Text

Description automatically generated

|  |  |
| --- | --- |
| **Human Resources** | **HR13 Induction Policy** |

|  |
| --- |
|  |
| **Version Number** | | **Date Issued** | **Review Date** |
| **1.0** | | July 2022 | July 2023 |

|  |  |
| --- | --- |
| **Prepared By:** | Amber Minto, HR Business Partner |
| **Consultation Process:** | North of England Commissioning Support (NECS) in partnership with CCG management and Trade Union organisations via the HR Policy Working Group and the CCG Partnership Forum. |
| **Formally Approved:** | July 2022 |
| **Approved By:** | ICB Board |

**EQUALITY IMPACT ASSESSMENT**

|  |  |
| --- | --- |
| **Date** | **Issues** |
|  | To be completed, as outlined in the agreed 2022/23 HR EIA review schedule. |

**POLICY VALIDITY STATEMENT**

Policy users should ensure that they are consulting the currently valid version of the documentation. The policy will remain valid, including during its period of review. However, the policy must be reviewed at least once in every 3-year period.

**ACCESSIBLE INFORMATION STANDARDS**

If you require this document in an alternative format, such as easy read, large text, braille or an alternative language please contact [necsu.icbhr@nhs.net](mailto:necsu.icbhr@nhs.net)

**Version Control**

|  |  |  |  |
| --- | --- | --- | --- |
| **Version** | **Release Date** | **Author** | **Update comments** |
| 1.0 | July 2022 | NECS HR | First Issue |

**Approval**

|  |  |  |
| --- | --- | --- |
| **Role** | **Name** | **Date** |
| Approver | ICB Board | July 2022 |

**Contents**

[1. INTRODUCTION 4](#_Toc106782454)

[2. PURPOSE AND SCOPE 4](#_Toc106782455)

[3. PRINCIPLES 4](#_Toc106782456)

[4. OBJECTIVES OF INDUCTION 4](#_Toc106782457)

[5. APPROACH TO INDUCTION 5](#_Toc106782458)

[6. RESPONSIBILITIES 6](#_Toc106782459)

[7. RECORD KEEPING 6](#_Toc106782460)

[8. IMPLEMENTATION 7](#_Toc106782461)

[9. EQUALITY STATEMENT 7](#_Toc106782462)

[10. DATA PROTECTION 7](#_Toc106782463)

[11. MONITORING & REVIEW 7](#_Toc106782464)

[12. ASSOCIATED DOCUMENTATION 8](#_Toc106782465)

[Appendix 1: Equality Impact Assessment 9](#_Toc106782466)

# **1. INTRODUCTION**

* 1. The North East North Cumbria Integrated Care Board (the Organisation) recognises that its staff are fundamental to its success. To enable all staff to become effective and efficient in their role as quickly as possible, it is essential that all staff new to the Organisation, or the role, receive a timely induction.
  2. The Organisation places great importance on thorough induction procedures which make new staff feel welcome, valued and settled in their new role. This then forms the basis from which staff can quickly get up to speed, perform their duties effectively and begin to make a contribution to their team, the department and the Organisation.

**2. PURPOSE AND SCOPE**

2.1 The policy aims to set out the Organisation’s approach to Induction and to indicate how appropriate inductions can be provided. The policy will be accompanied by guidance on procedures and further supportive information.

2.2 This policy relates to all newly appointed staff and to existing staff members who have taken on a new role within the Organisation. Staff are expected to be proactive in their own induction, and ensure that they receive from appropriate sources the relevant information and support that enables them to apply themselves to their job and fully contribute to the success of the Organisation.

# **3. PRINCIPLES**

3.1 The application of this policy will support the Organisations identified approach to develop and support staff in the organisation to achieve their best.

# **4. OBJECTIVES OF INDUCTION**

4.1 The objective of this induction policy is to support staff in their new roles with the Organisation, whether they are new to role within the Organisation or new to the Organisation itself.

4.2 The structured induction programme will give all new starters a common set of information and resources to use in order to understand, and to be able to contribute to, the work of the Organisation as quickly as possible, and within 1 - 3 months of commencing with the organisation.

**5. APPROACH TO INDUCTION**

5.1 For the purposes of this policy, Induction is broken down into 5 areas which will be delivered differently depending on the role, team and organisation.

5.2 For each of these areas, the type of information which is provided will include the following:

|  |  |
| --- | --- |
| **Pre Arrival** | |
| Background information to the Organisation  Meetings / introduction days if agreed, (optional) | |
| **Onboarding (Practicalities)** | **Organisation Induction** |
| Payroll  Terms & Conditions of Employment  IT arrangements  Facilities & Building Familiarisation  Working Hours & Breaks  Local Amenities  HR Policies  Information Governance Policies  Health & Wellbeing  Flexible Working | Organisation Values and Behaviours  Organisation Strategy  Organisation Organisational Policies   * Conflicts of Interest * Declarations of Interest   Organisational Structure  Governance Structure   * Committees and Purpose   Approach to Regional Working  Approach to Appraisal and Training  Meet and Greet Programme  The Organisation recognises certain trade unions for the purposes of consultation and negotiation: Unison MIP Unite RCN |
| **Team Induction** | **Job Induction** |
| Team Introduction  Ways of Working  Skills Assessment  Key Contacts | Setting Interim Objectives  Agreeing an interim PDP  Specific Job Related Policies / Procedures  Stat & Mand Training   * IG * Fire * H&S * Safeguarding * Counterfraud * Conflicts of interest * Others |
| **Organisation Specific Corporate Induction** | |
| Additional induction information and events specific to the Organisation may be arranged in addition to the process which is outlined in this document. | |

5.3 The different elements of the induction programme may be delivered at different times during the first 1- 3 months in post, and a suggested programme of these induction activities is provided in the HR13 Resource Pack.

# **6. RESPONSIBILITIES**

6.1 The responsibility for developing staff is shared by line managers, staff themselves and the organisation and this approach starts with ensuring that all staff receive an appropriate induction.

**6.2 Line Managers will:**

6.2.1 Ensure that staff receive the appropriate induction at job, department and Organisation levels, including:

* Induction into the department practices and culture and the local work environment – this may be delegated to an “induction colleague” or another member of staff.
* Conducting/directing induction into the job (some elements may be delegated) in accordance with this policy

6.2.2 Allocate time for induction activities

6.2.3 Enable new staff to be proactive in conducting their own induction

6.2.4 Maintain induction records which support the induction process, objective setting and ongoing performance management and support

**6.3 Individual Staff will:**

6.3.1 Identify and undertake, in a timely fashion, all the induction activities which are indicated to them by their line-manager and corporately.

6.3.2 Apply knowledge and skills gained through Induction in the performance of their job.

6.3.3 Maintain induction records as part of their personal and professional development.

**6.4 The Organisation will:**

6.4.1 Support line managers and staff to fully engage in induction activities

6.4.2 Ensure that the Organisation as a whole and its constituent teams and functions support the induction of staff from across all areas of the organisation.

**7. RECORD KEEPING**

7.1 Line Managers must keep a record of the induction process which has been followed, including using an induction checklist. A sample induction checklist is included in HR13 Resource Pack which can be used for this purpose.

7.2 Staff should keep their own records of their induction process for CPD purposes.

# **8. IMPLEMENTATION**

8.1 This policy will be endorsed and championed by the Organisation and promoted via the intranet and external website.

8.2 Line managers will be expected to implement the specific actions outlined in this policy.

**9. EQUALITY STATEMENT**

9.2 In applying this policy, the Organisation 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.

# **10. DATA PROTECTION**

10.1 In applying this policy, the Organisation will have due regard for the Data Protection Act 2018 and the requirement to process personal data fairly and lawfully and in accordance with the data protection principles. Data Subject Rights and freedoms will be respected and measures will be in place to enable employees to exercise those rights. Appropriate technical and organisational measures will be designed and implemented to ensure an appropriate level of security is applied to the processing of personal information. Employees will have access to a Data Protection Officer for advice in relation to the processing of their personal information and data protection issues.

# **11. MONITORING & REVIEW**

11.1 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.

**12. ASSOCIATED DOCUMENTATION**

* Appraisal & Objectives Policy
* Performance Review / Appraisal Paperwork
* Training & Development Policy
* Organisation Values & Behaviours

**Appendix 1: Equality Impact Assessment**

Equality Impact Assessments will be updated to include statistical data. Equality Impact Assessments will be updated and included in each Human Resource policy, as per the agreed 2022/23 HR EIA review schedule