

Committee:	Union Employee Consultation Committee	Agenda Item No.:	10.
Date:	11 <sup>th</sup> December 2013	Category	
Subject:	Exit Information 1 <sup>st</sup> April 2012 to 31 <sup>st</sup> March 2013	Status	Open
Report by:	Senior Human Resources Officer		
Other Officers involved:	Joint Assistant Director - Human Resources		
Director	Chief Executive Officer		
Relevant Portfolio Holder	Councillor E. Watts, Leader of the Council		

### **RELEVANT CORPORATE AIMS**

STRATEGIC ORGANISATIONAL DEVELOPMENT – Continually improving our organisation by highlighting potential discrimination and areas for improvement.

### **TARGETS**

Does not contribute to any targets specified in the Corporate Plan.

### **VALUE FOR MONEY**

To monitor employees leaving the Authority to avoid discrimination and to highlight areas for improvement.

### **THE REPORT**

Exit information and a summary of primary reasons for permanent employees leaving the Authority for periods 1<sup>st</sup> April 2012 to 31<sup>st</sup> March 2013, with comparisons with 1<sup>st</sup> April 2011 to 31<sup>st</sup> March 2012, is provided below.

1 <sup>st</sup> April 2011 to 31 <sup>st</sup> March 2012	1 <sup>st</sup> April 2012 to 31 <sup>st</sup> March 2013
18	12

A breakdown by department is provided below for both years.

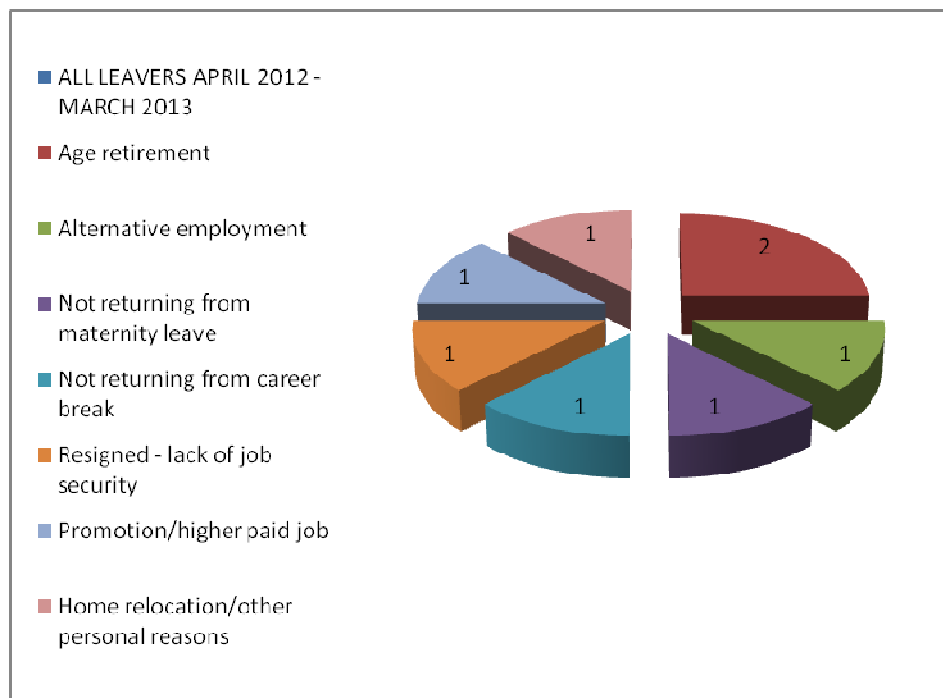
Department	1 <sup>st</sup> April 2011 to 31 <sup>st</sup> March 2012	1 <sup>st</sup> April 2012 to 31 <sup>st</sup> March 2013
Community & Street Services	3	1
CSPD	1	0
Democratic Services	0	1
Finance	0	0
HR and Payroll	1	1
Housing	4	1
Legal	0	0
Leisure	4	3
Planning & Env. Health	1	0
Regeneration	3	1
Resources (Customer Services)	0	2
Revenues	1	1
Strategy & Performance	0	1
<b>TOTAL</b>	<b>18</b>	<b>12</b>

As can be seen from the above statistics there has been a decrease in employee turnover over the last 12 months.

A copy of the standard exit questionnaire is attached for information.

As previously reported, from 1<sup>st</sup> April 2011 to 31<sup>st</sup> March 2012 seven employees returned their completed Exit Questionnaires. However, from 1<sup>st</sup> April 2012 to 31<sup>st</sup> March 2013 eight employees returned their completed Exit Questionnaires and the following reasons were given:-

Department	1 <sup>st</sup> April 2011 to 31 <sup>st</sup> March 2012 - Reason Given	1 <sup>st</sup> April 2012 to 31 <sup>st</sup> March 2013 - Reason Given
Community & Street Services	Age Retirement	Age Retirement
Democratic Services		Alternative Employment
Housing	2 x Age Retirement	
HR & Payroll		Not returning from maternity leave
Leisure	1 x Promotion/higher paid job 1 x Lack of job security	1 x Resigned, lack of job security 1 x Promotion/higher paid job
Regeneration	Lack of job security	
Resources (Customer Services)		1 x Not returning after career break 1 x Age Retirement (65 yrs)
Revenues	Age Retirement	No problems, home relocation, other personal reasons



Based on the above information no areas for improvement have been identified.

**RECOMMENDATION that the report be received.**

ATTACHMENT: Y  
 FILE REFERENCE: N/A  
 SOURCE DOCUMENT: N/A

# LEAVERS QUESTIONNAIRE

We are sorry to hear that you are leaving Bolsover District Council. The purpose of this questionnaire is to enable the Council to examine the reasons why people leave the organisation and to identify any improvements in employment practice that could be made.

We would appreciate it if you could be as frank as possible with your answers to the questions. Please note that your comments will not influence future references or re-employment with the Council. The information you provide will be used to produce regular monitoring information to help the Council develop its employment practices.

If you wish to discuss this matter formally either one to one or by telephone please contact a member of the Human Resources Team on (01246) 242430.

## 1. YOUR REASON FOR LEAVING

Please select your main reason for leaving by ticking only one box.

### 1.1 Job

Temporary contract/lack of job security


Job dissatisfaction

### 1.2 Workplace

Dissatisfaction with working environment

--

Problems with work colleagues

--

Problems with manager

--

Discrimination

--

Harassment and/or bullying

--

### 1.3 Career

Promotion/higher paid job

--

Lack of training/career development opportunities

--

Taking up full/part-time education/study

--

### 1.4 Personal

Health

--

Home relocation

--

Caring responsibilities

--

Not returning to work following maternity leave

--

Need for change

--

Travel problems/work closer to home

--

Retirement

--

Other personal reasons

--

**2. ADDITIONAL COMMENTS**

2.1 Please provide any additional comments regarding your reasons for leaving.

2.2 Please provide any additional comments on your employment with us and make any suggestions about how we can become a better employer.

Name: .....

Department: .....

Leaving Date: .....

**PLEASE RETURN YOUR COMPLETED FORM TO HUMAN RESOURCES**

**Thank you for your assistance**