

# UHI | INVERNESS

## LEAVING INVERNESS COLLEGE POLICY

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Policy Owner	Assistant Principal – Operations and External Relations
Lead Officer	HR Manager
Review Officer	HR Business Partner
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Further information (where relevant)	

Reviewer	Date	Review Action/Impact
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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**

Employment Rights Act 1996  
The Trade Union and Labour Relations (Consolidation) Act 1992  
The Human Rights Act 1998  
The Collective Redundancies (Amendment) Regulations 2006  
The Equality Act 2010  
General Data Protection Regulations (GDPR) 2018

Protection of children and vulnerable adults policy  
Data protection policy  
Staff Disciplinary policy  
Staff Grievance policy  
Promoting Attendance policy  
Staff Code of Conduct  
Staff PVG Procedure

## **3. Scope**

Leaving Inverness College policy applies to all core staff.

## **4. Compliance**

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

## **5. Monitoring**

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 Executive Management Team and the Board of Management HR committee in respect of KPI reports i.e. staff turnover. Further analysis provided in respect reasons for leaving and analysis of exit interviews.

## **6. Review**

The Policy and Procedure will be reviewed every 3 years or sooner, to continue to meet College requirements and any legislative framework changes, and to ensure currency of content.