

# People Framework

## Induction & Settling In Procedure



## Contents

<b>1. Induction .....</b>	<b>4</b>
<b>2. Terms of employment during the Settling In period .....</b>	<b>5</b>
<b>3. Managers' responsibilities .....</b>	<b>5</b>
<b>4. Disability &amp; reasonable adjustments .....</b>	<b>5</b>
<b>5. Reviews during the Settling In period .....</b>	<b>6</b>
<b>6. End of Settling In period .....</b>	<b>6</b>
<b>7. Extending the Settling In period .....</b>	<b>7</b>
<b>8. Termination of Employment .....</b>	<b>7</b>
<b>9. Irregularities discovered during the Settling-In period .....</b>	<b>8</b>
<b>10. Eligibility for Annual Progression .....</b>	<b>8</b>
<b>11. Data Protection .....</b>	<b>8</b>

## Tracking

<b>Policy Title</b>	Induction & Settling In Procedure		
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<b>Service</b>			

## Revision History

Revision Date	Revisor	Previous Version	Description of Revision

## Document Approvals

Each revision requires the following approvals:

Sponsor Approval		Name	Date

## 1. Induction

The Council's Induction programme forms an integral part of the Induction & Settling-In Procedure and commitment from both managers and new employees is critical to its effectiveness. Managers must use the 'Prior to Arrival' (PTA) Form to ensure that all operational formalities have been completed prior to the new employee's start date.

Managers will use the Council's Induction programme to help familiarise new employees with the Corporate Plan, Service Delivery Plan and Behaviour Framework and to help new employees understand how their role relates to the rest of the organisation.

The Council's Induction programme includes the following:

**Day One Meet and Greet:** A process through which a new employee meets with the HR team to ensure the completion of all necessary documentation relating to their employment.

**Local Induction:** A process through which a new employee receives information and training specific to the area in which they will work. This will include corporate procedures (such as fire and health and safety arrangements), procedures relevant to their service area/profession and introductions to colleagues. Managers will use the Induction Checklist (FORM) to follow this process.

**ICT Induction:** A process through which a new employee meets with ICT to receive information on the Councils network, telephone and systems.

**Corporate Induction:** A process through which a new employee receives information on corporate aspects of the Council and how their role relates to the wider organisation.

**Managers' Induction:** A process through which a new manager receives information and guidance on management processes within the Council.

Completion of the Council's Induction Programme is mandatory for all new employees and managers must ensure that all training sessions/briefings and e-learning modules which must be completed by all new employees are prioritised. During the new employee's first two months of employment the manager will follow the Induction Checklist to help the employee to settle into their role.

Where a new employee is unable to attend meetings or training, this must be discussed with the employee, the reasons recorded and the meetings/training rescheduled as appropriate. Managers must monitor and review progress through the stages of the Induction Checklist, which must be signed by both the manager and the new employee to confirm that each stage has been completed. Once fully completed, the Induction Checklist must be completed and forwarded to HR, together with the two month Settling In review form, for retention on the employee's file.

## **2. Terms of employment during the Settling In period**

The Council's Settling In period will be a period of six months from the employees start date. The Settling In period will apply to all new employees, including those who have continuous service with other organisations.

HR will issue the new employee their Written Statement of Terms and Conditions of Employment within two months of their start date. During the Settling In period, new employees will be subject to all the terms and conditions of their contract of employment with the exception of the following:

- During the Settling In period, the Council's full Disciplinary and Capability Procedures will not form part of the employee's contract of employment, although this does not prejudice the Council's right to summarily dismiss if it considers that there is evidence of gross misconduct.
- The amount of notice that the employee must give to the Council if they wish to resign (the employee may terminate their contract of employment giving one week's notice).
- The amount of notice the Council must give to the employee if a decision to dismiss is taken (the Council may terminate the contract of employment giving one week's notice).

## **3. Managers' responsibilities**

Managers are responsible for monitoring a new employee's performance and progress during the Settling In period. Managers must ensure that new employees are properly informed at the start of their employment about what is expected of them during the Settling In period and that their roles and responsibilities are clearly defined.

## **4. Disability & reasonable adjustments**

The Council will make every effort to make reasonable adjustments to support employees who have a disability as defined by the Equality Act 2010. Where a new employee has a disability, this should be disclosed during the recruitment process so that the Council is able to support them appropriately. (Please refer to the Council's Recruitment & Selection Policy).

HR will ensure that information relating to disability is shared confidentially with the manager along with any Occupational Health advice or guidance so that the manager understands how best to support the new employee to settle in. Where there is concern that health or disability is a possible cause of unsatisfactory performance during the Settling-In period, managers must seek HR advice. The employee may be referred to the Council's Occupational Health provider, who will provide advice on any reasonable support or adjustments which are required to ensure that the employee is able to undertake their duties.

## **5. Reviews during the Settling In period**

During the Settling In period, managers must review and assess the employee's performance, capability and suitability for the role regularly via My Performance Conversations in line with the Council's Performance Management Procedure.

Regular feedback will be provided to the employee about their performance and progress and, should there be any areas of concern, the manager will raise these with the employee as soon as possible with a view to resolving them. The manager is also responsible for providing guidance and support and for identifying and arranging any necessary training or coaching.

Formal Settling In reviews should take place after 2 months, 4 months and before the end of the Settling In period. A clear written record should be made of each review meeting using the Settling In review form (FORM). A copy of the written record of the review meeting will be shared with the employee and the original forwarded to the HR team to be held on the employee's file.

HR must attend any formal Settling In review meetings where the outcome may be the extension of the Settling In period or termination of the contract.

## **6. End of Settling In period**

At the end of the Settling In period, the manager will meet with the employee to discuss their performance and progress throughout the Settling In period and to review their performance and suitability for the role.

If the employee's performance is satisfactory, manager will notify HR, who will issue a letter of confirmation of appointment to the employee.

If the employee's performance has not met the standards required by the organisation, the manager should discuss the matter with HR before any decision is made to extend the Settling In period or to terminate the employee's employment.

The final Settling In review must be conducted before the date on which the employee's Settling In period comes to an end.

Where issues relating to an employee's performance are not addressed before the expiry of the Settling In period, or if the employee is an existing employee who has been transferred or promoted into a different role, the Council's Capability Procedure must be followed in full.

## **7. Extending the Settling In period**

The Council reserves the right to extend an employee's Settling In period at its discretion. This will be limited to one extension and the total Settling In period will be no longer than 12 months.

An extension may be implemented:

- Where the employee's performance during the Settling In period has not been entirely satisfactory but it is thought likely that an extension to the Settling In period may lead to improvement
- Where the employee or manager has been absent from the workplace for an extended period during the Settling In period

Before extending an employee's Settling In period, the manager must consult with HR. If an extension to the Settling In period is agreed, HR will confirm the terms of the extension in writing to the employee, including:

- The length of the extension and the date on which the extended Settling In period will end
- The reason for the extension and, where the reason is unsatisfactory performance, details of how and why performance has fallen short of the required standards
- The performance standards or objectives that the employee is required to achieve by the end of the extended Settling In period
- Any support, for example further training, that will be provided during the extended Settling In period
- A statement that, if the employee does not meet fully the required standards by the end of the extended Settling In period, their employment will be terminated.

Employees have the right to be accompanied by a member of the Staff Consultative Group, a Trade Union representative or a work colleague at a formal review meeting where dismissal may be the outcome.

## **8. Termination of Employment**

It is the Council's policy that, wherever possible, the employee should be allowed to complete the Settling In period rather than terminating employment before it has come to an end. This will allow the employee the full opportunity to meet the required standards.

However, where an employee's performance during the Settling In period remains unsatisfactory and it is thought unlikely that further training or support will lead to a satisfactory level of improvement, the employment may be terminated before the end of the Settling In period.

Where a decision is taken to terminate the employee's employment, a meeting will be held with the employee. HR will confirm the decision and the reason for it to the employee in writing.

Employees have the right of appeal against dismissal in line with the Council's Appeals Procedure. In the event that the Council decides to dismiss the employee due to the unsatisfactory completion of the Settling In period, employment will come to an end immediately and the employee will receive pay in lieu of the one week's notice together with payment for any outstanding annual leave.

## **9. Irregularities discovered during the Settling-In period**

If, during an employee's Settling-In period, it is either suspected or established that the employee does not have the qualifications, experience or knowledge they claimed to have at the time of recruitment, the matter will be discussed with the employee to establish the facts. If the evidence suggests that the new employee misrepresented their abilities in any way, the Council reserves the right to terminate the employment giving one week's pay in lieu of notice.

## **10. Eligibility for Annual Progression**

In line with the Council's Performance Management scheme, all new employees who commence their employment between 1 April and 1 October inclusive will be required to have successfully completed the Settling-In period and to have continued to perform consistently at the standard expected of them to be eligible for year-end pay progression.

Employees who commence their employment after 1 October of any year (i.e. between 2 October and 31 March), will not be eligible for year-end pay progression until the following year.

## **11. Data Protection**

The organisation processes any personal data collected during the Settling In period in accordance with its Data Protection policy. All data collected is held securely, accessed by, and disclosed to individuals only for the purposes of operating the Settling In period.

Inappropriate access or disclosure of employee data constitutes a data breach and should be reported in accordance with the Council's Data Protection Policy. Where appropriate, action may be taken in line with the Council's Disciplinary Procedure.