

Appendix 2



Cherwell

DISTRICT COUNCIL
NORTH OXFORDSHIRE

Exit Interview Policy

Appendix 2

DOCUMENT CONTROL

Organisation(s)	Cherwell District Council (CDC)
Policy title	Exit Interview Policy
Owner	Human Resources
Version	1.0
Date of implementation	13 September 2023

DOCUMENT APPROVALS

This document requires the following committee approvals:

Committee	Date of meeting pending approval
Personnel Committee	12 September 2023

DOCUMENT DISTRIBUTION

This document will be distributed to all employees of Cherwell District

DATE FOR REVIEW

No later than 1st November 2026 but sooner if impacted by legislative changes.

REVISION HISTORY

Version	Revision date	Summary of revision

Appendix 2

Contents

- 1 Introduction
- 2 The Procedure
- 3 Data Protection

Appendix 2

1. Introduction

- 1.1 Exit questionnaires and interviews provide valuable feedback on how well we are performing as an employer. They help us identify where change is necessary to improve the employment experience we offer.
- 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 Exit interviews are voluntary and no employee will be forced to take part against their wishes.

2. The Procedure

- 2.1 Following receipt of an employee's resignation letter, Human Resources will write and acknowledge receipt. Within this letter a date will be arranged for an exit interview. This meeting will be booked, usually via MS Teams although can be face-to-face if required with the outgoing member of staff and their relevant HR Business Partner.
- 2.2 At the same time an exit questionnaire will be added to the outgoing member of staffs iTrent Employee Self Service (ESS). The employee will need to complete the questionnaire prior to the exit interview.
- 2.3 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. All responses at the exit interview will be treated confidentially, they will not prejudice references and the information will be used in general analysis. The HR Business Partner will request permission from the employee to share exit interview responses with their management team. Should any allegations be made that give cause for concern, the Council will be obliged to investigate further.
- 2.4 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.
- 2.5 All information obtained during an exit interview will be treated in confidence unless the employee wishes any action to be taken. General information from the exit questionnaire will be used to produce monitoring information for consideration by the corporate leadership team (CLT).

3. Data Protection

- 3.1 Cherwell District Council is interested in understanding the real reasons as to why employees leave. The information provided will help in reviewing the requirements of the job, terms, and conditions etc.
- 3.2 All data will be held securely and used only to produce for monitoring information.

