

Leavers



The Council recognises that employment may be ended for a variety of reasons. If managed effectively it can reduce any negative impact, regardless of whether it is initiated by the Council or the individual.

We are keen to monitor the reasons people leave their employment with the Council to help us improve our employee experience. We therefore ask all leavers to complete an [exit questionnaire](#), and individuals can also request a confidential exit interview with People Services by completing the exit questionnaire. This feedback is monitored on a regular basis and helps us identify any action we need to take.

Notice periods that the Council must give if terminating employment

Bands 1- 4

Service	Notice Period
---------	---------------

During probation	1 week
On satisfactory completion of probation period	1 month
On completion of 5 years continuous service	5 weeks
On completion of 6 years continuous service	6 weeks
On completion of 7 years continuous service	7 weeks
On completion of 8 years continuous service	8 weeks
On completion of 9 years continuous service	9 weeks
On completion of 10 years continuous service	10 weeks
On completion of 11 years continuous service	11 weeks
On completion of 12 years + continuous service	12 weeks (maximum notice period)

Bands 5 and above

Service	Notice Period
During probation	1 week
On satisfactory completion of probation period	3 months

Payment in lieu of notice

- The Council will not make a payment in lieu of notice (PILON) unless this is unavoidable.
- If PILON does become necessary managers should discuss with their HRBP before any action is taken.

End of a Fixed Term Contract

If you have employed an individual on a fixed term contract, the contract will normally end automatically when they reach the agreed end date. You will be notified via IBC that the end date is approaching and you should meet the individual to confirm their contract will cease. If they have worked at WCC for over 2 years they will be entitled to a redundancy payment. Your HR Advisor will be able to support you through this process.

Employees Responsibilities

Employees who wish to resign should do so in writing to their line manager giving the required period of notice. The email should indicate the effective date of their resignation and their last working date (if this is different).

Employees should take any outstanding leave, including banked leave and additional purchased leave before leaving the Council as payment will not normally be made for outstanding leave.

Employees must download (or print) any payslips, P60's or P11d's that they wish to keep after leaving as these will not be available to view after the last day of service.

Notice periods an employee must give to terminate their employment

Bands 1-4

Service	Notice Period
During probation	1 week
Following satisfactory completion of	1 month

probation period	
------------------	--

Bands 5 and above

Service	Notice Period
During probation	1 week
Following satisfactory completion of probation period	3 months

References

Westminster line managers should not provide references on behalf of the Council to external parties or to Westminster itself in respect of relatives, partners, friends or anyone where there may be a conflict of interest. You may provide personal references providing you make it clear that you are acting on behalf of Westminster when doing so.

All references must be honest, factual, objective and be prepared with care. References should only be provided in writing; you should avoid giving verbal references at any time in case of misunderstandings. All references should contain the following:

"Neither Westminster City Council nor (name of the author of the reference) accepts any legal liability for the contents of this reference".

In cases where there was a dismissal or unexpired disciplinary/capability warning on file (or expired warning where the post involves working with children/vulnerable people) or where there were concerns about performance then you must consult either the [Employee Relations Team](#) or your [HR Business Partner](#) before providing a reference. You should also consult them if the employee left before any investigation/hearing had been completed into matters which may have led to a warning/dismissal.

Managers may provide professional references for agency workers and employees they managed within Bi-Borough arrangements; for agency workers, the reference should make it clear that the person was not employed directly by WCC. If the reference is likely to contain any statements which may be deemed to

be negative or may be disputed, then you should not provide a reference and instead refer the request to the employer.

As a Council employee or if you are soon to leave if you would like someone to provide a reference/provide future references then please speak to your line manager who will either do this directly as and when requested or facilitate this via WCC's payroll provider.

Standard references confirming job title and employment start date can be generated by the people leader during the employee's employment via the "employee reference" tile on IBC.

Managers' Responsibilities

- Send employee the [exit questionnaire](#)
- Complete the [IT Leavers Process](#), this includes returning all IT equipment. You should check the employees OneDrive and ensure all business critical documentation has been moved to a shared location such as SharePoint.
- Acknowledge the resignation and make the employee a leaver via 'My team' on IBC.
- Calculate the pro-rata annual leave entitlement by using the Annual Leave and Bank Holiday Calculation section on the [Annual Leave Policy](#), leave balances can be found on IBC. If you are unsure, please raise an enquiry on IBC.
- Ensure the employee takes any outstanding leave, including banked/ carried forward leave and additional purchased leave before leaving the Council as payment will not normally be made for outstanding leave. If this is unavoidable, due to work pressures it can be paid via the manage one off payments/deductions app.
- If an employee has taken annual leave over their entitlement you will need to record a negative amount in hours in the 'manage one off payments/deductions' app. This will then be deducted from their final salary.
- Remind the employee to return their procurement card if they have one and notify the Procurement team via procurementcard@westminster.gov.uk
- Remember to collect passes and keys.

Exit Questionnaires and Interviews

All employees are to complete an [exit questionnaire](#); through completing it they can opt to have an exit interview with a member of People Services.

In This Topic

Notice periods that the Council must give if terminating employment

Payment in lieu of notice

End of a Fixed Term Contract

Employees Responsibilities

Notice periods an employee must give to terminate their employment

References

Managers' Responsibilities

Exit Questionnaires and Interviews

Leaving Employment