



## **HOUGHTON REGIS TOWN COUNCIL**

### **STAFF INDUCTION PROCESS**

Date of Approval:	26 <sup>th</sup> September 2011
Date of Review:	1 <sup>st</sup> March 2013; 26 <sup>th</sup> September 2017
Date of Re-approval:	11 <sup>th</sup> December 2017

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## 1. Policy Statement

Houghton Regis Town Council is committed to developing all members of staff so that they can perform to the best of their ability and can offer the best service to the Council.

Accordingly, the Town Council offer an Induction Process and an Appraisal System for all new members of staff to support staff development and service provision.

The Town Council aims to be an employer who provides a fair inclusive working environment that:

- Ensures equality or opportunity to enable all employees to contribute to Council and achieve personal development.
- Is free from discrimination, harassment and victimisation of any kind.
- Reflects all sections of society.

The Town Council confirms its opposition to any form of less favourable treatment of employees and applicants for employment on grounds of gender (including gender assignment), marital status, race, ethnic origin, colour, nationality, disability, religion, age or sexual orientation.

## 2. The Induction Process

On the commencement of employment (usually the first day) the Line Manager or Town Clerk will complete the following Induction Process:

### *Council Structure & Role*

General description of the Town Council and the role it plays within local government and the local community

### *What the job is*

This will comprise a basic description of the post. It will consider the requirements as outlined in the job description.

### *Staff structure*

The employee will be advised of the staff structure, this will specifically identify their line manager, clerk, health and safety officers and fire wardens.

### *Councillors*

Outline of the role of elected Members and their position within the Town Council.

### *Terms and conditions of employment*

This is to include details of holiday provision, the flexi-time scheme if applicable, pay levels, pay days and pay increases, pension provision, the 6-month probation period and the appraisal system.

### *Line Manager*

To include formal introduction to the employees Line Manager, any specific requirements they may have and the role they play within the Council.

### *Town Clerk*

To include formal introduction to the Town Clerk, any specific requirements they may have and the role they play within the Council.

*Staff Facilities*

Employees to be shown facilities including first aid box and accident book, cloakroom, toilets, rest room and kitchen.

*Council policy*

Employee to be shown location of electronic versions of Council policy documents and to be invited to review them during the first week or so of their employment. Specifically, to be shown the Health & Safety Policy, the Fire Risk Assessment, Other Risk Assessments and any other policy documents applicable to their position within the Council.

*Council IT System*

Employee to be shown around IT set up and to receive advice on use for personal reasons, prohibition on downloading external software etc

*Initial Training Needs*

To consult with employee over any initial training needs which may have been highlighted through the recruitment process or the reference process.

*Probation Period*

To highlight to employee the 6-month probation as set out in the contract of employment. Further details provided below.

### **3. The Probation Period**

The contract of employment includes a 6-month probation period for all new employees. This enables the Council to review the suitability of the employee for the role being undertaken. Satisfactory completion of the probation period results in the employee becoming a permanent member of staff.

On commencing employment, the employee will undergo the above induction process. This process may highlight any initial training needs. These should be addressed promptly to help the employee to undertake their role satisfactorily.

On completion of one month's service a formal discussion will be held between the employee and their line manager. This gives both parties the opportunity to address any concerns over employee performance. Should any concerns be raised suitable actions to address the concerns should be identified and followed through promptly.

A second formal discussion will be held between the employee and their line manager after a further 2 months. This should concentrate on any concerns previously identified and reflect on whether performance has improved and consider if any new concerns have arisen. Again, suitable actions should be agreed and followed through promptly.

A final interview will be held just prior to the 6-month probation period ending between the employee and their line manager. Again, this should concentrate on any concerns previously identified and reflect on whether performance has improved such that the employee is

considered fully suitable to the position. The employee will be formally notified by letter of satisfactory completion of their probation period.

The above series of meetings is the formal structure for the probation period, in reality Line Managers offer an open-door policy to all staff so should concerns or issues arise employees and Line Managers are encouraged to address them promptly without necessarily waiting for one of the above scheduled discussions. Issues or concerns certainly should NOT be left until the probation period is nearly completed.

Training should always be sourced promptly to rectify any issues.

Both Line Managers and employees are encouraged to increase the frequency of the above discussions if felt needed / justified.

#### **4. Review**

This policy will be reviewed every 4 years by the Corporate Services Committee.

**Appendix A**

New employees will undertake an Induction process upon commencement of their employment. This form is intended as a formal record of that process.

<i>Area of Induction</i>	<i>Date received</i>	<i>Signature of Employee</i>	<i>Signature of Clerk / Line Manager</i>
<p><i>Council Structure &amp; Role</i> General description of the Town Council and the role it plays within local government and the local community</p>			
<i>NOTES</i>			
<p><i>What the job is</i> This will comprise a basic description of the post. It will consider the requirements as outlined in the job description.</p>			
<i>NOTES</i>			
<p><i>Staff structure</i> The employee will be advised of the staff structure, this will specifically identify their line manager, clerk and deputy clerk, health and safety officers and fire wardens.</p>			
<i>NOTES</i>			
<p><i>Councillors</i> Outline of the role of elected Members and their position within the Town Council.</p>			
<i>NOTES</i>			
<p><i>Terms and conditions of employment</i> This is to include details of</p>			

holiday provision, the flexi-time scheme if applicable, pay levels, pay days and pay increases, pension provision, the 6 month probation period and the appraisal system			
<i>NOTES</i>			
<i>Line Manager</i> To include formal introduction to the employees Line Manager, any specific requirements they may have and the role they play within the Council.			
<i>NOTES</i>			
<i>Town Clerk</i> To include formal introduction to the Town Clerk, any specific requirements they may have and the role they play within the Council.			
<i>NOTES</i>			
<i>Staff Facilities</i> Employees to be shown facilities including first aid box and accident book, cloakroom, toilets, rest room and kitchen.			
<i>NOTES</i>			
<i>Council policy</i> Employee to be shown location of electronic versions of Council policy documents and to be invited to review them during the first week or so of their employment. Specifically to be shown the Health &			

<p>Safety Policy, the Fire Risk Assessment, Other Risk Assessments and any other policy documents applicable to their position within the Council.</p>			
<p><i>NOTES</i></p>			
<p><i>Council IT System</i> Employee to be shown around IT set up and to receive advice on use for personal reasons, prohibition on downloading external software etc</p>			
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<p><i>Initial Training Needs</i> To consult with employee over any initial training needs which may have been highlighted through the recruitment process or the reference process.</p>			
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<p><i>Probation Period</i> To highlight to employee the 6 month probation as set out in the contract of employment. Further details provided below.</p>			
<p><i>NOTES</i></p>			