

## WITHAM AND HUMBER DRAINAGE BOARDS

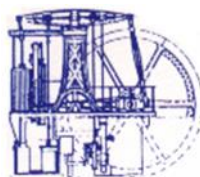
*Four independent statutory Land Drainage and Flood Risk Management Authorities working in partnership.*



Witham First District IDB



Upper Witham IDB



Witham Third District



North East Lindsey

[www.witham3idb.gov.uk](http://www.witham3idb.gov.uk)

### INDUCTION POLICY

Background	Witham and Humber Drainage Boards recognise the importance of an effective induction for new employees. A robust mandatory induction programme containing both Board and local elements ensures that the employee receives vital information, knowledge, skills and essential equipment to ensure that they are adequately equipped to carry out the duties of their post.
Statement	The aim of this policy is to ensure that all new staff are fully equipped for their new post, that they are welcomed and embrace Witham and Humber Drainage Boards vision, values and culture. It is hoped that the staff induction process will be a positive experience, which will foster good will on both sides and lead to a constructive working relationship. The Board induction provides an opportunity for engagement with new starters, to focus on behaviours and to embed expected behaviours, values and culture.
Responsibilities	Human Resources Lead and/or appointing manager will ensure that all new staff attend the Boards Induction in a timely manner. The Human Resources Lead will ensure all new starters are adequately prepared for their new role and will organise and facilitate the Board induction programme. The line manager is responsible for the allocation of a 'support buddy' to each new employee, who will act as a guide and adviser to the new staff member.
Training	The purpose of the induction programme is to facilitate, revalidate existing and impart new skills and knowledge in line with the individual's post, addressing core principles of working for the 4 Boards.
Dissemination	Board website
Resource implication	The resource implications are the cost of new employees travelling to Board venue, the continuous development of materials essential to deliver the course.
	Version 2 17.12.19
Approved	July 2020
Review	3 year or as required

## 1.0 Introduction

- 1.1 The Board recognises the importance of an effective local induction for employees new to the Board. A robust mandatory induction programme containing both core Board information and local elements ensures that our employee's receive vital

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information, knowledge, skills together with equipment, to ensure that they are adequately equipped to carry out the duties of their post.

- 1.2 The Board has a legal obligation to ensure that risks are minimised and neither the staff nor the Board are unnecessarily exposed to hazardous situations, which may result in harmful litigation and both human and financial cost.
- 1.3 The aim of this policy is to ensure that new employees of the Board are welcomed into the Board and embrace its culture. It is intended that the staff induction process will be a positive experience, which will foster good will on both sides and lead to a constructive working relationship.
- 1.4 Inherent within all of its practices this Board is committed to the principles of diversity, equality of treatment and equality of opportunity and believes that direct or indirect discrimination against any person is unacceptable.
- 1.5 This policy aims to ensure that no employee receives less favourable treatment on the grounds of gender, sexual orientation, civil partnership/marital status, colour, race, nationality, ethnic or national origins, creed, religion/belief, disability, age or trade union membership, or is disadvantaged by conditions or requirements which are not justified by the job.
- 1.6 The Board has a responsibility to ensure that all staff are made aware of their responsibilities under this policy and that they are able to freely refer to copies of this policy and associated procedures and guidance, facilitating active compliance with this policy.
- 1.7 The Board has a responsibility to ensure that employees comply with the standards set by this policy (and associated procedures and guidance) and to deal with incidents of behaviour that do not meet these standards.
- 1.8 All staff new to the Board, irrespective of working patterns, should benefit from both a core and local induction.
- 1.9 Through the recruitment process, Human Resources will ensure that all staff new to the Board receive the Boards 'core' Induction Programme.
- 1.10 The Board's induction will include all mandatory elements as per role Health and Safety Executive requirements and risk management standard requirements and role specific.
  - Lone working
  - Infection Prevention & Control
  - Moving & Handling
  - Fire Safety
  - Risk Management
  - Health, Safety & Wellbeing
  - Equality & Diversity
- 1.11 The length and delivery style of the induction will vary depending on the specifics of the role employed.

- 1.12 Staff may also need to attend other mandatory training, depending on their role. Additional training specific to the post requirements will be advised by line manager and/or HR Lead.
- 1.13 The line manager is responsible for ensuring a local induction is carried out within the workplace which will compliment and confirm the knowledge and skills previously learned at the Boards core induction programme (as outlined above) and facilitate the application of those 'learned skills' into practice over a period of time. In addition to the Boards 'core' induction programme it is expected that line managers will conduct a 'local' induction within the workplace, facilitating local 'orientation' and provision of support to enable the new employee to 'apply' the skills.
- 1.14 The local induction, including any relevant site induction, should be completed on the first day of attending the workplace, irrespective of the core induction programme.
- 1.15 The line manager is responsible for completion and return of the local induction checklist to the HR Lead. A copy will be retained on the employee's personal file. The line manager may delegate elements of the local induction where appropriate and record this on the induction checklist.
- 1.16 The line manager is also responsible for the allocation of a 'support buddy' to each new employee, who will act as a guide and adviser to the new staff member.
- 1.17 The Board is committed to ensuring that staff are not subjected to discrimination in recruitment, promotion, access to training and career advancement, and as such invites requests from all staff attending training to identify any support they may require with special needs.
- 1.18 The line manager needs to identify any support required in order that individuals can fully participate in the induction and not feel discriminated against in any way. If the line managers do identify specific needs for an individual, then the HR Lead will contact the individual to discuss confidential support for that individual. Individual requirements will be addressed at this time and additional support mechanisms put into place.
- 1.19 'Reasonable adjustments' to the post and/or the workplace may be necessary to support special needs of some staff and this should be planned well in advance of the post holder commencing work.
- 1.20 Managers are encouraged to consult the HR Lead for additional guidance should this be necessary.

## **2.0 Monitoring and Review**

- 2.1 The Board recognises the need to monitor the effects of policies, procedures and practices in order to assess achievement and statutory compliance and as a result this policy and associated procedures and guidance will be kept under review, and action taken to redress any areas where the Policy has not been applied or where risks have not been managed effectively.
- 2.2 The Board will promote an awareness of this policy to all its employees working within the Board, and will monitor both core and local induction process and procedure.

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