



Axminster Town Council



Axminster Town Council Employee Induction and Probation Policy

This policy sets out the arrangements to support new employees of Axminster Town Council. It should be followed alongside the New Employee Induction Checklist.

1.0 Induction

1.1 The line manager will finalise the induction programme for new employees during the first week of their employment.

This may include a combination of on-the-job training relating to the particular work of your role / team as well as attendance on an induction course.

1.2 The Council is committed to a process of continuous development for all employees. Line manager(s) will show new employees the learning and development opportunities available to them including e-learning courses and other online resources.

1.3 New employees may also be allocated a “Buddy” with whom they can raise issues on an informal basis. This will normally be a member of their team / peer group.

2.0 Initial meeting

2.1 The line manager of a new employee manager will arrange to meet with you during your first day of appointment to discuss your induction programme. The manager should develop the programme specifically for each new employee.

2.2 At this meeting the line manager and new employee should go through the induction checklist, and schedule a series of meetings and agree attainment targets and performance measures so that the performance of the new employee can be monitored and reviewed.

2.3 The line manager should also discuss any training and development a new employee may require to perform their job. This may be on the job training or attending a specific training course.

3.0 Induction Checklist

3.1 This sets out the key issues that should be addressed during the induction for a new employee. Not all issues will be relevant to all employees so the line manager should have adapted the induction programme to suit the role. In particular, the manager should explain any local protocols and priorities within the team / service area in which the new employee will be working.

3.2 If a new employee has any questions relating to how policies and procedures and working arrangements specifically relate to them in their new role, they must ask their manager to explain this to them as soon as possible.

3.3 The Induction Checklist is set out as an appendix to this policy.

4.0 Probation Policy

4.1 All new employees serve a minimum probationary period of six months. It is important that they meet with their line manager as soon as possible to start discussing what is expected of them during their probationary period.

4.2 New employees will have regular meetings with their manager to discuss how their work is progressing and will agree requirements for performance, deadlines and workload.

4.3 The probationary period also allows a new employee and their line manager to identify areas of concern, if any, which can be managed during this period.

4.4 Should the performance of a new employees fall below the expected standard(s), clear feedback will be provided by the line manager. Agreed performance improvement targets, with timescales will be set. These will be reviewed through regular supervision.

4.5 Employment may be terminated if conduct and/or performance and/or attendance are unsatisfactory.

4.6 On the successful completion of the probationary period, the new employee will have their appointment confirmed in writing.

4.7 From this date, the employee will continue to be supported through the Performance Management and Appraisal process and be able to develop in their role through the Training and Development Policy.

Policy Approved by Employment Committee: 22nd March 2021

Adopted by Full Council: 12th April 2021

Review date: March 2022