

**Report of the Chief Executive**

**LEAVER'S FEEDBACK FORM**

1. Purpose of report

To consider amendments to the Leaver's Questionnaire.

2. Detail

The Council has had a non-mandatory Leaver's Questionnaire for over 15 years and is need of review.

The form has been streamlined to collect only the essential data which will be collated via spreadsheet and extracted for relevant reporting.

Upon receiving resignation confirmation, the HR will send the form to the employee to complete as part of the Leaver's process. Data received will enable the Council to identify any patterns e.g. leavers going to other better paid Local Authority or for improved terms and conditions – and use the feedback to inform and review/develop improved terms and conditions for the future.

The form will be available in paper and electronic formats.

A copy of the proposed form is included at appendix 1, alongside a copy of the previous form at appendix 2.

**Recommendation**

**The Local Joint Consultative Committee is asked to RECOMMEND to the Personnel Committee that the proposed amendments to the Leaver's Questionnaire be approved.**

Background papers

Nil.