



Starters and Leavers Checklist

Full Council Approved: 3 June 2026
Last Reviewed: June 2026
Due for next Review: June 2029

1. Purpose

The purpose of this document is to ensure new starters to Fleet Town Council are allocated access to the correct systems at the right permission levels for the role they have been given. This also ensures the appropriate training has been completed as part of their induction.

2. Scope

This document applies to all new and leaving staff of Fleet Town Council, including Councillors.

3. New Starters

Subject	Responsible individual
GDPR and Information Security Training Completed	
Device supplied or BYOD device approved by the Council	
All Council policies read and understood	
Email address created	
Permissions set to appropriate documentation	
Introductory email to the business	
System access granted (INSERT ALL THE SYSTEM THE CANDIDATE NEEDS)	

4. Leavers

Subject	Responsible individual
Email address de-activated	
Return of company assets completed (including all documentation and equipment)	
Work/Project hand over completed	
Access to all systems removed (INSERT ALL THE SYSTEM THE CANDIDATE USED)	
Email sent to the business confirming the exit	