



Bolton Clinical Commissioning Group

Induction Policy

Policy Number	IND001
Target Audience	CCG Board Members CCG Staff
Approving Committee	Executive
Date Approved	September 2013
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Next Review Date	Periodically or when legislation changes – September 2018
Policy Author	GMSS People Services
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The CCG is committed to an environment that promotes equality, embraces diversity and respects human rights both within our workforce and in service delivery. This document should be implemented with due regard to this commitment.

This document can only be considered valid when viewed via the CCG's intranet. If this document is printed into hard copy or saved to another location, you must check that the version number on your copy matches that of the one online.

Approved documents are valid for use after their approval date and remain in force beyond any expiry of their review date until a new version is available.

Version Control Sheet

Version	Date	Reviewed By	Comment
Draft v0.1	Sept 13	Executive	Approved
V1.0	Nov 13		Final
Final v1.0	Sept 16	Board Secretary	Updated induction checklist

Analysis of Effect completed:	By:	Date:
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1. POLICY STATEMENT

- 1.1 The organisation recognises the importance of providing each of its new employees with a suitable structured Induction programme. This policy ensures all staff are clear about the requirements of their role and have an overall understanding of the organisation.

2. PRINCIPLES

- 2.1 This policy covers all employees of the organisation and those who have recently changed role within the Organisation.
- 2.2 Training and support will be provided to all Line Managers in the implementation and application of this policy
- 2.3 This policy should be read in conjunction with the CCG Induction Checklist.

3. EQUALITY

- 3.1 In applying this policy, the Organisation will have due regard for the need to eliminate unlawful discrimination, promote equality of opportunity, and provide for good relations between people of diverse groups, in particular on the grounds of the following characteristics protected by the Equality Act (2010); age, disability, gender, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion or belief, and sexual orientation, in addition to offending background, trade union membership, or any other personal characteristic.

4. MONITORING & REVIEW

- 4.1 The policy and procedure will be reviewed periodically by People Services in conjunction with operational managers and Trade Union representatives. Where review is necessary due to legislative change, this will happen immediately.
- 4.2 The implementation of this policy will be audited on an annual basis by the CCG Leadership Team and reported to the Executive Team Meeting on a six monthly basis.

Part 2

1. PROCEDURE

- 1.1 The CCG will ensure that the induction programme will normally take place within the first 3 months of an individual's employment with them.
- 1.2 The length and nature of the induction process can be tailored to the individual depending on the complexity of their role, nature of the department and if they are a new or existing employee.
- 1.3 Completion of a local induction checklist will be monitored and recorded in line with the CCG policy and procedure. This will include:
- Stage 1 Local Induction Checklist:
Introduces the employee to the Department and should take place in the first week of employment. It may be completed either in groups or on a one to one basis and should encompass all elements listed in CCG's Induction Checklist. An example attached in Appendix A. A copy of the completed checklist should be signed and retained by both manager and individuals.
 - Stage 2 Induction Training:
Should take place within the first 3 months of employment. Areas that should be covered include:
 - Mandatory Training
 - Health and Safety / Ergonomic Training
- Inductions may also include visits to other departments as appropriate.
- 1.4 It is the responsibility of the line manager to ensure that new employees take part in an appropriate induction programme although it is not expected that they will cover all elements personally.
- 1.5 Constituent parts of the programme may be delivered by the individual's manager, an appointed local representative, People Services or any other appropriate person or method.
- 1.6 It is the responsibility of the individual to ensure they take part in all elements of the Corporate and Local induction relevant to them. This may include arranging meetings and recording the completion of tasks.

INDUCTION CHECKLIST

Name:

Start Date:

Department:

Submission Date:

(1 month after commencement)

Line Manager:

Induction Subject Area	Completed (Initials)		Date Completed
	Employee	Manager	
1. Introductions (within week one)			
Introduction to colleagues/team and manager			
Introductions to key contacts specific to role (including partner organisations):			
1-1 with CCG Director – Overview of Bolton CCG			
Book on Induction Session with Chief Officer – book through the Board Secretary (may be within 3 months of commencing in post).			
2. Health & Safety (within week one)			
Tour of building eg. toilets, meeting rooms, kitchen			
2.1 Fire Safety:			
Introduction to Fire Warden			
Fire escapes, fire assembly points, fire alarm weekly test time, actions to take in the event of a fire			
Book onto Fire Safety Training (see section 9)			
2.2 Security:			
Issue ID Badge (through Board Secretary)			
On-Call Rota (if applicable to role)			
2.3 Safe Working Practice:			
Identify if ergonomic assessment of workplace needs to be undertaken YES/NO If required, assessment completed:			
Discuss safe working practices (eg. Risks associated with Display Screen Use, not bringing electrical items in from home, personal safety, lone working)			
Incident/Accident/Significant Event Reporting			
Location of First Aid Box/Bag			
No Smoking Building			
Book onto Moving and Handling Training (see section 9)			
Discuss non-use of personal chargers in the workplace.			
3. Car Parking & Travel			
Car Parking Arrangements (via Board Secretary)			
Travel Expenses			
Completion of vehicle documentation verification form if you need to claim for travel as part of your role (see attached).			
4. Management/Corporate			
4.1 New Starter			
Contract of Employment – Signed and Filed			
All new starter paperwork completed and returned to People Services			
4.2 Attendance			
Time and Attendance Process			
Booking Annual Leave			
Reporting Sickness Absence			
Procedures regarding Special Leave			
Flexitime			
4.3 People Services			
Access to People Direct			
Raising queries with People Services Helpdesk			
4.4 Job Specific			
Understanding of Job Description and how role fits into CCG structure			
Booked 1-1 to set objectives and personal development plan			
Attendance at team meeting and any other identified meetings/groups of relevant			
4.5 Development			
Sign post to Training Catalogue on People Direct			
Authorisation of Training/Courses Process			

4.6 Health & Wellbeing			
Occupational Health Services and Contact Details			
4.7 Whistleblowing			
Share Policy			
4.8 Policies and Procedures			
Direct to CCG website to review all policies/procedures.			
5. Confidentiality			
Discussed Confidentiality in Work Setting (locking PC screen, filing paperwork, shredding etc)			
Issue Information Governance Handbook			
Register on IG Training Tool and undertake Information Governance Training (see section 9)			
6. IT (within week one)			
Access to PC, email, phone on site			
Issue of any mobile equipment required			
Issue of Smart Card			
Add contact details to CCG directory			
Discuss appropriate use of email/internet/telephone/mobile phone			
Discuss use of encrypted memory stick only and not using personal laptops for work			
Ensure understanding of process for reporting issues through IT helpdesk			
Discuss the new shared drive system on N Drive and refer to guidance in the new corporate office folder			
7. Finance and Corporate (within one month)			
Finance Induction (email BOLCCGfinancetraining@nhs.net)			
<ul style="list-style-type: none"> Nolan Principles/Code of Conduct & Accountability – refer to the Policy. 			
<ul style="list-style-type: none"> Registering gifts and hospitality requirements and process 			
<ul style="list-style-type: none"> Registering conflicts of interest requirements and process 			
<ul style="list-style-type: none"> Complete declaration of interest (if applicable) 			
Oracle Training (if applicable)			
Budget Holder meeting (if applicable)			
External resources for Finance Skills Development			
8. Environment & Resources			
Car Sharing, Reduced use of paper and printing, recycling			
Stationary and Equipment Orders			
9. Mandatory Training			
The following training must be attended within 3 months of start date:			
<ul style="list-style-type: none"> Fire Safety (annually) Information Governance/Records Management (annually) Health Safety and Security (3 yearly) Equality and Diversity (3 yearly) Safeguarding Children (3 yearly) Safeguarding Adults (3 yearly) Prevent (3 yearly) Moving and Handling (non-clinical) (3 yearly) 			
Comments:			
<p>..... Managers Signature</p> <p>..... Print Name</p>			

I confirm that I have received the above Induction

Name:

Date:

To be returned by the Manager one month after commencement to <insert>

VEHICLE DOCUMENTATION VERIFICATION

For completion by all employees who undertake business miles on behalf of Bolton CCG in their own vehicles.

The CCG is obliged to undertake checks that an employee's vehicle is road worthy; appropriately insured for business use, taxed and that employees hold a valid driving licence. Employees must provide relevant up-to-date information which needs to be verified by line managers and attached as evidence to the verification form attached to this document.

The completed document must be sent to Senior Financial Accountant for recording on the Electronic Staff Record, and filing on individual Personal files by the Board Secretary. This document and supporting information will be subject to audit. Completion notes can be found on page 3.

EMPLOYEE TO COMPLETE (please complete in capital letters)

NAME			
DEPARTMENT			
LOCATION			
JOB TITLE			
EMAIL			
WORK TEL N°		MOBILE N°	
HOME ADDRESS		BASE ADDRESS	
POSTCODE:		POSTCODE:	
VEHICLE DETAILS			
MAKE & MODEL OF VEHICLE			
ENGINE CUBIC CAPACITY			
REGISTRATION NUMBER			
INSURED WITH			
INSURANCE RENEWAL DATE			
INSURED FOR BUSINESS MILES			
MOT DUE DATE			
DRIVING LICENCE RENEWAL DATE			
ROAD TAX RENEWAL DATE			
Vehicle Document Check	Instructions	Copy Attached	Original Presented
Insurance Certificate	Attach a copy of your insurance certificate		
MOT Certificate (If applicable)	Log onto https://www.vehicleenquiry.service.gov.uk/ and complete the steps to generate evidence of a current MOT certificate, print and attach to this checklist		
Driving Licence	Log onto https://www.gov.uk/view-driving-licence and complete the steps to generate a check code for sharing. Print this and attach to this checklist		

EMPLOYEE DECLARATION

1. I confirm that the information submitted is true and accurate.
2. I understand that if I knowingly give false information this may result in disciplinary action and I may be liable for prosecution and civil recovery proceedings.
3. I agree, if there are any changes to my circumstances regarding any of the information provided I will notify relevant management and update records accordingly.

4. I consent to the disclosure of information to and by NHS Bolton CCG and to be provided where necessary to the Local Counter Fraud Specialist and any other relevant organisation for the purpose of investigation, prevention, detection and prosecution of fraud.
5. Signed: _____ Date: _____

MANAGER TO COMPLETE

NAME			
JOB TITLE			
DEPARTMENT			
LOCATION			
EMAIL			
WORK TEL N^o		MOBILE N^o	
Vehicle Documents	Manager to check and verify the following	Verified Y/N	COMMENTS
Insurance	Name and address agree to employee details Relates to the vehicle details Current certificate Insurance cover for business miles Verify original document Copy documentation signed and dated		
Road Tax and MOT Certificate (if applicable)	Check the printed details obtained from https://www.vehicleenquiry.service.gov.uk/ Relates to the employees vehicle Current certificate Verify to original document Copy documentation signed and dated		
Driving Licence	Validate licence on the website: https://www.gov.uk/check-driving-licence by entering the last 8 characters of the driving licence number and the check code shared by the employee. Print the licence summary confirmation Verify to original licence Name and address agree to employee details on page 1 Licence is in date Any endorsements are disclosed by employee		

CERTIFICATE OF AUTHORISING MANAGER

1. I confirm that I have checked the documentation and to the best of my knowledge all the information is true, accurate and timely.
2. I understand that if I knowingly give false information, disciplinary action may be taken and I may be liable for prosecution.
3. I confirm that the employee has provided all the relevant information to enable them to use their vehicle in conjunction with all the policies required by NHS Bolton CCG Travel & Subsistence Policy.

Signed

Date

Attach copy documentation, signed, dated and including the narrative "originals verified" and send to the Senior Financial Accountant, Bolton CCG, Finance Department, 1st Floor, St Peters House, Silverwell St, Bolton BL1 1PP

FOR OFFICIAL USE ONLY		
Document completed in full	Verified employee driving licence summary attached	

Verified copy insurance certificate attached	Verified manager driving licence summary attached
Verified vehicle enquiry document attached	Entered onto system

GUIDANCE NOTES – VEHICLE DOCUMENTATION VERIFICATION

For completion by all employees who undertake business miles on behalf of Bolton CCG in their own vehicles.

The CCG is obliged to undertake checks that an employee's vehicle is road worthy; appropriately insured for business use, taxed and that employees hold a valid driving licence. Employees must provide relevant up-to-date information which needs to be verified by line managers and attached as evidence to the verification form attached to this document.

The completed document must be sent to the Senior Financial Accountant, Bolton CCG Finance Department, 1st Floor, St Peters House, and Bolton, BL1 1PP for recording on the Electronic Staff Record (ESR) before forwarding to the Board Secretary for retaining on individual Personal files. This document and supporting information will be subject to audit. Completion notes can be found on page 3.

This document must be completed in the following circumstances:

- On commencement of employment where travelling on business for the CCG is essential for the role.
- On commencement of travelling on business for the CCG as part of your existing role.
- Annual verification exercise – The form will be issued on an annual basis for completion.
 - Note that mileage claims will not be paid unless the vehicle documentation and driving licence has been verified.
 - In accordance with the CCG's travel and subsistence policy, business miles will be paid at the AfC full rate where the driver has insurance for business use; otherwise the mileage will be reimbursed at the AfC reserve rate.
 - It is a criminal offence to drive a vehicle on CCG business that is not insured, or taxed, has no valid MOT, or the driver does not hold a valid driving licence and will result in a disciplinary procedure.

Completion notes for Employees

1. Complete the vehicle document verification form with personal details and vehicle details.
2. **Insurance details:** Obtain your current vehicle insurance certificate and take a copy for the CCG to keep on your personal file held centrally by the CCG.
3. **MOT and Road tax check:** Log onto <http://www.vehicleenquiry.service.gov.uk>
 - Enter your vehicle registration number.
 - Enter your vehicle make (e.g. Ford).
 - Select on the green search button.

The screen will display the details for your vehicle. Print this page and attach to the vehicle document verification form.

4. **Driving licence check:** You will need your driving licence, National Insurance number and postcode. Log onto the website <https://www.gov.uk/view-driving-licence>.

This website enables you to enter your driving licence number, NI number and postcode, to confirm your driving licence details:

- Click the green "Start now" button.
- Enter your driving licence number
- Enter your National Insurance number.
- Enter your postcode.
- Select "view now".

This will display the details of your driving license and generates a, "check code" that your manager will use to verify your license.

- Print this page and attach to the vehicle document verification form.

5. Sign and date the declaration on the vehicle documentation verification form.
6. Take the vehicle documentation verification form to your manager with copies of the above attached together with the original insurance certificate and driving licence.

Completion notes for Managers

1. Complete the vehicle documentation verification form with your details.
2. **Insurance Certificates: Check the original and copy certificate for the following:**
 - Name and address of employee.
 - Vehicle registration number and make.
 - It is a current insurance certificate.

The image shows two screenshots of the GOV.UK website. The top screenshot is the 'Vehicle enquiry' page, which asks for the registration number and vehicle make to check details. The bottom screenshot is the 'View your driving licence information' page, which asks for the driving licence number, National Insurance number, and postcode to verify details. Both pages include a 'View now' button and a disclaimer about data sharing.

- The employee is insured to undertake business miles in the course of the work for their employer
 - Sign and date the copy certificate and that the original has been verified.
3. **Road tax and MOT:** Check the document printed from the website <https://vehicleenquiry.service.gov.uk> for the following:
 - Registration and vehicle make are consistent with the insurance certificate.
 - The vehicle is taxed.
 - The vehicle has a valid MOT certificate if over 3 years old.
 - Sign and date printed vehicle enquiry to confirm validation.
 4. **Driving License: Check the driving license for the following:**
 - Name and address of employee.
 - It is a current driving licence.
 - Check the details are consistent with the licence summary details printed from the website <https://www.gov.uk/view-driving-licence> by the employee.
 - Log onto the website <https://gov.uk/check-driving-licence>.
 - Select the green “start now” button.
 - Enter the last 8 characters of the driving licence.
 - Enter the “check code” from the license summary provided by the employee. Note the check code is valid for 21 days and can only be used once.
 - Select “check licence”.
 - Print the page displayed showing the results of the checking process.
 - Validate the print to the original driving licence provided by the employee.
 5. Once all documentation is verified, sign and date the vehicle documentation verification form, include the narrative, “Originals checked”.
 6. Send the vehicle documentation verification form to Senior Financial Accountant, Bolton CCG, Finance Department, 1st Floor, St Peters House, Bolton, BL1 1PP with the following supporting documents:
 - Copy insurance certificate, signed, dated and confirming original has been verified.
 - Road tax and MOT vehicle enquiry page, signed and dated.
 - Driver and Vehicle Licensing Agency Licence summaries (employee generated and manager generated) signed, dated and confirming original driving licence has been verified.

GOV.UK Check a driving licence

BETA This is a new service – your [feedback](#) will help us to improve it.

Enter details

Driving licence number
Last 8 characters only. For example, 192GT2BD

▶ [I don't know the driving licence number](#)

Check code
This code is case sensitive. For example, c3WITlaM

▶ [How do I get a code?](#)

You should only use this service to check information shared with you in line with our [terms and conditions](#).

Check licence

The details will be recorded on the Electronic Staff Record (ESR) system by Finance/Payroll departments then filed centrally on the employee personal file by the Board Secretary.