



SOUTH
KESTEVEN
DISTRICT
COUNCIL



Employment Committee

21 September 2022

Report of Councillor Annie Mason,
Cabinet Member for People & Safer
Communities

Induction Update

Report Author

Fran Beckitt (HR Manager)



fran.beckitt@southkesteven.gov.uk

Purpose of Report

The purpose of this report is to provide the Employment Committee with an update on South Kesteven District Council's induction process.

Recommendations

That the Employment Committee:

- 1. Notes the update on South Kesteven's induction process.**

Decision Information

Does the report contain any exempt or confidential information not for publication?	No
What are the relevant corporate priorities?	High performing Council
Which wards are impacted?	All wards

1. Implications

Taking into consideration implications relating to finance and procurement, legal and governance, risk and mitigation, health and safety, diversity and inclusion, safeguarding, staffing, community safety, mental health and wellbeing and the impact on the Council's declaration of a climate change emergency, the following implications have been identified:

Finance and Procurement

1.1 There are no financial implications.

Legal and Governance

1.2 There are compliance implications related to corporate inductions i.e. areas that we must continue to cover to ensure our new starters are aware of legal and Council requirements (for example GDPR, Health and Safety, whistleblowing, fraud and risk). These are being reviewed as part of the revised induction procedure and new processes will improve compliance and completion in these areas.

Diversity and Inclusion

1.3 The revised process will continue to ensure diversity and inclusion for our new starters as well as providing training on the subject as part of the induction process.

Mental Health and Emotional Wellbeing

1.4 The induction process will highlight how our workplace values employee wellbeing and mental health. It will ensure new starters know where to go for support and also how to support their colleagues. This includes completing e-learning related to this topic within their first few weeks with the Council.

2. Background to the Report

- 2.1 An employee's first impressions of an organisation are important to their integration within the Council and affects their job satisfaction, performance and engagement levels.
- 2.2 Attrition levels are at their highest with new starters than with longer lengths of service therefore highlighting the importance of a good onboarding experience.
- 2.3 Induction is an opportunity for South Kesteven District Council to welcome new recruits, help them settle in and ensure they have knowledge and support they need to perform in their role.
- 2.4 Feedback from recent starters and our People Panel indicates there is an opportunity to improve the way we induct our new starters. The feedback particularly highlights that new recruits do not feel they necessarily get to know about the wider Council and what other teams do.

Revised Induction Process

- 2.5 The revised SKDC induction process will include:

Electronic brochure	Sent to individuals before they start as an introduction to SKDC.
Invite for a pre-start date tour	Line managers to invite new starters to visit the office, have a tour and meet the team prior to their start date.
HR induction part 1	A meeting with a member of the HR team within the first two weeks of joining the Council. This will include an overview of HR related processes and systems eg. iTrent, flexitime, key policies etc.
HR induction part 2	A meeting with a member of the HR team at 3 months to 'check-in' on how the new starter is getting on and support with any questions or concerns they may have.
Corporate Induction	Within the first three months of employment (please see point 2.6 below).
New starter breakfast club	Gathering for new starters in the kitchen area. Other colleagues to be invited to join as an opportunity to meet new starters.
E-learning	A new e-learning package which covers some key areas GDPR

A revised induction journey	An updated induction pack and guidance for managers to support them with the process. This includes more activities to get to know other teams and what the wider Council does as well as clearer guidance on new starter processes.
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2.6 The new corporate induction has been introduced and the first session took place on 5 September 2022. This was attended by 20 new starters and the agenda included:

- A welcome from our Chief Executive, Karen Bradford
- Updates from member of the Corporate Management Team on what their Directorates cover and what their priorities are.
- Sessions to get to know each other including a #TeamSK quiz.
- An overview of the political environment
- Reflections on their onboarding experience.

6. Consultation

6.1 The People Panel continue to be involved in the design of the new process and new starters have been asked to give feedback and suggestions from their experience. Our union representatives have also been involved in this work.