

## **FOI 078/2025 Response**

- 1. What does a standard induction/on-boarding programme look like for new starters joining your organisation?**

We hold a 2 day corporate face to face induction, which is held at our Trust headquarters with a various speakers.

After completing the corporate induction, the manager of the employee is required to complete a local orientation.

- 2. Does this apply to *all* new starters regardless of contract type or length?**

It is a requirement for substantive, fixed term and bank staff.

- 3. What subjects, topics, policies, charters are covered as part of the induction/on-boarding programme?**

The 2 day corporate face to face induction covers:

- Executive welcome
- Service User and Family Participation and Experience
- Management skills, quality improvement, Corporate systems (payroll, ESR), and temporary staffing support
- Non-Executive Directors and governors welcome
- Unions, waiting room, equality diversity inclusion, freedom to speak up, safeguarding
- Statutory and mandated training (we call it Fundamental training)
- ICT elements

- 4. What format (ie webinar, e-learning, face-to-face) does your induction/on-boarding programme take and over what length of time?**

2 day face to face induction.

- 5. Following the standard recruitment process, at what point does a new starter attend any formal Corporate Induction programme?**

The first two days of employment.

- 6. Is attendance/engagement with formal induction processes an essential/mandatory requirement?**

- a. If so what is your current compliance rate?**

It is mandatory but there is no reporting on it

**7. When was the last time your induction programme was reviewed?**

**a. As a result of this review, what, if anything, changed?**

We review the induction programme every year. We now have a new starter welcome pack which includes additional information.

**b. Do you have any future plans to add/remove any content?**

Anticipated review in September 2025

**c. If so, what is it?**

Unable to comment until review has taken place.

**8. Is your executive team involved with the delivery of any part of the induction programme?**

Yes, they deliver a welcome section on the first day.