

Report on	Localised Induction Procedures & Probationary Policy for Mid Ulster District Council
Date of Meeting	4 th February 2021
Reporting Officer	Marissa Canavan, Director of Organisational Development
Contact Officer	Marissa Canavan, Director of Organisational Development

Is this report restricted for confidential business?	Yes	
If 'Yes', confirm below the exempt information category relied upon	No	x

1.0	Purpose of Report
1.1	To seek Members approval of new standardised procedures re: Localised Induction & new Probationary Policy developed for Mid Ulster District Council.
2.0	Background
	The purpose of these Localised Induction Procedures and Probationary Policy is to provide a standardised approach across Council for inducing new employees and carrying out reviews during their initial six month probationary period.
3.0	Main Report
	<p>These Localised Induction procedures apply to all new staff, employees transferring or being temporarily re-deployed from other departments and employees returning from a period of absence (e.g. secondment, career break, maternity leave, long-term ill health) to ensure they receive an induction programme appropriate to their needs.</p> <p>The Probationary policy applies to all new employees of the Council and existing employees who have been appointed to a new job within Mid Ulster District Council. It is designed to ensure prompt, reasonable and consistent treatment of all employees.</p>
4.0	Other Considerations
	Financial, Human Resources & Risk Implications
4.1	Human:- to ensure new employees settle in quickly & are provided with appropriate information and training in a timely manner & with consistent approach
	Financial:- CIPD research shows that with an effective induction process, employees are likely to engage better and there is less attrition.

4.2	Risk Management: More robust procedures/policy may result in more engaged workforce who perform better with improved health & safety & wellbeing (less sickness, accidents, incidents etc).
4.4	Screening & Impact Assessments
	Equality & Good Relations Implications: N/A
	Rural Needs Implications: N/A
5.0	Recommendation(s)
	Members are asked to approve the Localised Induction Procedures & Probationary Policy for Mid Ulster District Council.
6.0	Documents Attached & References
	Localised Induction Procedures for Mid Ulster District Council Probationary Policy for Mid Ulster District Council