



Induction Policy and Procedure

1. Purpose of the Policy

Induction is intended to acquaint the newcomer to the staff / councillor team with essential information such as the layout of the building, the location of facilities, the reporting structure, key personnel, Health and Safety procedures, any other policies and procedures, in order for him/her to become fully integrated into the Organisation as quickly as possible.

Induction is also an opportunity for every employee / councillor to get to know his/her Manager at an early stage and to ensure that every new employee / councillor fully understands his/her role and the part that he/she plays in achieving the overall objectives of the Council.

Induction procedures include the opportunity for all new employees and councillors to review their role-related training needs and identify what training they need to carry out their role effectively and for the employer to confirm that the employee is suitable for the job.

2. Introduction

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

2.1 Employees

All new employees will receive a comprehensive induction to the organisation as well as all related work and to their individual job role. The Clerk 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 & line manager
- Introduction to work colleagues
- Matters such as health & safety, provision of keys, etc
- Meeting the Chairman and Council Members should be scheduled into the programme on as 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.

2.2 Councillors

All new councillors should be sent The Register of Interest to sign as soon as they are elected / co-opted.

They should also be sent copies of:

- The Financial Regulations
- Standing Orders
- Code of Conducts and signposted to the Council's policies and procedures.
- Councillor Job Description
- Information Commissioners Office – Advice for elected and prospective Councillors
- Map of the parish
- A copy of the minutes for the previous three months (full council)



Induction Policy and Procedure

- Chairman's Annual Report
- Useful publications:
 - NALC guidance for councillors on declaring interests – Topic Note LTN 80
 - The Good Councillors Guide 2018
- Log-in details for the YLCA website
- Course dates and details of YLCA training for new and returning councillors
- Clerk's contact details

An induction session should be arranged by the Clerk before the first Full Council meeting at which the councillor will:

- meet members of staff,
- be shown around the office
- be given information about how /when to contact staff and other councillors
- be given a brief overview of the Council and committee structure and processes and the other councillors.

All new councillors are requested to attend the YLCA Training Session "Off to a Flying Start" as soon as possible after joining the Council.

3. 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 and 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 co-operate 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 Parish Council does, how it is organised and who it services
- The Council's Vision, Mission Statement & Aims



Induction Policy and Procedure

- 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

4. 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.

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Next Review: March 2028



Induction Policy and Procedure

Appendix 1 Induction Checklist

Employee Name:

Start Date:

Job Role:

Area to be covered	To be covered by	Date	Trainee Signature	Trainer Signature
Tour of the Parish Council office/Meeting Room: <ul style="list-style-type: none"> ➤ Fire Exits ➤ Fire Procedures ➤ Location of Extinguishers ➤ Photocopier ➤ Recycling ➤ WC ➤ Kitchen ➤ Issuing of keys 				
Tour of other properties: <ul style="list-style-type: none"> ➤ Kilham Hall 				
Other work colleagues: <ul style="list-style-type: none"> ➤ Meet the Chairman ➤ Meet the Councillors ➤ Meet the Groundman ➤ Meet the Caretaker of Kilham Hall 				
IT & Data Protection: <ul style="list-style-type: none"> ➤ User ID/log on to software ➤ Rules regarding password use ➤ E-mails ➤ Internet ➤ Website 				
Health & Safety Matters: <ul style="list-style-type: none"> ➤ General Health & Safety ➤ First Aid Boxes ➤ Accident Reporting ➤ Copy of Health & Safety Policy 				



Induction Policy and Procedure

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



Induction Policy and 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 :		
Emergency Contact Name :		
Relationship of above to you :		
Address :		
Postcode :		
Daytime Telephone Number :		
Evening Telephone Number :		
Mobile Telephone Number :		

Bank Details

You will be paid directly into your Bank or Building Society account via BACS. Please give your account details below:

Name of bank:		
Bank address :		
Sort Code:		
Account Number:		
Account holder name:		



Cantley with Branton
Parish Council

Induction Policy and Procedure

Cantley with Branton Parish payroll provider holds a confidential computerised record containing details such as your name, address, date of birth, postnumber, job title. Cantley with Branton Parish 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.