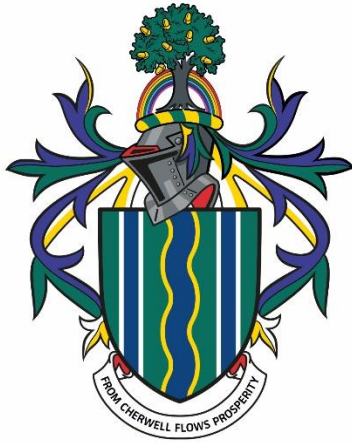




Exit Interview Policy

Document Control and Overview

Organisation	Cherwell District Council (CDC)
Policy Title	Exit Interview Policy
Author	Human Resources
Owner	Human Resources
Version	2.0
Document Reference	
Approval Date	16/09/2026
Policy Review Cycle	3 years
Latest Review Date	16/09/2029

Document Revision History

Revision Date	Reviser	Previous Version	Description of Revision
16/09/2026	Human Resources	1.0	Three-year review

Document Approvals

This document has been approved by:

Approval	Date
Personnel Committee	16 September 2026

Document Distribution

Name	Job Title
All employees of Cherwell District Council.	

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1. Introduction

- 1.1 The Council is committed to using feedback gathered through the exit interview process to continuously improve employee experience, leadership, workforce planning, wellbeing and organisational culture.
- 1.2 The Council's policy on the use of exit interviews is designed to support this aim by monitoring the reasons why employees leave the Council and managing actions to ensure that the Council is a satisfying place to work.
- 1.3 The Council strongly encourages all employees leaving the organisation to participate in the exit interview process and to complete an exit questionnaire. Feedback provided through exit interviews plays an important role in helping the Council identify opportunities to improve the employee experience for current and future employees. Participation remains voluntary and employees will not be compelled to take part.

2. The Procedure

- 2.1 The Council will invite all employees leaving employment to complete an exit questionnaire and then attend an exit interview with a HR Business Partner. While participation is voluntary, employees are strongly encouraged to engage in the process to support organisational learning and improvement.
- 2.2 The purpose of the exit interview is to gather information around why the employee has decided to leave the Council and any feedback on their experience whilst working at the Council.
- 2.3 Exit interviews aim to:
 - Understand reasons for leaving.
 - Identify organisational strengths and areas for improvement.
 - Monitor employee experience trends.
 - Inform workforce planning and retention strategies.
 - Identify any risks relating to culture, wellbeing or inclusion.
- 2.4 All responses at the exit interview will be treated confidentially, unless the employee wishes any action to be taken, and the Council will make every effort to anonymise responses for analysis and reporting purposes.
- 2.5 Identifiable information will only be shared with management with the employee's consent. Any concerns relating to safeguarding, discrimination, harassment, criminal activity or other serious misconduct may be referred through the Council's relevant policies and procedures.
- 2.6 Employees will not suffer any detriment for participating in an exit interview or providing honest feedback. It will not affect references or future employment opportunities with the Council.
- 2.7 The exit interview should not be time constrained and should take as long as both parties feel is necessary for a full and honest discussion. Exit interviews can be held in person or virtually and will usually take place during the employees notice period.

- 2.8 Reasonable adjustments will be made to the process for employees who require additional support. Additionally, the employee is welcome to be accompanied by a Trade Union representative or colleague if they wish.
- 2.9 Exit interview feedback will be reported to the Corporate Leadership Team and Personnel Committee on a quarterly basis.

3. Data Protection

- 3.1 Cherwell District Council is interested in understanding the real reasons as to why employees leave. All data will be held securely in line with GDPR and the Data Protection Act 2018.
- 3.2 Data will only be used for monitoring, reporting and organisational improvement purposes. Feedback will be reviewed for:
- Equality, diversity and inclusion issues.
 - Workplace culture.
 - Bullying and harassment concerns.
 - Wellbeing and workload trends.
- 3.3 Action plans will be developed where recurring issues are identified.