

## HUMAN RESOURCES POLICY

### INDUCTION

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<b>Sponsoring Director:</b>	Michelle McGuigan
<b>Prepared By:</b>	Carrol Martin/Janice Chalmers
<b>Consultation Process:</b>	Partnership Forum
<b>Formally Approved:</b>	CCG Ratification Process

<b>Policy Adopted From:</b>	BSA HR13 Induction Policy
<b>Approval Given By:</b>	n/a

#### Document History

Version	Date	Significant Changes
1.0	April 2013	n/a
2.0	May 2015	n/a

#### Equality Impact Assessment

Date	Issues
22.03.13	None

#### Policy Validity Statement

This policy is due for review on the latest date shown above. After this date, policy and process documents may become invalid. Policy users should ensure they are consulting the currently valid version of the documentation.

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## **1. POLICY STATEMENT**

- 1.1 The CCG recognises the importance of providing each of its new employees with a suitable structured Induction programme. This policy ensures all staff are clear about the requirements of their role and have an overall understanding of the CCG.

## **2. PRINCIPLES**

- 2.1 This policy covers all employees of the CCG and those who have recently changed role within the CCG.
- 2.2 This policy should be read in conjunction with any local Induction Policy.

## **3. EQUALITY**

- 3.1 In applying this policy, the CCG will have due regard for the need to eliminate unlawful discrimination, promote equality of opportunity, and provide for good relations between people of diverse groups, in particular on the grounds of the following characteristics protected by the Equality Act (2010); age, disability, gender, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion or belief, and sexual orientation, in addition to offending background, trade union membership, or any other personal characteristic.

## **4. MONITORING & REVIEW**

- 4.1 The policy and procedure will be reviewed periodically by Human Resources in conjunction with operational managers and Trade Union representatives. Where review is necessary due to legislative change, this will happen immediately.

## Part 2

### 1. PROCEDURE

- 1.1 The CCG will ensure that the induction programme will normally take place within the first 12 months of an individual's employment with them.
  - 1.2 The length and nature of the induction process can be tailored to the individual depending on the complexity of their role, nature of the department and if they are a new or existing employee.
  - 1.3 Attendance at corporate induction and completion of a local induction will be monitored. This will include:
    - Stage 1 Local Induction:  
Introduces the employee to the Department and should take place in the first week of employment. It may be completed either in groups or on a one to one basis and should encompass all elements listed in any local Induction Checklist. An example attached in Appendix A. A copy of the completed checklist should be signed and retained by both manager and individuals.
    - Stage 2 Corporate Induction:  
Should take place within the first 12 months of employment. Areas that should be covered include:
      - The CCG and specific divisional roles and responsibilities.
      - The CCGs Appraisal Scheme
      - The role of the HR service
      - Mandatory Training including Equality and Diversity Training, Risk Management and Health and Safety
- Inductions may also include visits to other departments as appropriate.
- 1.4 It is the responsibility of the line manager to ensure that new employees take part in an appropriate induction programme although it is not expected that they will cover all elements personally.
  - 1.5 Constituent parts of the programme may be delivered by the individual's manager, an appointed local representative or any other appropriate person or method.
  - 1.6 It is the responsibility of the individual to ensure they take part in all elements of the Corporate and Local induction relevant to them. This may include arranging meetings and recording the completion of tasks.

**EXAMPLES OF ELEMENTS OF INITIAL INDUCTION CHECKLIST**

(These elements should be used as guidance and not a comprehensive list)

Terms and conditions	Contract / Terms and conditions Hours / flexi-time Absence / Sickness procedure Holidays / special leave HR procedures and policies Standards of Business Conduct
CCG	Building map Organisational chart - CCG Organisational chart - Departmental Telephone system Computer systems Security pass Security procedures Data protection
CCG – culture, values and business plan	Background Mission statement Values & Behaviours Quality systems Intranet
Financial	Pay arrangements Tax and National Insurance Start note information Benefits (eg childcare vouchers, discount schemes) Pension Expenses and expense claims
Training and development	Appraisal system Training policies and opportunities
Health and safety	Health and Safety policy Ergonomics and Workstation assessment Emergency exits Evacuation procedures First aid procedures First aid facilities Specific hazards Accident reporting Smoking policy
General	Employee Assistance Programme

Employee's signature: \_\_\_\_\_ Date: \_\_\_\_\_

Manager's signature: \_\_\_\_\_ Date: \_\_\_\_\_

## Equality Analysis Initial Assessment

**Title of the change proposal or policy:**

Induction Policy

**Brief description of the proposal:**

To ensure that the policy amends are fit for purpose, that the policy is legally compliant, complies with NHSLA standards and takes account of best practice.

**Name(s) and role(s) of staff completing this assessment:**

Shamshy Salehin, HR Consultant, Cheshire HR Service

**Date of assessment: 22<sup>nd</sup> March 2013**

**Please answer the following questions in relation to the proposed change:**

**Will it affect employees, customers, and/or the public? Please state which.**

Yes, it will affect all employees

**Is it a major change affecting how a service or policy is delivered or accessed?**

No

**Will it have an effect on how other organisations operate in terms of equality?**

No

**If you conclude that there will not be a detrimental impact on any equality group, caused by the proposed change, please state how you have reached that conclusion:**

No anticipated detrimental impact on any equality group. The policy adheres to the NHS LA Standards, Equality Act 2010 legislation and takes account of best practice. Makes all reasonable provision to ensure equity of access.

**Please return a copy of the completed form to the Equality & Diversity Manager**