****

**Corporate Induction Checklist**

|  |  |
| --- | --- |
| **Employee Name:** |  |
| **Position:** |  |
| **Department:** |  |
| **Start Date:** |  |
| **Manager:** |  |
| This checklist is provided as a guideline. It is intended to support new employees into Denbighshire County Council. Not everyone will need to work through all the items on the checklist and some services may also wish to add other items which they consider to be important. This checklist should be used in conjunction with the New Starter website, E- Learning mandatory modules, Linc and the Denbighshire County Council website.  |
| **Activity** | **Detail** | **Date** |
| Welcome | I was welcomed to the organisation by my manager. My manager provided familiarisation with the location/parking/exits/toilets/lifts/desks and security door access (if applicable) etc. I was advised about tea and coffee facilities and food/canteen/kitchen facilities. |  |
| Structure of department | I was introduced to colleagues and was told of the department structure chart.  |  |
| E-Learning Training / New Starter Website  | I have completed the Corporate Induction E-Learning module.I am aware and have accessed the dedicated New Starter Website. I am aware of all the mandatory E-Learning modules that I should complete in the next 6 months.  |  |
| Time & Attendance/Holiday Flexi Time | I am aware of where the Vision Time machine/signing in sheets are located and how to use the system. I was made aware of my holiday entitlement, the process to request leave and approval mechanism.  |  |
| Access to IT Equipment and other required systems/software | I have access to the relevant IT equipment to conduct my role and received guidance on how to access email, shared files and where to save documents etc. I am aware on how to use the phone and how to answer, referring to the Customer Service Standards on New Starter Website and Linc. I am aware of the Email system and the standards expected. |  |
| Organisational Values  | I am aware of what the organisational values and the 5 principles and how these relate to my role. See Denbighshire website for further details. |  |
| Corporate Plan and team goals and objectives  | I am aware of what the Corporate Plan and know where the information on the Corporate Plan is located. I understand what the team are working on and how this fits into the Corporate Plan.  |  |
| iTrent Self-ServeSystem (Guide on Employee Development pages) | I am aware of iTrent system and have been shown how to access (if applicable), Including how to change details, book training etc. If Manager – explain ‘People Manager’ and responsibilities. Book onto People Manager sessions via the iTrent system under learning and development on employee self service. |  |
| Attendance at Work Procedure | I have a copy of the procedures for notifying sickness and other absences. My manager gave me the relevant number to contact them on should I need to. |  |
| Corporate Induction Process | I understand the full induction process including all the required E-Learning mandatory modules and probationary period (if applicable).  |  |
| Health and Safety  | I have received H&S Induction guide and know where to locate H&S information. I am familiar with:* Fire procedures for work area
* First Aid provision
* Accident / incident reporting an incident via online system
* Reporting of incidents Inc. verbal abuse, use of Staff Protection Register and Unacceptable Customer Behaviour Policy
* Desk assessment and safe working guidelines, reference in Guide
* Specific safe practices for job function, and specific protective clothing
* No smoking Procedure
 |  |
| Immediate Work Activities | I have an initial plan of work for the first two weeks, the plan includes time to complete the relevant induction modules, meetings with appropriate colleagues from my team and other key contacts etc.  |  |
| Welsh Language Standards  | I am aware of the Welsh Language standards in terms of any communication correspondence of the council. Further details can be found on the Denbighshire website.  |  |
| Policies and Procedures  | I am aware and understand all the policies & procedures pertinent to my role. I am aware where these are located online or on paper. Key Policies & Procedures include:* Disciplinary Policy
* Grievance Procedure
* Employee Handbook
* Health & Safety Policy
* Code of Conduct
* Attendance at Work
* Capability Procedure
* ICT Information & Security Policy
* Equalities Policy
* Social Media Policy
* Financial Regulations

(Note: there may be more that may be relevant to your role or department)  |  |
| The Council and Members | I am fully aware of how the Council is made up and who the cabinet lead is for my departments, and where to find this information on the New Starter Website.  |  |
| Customer Service Standards / Complaints and Branding  | I am aware of my expectations in providing excellent customer service to all. I am aware of Delivering Excellent Service Standards document on the New Starter Website. I am aware of how complaints are dealt with within the council. I am aware of the Council branding guidelines on Linc.  |  |
| E-Learning Mandatory Modules  | I have completed the following E-Learning modules:* Corporate Induction
* Code of Conduct
* Violence against Women
* Equalities
* Safeguarding
* Data Protection
* Whistleblowing
* Welsh Language Awareness
* Carer Awareness
* Mental Health Awareness
* Sexual Harassment
 |  |
| Meet and Greet with the Chief Exec | I have also attended a meet and greet session with the Chief Executive. |  |
| 121 meetings | Your line manager has set up regular 121 meetings with you. The 121 forms can be accessed on the website and the meeting dates will need to be recorded on itrent by your line manager. Please ask your manager about your 121’s if you haven’t had any scheduled in your diary. |  |
| Wellbeing | The website has a specific section on Mental Health and Wellbeing which contains information on Mental Health First Aiders, guidance and support. We also have a confidential 24/7 Employee Assistance Programme called ‘Vivup’ where you can access impartial confidential advice from qualified counsellors for a range of different issues. A free telephone helpline is avalaible 24/7 365 days a year – 0800 0239387. |  |
| Expenses / Travel | If the employee is required to travel for their role, please ensure that they have insurance cover for business travel. Further details can be found in their contract of employment. Any travel and subsistence can be claimed via the T1 system. Guidance can be found on Linc. The Employee handbook will outline current rates for travel and subsistence. |  |
| Climate Change and Ecological Emergency | In July 2019 Denbighshire County Council declared a Climate Change and Ecological Emergency and has since committed to becoming a Net Carbon Zero and Ecologically Positive Council by 2030, in addition to reducing carbon emissions from the goods and services we buy (the Council’s supply chain) by 35% by 2030. Details of the Emergency Declaration and the 2030 goals can be found in the Climate and Nature Strategy (2021/22 – 2029/30). The Council also changed its Constitution in October 2020, so all decisions made by the Council must now 'have regard to tackling climate and ecological change'. |  |
| **Declaration** |
| I can confirm that I have completed the above checklist and have an appreciation of all the areas listed. Areas where I feel I need additional support and guidance have been discussed with my line manager. |
| Employee Signed: |  | Date: |  |
| Manager Signed: |  | Date: |  |