

Leaver and Exit Interview Policy 18th January 2016

Equality Impact Assessment

Leavers and Exit Interview Policy

Contact: Andrea Malam, HR Direct

Updated: 18.01.2016

1. What type of proposal / decision is being assessed?

A revised procedure

2. What is the purpose of this proposal / decision, and what change (to staff or the community) will occur as a result of its implementation?

To capture reasons people are leaving the organisation. This information is then used to identify patterns and trends and introduce appropriate retention strategies.

3. Does this proposal / decision require an equality impact assessment? If no, please explain why.

*Please note: if the proposal will have an impact on people (staff or the community) then an equality impact assessment **must** be undertaken*

Yes

4. Please provide a summary of the steps taken, and the information used, to carry out this assessment, including any engagement undertaken

(Please refer to section 1 in the toolkit for guidance)

Consulted with business partners and HR Officers to establish the questions that should be asked along with who should be applicable to complete an exit questionnaire/interview. Feedback has also been requested regarding the new procedure from all of HR Direct.

The policy has also been to CJM on several occasions as part of the usual consultation process.

5. Will this proposal / decision have a positive impact on any of the protected characteristics (age; disability; gender-

reassignment; marriage and civil partnership; pregnancy and maternity; race; religion or belief; sex; and sexual orientation)?

(Please refer to section 1 in the toolkit for a description of the protected characteristics)

The policy is neutral in terms of its effects on those with protected characteristics due to the fact that the policy is applicable to all regardless of any protected characteristic.

6. Will this proposal / decision have a disproportionate negative impact on any of the protected characteristics (age; disability; gender-reassignment; marriage and civil partnership; pregnancy and maternity; race; religion or belief; sex; and sexual orientation)?

This proposal should be neutral in terms of its effects on those protected characteristics due to the fact that the policy is applicable to all regardless of any protected characteristic. The exit survey is available in line and hard copy. Alternative copies can also be made available.

7. Has the proposal / decision been amended to eliminate or reduce any potential disproportionate negative impact? If no, please explain why.

Yes	A paper version of the online exit questionnaire will be available from HR Direct for those who request it.
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8. Have you identified any further actions to address and / or monitor any potential negative impact(s)?

Yes	<p>This procedure will need to be reviewed at defined intervals to assess the number of exit questionnaires/ interviews completed in comparison to the number of employees who have left the authority along with reviewing the questions asked during the process to ensure they are still applicable and fair.</p> <p>Managers will need to ensure if an exit interview is required, then the manager must ensure that the room is accessible to all.</p>
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Action(s)	Owner	By when?
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9. Declaration

Every reasonable effort has been made to eliminate or reduce any potential disproportionate impact on people sharing protected characteristics. The actual impact of the proposal / decision will be reviewed at the appropriate stage.

Review Date:	18.01.2017
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Name of Lead Officer for Equality Impact Assessment	Date
Andrea Malam	18.01.2017
