

Stonehouse Town Council Staff Induction Policy

Adopted 15 July 2019 (TC2235)

Next review: July 2020

1 Purpose of the Policy

1.1 Induction is intended to acquaint the newcomer to the staff / councillor team with essential information such as the layout of the building, the location of facilities, the reporting structure, key personnel, Health and Safety procedures, any other policies and procedures, in order for him/her to become fully integrated into the Organisation as quickly as possible.

1.2 Induction is also an opportunity for every employee / councillor to get to know his/her Manager at an early stage and to ensure that every new employee / councillor fully understands his/her role and the part that he/she plays in achieving the overall objectives of the Council.

1.3 Induction procedures include the opportunity for all new employees and councillors to review their role-related training needs and identify what training they need to carry out their role effectively and for the employer to confirm that the employee is suitable for the job.

2 Employees

2.1 Policy

2.1.1 All new employees will receive a comprehensive induction to the organisation as well as all related work and to their individual job role.

2.1.2 Induction will be carried out in two stages. The first stage covers the initial introduction to the organisation as well as all related projects and the second stage covers the probationary period and ensures that all employees have an opportunity to discuss and identify their job-related training and development needs.

2.2 Stage 1

2.2.1 Stage one of the induction should be carried out during the first 2 weeks of employment. It is the responsibility of the line manager to delegate appropriately certain aspects of the induction procedure if he/she is unavailable or if this is more appropriate.

2.2.2 Each item on the Induction checklist must be covered and the completion column initialled by the person carrying out the induction.

2.3. Stage 2 Probationary Period

2.3.1 The second stage of induction should be completed within three months of the employee joining the organisation, which is the normal probationary period. This period allows time for both the employee and employer to assess his/her suitability for the job and identify and address specific concerns s/he may have.

2.3.2 During the probationary period, supervision sessions will be used to identify and discuss training / personal development needs of the employee. Any concerns will be addressed by agreeing a workplan that aims to bring the employee up to a suitable standard to be confirmed in post at the end of the probationary period.

2.3.3 Any concerns around competence or conduct or performance will be addressed during supervision as described above and an action plan to address them will be agreed with the line manager. Neither the staff Competency Policy nor the Grievance and Disciplinary Procedures apply during the Probationary Period

2.3.4 If, at any point during the Probationary Period, it is felt that these concerns are irresolvable, notice may be given according to the notice periods laid out in the Staff Contract, making it clear to the employee the reasons for this

2.3.5 During the Probationary Period, each new employee will agree with their line manager a Workplan and Individual Personal Development Plan.

2.3.6 At the end of the Probationary Period, the line manager will hold a review meeting with the employee and, if their progress has been satisfactory, will confirm them in post.

2.3.7 Alternatively, if appropriate, the probationary period may be extended to up to six months or employment may be terminated.

2.3.8 Entitlement to annual leave, sick pay, pension contributions and notice periods during the Probationary Period are as laid out in the Staff contract and Handbook.

3 Councillors

3.1 All new councillors should be sent The Register of Interest to sign as soon as they are elected / co-opted.

3.2 They should also be sent copies of:

- The Financial Regulations
- Standing Orders
- Code of Conducts

and signposted to the Council's policies and procedures.

3.3 An induction session should be arranged by the Clerk before the first Full Council meeting at which the councillor will:

- meet members of staff,
- be shown around the office
- be given information about how /when to contact staff and other councillors
- be set up with a Councillor email address
- be given a brief overview of the Council and committee structure and processes and the other councillors.

3.4 All new councillors are expected to attend the GAPTC Training Session "Be a Better Councillor" as soon as possible after joining the Council.