

## WILTSHIRE COUNCIL

### STAFFING POLICY COMMITTEE

21 September 2011

---

## LEAVER PROCEDURE

### Purpose of Report

1. To confirm the current process for managing leavers.

### Background

2. This report is in response to a request made at the Staffing Policy Committee meeting on 20 July 2011 for additional information about the leaver procedure.

### Main Considerations for the Council

3. The leaver process was first provided on the HR website when SAP was introduced to the council in 2009.
4. The redundancy leaver form was updated alongside the updated redundancy policy and procedure in October 2010 prior to the management review taking place.
5. The guidance for managers was reviewed as part of lessons learned from the management review which took place on 10 January 2011.
6. Other departments affected by the leaver process were contacted and asked to feed into the review including HR Payroll administration, SAP, facilities management, IT and emergency planning teams.
7. Members also fed comments in to this review – particularly around return of equipment, confidentiality issues and out of office responses.
8. The HR stakeholder panel were asked to comment on the current leaver process and their feedback was used when updating the HR guidance and the IT leaver process.
9. A number of changes were made to the guidance including:
  - Updating the leavers form to collect all information in one place, including non-HR aspects of leaver process (e.g. returning equipment);
  - Including a managers checklist at the end of the leaver form to remind them of the other processes they need to follow prior to the employee leaving;
  - Updating the IT leaver process (manager now contacts the service desk via telephone rather than completing complex form);
  - Giving guidance on different leaving scenarios which require a slightly different approach (e.g. dismissal, end of fixed term contract, death in service) which had not previously been included;
  - Incorporating the online exit interview into the leaver process.

- Giving specific guidance on steps to follow if equipment is not returned
  - Giving guidance on specific wording to use on “out-of-office” replies.
10. A flowchart was produced to guide managers through the leaver process.
11. As part of the review of the leaver process we have identified several key clauses that need to be incorporated in the employment contract, namely:
- A clear statement regarding return of equipment
  - A clear statement regarding confidentiality of information
  - A clause relating to the ability of the council to pay in lieu of notice
12. A contract review is currently under way with draft clauses being approved by legal prior to consultation with key stakeholders and the unions.
13. The current leaver procedure and flowchart are attached as an appendix to this report.

#### **Environmental Impact of the Proposal**

14. None

#### **Equalities Impact of the Proposal**

15. No negative impacts were identified.

#### **Risk Assessment**

16. None

#### **Options Considered**

17. None.

#### **Recommendation**

18. To note the current leaver process and guidance.

**Barry Pirie**  
**Service Director**  
**HR & OD**

---

Report Author: Paula Marsh, Human Resources Policy & Reward team

**The following unpublished documents have been relied on in the preparation of this Report: None**