

Induction Policy

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Induction Policy

1 Introduction

- 1.1 The purpose of this policy is to ensure that all new employees joining the Council are welcomed, supported and equipped with the necessary knowledge, tools and resources to perform their roles effectively and confidently.
- 1.2 Through a structured induction, employees gain a clear understanding of their role, the working environment, and the Council's values, policies, and procedures. The aim is to support their smooth integration into the organisation, benefiting both the employee and the Council.
- 1.3 This policy applies to all permanent, fixed term and temporary employees of the Council. Teachers and employees working in schools have their own local management and policies to follow.
- 1.4 Work placements, agency workers and consultants (including those outside of IR35), while not considered employees of the Council, are required to attend Corporate Induction, Corporate Managers Induction (if applicable) and complete any mandatory training that is applicable to their role. These individuals are also expected to familiarise themselves with relevant Council policies and procedures and proactively seek sufficient knowledge about the organisation to enable them to carry out their duties to the required standard. For those outside of IR35, they are required to complete mandatory learning that is applicable to their role.

2 Principles

- 2.1 The Council is committed to:
 - Supporting all employees to understand the Council's priorities and values from the outset.
 - Assisting managers in guiding new employees to understand their roles and responsibilities.
 - Enabling effective management of performance by setting clear expectations with new employees and supporting personal development.
 - Providing relevant induction support to volunteers, agency workers and consultants.
 - Ensuring employees are well-prepared and motivated to contribute effectively from the onset.
 - Managers being given the tools to effectively manage people, resources and finance.
- 2.2 Managers and employees have certain responsibilities that they must adhere to as part of this policy as outlined in appendix A.

3 Legal Framework

- 3.1 This policy aligns with the following legislation:

- 3.1.1 Health and Safety at Work Act 1974
Ensures all employees receive appropriate health and safety training to maintain a safe working environment.
- 3.1.2 Equality Act 2010
Promotes inclusive, fair and non-discriminatory practices for all employees.
- 3.1.3 Data Protection Act 2018
Ensures employees understand their responsibilities in handling personal and sensitive data appropriately.
- 3.1.4 Employment Rights Act 2025
Supports fair treatment and ensures clarity on employment terms and conditions.
- 3.1.5 Management of Health and Safety at Work Regulations 1999
Requires the Council to provide risk specific training to employees.
- 3.1.6 Employment Rights Bill 2024-2025 (further updates pending).

4 Induction Process

- 4.1 The induction process is designed to guide new employees through key stages, from pre-start preparation to ongoing support, ensuring they are fully equipped to understand their role and expectations and to help integrate them into the team. New employees are encouraged to share any reasonable adjustments they require to ensure they can fully participate in the induction process.

4.1.1 Pre-start

Once the candidate has completed pre-employment screening the manager will be contacted by the Onboarding and Compliance team to agree a start date with the new employee. Where possible, Managers should consider agreeing a start date in line with the Corporate Induction schedule. As part of the preparation for a new starter, the manager should seek to ensure any reasonable adjustments are known and in place prior to the new employee's start date. Managers should also ensure a welcome message is sent to new employees and make arrangements for their IT setup, including access to necessary systems and tools, as well as arranging a local induction and booking of probationary review meetings.

4.1.2 Day One

Managers should ensure new employees are introduced to colleagues, given a tour of the workplace and provided with an overview of health and safety procedures. This should include emergency protocols, general safety practices and employee responsibilities to maintain a safe working environment. New employees are expected to complete the [new starter checklist](#) and commence all mandatory training courses, while managers are responsible for signposting mandatory training courses and reviewing progress and confirming that these have been completed.

4.1.3 Corporate Induction

All new employees are expected to attend a Corporate Induction, which provides an overview of the Council's structure, values, key policies and mandatory training requirements. New employees in management roles are also required to attend Corporate Manager's Induction.

4.1.4 Local Induction

Managers are responsible for coordinating a local induction for new employees. This should be tailored to the specific service area, clearly outline role expectations and include introductions with key contacts.

4.1.5 Ongoing Support

Managers should schedule probationary review meetings with all new employees to monitor progress, address any challenges and offer constructive feedback. These meetings aim to support ongoing development and contribute to the successful completion of the probationary period. Further information on Probation can be found [here](#).

5 Equality, Diversity and Inclusion

- 5.1 The Council is committed to creating a welcoming and inclusive environment for all new employees.
- 5.2 In applying this policy, the Council will actively promote equality, eliminate unlawful discrimination and foster positive relationships among employees from diverse backgrounds.
- 5.2 The induction process supports equality, diversity and inclusion (EDI) by:
 - Promoting awareness of the Council's EDI policies and values
 - Providing reasonable adjustments
 - Signposting to staff network groups
 - Ensuring all resources are accessible and inclusive

6 Non-compliance with Induction Requirements

- 6.1 If a new employee does not engage with the induction process, such as failing to complete mandatory training, the manager will address issues immediately in an informal one-to-one discussion to clarify expectations and agree next steps. This will also be noted in the probationary review [form](#).
- 6.2 In the event non-engagement continues or is of a serious nature, the manager will carry out a probation review meeting, recording the issues and agree the next steps with the Employee Relations team. Further information on Probation can be found [here](#).

- 6.3 Failure to comply with this policy may lead to an extension of the probation period or in the event of repeat concerns and/ or additional other concerns; failed probation, resulting in termination of employment.
- 6.4 It is the responsibility of the new employee to familiarise themselves with the Code of Conduct, HR policies, declarations of interest and other policies relevant to their role.
- 6.5 Agency workers and contractors non-compliance in respect of corporate and local induction, mandatory training and adhering to reasonable organisational expectations for contractors, may result in termination of assignment, feedback to the agency or supplier and exclusion from future Council engagements.

7 Further References

[Probation Policy](#)

[Disciplinary Policy](#)

[Code of Conduct Policy](#)

[Conflict of Interest Policy](#)

[Reasonable Adjustments and Access to Work Guidance](#)

[New Starter Checklist](#)

Appendix A - Employee and Manager Responsibilities

| Employee Responsibilities | Manager Responsibilities |
|---------------------------|--------------------------|
|---------------------------|--------------------------|

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| To read and understand all relevant policies and standards that affect their role. | Complete pre-start tasks such as discuss any reasonable adjustments, send welcome communication and IT setup. |
| Complete the new starter checklist with manager. | Work through the new starter checklist with the employee. |
| <p>Complete all mandatory training, including any role-specific modules required for IR35 individuals.</p> <p>People managers to also attend mandatory training for HR Investigations and Health & Safety.</p> | Carry out a local induction for employees, which is service specific, outline employee expectations and arrange introductions with key contacts. |
| Attend and actively participate in regular one-to-one meetings / My Conversation meetings. Employees must also follow and complete the probation policy where applicable. | Schedule regular one-to-one/ My Conversation meetings to review progress, provide timely feedback and support performance. Ensure the probation policy is followed where applicable. |
| Take initiative to become a valuable member of the workforce by learning about the Council's structure and how it operates. | Ensure the employee has the necessary equipment to carry out their role. Where relevant, discuss and arrange any reasonable adjustments to support employees. |

Document Control

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|---------------------|--|
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