

# Leaver Questionnaire / Procedure

This procedure outlines the process to receive feedback from employees who are moving roles within the Trust or leaving the Trust, to ensure that the Trust continues to improve its practices.

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Adopted by:	Trust Policy Committee	
Date this version was Adopted:		
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Name of responsible Committee:	Strategic Workforce Group	
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Which Relevant CQC Fundamental Standards?	Regulation 17 Good governance	

## Contents

<b>SECTION</b>	<b>AREA</b>	<b>PAGE No.</b>
	Version Control and Summary of Changes	<b>3</b>
	Definitions that apply to this policy	<b>3</b>
<b>1.0</b>	Equality Statement	<b>4</b>
<b>2.0</b>	Due Regard	<b>4</b>
<b>3.0</b>	Purpose	<b>4</b>
<b>4.0</b>	Summary	<b>4</b>
<b>5.0</b>	Introduction	<b>4</b>
<b>6.0</b>	Duties within the organisation	<b>5</b>
<b>7.0</b>	Flowchart / Process chart	<b>6</b>
<b>8.0</b>	Monitoring Compliance and Effectiveness	<b>7</b>
<b>9.0</b>	Standards / Performance Indicators	<b>7</b>
<b>10.0</b>	Key individuals involved in developing the document	<b>7</b>
<b>11.0</b>	Dissemination and Implementation	<b>8</b>
<b>12.0</b>	References and Associated Documentation	<b>8</b>
<b>13.0</b>	Training Needs	<b>8</b>
	<b>Appendices</b>	
<b>Appendix 1</b>	Template letter to be sent by manager to the leaving employee on receipt of resignation	<b>9</b>
<b>Appendix 2</b>	Leavers Questionnaire for Staff moving within the Trust	<b>11</b>
<b>Appendix 3</b>	Leavers Questionnaire for Staff leaving the Trust	<b>13</b>
<b>Appendix 4</b>	Copy of Stay Conversation poster	<b>17</b>
<b>Appendix 5</b>	Due Regard Screening template	<b>18</b>
<b>Appendix 6</b>	NHS Constitution checklist	<b>19</b>
<b>Appendix 7</b>	Data Privacy Assessment	<b>20</b>

## Version Control and Summary of Changes

Version number	Date	Comments (description change and amendments)
1	1 July 2012	New Process launched
2	28 Nov 2013	Replaced Equality monitoring form with the updated versions as advised by Equality team
3	2 June 2015	To include staff moving within the Trust NOT only leavers Added NHS Constitution checklist
4	3 February 2016	Amended address for Employee Services team and included survey monkey hyperlink
5	16 November 2016	Amended categories on exit questionnaire
6	14 June 2017	Amended reasons for leaving on exit questionnaire
7	6 November 2018	Layout revision and amended categories on exit questionnaire
8	14 December 2018	Changed title name from Exit Interview Procedure / Questionnaire to Leaver Questionnaire / Procedure. Rephrased wording in questionnaire to make it more understandable
9	December 2022	Revision of platform for IG compliance. Revision of questions to align with the National Staff Survey and People Promise and amended incorrect answer choices for Directorates. Added a defined reciprocal feedback mechanism.

### For further information contact:

[lpt.hradvisoryteam@nhs.net](mailto:lpt.hradvisoryteam@nhs.net)

### Definitions that apply to this Policy

<b>Leaver</b>	An employee who is leaving the Trust and will no longer be employed by the Trust
<b>Moving roles within the Trust</b>	An employee who is transferring to another post within the Trust
<b>Due Regard</b>	Having <b>due regard</b> for advancing equality involves: <ul style="list-style-type: none"> <li>• Removing or minimising disadvantages suffered by people due to their protected characteristics.</li> <li>• Taking steps to meet the needs of people from protected groups where these are different from the needs of other people.</li> <li>• Encouraging people from protected groups to participate in public life or in other activities where their participation is disproportionately low.</li> </ul>

## **1.0 Equality Statement**

**Leicestershire Partnership NHS Trust (LPT) aims to design and implement policy documents that meet the diverse needs of our service, population and workforce, ensuring that none are placed at a disadvantage over others. It takes into account the provisions of the Equality Act 2010 and promotes equal opportunities for all. This document has been assessed to ensure that no one receives less favourable treatment on the protected characteristics of their age, disability, sex (gender), gender reassignment, sexual orientation, marriage and civil partnership, race, religion or belief, pregnancy and maternity.**

## **2.0 Due Regard**

**LPT will ensure that Due regard for equality is taken and as such will undertake an analysis of equality (assessment of impact) on existing and new policies in line with the Equality Act 2010. This process will help to ensure that:**

- **Strategies, policies and procedures and services are free from discrimination.**
- **LPT complies with current equality legislation.**
- **Due regard is given to equality in decision making and subsequent processes.**
- **Opportunities for promoting equality are identified.**

**Please refer to due regard assessment (Appendix 5) of this policy**

## **3.0 Purpose of the Policy**

The Leaver Questionnaire / Procedure applies to all staff employed by Leicestershire Partnership NHS Trust (LPT) and is available to all staff moving roles within the Trust or leaving the Trust, to provide feedback which enables the Trust to improve the working lives and retention of staff by learning from staff experience of working for the Trust.

## **4.0. Summary and scope of the Policy**

- Inform staff of the change to the Leaver Questionnaire platform which has been changed in line with current Information Governance guidance.
- Inform staff of a change of Leaver Questionnaire questions, to align with the NHS People Promise.
- Fully determine the reasons why employees are leaving the organisation or moving within it.
- Utilise the information to inform changes in practice and bring about improvements as necessary.
- Bring to the attention of Senior Managers and Human Resources where there has been inappropriate practice, to enable any remedial action to be taken.
- Learning from positive practice and experiences to share best practice and learning across the Trust.

## **5.0. Introduction**

LPT recognises the need to have a robust Leaver Questionnaire Procedure to receive feedback from all employees who are leaving the organisation or are moving roles within it, to ensure that the organisation continues to improve its practices.

The information gained from the Leaver Questionnaires can also be used to provide useful feedback in monitoring the effectiveness of recruitment and retention and may provide us with some of the underpinning knowledge we need, to assist us with our recruitment and retention strategies.

All staff should act in accordance with our Trust leadership behaviours for all and be able to evidence adherence in situations that involves the Leaver Questionnaire Procedure. A fundamental approach to developing our Leadership behaviours for all is our ability to both give and receive feedback in a positive and insightful way. The feedback method is based on defining; Context, Understanding, Behaviour and Effect (CUBE).

## **6.0. Duties within the Organisation**

- 6.1 The Trust Board has a legal responsibility for Trust policies and for ensuring that they are carried out effectively.
- 6.2 The Trust Policy Committee is mandated on behalf of the Trust Board to adopt policies.
- 6.3 The Strategic Workforce Group (SWG) have a responsibility to oversee the implementation of the procedure, review the information collated by Human Resources and make recommendations.
- 6.4 Directorate Directors and Heads of Service are responsible for:
  - Ensuring feedback from Leaver Questionnaire data is cascaded to line managers for 'feedback into action'.
  - To feed changes and improvements made by line managers back through the appropriate forums, so that the organisation can continue to improve its practices and share best practice and learning.
- 6.5 Managers and Team leaders are responsible for:
  - Ensuring that all employees leaving or moving to another role within the organisation are aware of this procedure and have the opportunity to complete a Leaver Questionnaire or attend a leaver interview (where requested).
  - Sending an acknowledgement letter following receipt of a member of staff's resignation and to encourage staff to complete the online questionnaire (or hard copy) if they are moving roles within the Trust or leaving their current role in a timely manner.
  - Giving staff the option of requesting a face-to-face interview with them, an independent manager, or a member of the HR team by contacting Human Resources.
  - Enabling any remedial action to be taken where feedback has suggested inappropriate practice.
  - Creating actions for improvement based on Leaver Questionnaire themes and trends
- 6.6 Staff are responsible for:
  - Staff are encouraged to participate in the Leaver Questionnaire / Interview process.

## 6.7 Human Resources are responsible for:

- Collecting, collating, and analysing the information from the questionnaires received.
- Presenting the information to Staffside Partnership Forum (SPF) and Directorate Management Team (DMT) meetings, on a quarterly basis.
- Monitoring compliance with the procedure.

## 7.0. Process

7.1 In the first instance, after receiving a letter of resignation from an employee, the line manager should have a supportive conversation with the employee to discuss whether there is anything that can be done to persuade them to stay or encourage them to book a Stay Conversation (**Appendix 4**). This may also involve signposting them to support, education/training or other roles within the Trust, or signposting them to Human Resources, a Freedom To Speak Up Guardian, a Union Representative, or another impartial person of the employee's choosing.

If the manager is unable to retain the employee, **an acknowledgement letter must then be sent (Appendix 1)**. This letter also makes reference to encouraging staff to complete the leaver questionnaire.

7.2 The line manager must make the employee aware of this procedure and their options regarding completing a Leaver Questionnaire and the benefits of doing so. This includes completing the questionnaire online, completing a hard copy or having a face-to-face interview with their line manager, independent person or with Human Resources.

7.3 Line managers should encourage employees to complete the Leaver questionnaire online via: <https://forms.office.com/e/ZhhpJFwqgf>

7.4 Should online access not be available or limited, the employee may complete a paper version of the Leaver Questionnaire which can be requested from their manager or Human Resources. Please ensure the correct questionnaire is accessed (**Appendix 2 – Moving within the Trust and Appendix 3 – Leaving the Trust**). This should be sent directly to Human Resources at [lpt.hradvisoryteam@nhs.net](mailto:lpt.hradvisoryteam@nhs.net) upon completion.

7.5 An employee may request a face-to-face leaver interview with their line manager, an independent person (e.g. Union rep, FTSUG), or a member of the HR Advisory Team. Where this is the case, the employee or their line manager should contact [lpt.hradvisoryteam@nhs.net](mailto:lpt.hradvisoryteam@nhs.net) to facilitate the process.

7.6 Where the employee has opted to attend an interview with a manager or HR, it is not the responsibility of the interviewer to respond to any issues raised during the interview unless these fall within their own area of responsibility. The information collected should be submitted by the interviewer to HR for analysis.

7.7 A further prompt is included on the change of circumstances form and the termination form to remind employees to complete the Leaver Questionnaire if they have not done so already.

- 7.8 If an employee declines to participate in the process, the line manager should ascertain the reason, explain the aims of the procedure and encourage them to participate.
- 7.9 Where an employee needs assistance in completing the questionnaire or attending an interview as a result of their disability, reasonable adjustments must be made in order for them to fully participate in the process. The Equality, Diversity and Inclusion Team can be contacted for further advice.

## 8.0. Monitoring Compliance and Effectiveness

Ref	Minimum Requirements	Evidence for Self-assessment	Process for Monitoring	Responsible Individual / Group	Frequency of monitoring
	All staff who are leaving or moving within the Trust are made aware of the opportunity to complete a leaver questionnaire.	Number of completed leaver questionnaires	Monitor the increase in leaver questionnaires	Strategic Workforce Group	Annual
	Feedback from Leaver Questionnaires is cascaded to line managers and actions taken by line managers are fed back through the appropriate forums.	Actions arising from Leaver Questionnaire data to be evidenced through DMT meetings	Monitor trends and themes from Leaver Questionnaires and any actions taken in relation to them	Strategic Workforce Group	Annual

## 9.0. Standards / Performance Indicators

TARGET/STANDARDS	KEY PERFORMANCE INDICATOR
Care Quality Commission registration standards (outcome 14) <i>Supporting Workers</i> (21) of the Health & Social Care Act (2008) (Regulated Activities Regulations 2010 <a href="#">CQC essential standards</a> )	The trust maintains compliance with CQC registration standards, this policy supports regulation 17.

## 10.0 Stakeholders and Consultation

### Key individuals involved in developing the document

Name	Designation
Donna McMahon	People Promise Manager
Elizabeth Bull	AHP Workforce Retention Project Group
Carys Plant	AHP Workforce Retention Project Group
Roisin Ryan	Equality, Diversity & Inclusion Specialist
Chris Manning	Senior Human Resources Business Partner
Pauline Lewitt	Freedom To Speak Up Guardian
Chris Moyo	Freedom To Speak Up Guardian
Kamy Basra	Associate Director of Communications

### Circulated to the following individuals for comment

Name
Directors / Heads of Service and Direct Reports
Professional Standards Learning Group
Operational HR Team
Equalities Team
Staffside
Strategic Workforce Group

## 11.0 Dissemination and Implementation

The policy is approved by the Leicestershire Partnership NHS Trust Strategic workforce Committee and is accepted as a Trust wide policy. This policy will be disseminated immediately throughout the Trust following ratification.

The dissemination and implementation process is:

- Line managers will convey the contents of this policy to their staff
- Staff will be made aware of this policy using existing staff newsletters and team briefings
- The policy will be published and made available on the Intranet.

## 12.0. References and Associated Documentation

The policy was drafted with reference to the following:

Version 8 Leaver Questionnaire / Procedure document 14 December 2018.

## 13.0. Training Needs

There is no training requirement identified within this policy.



## Appendix 1

### Template letter and Leaver Questionnaire to be sent by manager to the leaving employee on receipt of resignation

Date

#### Private and Confidential

Name

Address 1

Address 2

Address 3

Postcode

Dear [name]

#### Acknowledgement of Resignation

Thank you for your letter dated [date] informing me of your wish to resign from your post as [job title] with Leicestershire Partnership NHS Trust.

I acknowledge receipt of your resignation letter and confirm that taking into account your notice period of [X Weeks], your last day of employment with the Trust will be [date].

#### Choose one of the following sentences as applicable:

As you have used up all of your pro rata annual leave entitlement, your last working day and last day of employment will be the same.

As you have exceeded your pro rata annual leave entitlement for this year, the extra number of [X Hours] taken will be deducted from your final salary payment.

As you have [X Hours] annual leave remaining, your last working day will be [date] and your last day of employment will be [date].

I am sorry that you are leaving but understand and respect the difficult decision you have had to make. If there is anything myself or the Trust can do to support you during this process, please let me know.

As an organisation we are very keen to understand your experience of working for us, and your reasons for leaving or moving to another role within the Trust. I would therefore be very grateful if you could take a few minutes to complete a confidential leaver questionnaire.

The information gathered, along with other feedback from staff, will enable the Trust to identify and share areas of good practice and make improvements to the working lives of our staff in line with the NHS People Promise.

The leaver questionnaire is available online via: <https://forms.office.com/e/ZhhpJFwqgf>

Alternatively, you can request a face-to-face interview with me, an independent person (e.g. Union rep, FTSUG) or a member of the HR team by contacting the Human Resources Advisory Team at [lpt.hradvisoryteam@nhs.net](mailto:lpt.hradvisoryteam@nhs.net).

Please be assured that the information you provide in the leaver questionnaire will be treated in the strictest confidence.

Finally, I wish to thank you for your service to Leicestershire Partnership NHS Trust and express our best wishes to you for the future. **Please insert a personalised thank you here, if appropriate.**

If you have any queries regarding the leaver's questionnaire or its process, please contact the Human Resources Advisory Team at [lpt.hradvisoryteam@nhs.net](mailto:lpt.hradvisoryteam@nhs.net).

Yours sincerely

**Name and Job Title of the Line Manager**

**Copy in personal file**

## LEAVER QUESTIONNAIRE (Staff moving within the Trust)

A hard copy of the Questionnaire should only be completed if staff do not have access to the MS Forms link: <https://forms.office.com/e/ZhhpJFwqqf>

Thank you for completing this Questionnaire. The aim of the Leaver Questionnaire is to help us improve the working lives and retention of staff by learning from your experience of working for the Trust - what was good and what could have been better. The information gathered, along with other feedback from staff, will enable the Trust to identify and share areas of good practice and make improvements to the working lives of our staff in line with the NHS People Promise.

To ensure we can act effectively on your feedback, we would prefer it if you could include your name – however this is optional. We assure you that any information you provide will be used sensitively and in confidence.

Alternatively, you can request a face-to-face interview with your manager, an independent person (e.g. Union rep, FTSUG), or a member of the HR Advisory Team by contacting: [lpt.hradvisoryteam@nhs.net](mailto:lpt.hradvisoryteam@nhs.net).

<b>Name (optional)</b>	<b>Job Title</b>	<b>Staff Group</b>
<b>Service</b>	<b>Base</b>	<b>Directorate</b>
<b>Pay Band</b>	<b>Line Manager (optional)</b>	

Please respond to all questions and comment where appropriate:

**Are you moving to another role within the Trust?**

Yes  No

If no, please complete alternative [Leaver Questionnaire for 'Leaving the Trust'](#)

**What do we do best at LPT? Please tick ONE option**

Communication  Flexibility  Job Content  Location/ Environment  Patient/ Public Contact   
 Training/ Development  Pay/ Benefits  Support from Manager  Support from Colleagues  Support Health & Wellbeing   
 Work pressure  Other

If other, please state

**What do we need to do better? Please tick ONE option**

Communication  Flexibility  Job Content  Location/ Environment  Patient/Public Contact

Training/ Development	<input type="checkbox"/>	Pay/ Benefit	<input type="checkbox"/>	Support from Manager	<input type="checkbox"/>	Support from Colleagues	<input type="checkbox"/>	Support Health & Wellbeing	<input type="checkbox"/>
Work pressure	<input type="checkbox"/>	Other	<input type="checkbox"/>						

If other, please state

**What was your main reason for pursuing a new role within the Trust?**

**Please tick ONE option**

<input type="checkbox"/> Career development/progression <input type="checkbox"/> Work/life balance <input type="checkbox"/> Salary <input type="checkbox"/> More contact with public/patients <input type="checkbox"/> Less contact with public/patients <input type="checkbox"/> Workload <input type="checkbox"/> Staffing levels <input type="checkbox"/> Location of workplace <input type="checkbox"/> Stress levels of workplace <input type="checkbox"/> Hours of work (less)	<input type="checkbox"/> Hours of work (more) <input type="checkbox"/> Relationship with colleagues <input type="checkbox"/> Relationship with manager <input type="checkbox"/> Manager did not role model the expected levels of positive leadership behaviours <input type="checkbox"/> Bullying and/or harassment from patients, service users, or the public <input type="checkbox"/> Bullying and/or harassment from colleagues <input type="checkbox"/> Bullying and/or harassment from manager <input type="checkbox"/> Management of Change <input type="checkbox"/> Other
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If other, please state:

**Any other feedback?**

**Thank you for completing this questionnaire.**

**Please return the completed questionnaire to:**

**Human Resources  
170 Penn Lloyd Building  
County Hall  
Glenfield  
Leicester  
LE3 8TH**

**Alternatively, please scan or send a copy to the Human Resources Advisory Team at [lpt.hradvisoryteam@nhs.net](mailto:lpt.hradvisoryteam@nhs.net).**

## LEAVER QUESTIONNAIRE (Staff leaving the Trust)

A hard copy of the Questionnaire should only be completed if staff do not have access to the MS Forms link: <https://forms.office.com/e/ZhhpJFwqqf>

Thank you for completing this Questionnaire. The aim of the Leaver Questionnaire is to help us improve the working lives and retention of staff by learning from your experience of working for the Trust - what was good and what could have been better. The information gathered, along with other feedback from staff, will enable the Trust to identify and share areas of good practice and make improvements to the working lives of our staff in line with the NHS People Promise

To ensure we can act effectively on your feedback, we would prefer it if you could include your name – however this is optional. We assure you that any information you provide will be used sensitively and in confidence.

Alternatively, you can request a face-to-face interview with your manager, an independent person (e.g. Union rep, FTSUG) or a member of the HR Advisory Team by contacting [lpt.hradvisoryteam@nhs.net](mailto:lpt.hradvisoryteam@nhs.net).

<b>Name (optional)</b>	<b>Job Title</b>	<b>Staff Group</b>
<b>Service</b>	<b>Base</b>	<b>Directorate</b>
<b>Pay Band</b>	<b>Line Manager (optional)</b>	

Please respond to all questions and comment where appropriate:

**Are you moving to another post within the Trust?**

Yes  No

If yes, please complete alternative Leaver Questionnaire for 'Moving within the Trust'

**Are you moving to another health or social care post within Leicester, Leicestershire and Rutland (the LLR system)?**

Yes  No  Not sure

**What do we do best at LPT? Please tick ONE option**

Communication <input type="checkbox"/>	Flexibility <input type="checkbox"/>	Job Content <input type="checkbox"/>	Location/ Environment <input type="checkbox"/>	Patient/Public Contact <input type="checkbox"/>
Training/ Development <input type="checkbox"/>	Pay/ Benefits <input type="checkbox"/>	Support from Manager <input type="checkbox"/>	Support from Colleagues <input type="checkbox"/>	Support Health & Wellbeing <input type="checkbox"/>
Work pressure <input type="checkbox"/>	Other <input type="checkbox"/>			

If other, please state

**What do we need to do better? Please tick ONE option**

Communication  Flexibility  Job Content  Location/ Environment  Patient/Public Contact   
 Training/ Development  Pay/ Benefits  Support from Manager  Support from Colleagues  Support Health & Wellbeing   
 Work pressure  Other

If other, please state

**What most attracted you to your new role? Please tick ONE option**

Career development/ Progression  Work/life balance  Salary  Location  Health & wellbeing offer   
 Hours of work (less)  Hours of work (more)  Benefits/ Rewards  Other  Not Applicable

If other, please state

**What is your main reason for leaving?**

Career development /change		Carer to family member		Child-care needs	
Further education / study		Ill health		Promotional opportunity elsewhere	
Retirement		Relocating		Benefits/rewards	
Car parking		Hours of work inflexible		Hours of working (not enough)	
Hours of working (too much)		Increased or unrealistic workload		Not enough recognition for work undertaken	
Not having the tools to do the job		Job Satisfaction		Levels of responsibility	
Night Duty		No opportunity for career progression		Not enough support/guidance	
Personality Clash with colleagues		Redundancy		Salary Levels	
Staff morale		Staffing Levels		Stressful work environment	
Manager did not role model the expected levels of positive leadership behaviours		Travel to/from work		Working practices	
Bullying and/or harassment from patients, service users, or the public		Bullying and/or harassment from colleagues		Bullying and/or harassment from manager	

Did your manager discuss options with you to encourage you to stay? Yes  No

Did you access the LPT Stay Conversation telephone service before handing in your resignation?

Yes  No  Was not aware of service

Is there anything we could have done that would have made you stay? Yes  No

If yes, please expand:

**The following statements are on a sliding scale of strongly disagree to strongly agree, to indicate how much the statement is agreed with. Please circle ONE option.**

**There were frequent opportunities for me to show initiative in my role**

Strongly disagree      Disagree      Neither agree nor disagree      Agree      Strongly agree

**I was able to make suggestions to improve the work of my team/department**

Strongly disagree      Disagree      Neither agree nor disagree      Agree      Strongly agree

**I often/always looked forward to going to work**

Strongly disagree      Disagree      Neither agree nor disagree      Agree      Strongly agree

**I felt safe to raise concerns with management, knowing I would be heard, and action taken if needed**

Strongly disagree      Disagree      Neither agree nor disagree      Agree      Strongly agree

**LPT takes positive action to support staff health and wellbeing**

Strongly disagree      Disagree      Neither agree nor disagree      Agree      Strongly agree

**LPT offers a fair career progression/promotion process**

Strongly disagree      Disagree      Neither agree nor disagree      Agree      Strongly agree

**LPT offers accessible, equitable opportunities for flexible working**

Strongly disagree      Disagree      Neither agree nor disagree      Agree      Strongly agree

**Any other feedback?**

**Please return the completed questionnaire to:**

**Human Resources  
170 Penn Lloyd Building  
County Hall  
Glenfield  
Leicester  
LE3 8TH**

**Alternatively, please scan or send a copy to the Human Resources Advisory Team at [lpt.hradvisoryteam@nhs.net](mailto:lpt.hradvisoryteam@nhs.net).**





**NHS**  
Leicestershire Partnership  
NHS Trust

# Should I stay? Or should I go?

## Thinking about leaving us?

If you are, we'd value a conversation about why you're thinking of leaving to see if there's anything we can do to encourage you to stay with LPT.



You are a valuable member of our LPT family

Amrik Singh  
Head of Workforce Support  
**07768526431**

Claire Taylor  
Head of Operational HR  
**07557 190585**

Sarah Latham  
Head of Nursing and Quality - CHS  
**07884116205**

Paul Williams  
Head of Service - Group 1 - FYPCLD  
**07554438783**

Helen Perfect  
Interim Deputy Director - DMH  
**07826877298**

Haseeb Ahmad  
Head of Equality, Diversity and Inclusion  
**07770853106**

Pauline Lewitt  
Freedom to Speak Up Guardian  
**07771772794**

Chris Moyo  
Freedom to Speak Up Guardian  
**07785956473**

Val Dawson  
Staff-side Lead  
**07979777035**

Amy Huckle  
Head of Organisational Development  
**07879603898**

Charlotte Harris  
Health and Wellbeing Lead  
**07766925196 / [lpt.hwb@nhs.net](mailto:lpt.hwb@nhs.net)**

Andrew Moonsinghe  
Pharmacy Services Manager  
**0116 295 8999**

**Conversations will be kept informal and confidential.**

If there is nothing we can say to change your mind, please take the time to let us know your experience of working in the Trust through the leaver's questionnaire which you will be sent a link to.

## Due Regard Screening Template

<b>Section 1</b>			
<b>Name of activity/proposal</b>		Leaver Questionnaire / Procedure	
<b>Date Screening commenced</b>		November 2022	
<b>Directorate / Service carrying out the assessment</b>		Workforce, Organisational Development and Human Resources	
<b>Name and role of person undertaking this Due Regard (Equality Analysis)</b>		Donna McMahon, People Promise Manager	
<b>Give an overview of the aims, objectives and purpose of the proposal:</b>			
<b>AIMS:</b> The Leaver Questionnaire / Procedure is available to all staff moving roles within the trust or leaving the trust to provide feedback to enable the Trust to improve the working lives and retention of staff by learning from staff experience of working for the Trust.			
<b>OBJECTIVES:</b> To bring the policy up to date ensure it provides clear guidance to managers and staff on the Leaver Questionnaire / Procedure.			
<b>Section 2</b>			
<b>Protected Characteristic</b>	<b>If the proposal/s have a positive or negative impact please give brief details</b>		
Age	Yes, positive impact on all protected characteristics as this policy applies to all staff.		
Disability	As above		
Gender reassignment	As above		
Marriage & Civil Partnership	As above		
Pregnancy & Maternity	As above		
Race	As above		
Religion and Belief	As above		
Sex	As above		
Sexual Orientation	As above		
Other equality groups?	As above		
<b>Section 3</b>			
<b>Does this activity propose major changes in terms of scale or significance for LPT? For example, is there a clear indication that, although the proposal is minor it is likely to have a major affect for people from an equality group/s? Please <u>tick</u> appropriate box below.</b>			
Yes		No	
High risk: Complete a full EIA starting click <a href="#">here</a> to proceed to Part B		Low risk: Go to Section 4.	<b>X</b>
<b>Section 4</b>			
<b>If this proposal is low risk, please give evidence or justification for how you reached this decision:</b>			
As the Trust has only enhanced the procedure to include those staff that are moving within the Trust as well as leavers.			
<b>Signed by reviewer/assessor</b>	Donna McMahon	<b>Date</b>	5 December 2022
<i>Sign off that this proposal is low risk and does not require a full Equality Analysis</i>			
<b>Head of Service Signed</b>	Dan Norbury	<b>Date</b>	5 December 2022

## Appendix 6

### The NHS Constitution

**The NHS will provide a universal service for all based on clinical need, not ability to pay. The NHS will provide a comprehensive range of services**

<b>Shape its services around the needs and preferences of individual patients, their families and their carers</b>	<input type="checkbox"/>
<b>Respond to different needs of different sectors of the population</b>	<input type="checkbox"/>
<b>Work continuously to improve quality services and to minimise errors</b>	X
<b>Support and value its staff</b>	X
<b>Work together with others to ensure a seamless service for patients</b>	X
<b>Help keep people healthy and work to reduce health inequalities</b>	<input type="checkbox"/>
<b>Respect the confidentiality of individual patients and provide open access to information about services, treatment and performance</b>	<input type="checkbox"/>

## Appendix 7

### DATA PRIVACY IMPACT ASSESSMENT SCREENING

<p><b>Data Privacy impact assessment (DPIAs) are a tool which can help organisations identify the most effective way to comply with their data protection obligations and meet Individual's expectations of privacy.</b></p> <p><b>The following screening questions will help the Trust determine if there are any privacy issues associated with the implementation of the Policy. Answering 'yes' to any of these questions is an indication that a DPIA may be a useful exercise. An explanation for the answers will assist with the determination as to whether a full DPIA is required which will require senior management support, at this stage the Head of Data Privacy must be involved.</b></p>		
<b>Name of Document:</b>	Leaver Questionnaire / Procedure	
<b>Completed by:</b>	Donna McMahon	
<b>Job title</b>	People Promise Manager	<b>Date</b> 5 December 2022
<b>Screening Questions</b>	<b>Yes / No</b>	<b>Explanatory Note</b>
1. Will the process described in the document involve the collection of new information about individuals? This is information in excess of what is required to carry out the process described within the document.	No	
2. Will the process described in the document compel individuals to provide information about them? This is information in excess of what is required to carry out the process described within the document.	No	
3. Will information about individuals be disclosed to organisations or people who have not previously had routine access to the information as part of the process described in this document?	No	
4. Are you using information about individuals for a purpose it is not currently used for, or in a way it is not currently used?	No	
5. Does the process outlined in this document involve the use of new technology which might be perceived as being privacy intrusive? For example, the use of biometrics.	No	
6. Will the process outlined in this document result in decisions being made or action taken against individuals in ways which can have a significant impact on them?	No	
7. As part of the process outlined in this document, is the information about individuals of a kind particularly likely to raise privacy concerns or expectations? For examples, health records, criminal records or other information that people would consider to be particularly private.	No	
8. Will the process require you to contact individuals in ways which they may find intrusive?	No	
<p><b>If the answer to any of these questions is 'Yes' please contact the Data Privacy Team via <a href="mailto:Lpt-dataprivacy@leicspart.secure.nhs.uk">Lpt-dataprivacy@leicspart.secure.nhs.uk</a></b></p> <p><b>In this case, ratification of a procedural document will not take place until review by the Head of Data Privacy.</b></p>		
<b>Data Privacy approval name:</b>	Hannah Plowright	
<b>Date of approval</b>	16/12/2022	

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