

Induction Policy

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Human Resources

Induction Policy

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1. INTRODUCTION

The council is committed to providing an effective induction programme that provides all staff with a positive introduction to the way the council operates.

2. OUR APPROACH

This policy provides a consistent approach to staff induction at a local and corporate level.

Checklists have been developed to assist managers and staff in completing the council's induction processes.

3. POLICY STATEMENT

3.1 Policy summary

Brent Council is committed to ensuring that all new employees, those who have returned to work after a period of absence or who have changed roles require additional induction arrangements are able to participate in a structured induction approach.

Induction arrangements must take place during an employee's first three months of employment or within the initial three months of a new role.

3.2 Corporate Induction

All new permanent staff are required to attend the council's corporate induction day within three months of joining the council.

Agency staff are only required to attend the council's corporate induction day and participate in any essential training events that are relevant to the role. They are also expected to proactively obtain sufficient knowledge about the council that enables them to effectively carry out their roles to the standards expected of all council employees.

The council monitors attendance at corporate induction and is able to identify employees who do not complete these essential events. All employees must participate in order to pass their probation period.

3.3 Local Induction

All managers are required to have in place local induction arrangements and a checklist is appended to this policy to assist managers in doing so.

4. INDUCTION REFRESHERS

4.1 Refreshing knowledge

All employees must be appropriately inducted on workplace health and safety requirements and specific training for their job. Employees are required to refresh their knowledge of the Essential training events regularly.

Employees moving to a new role within the council are not required to repeat attendance at the corporate induction arrangements; however, they may be required to attend further essential

training relevant to their role. This is particularly important if a member of staff has been promoted to a manager position for the first time.

5. ROLES AND RESPONSIBILITIES

5.1 Employees

1. Employees must read and ensure they have understood the policies, procedures and standards which are appropriate for their role;
2. Work through the local induction checklist with the line manager;
3. Attend the corporate induction event;
4. Undertake the Essential training identified by the line manager as necessary for the role; and
5. Attend and actively participate in regular 121/supervision meetings.

5.2 Line managers

The line manager is responsible for ensuring that the:

1. Employees have a thorough local induction and attend the corporate induction event;
2. Local induction checklist is completed for all new staff;
3. Essential training checklist is completed and returned to Human Resources who will book the employee on to the training that the line manager has deemed necessary for the role;
4. Regular 121/supervision meetings are scheduled with the employee to review work progress, give feedback on performance and ensure that any other support needs are discussed and agreed;
5. Employee's objectives are set and recorded on the electronic system; and
6. Equipment deemed necessary to complete the role including adaptations for disabled employees are provided. The Equality Team is available to provide guidance on the Department of Work and Pension's Access to Work scheme, which is aimed at providing practical support to disabled employees.

5.3 Human Resources

Human Resources is responsible for designing and delivering the corporate induction process, with involvement from key senior officers. HR works with representatives from across the council to ensure that the information provided during the corporate induction remains relevant and to review the content of the corporate induction programme on a regular basis.

HR will invite all the new starters to a corporate induction event and monitor attendance at these events. These events are run on a regular basis.

5.4 CMT, Directors and Heads of Service

Senior Managers are responsible ensuring all managers and staff fulfill these induction requirements at a corporate and local level.

The service areas should consider the local induction arrangements that they will put place to inform temporary and voluntary staff of how the department operates.

6.0 CORPORATE INDUCTION ARRANGEMENTS

6.1 Corporate Induction

The corporate induction process provides a new employee with information on the way the council operates and is a one-day programme. The corporate induction event will cover:

- Session with the Chief Executive;
- Borough Plan;
- Structure of Council;
- Working at the Political Interface;
- Working with Trades Unions;
- Bus Tour of the borough;
- Customer Promise;
- Equalities & Diversity;
- Human Resources.

6.2 Local Induction

The council has devised a framework for managers to use when inducting new staff to the organisation. Managers are responsible for undertaking some key activities in advance of a new employee joining the organisation, when a member of staff first joins the council and in the first few months of employment.

An Induction Checklist (see Appendix) has been developed to support managers in fulfilling their local indication requirements. In addition to this, managers will need to ensure that staff are inducted on service specific work as applicable.

6.3 Essential Training

There are a number of learning events that all new starters must complete and Essential Training for defined job categories that must be attended at least once by identified staff to:

- ensure the safety and well-being of all our staff, customers and service users;
- allow for the efficient functioning of the council;
- comply with statutory requirements;
- reduce and address areas of risk; and to
- maintain competence levels to the standard required by the council.

The courses that are mandatory for all new starters are indicated on the Induction Checklist. The line manager will select the courses from the Essential Training checklist that are relevant to the role.

7.0 Monitoring

Human Resources will be monitoring the application of this policy across the council and will be report to the Human Resources Improvement Group (HRIG) on an annual basis.

8.0 Further information

For further information, please contact a member of Human Resources.