

Wednesday, 29 March 2023

Report of the Head of HR and OD

HR Policy

Exempt Information

None.

Purpose

To update members regarding the development of a new HR policy, Onboarding.

Recommendations

It is recommended that the policy is formally approved for immediate implementation.

Executive Summary

New employees offer a unique opportunity to give feedback on the induction and onboarding process, this also fits with employee engagement. Ensuring new starters are happy and engaged is hugely important and enables Tamworth Borough Council (TBC) to identify early concerns so that the process can be improved.

The new Onboarding policy has been developed as an action from the 'People and OD strategy action plan' which aims to both improve the recruitment experience and increase employee engagement. With feedback, the induction and onboarding experience for new employees to Tamworth Borough Council will be enhanced and its aim is to make new employees feel welcome, valued and settled into their new role. This then forms the basis from which they can quickly get up to speed, perform their duties effectively and begin to make a contribution to their team, their department and Tamworth Borough Council.

The policy covers the period from preboarding (from the time the applicant accepts the job offer to their commencement date) to the end of their six month probationary period.

The Onboarding survey contained in the policy will be sent to new employees for feedback after one week, one month, three months and six months service. The data will be assessed in order to improve the recruitment and onboarding experience.

Options Considered

Not applicable.

Resource Implications

There are no resource implications for implementing the new policy, the additional work will be absorbed within the HR team.

Legal/Risk Implications Background

None.

Equalities Implications

None.

Environment and Sustainability Implications (including climate change)

None.

Background Information

HR policies are reviewed on a 3 year cycle to ensure they are legally compliant, meet best practice and are clear for employees. All policies have undergone consultation with the recognised Trade Unions.

Report Author

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List of Background Papers

None.

Appendices

Appendix 1 - Onboarding