Induction Toolkit

Welcome to NCL ICB

At NCL ICB, we welcome all new employees to our organisation and want to make staff feel welcome, valued and settled in their role with the ICB.

This local Induction toolkit has been designed to help new staff joining the ICB to become familiar with their role, working arrangements, team, Directorate and the ICB. The toolkit will also ensure you have sufficient information and knowledge to enable you to do your job effectively and make you aware of the policies and procedures that are in place at the ICB.

In order to ensure an effective induction, both new staff and their line manager are required to complete/discuss each induction theme. Both new staff and their line manager must sign and date the end of the induction toolkit to confirm that all areas of the induction have been adequately covered. If any areas of the induction are not applicable to a role post, please state N/A.

The induction process will assist in the identification and planning of any immediate training and development needs that staff may have. Line managers must keep the completed and signed induction checklist on their local staff file.

Approach to Induction

The ICB's approach to induction will be via working through the induction checklist in this toolkit and the corporate induction programme.

The Corporate Induction will provide new starters with an overview of the ICB and the opportunity to meet and network with key service leads within functions in the ICB. The programme will consist of 14 x 30 minute sessions spread across the month. The sessions will run on a rolling monthly cycle, which will give staff the flexibility to attend based on their schedule. Further information on the corporate induction sessions, including dates, times and how to book onto each session is available on the Corporate Induction Programme intranet page.

Roles and Responsibilities

Both new staff and line managers have a shared responsibility to ensure that all staff receive an appropriate induction.

Line Managers	Individual Staff
✓ Allocate and set aside time to meet with new staff to complete the activities detailed in the induction checklist	✓ Identify and undertake, in a timely fashion, all the induction activities outlined in the induction checklist and attend sessions on the corporate induction programme.
✓ Ensure staff receive appropriate induction information with regard to their role, working arrangements, the team and Directorate.	✓ Apply knowledge and skills gained through Induction in the performance of their job.
✓ Complete and maintain induction records that support the induction process	✓ Complete and maintain induction records that support the induction process

Overview of Induction Plan

Induction Theme	Pre-Arrival	Day 1	Week 1	Month 1	Month 3
Pre-Arrival	-IT Arrangements -Inform staff of Day 1 arrangements -Schedule dedicated time to meet with member of staff to complete induction process -Share induction plan				
ICB Induction		-Facilities and Building induction -ICB introduction and overview	-Vision & Values -Book onto Corporate Induction programme -Workforce System -Equality & Diversity -Conflict of Interest -HR Policies -Health & Wellbeing -Staff communications and engagement	-Corporate Training Programme -Governance and Information Governance -Counter Fraud, Bribery and Corruption -NCL Integrated Care System Development -Governance structure	
Directorate/ Team Induction		-Team + Directorate overview, roles, objectives, priorities -Team Introductions	-Team ways of working, systems and processes		
Job Induction			-Job specific information & expectations -schedule regular 1:1s -Probation process -Statutory/mandatory training	-Completion of all statutory and mandatory training -Assessment of skills and development needs	-Complete induction process -Mid-Year probation review

Induction Checklist

The corporate induction checklist covers a number of key areas that will enable new staff to learn about the ICB and ways of working. The checklist is not an exhaustive list and therefore if there are is any additional information that is specific to the role or Directorate, staff should be informed of these as part of the induction process.

Employee Name		Line Manager	
Job Title		Start date with ICB	
Team		Directorate	

The areas of the induction checklist can be met in a number and mixture of ways including:

- Briefing from line manager
- Corporate Induction programme
- Meeting other members of the team/key colleagues across the Directorate
- Reviewing information on the intranet via the hyperlinks that are included in the checklist

For those areas of the induction checklist that the member of staff is expected to review information on the intranet, line managers and staff should meet and regularly discuss the progression of completing the induction checklist.

Section 1: Pre-Arrival and On-boarding Arrangements	Owner	Date of Completion
IT Arrangements ■ IT and telephone equipment secured/sent to member of staff – requests for IT equipment via the Business Services Team - nclicb.businessservices@nhs.net ■ Arrange IT login details and access to ICB folders ■ Obtain workforce system login details via the Workforce System Team - nelcsu.workforcesystemhr@nhs.net	Line Manager	
Inform staff of day 1 arrangements ■ Start time ■ Introductory/induction meeting	Line Manager	
Office Working (if applicable on day 1) ■ Completion of the Return to office working conversation tool kit (if applicable) ■ Book desk via Workforce Desk booking system ■ Office site addresses and nearest transport links ■ Arrange ICB ID badge/access pass via the Business Services Team - nclicb.businessservices@nhs.net	Line Manager	
Communications and Engagement ■ Liaise with communications team to add to all relevant internal distribution lists/meetings - nclicb.communications@nhs.net ■ Add to Team/Directorate distribution lists and meetings	Line Manager	
Share induction plan with new member of staff	Line Manager	

Section 2: Day 1	Source of Information	Date of Completion
Working Arrangements ▪ Working hours – start/finish times ▪ Breaks and lunch breaks ▪ Agile Working Policy and Principles – 2 way discussion on the role, business and personal needs with regard to office/home working	Line Manager Briefing	
Facilities and Building Induction (if applicable) ▪ Fire Exits and Procedures ▪ Accident Reporting ▪ First Aid Arrangements ▪ Kitchens/Toilets ▪ Reception arrangements ▪ Entry and exit procedures ▪ Building opening hours ▪ Building layout and team locations ▪ Car Parking Arrangements/Cycle storage ▪ Room Bookings ▪ Office facilities e.g. Prayer room, showers, photocopier	Line Manager Briefing	
Local Facilities and Amenities ▪ Nearby shops, restaurants and cafes	Line Manager Briefing	
Office Working (if applicable on day 1) ▪ Complete Return to office working conversation tool kit ▪ Desk booking system	Line Manager Briefing	
Team Introduction ▪ Introductions to colleagues in team and any other key stakeholders /provide names, roles and contact details for member of staff to arrange introductory meeting ▪ Team structure chart ▪ Team function, objectives, roles and responsibilities ▪ Role within the team	Line Manager Briefing	
Directorate Introduction ▪ Executive Director and Senior Management leadership ▪ Introductions to key stakeholders in Directorate /provide names, roles and contact details for member of staff to arrange introductory meeting ▪ Directorate structure chart ▪ Directorate function, objectives, roles and responsibilities	Line Manager Briefing	

ICB Introduction
▪ Review 'How we work' document which outlines:
   -the ICB's operating model and the functions of the ICB
   -Forming an Integrating Care System in North Central London
   -Implementing Integrated Care Partnerships (ICPs)
   -Our Way of Working
▪ ICB Directorate Structure charts
▪ Key ICB Contacts (HR, Communications and Engagement, Finance, Governance, Information Governance)
	Line Manager Briefing
	
	Staff to review information on intranet	

Section 3: Within the First Week	Source of Information	Date of Completion
ICB Vision and Values ▪ Expectations of behaviours from staff members ▪ ICB Priorities and Values	Line Manager Briefing Staff to review information on intranet Corporate Induction Programme	
Corporate Induction Programme ▪ Book onto corporate induction programme sessions	Staff to review information on intranet and book onto induction sessions	
Job Expectations ▪ Job role/ job description ▪ Where the role fits within the Team, Directorate, matrix working with other teams/Directorates and ICB ▪ Outline of expected performance ▪ Job specific information	Line Manager Briefing	
Team Ways of Working ▪ Explanation and discussion on team working ▪ Systems and processes within team	Line Manager Briefing	
Terms and Conditions of Employment ▪ Annual Leave Allowances and Request process ▪ Sickness Absence reporting requirements ▪ Claiming Expenses ▪ Contractual notice period	Line Manager Briefing	
Overview and Navigation of the Workforce System ▪ Booking/managing leave requests and annual leave calculator ▪ Claiming Expenses ▪ Statutory and mandatory training ▪ Appraisals ▪ Access to payslips and P60s	Line Manager Briefing Staff to review information on intranet	
Probation Process and Policy ▪ Overview of probation process ▪ Mid and End of probation review dates ▪ Expectations of performance ▪ Probation assessment criteria ▪ Key priorities in the next 3-6 months	Line Manager Briefing Staff to review information on intranet	
Equality, Diversity and Inclusion ▪ Review Equality, Diversity and Inclusion Policy ▪ ICB's Equality and Inclusion Strategy, Plan and Objectives ▪ Information on the Staff Diversity Networks ▪ ICB Book and Film Club ▪ ICB SEE ME FIRST campaign	Staff to review information on intranet Corporate Induction Programme	
Conflicts of Interest ▪ Read Conflict of Interest Policy	Line Manager Briefing	

	Source of Information	Date of Completion
- Complete and submit Declaration of Interests Form - Complete Secondary employment form (if applicable) - Address any conflict of interest issues with governance lead - Address any secondary employment issues with governance lead and HR	Staff to review information on intranet Corporate Induction Programme	
HR Policies, Information and Support - Review of HR policies and procedures - Review HR Information on intranet pages - HR FAQs - HR Drop-In sessions - HR, Payroll and Pensions Team Contact Details - Directorate HR Business Partner contact - Establishment Control Process (for managers)	Staff to review information on intranet Corporate Induction Programme	
Statutory and Mandatory Training (details and completion timescale) via the workforce system - Equality, Diversity and Inclusion - Conflicts of Interest - Information Governance - Health and Safety - Fire Safety - Safeguarding Children - Safeguarding Adults - PREVENT	Line Manager Briefing Staff to review information on intranet	
Health, Wellbeing and Staff Benefits - ICB wellbeing information - ICB Health and Wellbeing Programme - Staff Benefits, including discounts and tax relief - Mental Health and First Aiders - Occupational Health and Employee Assistance Programme	Line Manager Briefing Staff to review information on intranet Corporate Induction Programme	
Staff communications and engagement - Key intranet pages and information - Directorate staff briefings - Quarterly staff events - Weekly staff newsletter - Ask EMT - Engaging our People Forum	Line Manager Briefing Corporate Induction Programme	
Section 4: Within the First Month	**Source of Information**	**Date of Completion**
Complete all statutory and mandatory training	Member of Staff	
Corporate Training Programme - Learning and Development Policy - Individual Training budgets - External training application process - Learning agreements - Corporate Training Programme - Leadership Academy Programmes - Learning Hub intranet page	Staff to review information on intranet Corporate Induction Programme	

Governance and Information Governance Policies
    ▪ Speaking Up – Whistleblowing Policy
    ▪ Standards of Business Conduct
    ▪ Standing Financial Instructions
    ▪ Health and Safety
    ▪ Fire Safety Policy
    ▪ Confidentiality Policy
    ▪ ICT Acceptable Use Policy
    ▪ Information Governance Framework/Policy
    ▪ Freedom of Information Requests
	Staff to review information on intranet
	
	Corporate Induction Programme	

Counter Fraud, Bribery and Corruption
    ▪ Counter Fraud, Bribery and Corruption Policy
    ▪ Overview of Fraud
    ▪ Local Counter Fraud Specialist contact details
    ▪ Reporting concerns
	Staff to review information on intranet
	
	Corporate Induction Programme	

NCL Integrated Care System Development
    ▪ ICS System Development Plan
    ▪ ICS Design Framework
    ▪ North London Partners ICS Development Plan
	Staff to review information on intranet
	
	Corporate Induction Programme	

Governance Structure
    ▪ Governing Body – Role and Purpose
    ▪ Committees and Sub-committees
	Staff to review information on intranet
	
	Corporate Induction Programme	

Skills and Development
    ▪ Discussion on skills, strengths and development areas
    ▪ Identification of training and development needs and activities
	Line Manager Discussion	

Section 5: By the end of Month 3	**Owner**	**Date of Completion**
Complete all induction requirements and this list	Member of staff and Line Manager	
Three mid-probation review	Line Manager	

Employee Signature		**Line Manager Signature**	
Date		**Date**	

Line managers must keep the completed and signed induction checklist on their local staff file. Staff should also keep a copy of the completed and signed induction checklist for their records.