



## **Cinderford Town Council**

### **Staff Induction Procedure**

#### **1 1. Introduction**

All new employees should undertake an induction programme to help them understand their role and their responsibilities and how they contribute to the Council's success.

The Clerk will take responsibility for the staff inductions being carried out. For the appointment of the Clerk the Chair of the Council will take responsibility for the induction being carried out.

A programme for the first day is important and should include:

- A meeting with the Clerk/Chair/line manager
- Introduction to work colleagues
- A meeting with the Chair of the Personnel Committee
- Matters such as health & safety, provision of keys, etc
- Meeting the council members should be scheduled into the programme on a soon as is practical basis. It is important to strike a balance between overloading a new employee with too much information and leaving them feeling neglected and abandoned.

#### **2. The Induction Process**

Irrespective of the new employee's job level he/she should be familiarised as quickly as possible with the function, policies and procedures within the Council. This is achieved through discussions with key members of staff and the completion of the full induction programme and checklist, see Appendices 1 and 2.

Completed induction programmes and checklists should be passed to the line manager for inclusion on the employee's personal file.

The line manager will agree what the new team member needs to know to be able to fulfil her/his role, along with an estimated time plan. They will also agree who is best equipped to carry out the various parts of the induction programme. An induction checklist detailing areas to be covered within the first month of employment can be found in Appendix 1. Information is relevant to all new employees and can, and should, be tailored to the joiners exact requirements.

The Clerk/line manager will discuss:

- The exact nature of the employee’s role (with reference to their job description)
- The Council’s commitment to employee development
- Health & Safety matters on the induction checklist as well as the Council’s Health & Safety Policy requirements which identify that employees have a responsibility to cooperate with their line manager in order to ensure a healthy, safe workplace and to take care of themselves and others.
- Fundamental details of the work place e.g. fire procedures, facilities, first aid, security and keys.

The Clerk will discuss:

- What the Town Council does, how it is organised and who it services
- Staff Organisational Chart
- Councillors & Committees
- The Councils approach to learning, development and appraisals
- Procedures relating to pay, time sheets/leave sheets and expenses
- Pension options
- Induction programme and checklist (Appendices 1 & 2)
- Availability of Policies & Procedures
- Completion of annual leave / absence card
- Any other relevant issues

### 3. Progress Reviews

All employees will be on a probationary period which continues past the completion of their induction programme. Line Managers should therefore continue to meet with the new joiner on a regular basis to discuss performance, ability and development needs. Records from each meeting should be made and a copy passed to the Clerk for the employee’s personal file.

Policy Title:	Staff Induction Policy			Last Updated By:
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	Version 2.0			
	Version 3.0			
	Version 4.0			
	Version 5.0			
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**Appendix 1**

**Induction Checklist**

**Employee Name:** .....

**Start Date:** .....

**Job Role:** .....

<b>Area to be covered</b>	<b>To be covered by</b>	<b>Date</b>	<b>Trainee Signature</b>	<b>Trainer Signature</b>
<b>Tour of the offices:</b> Fire Exits Fire Procedures Location of Extinguishers Photocopier Recycling WC Kitchen Issuing of keys				
<b>Tour of other properties:</b> > Rheola House > Miners field Double View Area Mount Pleasant Skate Park Other open spaces HSBC site Town Centre Methodist Church				
<b>Other work colleagues:</b> > Meet the Finance Assistant Meet the councillors  > Meet the Groundsman > Meet the caretakers/cleaners				
<b>IT &amp; Data Protection:</b> > User ID/log on to software > Rules regarding password use > E-mails > Internet > Website				
<b>Health &amp; Safety Matters:</b>				

<ul style="list-style-type: none"> <li>➤ General Health &amp; Safety</li> <li>    First Aid Boxes</li> <li>    Accident Reporting</li> <li>    Copy of Health &amp; Safety Policy</li> </ul>				
<p><b>Office Matters:</b></p> <ul style="list-style-type: none"> <li>➤ Lunch/breaks</li> <li>➤ Issuing keys</li> <li>➤ Security of personal items</li> </ul>				
<p><b>HR Matters:</b></p> <ul style="list-style-type: none"> <li>➤ Employment contract</li> <li>➤ Employee details (see appendix 2)</li> <li>➤ Annual leave request/record</li> <li>➤ Sickness/ Absence notification /record</li> <li>➤ Pension scheme information</li> <li>➤ Location of Policies and Procedures</li> <li>➤ Risk Assessments/Health &amp; Safety policy</li> </ul>				
<p><b>Finance Matters</b></p> <ul style="list-style-type: none"> <li>➤ P45 or ask to fill in a Starter checklist</li> <li>➤ Pay procedure, completion of timesheet, when paid</li> <li>➤ Bank details</li> <li>➤ NI Number</li> </ul>				

**Cinderford Town Council  
Induction Procedure  
Appendix 2  
Personal Details Form**

To help us meet the requirements of the Data Protection Act in maintaining accuracy, please ensure that changes that affect the following details are notified promptly to your line manager.

**FOR COMPLETION BY ALL NEW EMPLOYEES**

**Personal Details**

Full Name:		
Address:		
Postcode:		
Date of Birth:		
Telephone Number:		
Mobile Telephone Number:		
E-mail address:		
NI Number:		

**Emergency Contact:**

Full Name:		
Relationship to you:		
Address:		
Telephone Numbers:		
Mobile Telephone Number:		
Evening Telephone Number:		
Daytime Telephone Number:		

**Bank Details**

You will be paid by cheque pending the move to internet banking. By Autumn 2021 you will be paid directly into your Bank or Building Society via BACS. Please give your account details below:

Name of Bank:		
Bank address:		
Sort Code:		
Account number:		
Account holder name:		

Cinderford Town Council's payroll provider holds a confidential computerised record containing details such as your name, address, date of birth, post number, job title. Cinderford Town Council holds the above information and your application form, job description, appointment letters, contract of employment and sickness absence forms.

**Confidentiality:** Data of a personal nature is treated as confidential and will not be disclosed externally without an individual's permission except in the case of mortgage reference requests or requests from organisations such as the Department for Work and Pensions where there is a requirement in law to do so.

**Access to Records:** It is the policy of this Authority to allow reasonable access by an employee to their own records. If you wish to view items on your file please contact your line manager. Items obtained in confidence (usually your references) will be removed but access is allowed to all other items.