

***CAERPHILLY COUNTY
BOROUGH COUNCIL***

***NOTES OF GUIDANCE FOR
MANAGERS IN RELATION TO
THE INDUCTION POLICY AND
THE COMPLETION OF THE
INDUCTION CHECKLIST***

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Note. Wherever the designation Manager is used throughout these Notes of Guidance, it is taken to mean Head of Service, Line Manager, Supervisor, Officer in Charge or anyone who has a responsibility for employees through their work.

NOTES OF GUIDANCE FOR MANAGERS IN RELATION TO THE INDUCTION POLICY AND THE COMPLETION OF THE INDUCTION CHECKLIST

1.0 INTRODUCTION

- 1.1 These guidance notes have been produced to assist Managers in carrying out effective induction for all new, transferred and seconded employees.
- 1.2 These notes must be read in conjunction with the Council's Induction Policy.
- 1.3 It is the responsibility of the Line Manager to ensure that all new employees receive all aspects of Caerphilly County Borough Council's Induction Process.

2.0 STAGES OF INDUCTION

- 2.1 The Council's induction process will be conducted over the first several weeks of employment initially, and will be completed within the first 6 months of employment. It is therefore a progressive induction process at Day 1, Week 1, Month 1, Month 3 and Month 6.
- 2.2 The induction process also includes the completion of the Induction Checklist by both the Manager and the employee, to record progress systematically, and ensure that nothing is missed.
- 2.3 Managers should be mindful that people can only take in so much information at any given time, and should not be overloaded.
- 2.4 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. For example:
 - **School and college leavers-** School or college leavers may be nervous or excited at their first job, therefore it is particularly important for Managers to encourage a positive attitude to work, and to allay any fears that they may have. Young persons may have special requirements as regards to Health & Safety.
 - **People returning to work after a break in employment-** Men or women returning to work after some years caring for children or other dependants may feel apprehensive about the new job. They may feel out of touch with developments and in need of re-establishing themselves. Their induction programme needs to take this into account.
 - **Employees with disabilities-** Careful pre-planning can reduce the problems which may arise for employees with disabilities, whether in terms of access, equipment or dealing with colleagues. Managers will be able to seek guidance from Job Centre Plus- Disabilities Services or reemploy Interworks. Further information may be obtained through Directorate Personnel Units.

- **Ethnic minorities**-Although new employees from ethnic minority backgrounds will undergo the same induction process as any other new starter, Managers may need to be sensitive to, and take account of any particular cultural or religious customs of new employees who are part of an ethnic or religious minority. For further advice on this matter Manager's should contact the Directorate Personnel Unit.

2.5 A Local Welcome

2.5.1 First Day of work

- 2.5.2 It is essential that new employees receive a personal welcome, led by their line manager on their first day of work. This will then set the scene for how the individual will be taken through their subsequent induction programme.
- 2.5.3 It is important that the new employee is made aware not only of their role within their area of work but how this fits in with the role of the section, Department and Directorate as a whole. Therefore the new employee should be given an information pack/handbook that will give a brief introduction to the Department and its roles and responsibilities.
- 2.5.4 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.

2.6 Induction Checklist

- 2.6.1 Managers must use the Induction Checklist as the basis of the employee's induction within their department. A copy of the induction checklist is available from the relevant Directorate Personnel Unit. This is to ensure that the induction process is carried out with no omissions and is recorded formally.
- 2.6.2 The checklist must be completed by the Manager and the employee at the intervals identified on the checklist i.e. Day 1, Week 1, Month 1, Month 3 and Month 6. This will monitor the progress of the new employee in all the areas identified on the checklist.
- 2.6.3 If the Manager perceives that areas of the checklist are inappropriate for the employee, these can be deleted from the checklist.
- 2.6.4 Some areas of the checklist can be met through a variety of sources for example, the Welcome to Caerphilly Presentation, the Welcome Pack and information provided by Directorate Personnel Units will cover some of the organisational areas. However these need to be recorded on the checklist at the appropriate intervals. Personnel areas of responsibility are covered within Section 5.2 of the Induction Policy and in the flowchart at Appendix 1. Confirmation of whether these areas will have been met can be provided by the Directorate Personnel Units.
- 2.6.5 Managers must ensure that all new employees receive a Corporate Welcome by attending the Welcome to Caerphilly Presentation held at The Stables Learning Centre. Directorate Personnel Units will send details of the new

employee to The Stables Learning Centre who should then arrange a date of attendance within 8 weeks of their start date.

- 2.6.6 The main areas that must be covered as identified within the Checklist include:
- Aims and objectives of the area of service and the organisation
 - Health and Safety
 - Organisational policies and procedures
 - Personal information
 - Training.
- 2.6.7 The checklist must be completed and signed off within 6 months of the employee's start date. Once completed a copy of the Induction Checklist must be forwarded to the Directorate Personnel Unit for retention on the employee's personal file.
- 2.6.8 Throughout the process if there are any areas within the checklist that the employee feels unable to sign off, these areas should be highlighted as soon as possible and measures put in place to address these.

3.0 MONITORING

- 3.1 The Directorate Personnel Unit will oversee the completion of the induction process on an ongoing basis.
- 3.2 Managers must ensure they complete the Induction checklist and Induction Evaluation Forms within the appropriate timescales.
- 3.3 At each stage of the induction process, the completed sections of the Induction Checklist and Evaluation Form, must be sent to the Directorate Personnel Unit

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