



LEAVING INVERNESS COLLEGE POLICY

REFERENCE: PL/HR/2019/01

Policy Owner	Principal and Chief Executive
Lead Officer	HR Manager
Review Officer	HR Business Partner
Date first approved by BoM	2010
First Review Date	December 2011
Date review approved by BoM	17 December 2019
Next Review Date	September 2020
Equality impact assessment	Yes
Further information (where relevant)	

Reviewer	Date	Review Action/Impact
HR Manager	17.12.19	Review approved by BoM

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1. Policy Statement

The college is committed to the recruitment, development and retention of staff, however it is inevitable that the employment relationship will end at some point whether that be through:

- Staff resignation
- Retirement
- Termination of employment

The purpose of this policy and procedure is to outline the various ways in which staff will leave Inverness College UHI, any actions they are required to undertake and what they can expect.

The College will comply with current legislation and best practice in relation to the policy and associated procedure.

2. Legislative framework/related policies

- 2.1. Employment Rights Act 1996
- 2.2. The Trade Union and Labour Relations (Consolidation) Act 1992
- 2.3. Data Protection Act 2018
- 2.4. The Human Rights Act 1998
- 2.5. The Collective Redundancies (Amendment) Regulations 2006
- 2.6. The Equality Act 2010
- 2.7. General Data Protection Regulation
- 2.8. Protection of children and vulnerable adults policy
- 2.9. Data protection policy
- 2.10. Disciplinary policy
- 2.11. Grievance policy
- 2.12. Attendance Management policy
- 2.13. Staff Code of Conduct
- 2.14. Staff Redundancy Policy and Procedure.

3. Scope

- 3.1. Leaving Inverness College policy applies to all core staff.

4. Compliance

- 4.1. This policy and procedure must be complied with and it will be audited regularly with reports going to the appropriate committee.

5. Monitoring

- 5.1. Each college policy will be monitored and its implementation evaluated. Appropriate procedures for monitoring and evaluation are the responsibility of the lead officer. These procedures will be subject to audit by the Quality Unit.

Further monitoring by the HR committee in respect of KPI reports i.e. turnover. Further analysis provided in respect reasons for leaving and analysis of exit interviews.

6. Review

- 6.1. The College will review the policy bi annually in September to ensure it continues to meet College requirements and any new legislative requirements.