Thame Town Council

Induction Policy

1. General

1.1 The Town Council believes that all new employees must be given timely induction training. This training is regarded as a vital part of staff recruitment and integration into the working environment. This policy, associated procedures and guidelines define the Council's commitment to ensure that all staff are supported during the period of induction, to the benefit of the employee and Council alike.

2. Aim

2.1 It is the aim of the Council to ensure that staff induction is dealt with in an organised and consistent manner, to enable staff to be introduced into a new post and working environment quickly, so that they can contribute effectively as soon as possible. This induction policy, associated procedures and guidelines aims to set out general steps for managers and staff to follow during the induction process. It is expected that all managers and staff will adhere to this policy.

3. The Council's Commitment

3.1 The Office Administration Manager will:

- Issue guidelines to familiarise other senior managers and staff with the induction process
- Maintain and update the Induction Policy
- Provide a checklist for managers and staff to follow during the induction period
- Ensure there is effective monitoring of the induction process, particularly in the first six months
- Deal with any problems promptly providing an efficient service for both managers and staff
- Review all policy, procedures and guideline documents on a regular basis
- Keep up to date with legal requirements

4. Guidelines for Managers

4.1 The purpose of induction is to support new employees during this challenging period and to help them become fully integrated into the Council as quickly and as easily as possible.

4.2 The Induction Programme is a very useful way of ensuring that information is imparted to new employees when they are likely to be most receptive. It avoids overloading employees with information during the first weeks whilst ensuring that all areas are covered. Managers should ensure that these matters have been properly understood whilst the programme is being completed, perhaps in the form of a weekly chat with the new entrants. At the end of the process the

induction programme should be signed by the relevant parties and placed in the member of staff's personal file.

5. First Day

5.1 Preparations should be made for the arrival of new entrant well in advance, e.g. arrangements to provide a desk, equipment etc.

5.2 It is important to introduce new employees to their new workplace and colleagues at the earliest opportunity. Managers should refer to the Induction Programme and use it as a basis for discussion, thus ensuring all documentation is complete.

5.3 A tour of the workplace, including both the Town Hall and the Depot should be arranged for the new entrant allowing the Council to be viewed as a whole and the employee to see where they fit into the organisation.

6. Induction Programme

6.1 Induction programmes must be geared to the individual's needs. Induction can be said to end when the individual becomes fully integrated into the organisation. There is no set timescale within which this will happen and follow up is essential. In some areas, such as understanding wider aspects of the organisation it may be appropriate to follow up after a number of months. All new staff have a six month probationary period to complete.