



Saltash Town Council



Policy/Procedure:

End of employment policy

Date of Adoption:

June 2011

This is a Policy or Procedure document of Saltash Town Council to be followed by both Councillors and employees.

Current Status			
Version	1	Approved by	FTC
Date	16.05.2011	Date of approval	02.06.2011
Responsible Officer	ajt	Minute reference	08/11/12 d
Responsible Committee	Staffing	Review date	As required

Version History			
Date	Version	Author/Editor	Comments
15.04.2011	1	AK	

Review Record				
Date	Type of Review	Date of completion	Summary of actions	Completed by

End of employment policy

It is the wish of the Town Council to make the end of employment constructive and helpful process, providing feedback for the council from the employee, and ensuring there are no unresolved matters outstanding.

A Exit Interviews

1. The Council will offer all departing staff the opportunity for an exit interview if desired.
2. Exit interviews will ordinarily be conducted by the Clerk and Chairman or Vice-Chairman of Staffing, unless mutually agreed otherwise.
3. As part of exit interviews staff will be invited to discuss
 - a. Their perceptions of the council as an employer, including training and development, working conditions, salary, workload, staffing procedures etc.
 - b. Their reasons for wishing to depart
 - c. The parts of their job that they have most and least enjoyed
 - d. Other relevant issues

Staff may choose not to discuss any of these issues as preferred

4. Where staff raise issues that relate to a potential disciplinary matter, these shall be taken forward according to that policy. However where staff wish comments to be anonymous they will be made aware that this might affect the potential for any investigation.
5. Where staff raise issues that, were they remaining in employment with the council would constitute a grievance, they may request that the council undertake the normal grievance procedure, commencing with a formal reply from the Chairman or Vice Chairman of Staffing.
6. Following any exit interview the Clerk/Councillors conducting the interview will write a brief memorandum of the main points raised, and will provide a copy to the departing staff member.
7. Copies of any correspondence relating to exit interviews shall be retained on file in accordance with usual town council procedures.

B Return of information and property

8. Departing staff must return any papers held, keys and passwords, security passes, and similar items or information to the Clerk or Chairman of Staffing by the last day of employment, or as soon after as practically possible

C Leave and Toil

9. Staff shall be entitled to take all leave and TOIL accrued before the end of employment, but may request via the clerk to receive pay in lieu of leave accrued. Such requests shall be considered in accordance with the needs and interests of the council, and under the appropriate financial procedures.

Version History

Date	Details
September 2018	Note: Words importing the masculine gender only shall include all other genders and vice versa.