



## Policy statement

Buckinghamshire & Milton Keynes Fire Authority (the Authority) strives to recruit and retain the right number of employees with the skills, expertise and competence required to meet corporate priorities and deliver an efficient and effective service to the community. Further to this, creating a working environment, which enables employees to have a rewarding career within their chosen field.

The Authority recognises that some employees may leave the Service for a variety of reasons, and it is important that a clear understanding is reached for the reason behind such a decision.

The Authority is committed to ensuring that all employees who decide to leave do so in a positive manner, whilst creating the least disruption to organisational activity and the service provided.

The Authority is committed to ensuring that the leaving process is conducted in a fair, open and transparent manner that is effective, efficient and responsive, promoting good practice.

## Statement of principles

The Authority aims to:

- Have effective and timely retention intervention measures
- Ensure employees who leave have the opportunity to give feedback on the employment experience by having mechanisms in place to capture information and to ensure that it is used appropriately and sensitively to aid organisational improvement
- Have procedures developed in accordance with the Authority's values, relevant legislation and any accompanying codes of practice
- Provide information systems to analyse employment trends, identify potential areas for development and introduce strategies to overcome these to assist with workforce planning
- Equip employees to be as employable as possible in the event of organisational change activities
- Effectively manage the long term impact on those employees leaving the Authority as well as those who stay