

Equalities Impact Assessment

Directorate: **Provider Services** Service: **Human Resources**

Piece of work being assessed: **Exit Interview Policy and Guidance Notes for Managers**

Aims of this piece of work: **NHS Sheffield and Sheffield PCT Provider Services recognise the benefit of conducting exit interviews with staff who leave, in order to ensure the organisation continues to be an 'employer of choice'. The Policy aims to:**

- 1. Determine the reasons why employees decide to leave their employment**
- 2. Utilise the information presented to inform changes in practice**
- 3. Bring to the attention of senior managers and HR any inappropriate practice, to enable remedial action to be taken**
- 4. Monitor information and make improvements to the organisation as necessary**
- 5. Analyse information to inform recruitment, retention and staff turnover initiatives**
- 6. Display openness and integrity by providing all employees leaving their employment, the opportunity to provide feedback**
- 7. Promote positive working relationships**

Name of lead person: **Deborah Wardle** Other partners/stakeholders involved: **Chris Stocks**

Date of assessment: **19 January 2010**

Who is intended to benefit from this piece of work? **NHS Sheffield and Sheffield PCT Provider Services, employees, patients, and the wider health community**

Single Equality Scheme strand	Baseline data and research on the population that this piece of work will affect What is available? What does it show? Are there any gaps? Use both quantitative and qualitative research and user data Include consultation with users if available	Is there likely to be a differential impact?

Gender	This policy enables NHS Sheffield and Sheffield PCT Provider Services to offer staff leaving their employment the opportunity to provide feedback in relation to their employment.	No
Race	As above	No
Disability	As above	No
Sexual orientation	As above	No
Age	As above	No
Religion/belief	As above	No
Human Rights	Will this piece of work impact on anyone's human rights?	No

Equalities Impact Assessment Action Plan

Strand	Issue	Action required	How will you measure the impact / outcome?	Timescale	Lead
All	No clear information	Analyse information	Improved information	31 Aug 2010	DW