

Perth & Kinross Council

INDUCTION POLICY

Introduction

The Council recognises that an essential part of achieving its aims and objectives as outlined in the Single Outcome Agreement, [Corporate Plan 2018/2022](#) and Our People Strategy is to provide a comprehensive induction process for all employees.

A good induction process helps to ensure that new and transferring employees are effectively integrated into the organisation and that they feel valued right from the start. The aim of the induction process is to provide the employee with enough information on the Council, their Service, their role and work location to allow them to adjust to their new position within the team.

In addition to employees experiencing individual benefits from induction, a properly developed process also has substantial benefits to the Council. Induction can assist in the maximisation of employee contribution as early as possible; the retention of the right skills, abilities and experience to enable the Council to deliver effective, efficient customer focused services; and the establishment of a positive attitude to the Council.

Implementation of Induction Policy

Induction is essential for all new employees including those on temporary employment contracts and casual workers, employees transferring from other Teams and Services and employees returning from a period of absence (eg Career Break, Temporary Transfer, Maternity Leave and Long Term Ill Health). Responsibility for passing this information to the employee lies with the Line Manager.

Employees with disabilities and other needs may require an induction tailored to their needs. It is important that the manager has a discussion with the employee regarding their needs and how to address their needs.

The overall Induction process should commence before the employee starts or returns to their substantive post and it will continue until they are comfortable in their post. The induction should include an overview of the Council, its vision, values, priorities and objectives. This will put their post into context with respect to the objectives and strategies of the whole organisation, and those of the Service for which they work.

In addition, the Induction process should provide detailed information about the employee's role, terms and conditions of employment, health and safety, work location, IT and Information Security practices and procedures as well as

other practices and procedures that are pertinent within the Council. An Induction Plan should be prepared by the Line Manager to support and direct the Induction. Information should be tailored to the employee, their profession or job type and the level that they will be working at.

Induction Stages

The Council has an to [Induction Checklist](#) support managers. The Induction Checklist is not exhaustive and should be supplemented at Service and Team levels so that all relevant information and guidance can be passed to the employee.

There are various elements to the Induction, including:

- **Corporate Overview:** where a general overview from the Corporate perspective is given. This would include Council's Vision, Values, Priorities and Objectives and covering information on the strategic performance planning processes used, Community Planning Partnership, the Single Outcome Agreement, Elected Members and Committee structure. In addition, as appropriate it would include information on how the new employee's role fits in with these.
- **Service Overview:** where appropriate: where specific information relating to the employee's Service is provided. This would include covering the Service Business Management and Improvement Plan, Team Plans; Service Senior Management Team, Finance and budgeting;
- **Post Overview:** where all the induction information is brought together, relating this to the individual's post and place of employment.

Job requirements a clear outline should be given to the new employee on what is included and excluded from their role, how feedback will be given and how the work will be monitored to ensure standards are met and performance maintained;

Work location information describing where the facilities are such as photocopier, in/out clock arrangements, toilets fire assembly/evacuation procedures/points etc;

Health and Safety information it is a legal requirement that new employees receive information about their health and safety obligations;

Terms and Conditions of Employment dealing with and explaining these to the new employee, including pay and payroll information, absence reporting, leave and working hours and other key HR policies and procedures as per the Induction Checklist.

The above three elements should be linked together by the manager to provide the employee with an effective induction that allows them to understand the Council, their Service, their individual post and how these all relate together, as well as information on their place of work to help the employee integrate into their working environment.

Those involved in planning and undertaking Induction

The two main people that are involved in the Induction Process are:

The Line Manager

The employee's line manager is responsible for the Induction process. The line manager should make sure all the events that need to happen do and that the induction is progressed and the induction checklist is completed. However although the line manager has overall responsibility for ensuring induction is carried out they do not need to cover all the elements of the process personally, other people will/can be involved who can provide support through the process. Some elements could be delegated to a Responsible Officer within the team and/or a Mentor to assist the employee during the induction process.

In addition, where there is one, the manager can arrange for:

- The Health and Safety contact and fire wardens to assist with any issues relating to health and safety issues and training.
- The IST Liaison contact to co-ordinate IST equipment such as a computer or telephone.
- The Training and Development contact to assist with identifying and addressing any development needs.

The Employee

The employee is expected to engage in the induction process and read material provided which is relevant to them and their role and complete all mandatory training. As with all learning it is the responsibility of the employee to ensure that all of their learning needs are met through asking questions and seeking further clarification.

Additional roles may be involved in the Induction process, subject to their availability and the needs of the team / individual. For example, a [Mentor or Buddy](#) may be of benefit, where an existing employee is identified to help the new employee throughout the Induction process.