



NOTTINGHAMSHIRE
POLICE
PROUD TO SERVE

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Exit Interviews
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Table of Contents

SECTION 1	VERSION CONTROL	2
SECTION 2	AIMS / OBJECTIVES	2
SECTION 3	DETAILS	3
	Procedure	3
	Monitoring and Review	3
	Complaints	3
SECTION 4	LEGISLATIVE COMPLIANCE	3

SECTION 1 VERSION CONTROL

Version No.	Date	Post Holder/Author	Post	Reason for Issue
1.0	April 2005	Shakeel Khalil	Principal Personnel Officer	New Document
1.1	Nov 2007	Azhar Saddique	Personnel Officer	National Process
2.0	June 2013	James Lunn	Senior HR Partner	Review & update

SECTION 2 AIMS / OBJECTIVES

Nottinghamshire Police is committed to being the best police force in the country, renowned for excellence in customer service, cutting crime and spending money wisely. Nottinghamshire Police recognises the contribution of all police staff and police officers to delivering its strategic priorities and serving the communities of Nottinghamshire.

The purpose of this procedure is to identify workplace, organisational or human resource factors that have contributed to an individual's decision to leave Nottinghamshire Police. The information obtained through exit interviews will enable the Force to identify and analyse trends requiring action or any opportunities for improving the Force's work environment. By addressing issues raised during the leaving process, recruitment and retention strategies can be developed and improved.

This procedure applies to police officers, special constables and police staff. This procedure will apply to all individuals leaving the Force for reasons other than dismissal.

The procedure provides a framework that enables the Force to receive feedback from individuals leaving the Force and ensure that issues are addressed and the Force has a structure of continuous improvement.

The exit interview is not compulsory although line managers are expected to encourage individuals to participate in the exit interview to ensure that the Force continues to learn from individuals experiences of working for Nottinghamshire Police.

SECTION 3 DETAILS

PROCEDURE

- Individuals will provide notice of their intention to leave the Force to their line manager as per their contract of employment (police staff) or Police Regulations (police officers).
- The line manager should forward the resignation letter to HR Resourcing promptly.
- The line manager should arrange to meet with the individual to make appropriate arrangements to support the individual during their handover period with the Force.
- HR Resourcing will write to the individual and include the leaver's questionnaire.
- The individual will be asked by their line manager if they would like to meet to discuss their period of employment and their decision to leave either with the line manager, HR Advisor or an alternative manager.
- The individual can choose to complete the G273 Exit Interview Questionnaire prior to the interview or it may be completed during the interview.
- The areas to be covered include:
 - Job content
 - Working Environment
 - Development, care and support
 - Recommendations for change for the Force
 - Any particular areas of dissatisfaction that the individual has with the Force
- The individual or interviewer should return the completed questionnaires to HR Resourcing promptly.
- HR Resourcing will issue an acknowledgement letter, thanking them for their contribution and comments.

MONITORING AND REVIEW

The information on the questionnaire and from the interview will be collated and analysed quarterly. No names or identifying information will be made available from the information collated. The results will be made available to senior management for discussion at senior management team meetings. Any action as a result of identified disproportionate trends or issues will be actioned by the relevant department.

Longer term monitoring will take place to ensure the success of any action towards achieving positive trends.

COMPLAINTS

If an individual believes they have been subject to unlawful discrimination or unfair treatment regarding this procedure, they should refer to PS 141 Grievance Policy.

SECTION 4 LEGISLATIVE COMPLIANCE

This document has been drafted to comply with the general and specific duties in the Equality Act 2010; Data Protection Act; Freedom of Information Act; European Convention on Human Rights; Employment Act 2002; Employment Relations Act 1999, and other legislation relevant to policing.