

# **CAERPHILLY COUNTY BOROUGH COUNCIL**

## **INDUCTION POLICY**

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This policy has been agreed with the Trade Unions. The policy applies to all Council employees, except those school based support/teaching staff for whom the Governing Body set the local terms and conditions of employment. For these staff, the LEA will develop a procedure based on the principles contained within the corporate policy which will then be recommended to Governing Bodies for adoption. Support in managing issues in relation to the subject matter of this policy can only be offered to schools where LEA recommended policies and procedures have been adopted.

### **CAERPHILLY COUNTY BOROUGH COUNCIL**

#### **INDUCTION POLICY**

#### **1.0 INTRODUCTION**

1.1 Caerphilly County Borough Council is committed to ensuring that all staff receive an effective induction into the organisation. This ensures that the individual integrates into the team, the service area and the organisation as quickly as possible. In addition to this, induction has a crucial role in enabling the individual to effectively and safely function in their working environment.

1.2 Induction can be viewed as the final stage in the recruitment process. It provides the employee with an introduction to their new environment and provides an extra level of support during their 'settling in' period.

1.3 The policy should be cross-referenced with the following core policies and procedures of the Council:

- Probationary Period
- Performance and Improvement Review
- Recruitment & Selection Policy
- Capability Policy
- Training & Development Policy
- Health & Safety Policies
- Equal Opportunities Policy Statement

## **2.0 SCOPE**

2.1 This Policy relates to all new employees and includes:

- All full time or part time permanent employees
- All full time or part time temporary employees
- Employees who are undertaking a secondment or transfer/promotion to a new service area
- Employees working for agencies etc.

2.2 Although this Policy outlines a consistent approach to induction in Caerphilly County Borough Council, there will be some flexibility for Managers to decide on the length and nature of the induction process depending on the complexity of the job, the past experience of the new employee, or the length of time that the employee has been on secondment.

## **3.0 PRINCIPLES**

3.1 The aim of the induction process is to cover the following key principles:

- To understand the values and objectives of the organisation.
- Through the induction process the Council will ensure that all employees are aware of legal, occupational and health and safety requirements.
- To provide employees with information on the organisation as a whole as well as providing information with regard to their own Service area.
- To ensure local induction which should cover the service area, procedures and job.
- To provide a consistent induction process for all employees.

### **3.2 Benefits of Good Induction**

3.2.1 The induction process is very important and brings many benefits to the Council. The benefits of a good induction process are:

- Employees are more likely to stay with the organisation
- It can shorten the time it takes for an individual to become effective in their new role

- It can enhance the image of the Council as an effective employer
- It ensures that employees understand the Councils policies and procedures and what they mean in relation to the job that they do.
- It helps employees understand the informal rules and the 'culture' of the organisation.

#### **4.0 RESPONSIBILITIES**

4.1 For induction to be managed effectively, a whole range of people need to be involved in the delivery. However, overall the induction process is primarily the responsibility of the line manager.

#### **4.2 The Organisation**

4.2.1 The Council is committed to ensuring that a clear, effective induction policy and procedure is in place for all new and transferred employees.

#### **4.3 Personnel**

4.3.1 As soon as the selection process is completed Personnel Services must ensure that new employees receive their Statement of Particulars of Employment no later than 8 weeks after their start date.

4.3.2 Personnel staff must ensure that the induction process as set out in Section 5.0 is being carried out by Managers and they must ensure that the completion of the process is monitored. Please refer to Notes of Guidance for Managers in Relation to the Induction Policy.

#### **4.4 Managers**

4.4.1 It is the responsibility of the line manager to ensure that new and transferred employees receive, as appropriate all aspects of the Council's induction procedure as outlined in Section 5.0.

#### **4.5 Employees**

4.5.1 Employees must ensure that they fully participate in and undertake the induction procedures.

#### **5.0 STAGES OF INDUCTION**

5.1 The induction process will be carried out in 2 stages as follows:

- A local welcome- including the Induction Checklist
- A Corporate Welcome

However, it needs to be linked to the arrangements associated with the probationary periods, where applicable. A diagrammatic representation of the process to follow is attached at Appendix 1.

## **5.2 A Local Welcome**

### **5.2.1 Personnel Role**

5.2.2 Within the first week of employment Personnel will ensure that employees receive details regarding terms and conditions, pay information and flexitime details, if appropriate.

5.2.3 Personnel will also ensure that employees receive their Statement of Particulars of Employment within 8 weeks of their start date.

### **5.2.4 Managers Role**

5.2.5 It is essential that the new employee receives a personal welcome, led by the line manager on the employees first day of work.

5.2.6 Employees should be given an information pack, which will cover a brief introduction to the service area and its roles and responsibilities.

5.2.7 Managers provide the employee with an Induction Checklist and ensure that every aspect of the list is completed. The Induction Checklist will cover the following areas:

- **Aims and objectives** within the area of service and how these link into the aims and objectives of the organisation.
- **Health and Safety**. This will include a tour of the building, accident reporting procedures, fire alarm, security/identity cards etc. Any additional health and safety training that is a specific requirement the role.
- **Organisational Policies and Procedures**. The Council's policies and procedures should be explained to the new employee and it should be explained where they may obtain copies.
- **Personal Information**. Introduction to colleagues, working area, equipment etc.
- **Training**. Specific and initial training needs that may be required immediately.

5.2.8 Each section of the Induction Checklist must be completed before the induction process is complete. A copy of the Induction Checklist can be obtained from the relevant Directorate Personnel Unit. Please refer to the Guidelines for Managers In Relation to The Induction Policy and the Completion of The Induction Checklist for further detailed guidance.

## **5.3 A Corporate Welcome**

5.3.1 Managers must ensure that new employees receive a Corporate Welcome by attending the Welcome to Caerphilly Presentation held at The Stables Learning Centre.

5.3.2 This must be attended within 8 weeks of taking up their new post.

5.3.3 The presentation will cover the following areas:

- The makeup of local government
- The history of Caerphilly County Borough Council (CCBC)
- Political and management structures within the organisation
- Current initiatives
- CCBC Values
- Introductions to Communications, Customer First, IT Security, Trade Unions, Health & Safety, and Personnel Services within CCBC.
- Equalities & Diversity awareness raising

## **6.0 INDUCTION PERIOD**

- 6.1 Managers will ensure that new employees' training development needs are identified through the completion of the induction checklist.
- 6.2 It is essential that at the end of the induction process there is a discussion between the Manager and the employee, to ensure that all the relevant areas have been covered and understood, and that all the relevant information has been provided. Managers and employees must sign off the Induction Checklist at the end of the process. Employees must also complete the Induction Evaluation Form.
- 6.3 The Induction Checklist and Induction Evaluation Form must be forwarded to Directorate Personnel Units at the end of the 6 month period.
- 6.4 In addition to the completion of the induction process, for those new employees who must satisfy the completion of a period of probation then the probationary period will also begin for new starters to the Council on the first day of employment and this should be explained to the employee. The probationary procedure is separate to the Induction Process.

## **7.0 TIMESCALES**

- 7.1 New employees are expected to achieve the completion of the induction process within 6 months of their start date. However, it is recognised that some specific roles may take a longer period of time to complete.

## **8.0 MONITORING**

- 8.1 It is the responsibility of Directorate Personnel Units to oversee the completion of the Council's Induction process on an on going basis, to ensure that it is being carried out effectively and within the agreed timescales as set out in Section 6.0. Directorate Personnel Units must develop systems to ensure that this is monitored.
- 8.2 Induction will be monitored using the following methods:
- Gathering information with regard to attendance at, and responses to the Welcome to Caerphilly Presentation
  - Receipt of completed Induction Checklists
  - Induction Evaluation Forms

## **9.0 EVALUATION**

- 9.1 The evaluation process will develop over time. The information collected relating to the delivery of the Corporate and Local Welcome as outlined in Section 8.0 will be reviewed and will provide a baseline for recommending improvements to this Policy.

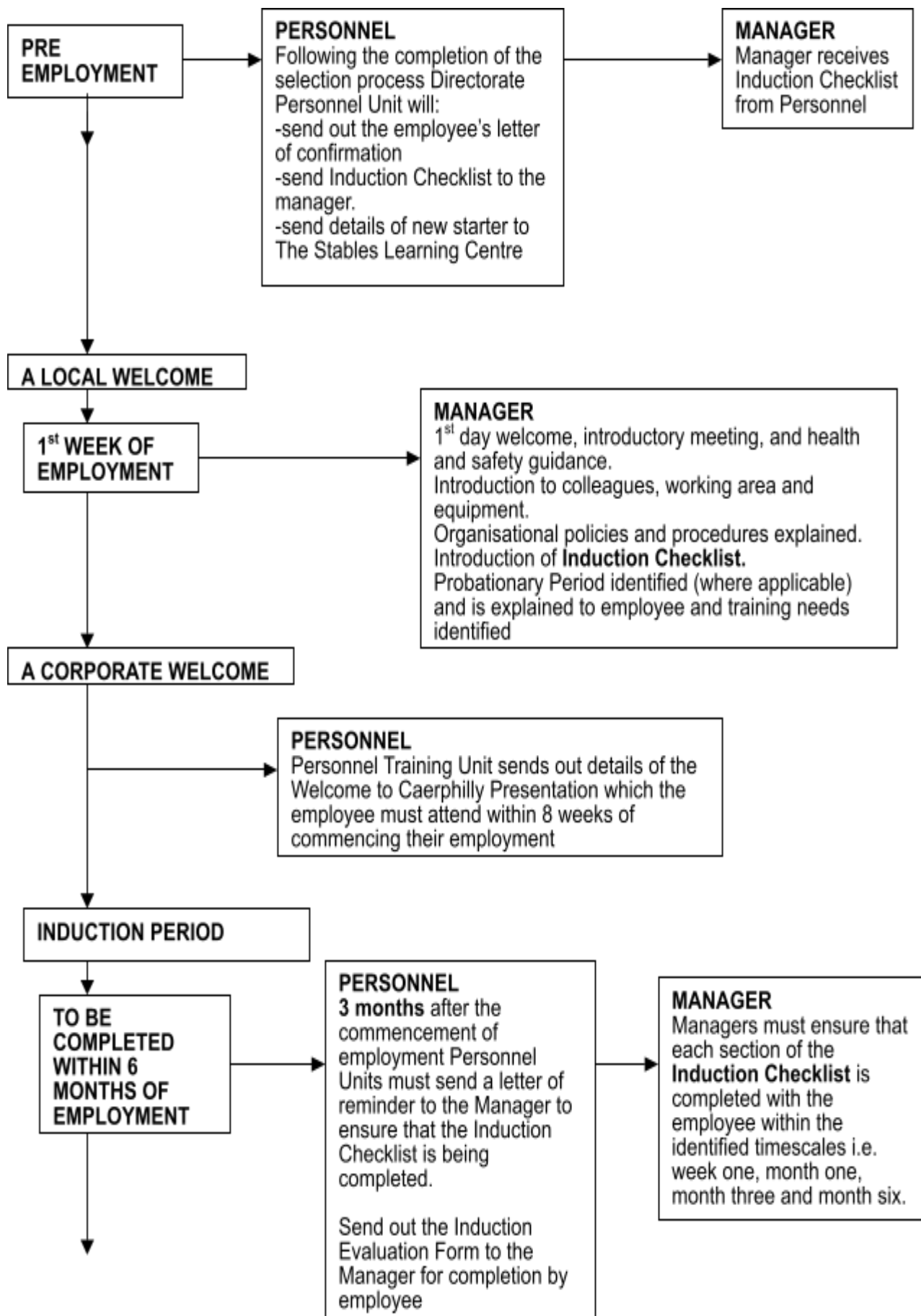
## **10.0 REVIEW OF POLICY**

- 10.1 The content of this policy will be reviewed every two years.

**October 2005**







**INDUCTION PROCESS**

**APPENDIX 1 (CONT)**

