

Equality Impact Assessment Report

Name of policy, procedure or function: Exit interviews				
Service Area: Human Resources		Team Members: Jo Brown, Inderjeet Singh		Date: February 2008
Findings				
<p>The purpose of the exit interview process is to:</p> <ul style="list-style-type: none"> • gain an insight into the reasons staff leave Charnwood, to establish any trends and to ensure measures are taken to prevent an escalated level of staff turnover. • provide staff with the opportunity to give feedback in respect of their employment with Charnwood in an open and honest way. <p>This is coordinated through the human resources team.</p> <p>The equalities issues fall into two categories:</p> <ul style="list-style-type: none"> • Access to information and physical access • Up-skilling interviewers to solicit information from people leaving to ensure that they are not concealing if they have left they have been badly treated. 				
Further Actions				
Problem/barrier identified	Actions to overcome problem/barrier	Resources required	Responsibility	Target date
Plain English throughout all documentation	Avoid jargon – exit interview questionnaire has been assessed and is believed to be written in plain English.	None	N/A	No action
Skilled interviewers in seeking to probe information	Staff conducting exit interviews receive appropriate training.	None	HR Development Manager	
Ensure meeting rooms booked for exit interviews are accessible to those with mobility problems	Remind HR team when booking suitable meeting rooms	None	HR Development Manager	July 2008