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Adnoddau Dynol
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Human Resources
Rhondda Cynon Taf Council, working with you, working together

Induction Policy

This document is available in Welsh, please see Polisi Ymsefydlu



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PURPOSE

The purpose of this policy is to provide a guidance framework for the induction of new Council employees, managers and current employees whose roles have changed significantly.

The policy aims to set out the organisation's approach to induction, complement existing local induction practices and indicate how appropriate inductions can be provided.

The information presented via this policy and any subsequent e-Learning is available bilingually. Staff are encouraged to read and complete modules in Welsh or English, whatever their preference.

1. **POLICY STATEMENT**

Key Points

- **All inductions are to be completed no later than 6 months from the employee start date.**
- **Shared responsibility for manager and employee to take ownership of the induction process. Each employee and employing manager are responsible for ensuring that the induction process is completed with the set timescale. Managers should ensure that the induction process is managed in accordance with the individuals learning needs and that sufficient time is allocated to an individual to complete their induction.**
- **The induction checklist “Hello to ... Your Team” (local induction) is provided at the end of this policy.**

Induction is the process where employees adjust or acclimatise to their jobs and their working environment. An induction programme aims to provide all the information that new employees need, and able to assimilate, without being overwhelming or diverting them from the essential process of integration into their new team.

For many, the prospect of a new job in an organisation is a daunting one. A good induction programme will help to integrate them into the workplace and help them settle more quickly into their role, resulting in a more effective performance at an earlier stage.

The Benefits of a good induction

A good induction can:

- Reduce the time taken for a new employee to become effective
- Help to support employees retention and commitment
- Introduce new employees to the culture, values and behaviours of the organisation
- Provide a greater understanding of the job and how it fits into the “bigger picture”
- Begin the ongoing process of continuous personal development
- Demonstrate that we are an inclusive employer that values its people and their diversity
- Encourage two way communication and team working
- Allow objectives to be set and provides clarity around key learning that must take place during the probation period

The Council has developed a new induction programme called “**Hello to ... Induction**” to provide support, information and guidance for employees and managers in the first six months of employment.

The programme is delivered through face-to-face sessions and e-Learning modules through RCT Source and is designed to complement the local induction.

2. **ACCESS TO THE RCT SOURCE**

The RCT Source is a web-based system that can be accessed at home or at work on any device including tablets, phones, laptops etc., it is designed to support all employees in terms of finding key information.

Each employee requires an RCT Source account in order to access the information. The manager is required to complete an RCT Source New User Employee form to request a new account to access the site, which can be found in the **“Hello To ... Employing Manager”** section on the site.

Managers should be encouraged to allow employees to undertake the induction process in works time.

The Council recognises that some employees may need additional support and training to access web-based systems. Managers are required to support their employees to complete their **“Hello to ... Induction”**. Further support is available from the People Development Team, email pdt@rctcbc.gov.uk.

3. **INDUCTION FRAMEWORK**

Key Points

- **“Hello To ... Your Team” and “Hello To ... Your Council” are mandatory elements of the induction for all new employees.**
- **“Hello To ... Management” is an additional element based on the individual’s managerial responsibility associated with their role.**
- **New employees taking on managerial/supervisory roles will be required to complete all 3 elements (“Hello to ... Your Team, The Council and Management”) of the induction process.**
- **“Hello To ... The Employing Manager” provides guidance to the employing manager and hosts all resources required for induction.**

The Induction Policy encompasses several strands to the Induction:

- “Hello To ... The Employing Manager”
- “Hello To ... Your Team”
- “Hello To ... The Council”
- “Hello To ... Management”

“Hello To ... The Employing Manager” is an area on RCT Source that provides guidance to the employing manager and hosts the induction policies, and additional resources to enable them to support newly appointed employees. The employing manager will need to tailor the content to address local, service and specific needs of the employee.

“Hello To ... Your Team” offers the new employee a resource site to familiarise themselves with important components of induction, employment and performance management. It hosts the Induction Checklist, links to policies including Induction, Learning & Development Policy, General Health & Safety Policy, Social Media and Whistleblowing Policy, Basic Rules Booklet, Well-Being Plan and Public Sector Equality Duty.

“Hello To ... The Council” provides knowledge and insight about The Councils’ Purpose, Vision, Values, Culture and working in Local Government. It offers insight into its functions, who’s who, the political make up and essential information regarding policies and our individual responsibilities.

The area incorporates **mandatory** e Learning modules required to be completed by all employees. These modules currently include:

- Safeguarding Children and Adults – Raising Awareness
- Violence Against Women, Domestic Abuse and Sexual Violence
- Information Management Introduction
- ICT Security - Protecting Information
- Data Protection Awareness (GDPR)

The Council recognises that the Safeguarding and Violence Against Women, Domestic Abuse and Sexual Violence can be emotional subjects and support is available for employees through HR or the Occupational Health Unit.

The final element in this area, is **mandatory attendance** at a **“Hello To ... The Council”** corporate event. These events will be held three times a year. Reservations for the event can be booked via the RCT Source by either the employing manager or the new employee. Managers must provide time off for employees to attend a corporate event.

“Hello To ... Management” is designed for all new or transitioning employees who, as part of their role, have responsibility for people management (be it at team leader, supervisor or manager level). The manager’s induction is **mandatory** and must be completed by all employees new to a management role within the Council.

There are three elements to the management induction these are:

1. On-line Support – e-Learning, guidance and undirected reading

This is structured into four thematic areas:

- About Me
- Leading a Team
- The Business
- Future Focus

The content is designed to be completed individually via the RCT Source.

2. Face-to-Face Sessions

In addition to the e-Learning content, individuals undertaking the manager's induction will attend **mandatory** face-to-face sessions that enhance the e-Learning content and provide an opportunity to network and meet peers.

3. Manager's Forum

The manager's forum provides an on-line opportunity to contribute to discussions, share views and find out more about management topics.

4. RESPONSIBILITIES

Key Points

- **It is the line manager's responsibility to ensure that the induction process is effective and all relevant elements are completed**
- **All employees will be required to complete a local government e-Learning module and attend a "Hello To ... The Council" event within 6 months of commencing their new post**
- **Managers should inform the employee of the probationary period during their local induction**

The New Employee

The new employee's responsibilities include:

- Engaging with the induction process
- Undertaking, all the induction activities, which are indicated to them by their line-manager and induction programme, in a timely fashion
- Applying knowledge and skills gained through induction to performance in their job role
- Maintaining induction records as part of their personal and professional development.

- Completing and signing the Induction Checklist
- Ensure you book a place on the “**Hello To The Council**” event within 6 months of commencing their new post
- If new employees experience issues in terms of their induction, they are encouraged to bring it to the attention of their manager.

Employing Managers

The employing manager’s responsibilities include:

- Plan, organise and produce an Induction Plan being careful NOT to overwhelm staff with too much information
- Use the “**Hello To ... Your Team**” Induction Checklist as a guide to plan the induction programme
- Set up an RCT Source account for the new employee
- Monitor the level of performance (effectiveness, efficiency, attendance and conduct) throughout the probationary period
- Conduct regular probation reviews throughout the probation period
- Provide guidance, support and training where necessary
- Check-in with the employee to see how they are progressing
- Ensure the employee books a place on the “**Hello To ... The Council**” event
- Review probation performance, sign off the probation and complete and return the probation report forms
- Book on-going 1-2-1 meetings and performance reviews

All aspects of the induction process **must be completed within 6 months of the employees start date.**

Full induction completion is one of the key factors for sign off of the employee’s probationary period sign off and should not be authorised unless the employee meets all requirements including the FULL completion of the induction.

5. PROBATION SIGN OFF

Key Points

- **All relevant documentation can be found in the “Hello To ... Employing Manager section on the RCT Source.**
- **The probation period is 6 months**
- **Regularly review the probation performance**
- **Successful completion of an employee’s induction programme is one of the elements for the probation sign off**

All new employees will be contractually subject to a standard probation period of 6 months (including employees coming from other Local Authorities)

The “**Hello To ... Induction**” should take place immediately following appointment. Employees must be properly informed at the start of their employment about what is expected of them during their period of probation, e.g. the required job outputs, induction process and/or the standard of performance, behaviour and conduct.

Managers should use the “**Hello To ... Your Team**” Induction Checklist (Appendix 1) to develop an induction programme for their new staff.

Successful completion of an employee’s induction programme is one of the elements for the probation sign off.

Confirmation of appointment is dependent upon the satisfactory completion of the probationary period.

Please refer to the Probation Policy for more information.

6. CONCLUSION

A good induction programme will help to integrate new and transitioning employees into the workplace and help them settle more quickly into their role, resulting in a more effective performance at an earlier stage.

For more information, please contact the People Development Team at pdtdt@rctcbc.gov.uk

“Hello To ... -Your Team”

INDUCTION CHECKLIST

<i>Employees Name</i>	
<i>Division</i>	
<i>Managers Name</i>	
<i>Date of commencement in post</i>	

Rhondda Cynon Taf Council is committed to ensuring that all new employees to the Council receive a comprehensive induction. This checklist is designed to complement the **“Hello To ... The Council”** (Corporate Induction programme), **“Hello To ... Your Team”** (employee’s local induction programme/plan and as a tool for both managers and new employee’s to:

- Track the delivery of an employee’s induction programme/plan led by the line manager
- Track the completion of the induction programme/plan by the employee
- Provide a baseline of information to begin the personal development planning process which will be undertaken jointly by both the manager and employee

All of the activities covered must be included in the employees induction programme if they are applicable.

All inductions are to be completed within 6 months of employment start date.

Mandatory Completion for ALL New Employees

	Date Completed	Comments
Part 1: Introduction & Health & Safety		
Initial greeting and briefing of the induction program/plan/induction checklist from manager		
RCT Source account details provided to the employee		
Signing in/out procedure explained (including any local arrangements in relation to safety)		
Procedure for accessing building explained e.g. key fob supplied if appropriate		
Emergency Contact form completed and manager keeps a copy safely		
Identity card/security pass issued (where applicable)		
Accident Reporting Procedures, location and completion of accident book explained		
Nominated First Aider and location of First Aid box/equipment		
COSHH procedures explained (where applicable)		
Lone Working procedures explained (where applicable). Policy available on RCT Source		
Display Screen Equipment procedure (where applicable)		
Personal Information		
Introduction to immediate team members		
Provide email and login details		
Location of kitchen/canteen/toilets/tea & coffee facilities		
Location of an use of fax machine/photocopier – login		
Site layout explained and tour carried out (where applicable)		

	Date Completed	Comments
Salary/wages explained		
Personal Information (cont.d)		
Annual leave entitlement explained and card issued		
Flexi leave procedure explained (where applicable)		
Shift/Work rota explained (where applicable)		
Office hours/cover explained (where applicable)		
Scheme for Reimbursement of Travelling Expenses and e-expenses system explained – copy of license, MOT certificate and insurance documents provided and checked		
Probation period explained and ate of review meeting provided		
Appropriate use of mobile phones and office phones explained		
Car parking facilities explained (if applicable)		
Allocation of work related equipment (e.g. workstation, PC, tools, Personal Protective Equipment), workstation DSE assessment completed		
Explanation of Staff Benefits website and login details		

	Date Completed	Comments
Part 2: Organisational Policies All the policies and procedures that relate to these categories can be found on RCT Source – if you do not have access to RCT Source, your manager will provide you with a copy		
Mandatory e-Learning modules that ALL staff must complete via RCT Source, these include: <ul style="list-style-type: none"> • Safeguarding Children and Adults – Raising Awareness • Violence Against Women, Domestic Abuse and Sexual Violence • Introduction to Information Management • ICT Security – Protecting Information • Data Protection Awareness (GDPR) • Welsh Language Standards • Corporate Induction 		
Internet/Email Acceptable Use Police (where applicable)		
Sickness Reporting Procedure/Policy – Day 1-4 reporting		
Leave of Absence		
Welsh Language Standards and individual responsibilities explained		
Discipline Procedure and Rules, including Code of Conduct		
Grievance Procedure		
Equality and Diversity Policy		
Welsh Language Level 1 Training (online course)		
Smoking in the Workplace Policy		
Capability Procedure/Policy		
Drug Misuse at Work Policy		
Anti-Fraud and Corruption Policy		
Gifts and Hospitality Policy		
Workplace Stress Policy and role of Occupational Health Unit		
Complaints Procedure explained		

	Date Completed	Comments
Training, Learning and Development Policy		
Financial Regulations explained (where applicable)		
Dignity at Work Policy		
Managing People and Their Performance Policy and responsibilities explained		

All the areas listed on the checklist (part 1) MUST be covered in the induction programme as a minimum even where service areas have their own induction processes in place. In order to avoid duplication, Service areas must tailor their induction programme.

YOUR SERVICE SPECIFIC INDUCTION

Please feel free to use this blank sheet to schedule any further components of “Hello to ... Your Team” induction relevant to your service area.

Topic	Date Completed	Comments

ADDITIONAL GUIDANCE

Below is a list of further areas, which will aid with the Induction process. In line with best practice, these areas should be addressed within the first month of commencement.

Topic	Date completed	Comments
Council Plans explained		
Departmental/Team structure		
How the department works and relates to other departments		
Job Description and how employees post fits into the departments		
Expectations/standards/current priorities		
Who's who in the team, their roles and responsibilities		
Initial training need identified		
Set up meetings with key contacts		
Nominate "buddy"		
Visits to other key sites/locations		
Reporting, communications and management structures		
Terminology, jargon, glossary, definitions of local terms		
Customer Care Charter standards		

Any comments/follow up actions

It is advised this document should be signed and dated and should be completed no later than 6 months of commencement. The employee and line manager should then retain a copy, and a copy returned to Human Resources.

Signed Employee: _____

Date: _____

Signed Manager: _____

Date: _____

Please return to:

**Human Resources, Tŷ Elai, Dinas Isaf Industrial Estate, Williamstown,
Tonypany, CF40 1NY.**