**Transfer Process (permanent or secondment)**

Where the successful candidate recruited to your role is a current MVDC employee, the ‘on-boarding’ process is replaced with the following transfer process. To support the employee in their first few months within their new team, you need to ensure that the transfer actions below are completed.

Once the employee has accepted the offer, the current manager can be contacted to agree a transfer date. The employee is required to work their contractual notice period in their current role and this will usually determine their transfer date. In some circumstances, it may be mutually agreeable to all parties to shorten or extend the transfer date depending on circumstances. Once a provisional transfer date has been agreed, you will need notify HR and ICT via the [Service Desk](https://live.hornbill.com/mvdc/internal/catalog/hr/).

**Transfer Process**

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| **Transfer Action (Prior to start date)** | **Responsible** | **Typical Timescale** |
| Complete ‘Role Change’ form via the [service desk](https://live.hornbill.com/mvdc/internal/catalog/hr/) | Recruiting Manager | N/A |
| Reference request for current internal role | HR Admin | ASAP |
| Medical checks booked (if applicable) e.g. driver/night working checks. | HR Admin | Within 72 hours of receiving notification of new role form |
| DBS check (if applicable) | Recruiting Manager | Before confirming start date |
| Confirmation of background checking (where new checks are required) and references sent to recruiting manager | HR Admin | N/A |
| Confirm start date with candidate and current manager | Recruiting Manager | ASAP |
| Raise contract and approve | HR Admin | 5 working days from confirmed start date |
| ICT set up (access to any additional programmes) | Recruiting Manager | 2 weeks before start date |
| **Employee File Transfer** | **Responsible For** | **Timescale** |
| The following employee documents should be transferred to the new manager:  *Most recent PDR including any development information discussed at 121s*  *Information on any ongoing formal procedures including medical information if applicable to the ongoing role*  *Any declaration of interest (this should be renewed and agreed with recruiting manager in the context of the new role)*  *Training agreements* | Current Manager | 1 week before start date |
| The following documents should be forwarded to HR Admin to be retained on the employee’s personnel file in compliance with  [Records retention schedule](https://www.molevalley.gov.uk/records-retention-and-disposal-schedule):  *Any other PDRs and development information*  *Medical information (GP fit notes, OH reports)*  *References (from initial recruitment)*  *Formal procedure documents (disciplinary/grievance/capability)*  *Training agreements (no longer active)* | Current Manager | 1 week before start date |
| The following documents should be retained by the current manager and destroyed after 6 months of the employee’s transfer:  *121 notes*  *Informal capability notes* | Current Manager | 6 months after transfer date |

NB Different managers will have different operating procedures and not all will produce/retain some of the above documentation (e.g. 121 notes) but for any that do exist, the above transfer and retention principles will be applied.