

Audit & Scrutiny Committee

18 July 2023

Question from the Public

Written question 1 from Mr P. Jagutpal, resident of the Borough:

“When any senior officer (e.g. Chief Exec, Interim Chief Exec, Director of Service, Monitoring Officer, Head of Legal, Principal Solicitor etc) leaves the employment of EEBC (or concludes a period of contractual service), what is the procedure of ensuring an effective handover of workload, including steps to allow the incoming officer access to relevant files, access to relevant e-mails etc, to enable EEBC, as Local Authority, to carry out its duties in line with its statutory obligations?”

Response from the Chair of the Audit & Scrutiny Committee:

The exact process will change depending on the circumstances of the person's departure and the role. In principle a senior person is normally on a long notice period of 3 months, and this time allows for a planned departure. In many cases with specialist roles, it may not be possible to secure a replacement by the time the person leaves, but relevant files are shared on communal storage so that other members of the team can see them. It is also usual for the departing person to write notes about any issues by way of handover, and for these to be shared with manager / colleagues. When they have left their email and personal storage accounts remain accessible by named staff who can check for emails / files that might be needed, for a limited period. When the new person starts, colleagues will show that person where files are stored and carry out an induction which will include current work issues.