

<b>Title of Report:</b>	<b>Exit Interview</b>
<b>Report to be considered by:</b>	Resource Management Select Committee
<b>Date of Meeting:</b>	13 September 2010

**Purpose of Report:** To receive an update on progress with the exit interview process.

**Recommended Action:** To note the update.

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# Executive Report

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## 1. Introduction

- 1.1 Since the last RMSC recommendations HR has pro-actively sent exit interview forms to employees by email when we are notified that they are leaving (on an EC4 form). If the EC4 form arrives in HR after the employee has already left the exit interview form is not sent.

## 2. Number of employees sent an exit interview questionnaire: 168

- 2.1 In July 2009, HR started pro-actively sending out exit interviews.

## 3. Number that completed an exit interview questionnaire: 60

## 4. The primary reasons for leaving given were as follows:

- 13.3% left due to personal reasons
- 23.3% left due to career progression
- 13.3% left due to wanting a change of career
- 1.6% left due to wanting a higher salary
- 1.6% left due to working relationships
- 4.9% left due to relocating
- 3.3% left due to childcare commitments
- 4.9% left due to ill health
- 23.3% left due to the reason of 'other'
- 9.9% left due to retirement

## 5. Analysing the results:

- 5.1 The purpose of exit interviews is to see if the organisation has a problem which is causing staff to leave. So a high percentage leaving for a higher salary or for reasons connected to working relationships would indicate a problem to be investigated. In fact the majority of reasons do not lead to the need for such an investigation ('other', 'career progression' and 'personal reasons'). The measure to send out an exit interview to everyone on receipt of an EC4 leaver form has greatly improved the response rate. HR will continue to monitor the results.

## Appendices

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There are no Appendices to this report.