member. A ticket must be logged with the IT Service Desk to determine whether it is to be returned to IT or re-assigned to another member of staff.
- Any special equipment purchased for a disabled employee with help from Access to Work will normally remain the property of the Trusts and the individual would be expected to make a new application with their new employer. It may be possible to make other arrangements where the equipment has been tailor-made for the individual and would not be suitable

for another employee and the manager must contact Human Resources for advice.

- Where a member of staff uses a desktop computer or is the team leader of a team that has a number of desktops details of the new equipment owner must be passed to the service desk along with the relevant PCID numbers.
- A Straight-On form must be completed. This enables the user's account to be de-registered. This must be done even when someone is moving within the Trusts as their account permissions may need to be changed.

The Trusts is entitled to deduct from salaries any sums which may be lawfully owed to the Trusts. If property is not returned within two weeks of the leaving date and is unaccounted for, the Trusts may deduct the cost of replacement items from any monies due and payable to the member of staff. from their final salary payment. If this becomes necessary, the member of staff will be advised in writing by the Human Resources department that this is being done.

For **NCUH** managers and employees:

- Bleeps must be returned to switchboard and accommodation keys to the accommodation officer.
- Any special equipment purchased for a disabled employee with help from Access to Work will normally remain the property of the Trusts and the individual would be expected to make a new application with their new employer. It may be possible to make other arrangements where the equipment has been tailor-made for the individual and would not be suitable for another employee and the manager must contact Human Resources for advice.

The Trusts is entitled to deduct from the employee's pay any sums which may be lawfully owed to the Trusts. If property is not returned within two weeks of the leaving date, the Trusts may deduct the cost of replacement items from any monies due and payable to the employee. If this becomes necessary, the manager must inform the ESR Data Management Team that Trust property has not been returned and the employee will be advised that this is being done by the ESR Manager in writing.

3.2.3 PROVIDING EMPLOYEE INFORMATION TO OTHER TRUSTS:

Staff should be aware that if the employee is leaving to take up employment with a NHS Trusts in England or Wales, the ESR Data Management Team may receive a request for an Inter Authority Transfer (IAT) to be undertaken via ESR. The IAT request is received by the Trust via ESR during the recruitment process, before the new employment commences, however, the data will only be transferred when the applicant becomes an employee with the new Trust employer. This may be done at any point after the employee is entered by the new employer as a new starter. By authorising the transfer of the portable data set in ESR the following information will be electronically transferred to the new Trusts:

-
- Personal details
 - Address details
 - Sickness absence records
 - Training records
 - Competencies
 - Qualifications
 - Employment history
 - Service dates
 - Pension elements

3.3 EXIT QUESTIONNAIRE

The aim of the exit questionnaire is to assess the opinions of staff leaving employment service and to gain an insight into how the Trusts are perceived as employers. The exit questionnaire is anonymous, however, employees are able to contact the HR department should they wish to provide verbal feedback or raise any concerns.

The questionnaire is designed to provide employees with an opportunity to comment confidentially on any aspect of their employment. Comments made by employees are valued and used constructively to enhance employment practices. They may help in identifying reasons for employee turnover, and provide the Trusts with a source of qualitative information that can be used for developing training and career development programmes.

All employees leaving the Trusts voluntarily must be given the opportunity to complete an Exit Questionnaire prior to leaving.

For **CPFT** employees:

Line Managers are to make staff aware that the Exit Questionnaire is accessible via Meridian, via the following link:

<https://www.oc-meridian.com/CumbriaPartnership/survey/HRExitJune2018>

A HR Advisor will review completed Exit Questionnaires and raise any concerns with the relevant line manager or senior manager. Staff will have an opportunity to arrange a feedback call with HR should they wish to provide verbal feedback ([Appendix 1](#)).

For **NCUH** employees:

You will receive a notification providing access to complete the Exit Questionnaire within the ESR system.

The ESR Data Management Team will review completed Exit Questionnaires and raise any concerns with a HR Advisor to raise with the relevant line manager or senior manager. Staff will have an opportunity to arrange a feedback call with HR should they wish to provide verbal feedback ([Appendix 2](#)).

The Human Resources department will provide reports on feedback collected from exit questionnaires for review by the appropriate Management Committee as detailed in Section 5 of the Policy. Data provided will identify any general or specific areas of concern and highlight any emerging trends that may require further investigation and/or action.

All information collected remains confidential and is stored in line with the General Data Protection Regulations (GDPR). The completed questionnaire will not be stored on the individual's personnel file. It will not impact on the rehire eligibility of the member of staff, nor will it influence any reference(s) provided by the Trusts to a future employer(s).

3.4 CONDITIONS DURING THE NOTICE PERIOD:

After the employee has submitted their resignation or notified the Trusts of their intention to leave their current post, they are expected to co-operate with the planning of handover of work, and planning of work schedules in their area / team.

3.5 EMPLOYMENT REFERENCES

The Trusts has a duty of care both to the prospective new employer and to the employee to ensure that any reference provided is not only factually accurate but also fair and not misleading in the overall impression it gives to the recipient.

In order to avoid committing the Trusts or the individual referee to contractual obligations and the risk of personal litigation, the content of employment references must contain only factual information about the subject's employment with the Trusts. The referee must ensure that the details are capable of being objectively verified. For example, if within the context of a reference, a Line Manager describes an employee's performance as "Poor", the Line Manager must be able to evidence that they have previously made the employee aware of the shortfall in performance, clarified the improvement required and instigated a process by which to achieve that improvement.

The Trusts are committed to the provision of accurate and timely references for past employees. Managers are not obliged to provide a reference but it is good practice to do so. When writing a reference please refer to the below guidance.

In accordance with government guidelines, when providing a reference for a former employee, managers should be aware that it:

- must be fair and accurate - and can include details about workers' performance and if they were dismissed
- can be brief - such as job title, salary and when the worker was employed

Employee's must seek a referee's permission prior to providing details to a future employer. In line with the guidelines above, any manager who is providing a reference should be aware that the wording used in any reference letter or reference request form has to be carefully considered, and must be factually accurate, to avoid committing the Trusts or the individual referee to contractual obligations and the risk of personal litigation. References can potentially be

accessed by the subject of the reference under the terms of General Data Protection Regulation (GDPR), and referees should bear this in mind when providing a reference.

4. TRAINING AND SUPPORT

There is no training associated with this policy. Please contact your HR department if you require support.

5. PROCESS FOR MONITORING COMPLIANCE

The process for monitoring compliance with the effectiveness of this policy is as follows:

Aspect being monitored	Monitoring Methodology	Reporting		
		Presented by	Committee	Frequency
Trust owned assets are returned and IT accounts are closed when staff leave the Trusts	Audit of 10 leavers files to ensure that resignation has been acknowledged, Termination Form and Exit Checklist completed in accordance with Policy	HRBP / HRA	Workforce and OD SMT	Annually
Feedback from Exit Questionnaire is reviewed and concerns addressed	Analyse feedback from Exit Questionnaires to identify any general or specific areas of concern and highlight any emerging trends that may require further investigation and/or action.	HRBP / HRA	Workforce and OD SMT	Quarterly

Wherever the above monitoring has identified deficiencies, the following must be in place:

- Action plan
- Progress of action plan monitored by the Workforce and OD SMT minutes
- Risks will be considered for inclusion in the appropriate risk registers

6. REFERENCES:

GDPR <https://eugdpr.org/>
Gov.uk References – Workers Rights <https://www.gov.uk/work-reference>
NHS Pensions Member Hub <https://www.nhsbsa.nhs.uk/member-hub>
NHS Terms and Conditions of Service 2018
<http://www.nhsemployers.org/tchandbook>
NHS Employers <http://www.nhsemployers.org/>

7. ASSOCIATED DOCUMENTATION:

[Data Protection Policy](#)
[Confidentiality Policy](#)

8. DUTIES (ROLES & RESPONSIBILITIES):

8.1 Chief Executive / Trusts Board Responsibilities:

The Chief Executive and Trusts Board jointly have overall responsibility for the strategic and operational management of the Trusts, including ensuring that Trusts policies comply with all legal, statutory and good practice requirements.

8.2 Executive Director Responsibilities – Executive Director of Workforce and Organisational Development (OD):

All policies have a designated Executive Director and it is their responsibility to be involved in the development and sign off of the policies, this should ensure that Trusts policies meet statutory legislation and guidance where appropriate. They must ensure the policies are kept up to date by the relevant author and approved at the appropriate committee.

The Executive Director of Workforce and OD has the responsibility for the policy and procedure and will delegate the day-to-day implementation of this to the Trusts' managers.

8.3 Managers Responsibilities:

Line managers are responsible for:

- Discussing with an employee their reason(s) for leaving and where possible, consider opportunities for retention e.g. offering additional support;
- Acknowledging and confirming acceptance of resignations;
- Completing the Termination Form;
- Completing the Exit Checklist;
- Make provision for staff to complete the Exit Questionnaire;
- Directing the handover of work and business or corporate information prior to the departure of a member of staff;
- Ensuring all Trusts property is returned before a member of staff leaves the organisation and returned to the relevant department.

8.4 Staff Responsibilities:

Are responsible, upon cessation of employment or temporary assignment, for returning to the Trusts any equipment allocated to them for use during the course of their work.

Employees resigning from their posts are required to confirm their intention to resign in writing to their line manager giving at least the minimum period of notice stipulated in their contract of employment.

Upon submitting a resignation, or completing a temporary assignment, employees and temporary workers are expected to co-operate in the handover of work and business or corporate information as instructed by their line manager.

8.5 The Human Resources Department

The ESR/HR team are responsible for:

- Ensuring Termination Forms are processed upon receipt in order to terminate the employee's assignment on the Electronic Staff Record (ESR) system. Any overpayments as a result of late notification of the termination and/or due to overtaken annual leave at termination will be recovered in line with Trusts policy.
- Monitoring feedback received via Exit Questionnaires and raising any concerns with the relevant line manager or senior manager.
- Collating information based on feedback from the Exit Questionnaires and providing reports for review by any relevant Committee, as requested.
- Monitoring and reviewing the Policy on behalf of the Executive Director of Workforce and OD.

8.6 Joint Partnership Forum Responsibilities:

The Chair of the Joint Partnership Forum will ensure the policy approval is documented in the final section of the Checklist for Policy Changes. The committee will agree the approval of the final draft of the policy.

9. ABBREVIATIONS / DEFINITION OF TERMS USED

ABBREVIATION	DEFINITION
CPFT	Cumbria Partnership Foundation Trust
DPA	Data Protection Act
ESR	Electronic Staff Record
GDPR	General Data Protection Regulation
HR	Human Resources
IAT	Inter Authority Transfer
NCUH	North Cumbria University Hospitals
OD	Organisational Development

APPENDIX 1: CPFT ACCEPTANCE OF RESIGNATION TEMPLATE

[DATE]

Private & Confidential

[NAME]

[ADDRESS LINE 1]

[ADDRESS LINE 2]

[TOWN/CITY]

[POST CODE]

Dear [INSERT NAME]

RE: ACCEPTANCE OF RESIGNATION AND EXIT QUESTIONNAIRE

On behalf of the Trust, may I say how sorry I am to hear that you are leaving and to thank you for your service and wish you every success in the future.

I acknowledge receipt of your letter dated [INSERT DATE] giving your notice to resign from the Trust with effect from [INSERT DATE], which I confirm will be your last day of service.

As part of our ongoing commitment to improving the working lives of staff, the Trusts are keen to gain your valuable feedback through our Exit Questionnaire, which can be accessed via the following link:

<https://www.oc-meridian.com/CumbriaPartnership/survey/HRExitJune2018>

Your views are important to the Trusts and information gathered from exit questionnaires is used in collaboration with other initiatives to improve employment practices and the retention of staff.

If you wish to provide additional or verbal feedback, please contact the HR department on 01228 603076 to request a call back from your HR Advisor.

Once again, I would like to take this opportunity to thank you for your service with the Trust and to wish you every happiness in the future.

Yours sincerely

[LINE MANAGER NAME]

[JOB TITLE]

APPENDIX 2: NCUH ACCEPTANCE OF RESIGNATION TEMPLATE

[DATE]

Private & Confidential

[NAME]

[ADDRESS LINE 1]

[ADDRESS LINE 2]

[TOWN/CITY]

[POST CODE]

Dear [INSERT NAME]

RE: ACCEPTANCE OF RESIGNATION AND EXIT QUESTIONNAIRE

On behalf of the Trust, may I say how sorry I am to hear that you are leaving and to thank you for your service and wish you every success in the future.

I acknowledge receipt of your letter dated [INSERT DATE] giving your notice to resign from the Trust with effect from [INSERT DATE], which I confirm will be your last day of service.

As part of our ongoing commitment to improving the working lives of staff, the Trusts are keen to gain your valuable feedback through our Exit Questionnaire. Please look out for a notification from the ESR Data Management Team providing access to complete this.

Your views are important to the Trusts and information gathered from exit questionnaires is used in collaboration with other initiatives to improve employment practices and the retention of staff.

If you wish to provide additional or verbal feedback, please contact the HR department on 01946 523909 to request a call back from your HR Advisor.

Once again, I would like to take this opportunity to thank you for your service with the Trust and to wish you every happiness in the future.

Yours sincerely

[LINE MANAGER NAME]

[JOB TITLE]

APPENDIX 3: EXIT CHECKLIST**EXIT CHECKLIST**

EMPLOYEE DETAILS			
Name		Last Working Day	
Job Title		Termination Date	
Department			
Employee No.			
Grade/Band			

Employee and line manager are jointly responsible for ensuring that the actions on this checklist are completed by the employee's last working day.

EMPLOYEE AND LINE MANAGER:		
Task	Action	Date Completed
Organise close and handover Paper and Electronic files	<p>EMPLOYEE TO CARRY OUT THE FOLLOWING AS DIRECTED BY LINE MANAGER. CLARIFICATION MAY BE SOUGHT FROM THE INFORMATION GOVERNANCE MANAGER TO ENSURE THAT ALL ESSENTIAL INFORMATION IS RETAINED APPROPRIATELY:</p> <p>Destroy all duplicate and time expired information (see Trusts Retention Schedules)</p> <p>Retain substantive information which needs to be handed over in relation to employee's post or work</p> <p>Destroy any published or reference materials received from external sources which are not required for record purposes</p> <p>Store paper records still required by retention schedules but not in current use (see archive procedures)</p>	
If the post is continuing:		
Produce handover notes/procedures relating to on-going work	Employee to complete as directed by Line Manager	

Employee:		
Task	Action	Date
Keys/Access Tokens	Return to Line Manager	
ID Badge	Return to Line Manager	
Smart Card	Return to Line Manager (if leaving NHS)	
Mobile Phone or Blackberry	Return to Line Manager	
Car Parking Permit	Return to Line Manager	
Laptop	Return to Line Manager	
Encrypted Memory Stick	Return to Line Manager	
Any other Medical or Clinical Equipment i.e. Uniforms, Mirrors, Thermometers, Safeword Remote Access VPN tokens, 3G dongles, Pager/Beeper, Accommodation keys	Return to relevant department	
Exit Questionnaire	<p>For NCUH staff: You will be contacted by the ESR Data Management Team (ExitQuestionnaires@ncuh.nhs.uk) initially by email, to complete the questionnaire.</p> <p>For CPFT staff: Employee to be given the opportunity to complete an Exit Questionnaire via the following link: https://www.oc-meridian.com/CumbriaPartnership/survey/HRExitJune2018</p>	
Registration with HCPC/NMC/GMC	If you are leaving the Trusts and retiring or no longer require your registration pin for any further employment, you will need to contact the relevant body in order to end this.	
Lease Car	<p>For NCUH staff: Lease cars are managed by NHS Fleet Solutions. Please contact them on 0344 811 8228.</p> <p>For CPFT staff: Staff are required to inform Knowles Associates on 01206 252 300 that they are exiting the Trust and agree a return date for the vehicle.</p>	

Line Manager:		
Task	Action	Date Completed
Terminate access to patient and/or staff information systems	<p>For NCUH staff: Complete a User De-registration form via the following link: http://nww.staffweb.cumbria.nhs.uk/it/forms/index.aspx</p> <p>For CPFT staff: Complete a User De-registration form via the following link: http://itservicedesk.cumbria.nhs.uk/Request/</p>	
Terminate the employee on ESR.	<p>If the employee is leaving the Trusts completely, you will need to complete and submit a termination form as soon as possible. This will terminate the employee from the system and prevent any overpayments being made.</p> <p>For NCUH staff: please contact HR to request a termination form or complete the form through ESR if you have access to Manager Self-Service</p> <p>For CPFT staff: Please complete the termination form here.</p>	
Terminate access to Medicines Management Supply	<p>For NCUH staff: Line Manager responsible for terminating access.</p> <p>For CPFT staff: Notify Karen Wilson of termination (by email Karen.wilson2@cumbria.nhs.uk giving: Name, Post Held, Relevant team and Location, Date of Leaving)</p>	
Pensions	<p>If the employee is currently a member of the NHS Pension Scheme and will be leaving the scheme (this does not include employees retiring and accessing their pension) they can find information about the implications of this in the Leaving Early and Transferring Out Guide which is available on the NHS Pensions website.</p>	
Occupational Health (Cohort)	<p>If the employee has access to Cohort (Occupational Health System), line manager must inform occupational health of the termination date to ensure their access is revoked.</p>	
Revoke e-mail access	Contact Informatics/IT helpdesk	
Revoke SmartCard (if leaving NHS)	Contact Registration Authority	
Revoke Network Access	Contact Informatics/IT helpdesk	
Collect and return equipment	Return any equipment/passes to the relevant department	

We confirm that all the actions listed above have been completed and all Trust equipment has been returned.

Employee's Signature:..... Date:.....

Line Manager's Signature:..... Date:.....

Please send the completed checklist to the Human Resources Department.

DOCUMENT CONTROL

Equality Impact Assessment Date	05/12/2018
Sub-Committee & Approval Date	24/01/2019
Joint Partnership Forum Approval Date	06/02/2019

History of previous published versions of this document:

Trust	Version	Ratified Date	Review Date	Date Published	Disposal Date
CPFT	POL/004/021	April 2017	April 2019	April 2017	N/A
NCUH	N/A				

Statement of changes made from previous version CPFT POL/004/021

Version	Date	Section & Description of change
1.0	27/02/2019	PMG amendments <ul style="list-style-type: none"> Section 8, approving committee to be specified Section 9, sort in alphabetical order
CPFT POL/004/021	Dec 2018	<ul style="list-style-type: none"> Format Changed in Line with Joint Policy Template
		<ul style="list-style-type: none"> GDPR Section added at page 2
		<ul style="list-style-type: none"> Flow chart of exit process added at page 5
		<ul style="list-style-type: none"> 3.1.1 Acceptance of resignation outlines separate CPFT and NCUH processes that line managers are required to follow.
		<ul style="list-style-type: none"> 3.2.2 Return of the Trusts Property – this section outlines separate CPFT and NCUH process that line managers and staff must follow to ensure that equipment is returned. For CPFT processes this has been updated to state that a deduction of costs will be applied if equipment is not returned within two weeks. This is in line with NCUH.
		<ul style="list-style-type: none"> 3.2.3 Providing Employee Information to Other Trusts – this is an addition to inform leaving staff that should they move to another trust their data may be transferred via an Inter Authority Transfer.
		<ul style="list-style-type: none"> 3.3 Exit Questionnaire – the Trusts will continue to use separate exit questionnaires. CPFT will continue to use Meridian and NCUH will continue to use ESR. The medical and non-medical process for NCUH has now been aligned.
		<ul style="list-style-type: none"> 3.4 Conditions During the Notice Period – section added outlining the expectations of staff taking part in hand over of work & planning of work in their area prior to leaving.

Version	Date	Section & Description of change
		<ul style="list-style-type: none"> 3.5 Employment References – Policy clarifies that managers are not obliged to give references, but encourages them to do so following government guidance, and that permission should be sought by employees.
		<ul style="list-style-type: none"> 5 – Monitoring / Analysis – HRBP/HRA to carry out monitoring to be presented at workforce and OD SMT on an annual basis.
		<ul style="list-style-type: none"> 6 – References – appropriate references added.
		<ul style="list-style-type: none"> 7 – Associated documents – joint policies added.
		<ul style="list-style-type: none"> 8 – Executive Director title updated. Wording in relation to Line Manager and HR responsibilities amended to apply to both Trusts.
		<ul style="list-style-type: none"> 9 – Relevant abbreviations added
		<ul style="list-style-type: none"> Appendix 1 – Separate letters for CPFT and NCUH due to different processes for completing the Exit Questionnaire. Employees are given the opportunity to arrange a telephone call with a member of HR should they wish.
		<ul style="list-style-type: none"> Appendix 2 – As above, separate letters for CPFT and NCUH due to different processes for completing the Exit Questionnaire. Employees are given the opportunity to arrange a telephone call with a member of HR should they wish.
		<ul style="list-style-type: none"> Appendix 3 – list amended to include both CPFT and NCUH processes/checks. Contact details of Knowles associates added for CPFT lease car return. Amended contact details for medicine management supply to Karen Wilson. Update link to the user de-registration form for CPFT. Updated the system name of occupational health for CPFT to Cohort. GMC reference added to ‘registration body’ if leaving profession.

List of Stakeholders who have reviewed the document

Name	Job Title	Date
CPFT Children and Families Care Group	Governance and Network Management Teams	December 2018 via email
CPFT Mental Health Care Group	Senior Management Team	December 2018 via email
CPFT Community Care Group	Senior Management Team	December 2018 via email
CPFT Specialist Care Group	Senior Management Team	December 2018 via email
NCUH Medicine	Senior Management Team	December 2018 via email
NCUH Surgery	Senior Management Team	December 2018 via email
CPFT/NCUH Corporate Services & Estates and Facilities Management	Senior Management Team	December 2018 via email
Joint Partnership Forum	Union Representatives	February 2019