

Impact and Needs/Requirements Assessment (INRA)
Initial Screening

Initial screening needs to take place for all new policies, strategies, procedures and functions. This stage must be completed at the earliest opportunity to determine whether it is necessary to undertake an INRA for this activity.

Name of Policy, Strategy or Function:	Exit Interview Policy & Procedure
Lead Officer (responsible for assessment):	Christina Ward, HR Support Officer
Department:	HR
Others Involved in the Assessment (i.e. peer review, external challenge):	Nicole Pema, Principal HR Officer
Date Initial Screening Completed:	15.10.10

(a) What is the activity trying to achieve? i.e. what are its aims and objectives? Is it affected by external drivers for change?

The aim of the Council's Exit Interview Policy & Procedure is to provide a structure which enables the Council to elicit valuable management information regarding the experience/views of all employees leaving the organisation. Information obtained from departing staff can play a major role in planning retention strategies and identifying other areas for improvement across the Council.

Following the completion of an Exit Interview questionnaire, HR will circulate the feedback to line managers and Heads of Service. Quarterly reports are submitted by HR to Management Team, and the Council's Personnel Committee also receive certain information obtained from departing staff. Comments made during the exit interview process can help shape changes and plans for the future by outlining, for example, training issues, perceived deficiencies in HR policies, recruitment or employment procedures as well as suggestions for improvements to work practices, working conditions or culture.

It is the responsibility of Human Resources and Managers to ensure that all members of staff, (with the exception of staff employed on casual contracts), leaving the Council, are given the opportunity to participate in an exit interview before their last working day. Casual employees will be sent a copy of the questionnaire for completion and return to the HR Department.

In the event of the employee being absent from work during the end of their employment with the Council, the exit interview questionnaire will be forwarded to their home address, or alternatively emailed to their home email address, for completion and return to the HR Department. The member of staff can contact Human Resources if they would prefer to talk through their responses.

The Exit "Procedure" provides a suggested template letter managers may choose to use when acknowledging a resignation and a useful checklist which lists actions to follow and consider before the employee leaves the organisation, i.e. a plan for handover of work and items to be retrieved from the employee, such as mobile phone, car park passes etc.

The Policy has links with other methods used by the Council to obtain management information, such as the Staff Survey, Suggestion Scheme and Annual Performance Appraisals.

(b) Who are its main beneficiaries? i.e. who will be affected by the policy and the way the service is delivered?

Both the Council and staff will benefit from feedback from Exit interviews.

The Exit Policy & Procedure recognises the wealth and quality of information which can be volunteered by staff leaving the organisation. By careful evaluation of such information the Council can bring about improvements, review or shape strategies which may assist in retaining valuable staff in the future.

(c) Does this activity have the potential to cause an impact (positive, negative or neutral) on different groups in the community, on the grounds of:
(please tick all that apply):

Ethnicity	<input type="checkbox"/>	Age	<input checked="" type="checkbox"/>
Gender	<input type="checkbox"/>	Religion and Belief	<input type="checkbox"/>
Disability	<input checked="" type="checkbox"/>	Sexuality	<input type="checkbox"/>

Please explain any impact identified:

As the Policy is available to all employees, it has a positive impact on all staff. The Policy does not discriminate against staff.

Disabled or older members of staff, may require alternative formats or assistance with completing the questionnaire, but these services and additional support from HR can be provided on request.

(d) If you have identified an adverse impact, does it disadvantage or discriminate unfairly against any of the groups in a way that is unlawful?

Currently all staff leaving the Council (with the exception of Casual staff) can receive either an electronic or hardcopy of the guidance memo sent to departing staff explaining the information they will be required to consider when undergoing an exit interview with HR. Staff not wishing to attend a meeting with HR to complete the Exit Interview Questionnaire can opt to complete this electronically themselves and return it to HR.

Casual staff, who do not have access to IT for work purposes, will generally only be sent a hardcopy of the Questionnaire. If requested, an electronic copy can be sent to their home email address however. The Policy does not disadvantage or discriminate against any of the groups in a way that is unlawful.

NO

The Exit Policy & Procedure can be accessed from the Intranet. Alternatively, a hard copy can be requested from Human Resources.

There may be a need to promote availability of formats and assistance for completion of forms, if this is a required.

(e) What Information or background data is currently available to assist with making the judgements above?

- Quantitative data in relation to the number and ages of all employees, including Casual staff (HR database).
- Equal opportunities monitoring data on HR systems in relation to the staff who have completed Exit Interview Questionnaires.
- Reports submitted to Personnel Committee containing feedback from Exit Interviews.
- Quarterly reports to Management Team featuring suggestions for improvements made by staff leaving the authority.
- Single Equality Scheme 2010-12.

If the answer to question (d) is **YES**, then it is necessary to proceed with a full equality impact assessment. If the answer is **NO**, then this judgement and your response to the above questions will need to be countersigned by your Head of Service/Executive Director, and then referred to the Council's Equal Opportunities Working Group (EOWG) for scrutiny and verification. Please forward completed and signed forms to Nicole Pema, Principal HR Officer.

Signatures:

Completing Officer: Christina Ward **Date:** 26/10/10

Head of Service: Kathy Batey **Date:** 21/03/11