Southwell Town Council induction programme for:
Name: Xxxx Xxxx
Role: Xxxxxxx

Start date: Xxxxxxxxx 202X
Meeting date: Xxxxxxxxx 2026
Time: XX:XX

Line manager:
Xxxx Xxxxxx
HR representative:
Xxxxxx Xxxxxx

Week 1	• An introductory meeting with your line manager (LM) or a member of the Human Resources Committee (HR) to sign your contract and to discuss your job description and initial priorities. Your line manager will set clear expectations for the first two weeks in your new role. • Your Line Manager (LM) will introduce you to all team members at the earliest opportunity. • LM will be shown to your workspace, personal computer and programs you will need. • LM will provide a guided tour of The Old Court House, noting fire exists, methods of entry (codes and keys) and exit and ensuring you are familiar with the fire procedure and evacuation plans. • Negotiate time-off in-lieu with your LM to enable you to attend all the main Committee meetings during your probationary period. Inform Chairs of Committees of the dates you will be attending. • Organise a meeting with Chair of Southwell Town Council (STC) to welcome you into your new role. • Set a meeting date with the Estates Manager (1 or 2 hours) for an introduction to ongoing projects, key areas and tour of the grounds for which the team are responsible. • Set a meeting date with Finance Assistant to gain an overview of their role and responsibilities.
Week 2	• Your LM will ask you to relay the fire procedure and evacuation plans to them to ensure you have understood them correctly. • Identify Working Groups and which would be beneficial to attend and arrange time-off in-lieu with your LM. • Request a Teams meeting with Nottinghamshire Association of Local Councils (NALC: 01636 816890) for an overview of their services, register for their online newsletters and identify any training courses that might be helpful. • Review the contacts list of councillors, staff, contractors, partner organisations and stakeholders, with a note of their role responsibilities. • Discuss with your LM your performance against expectations set for the first two weeks and develop a plan for the next 2 weeks. • Set a date with your LM and member of HR for your first month end performance review.
Week 3	• Start a self-development plan and list training needs to ensure you can meet the objectives set by your LM and contained within your job description.
Week 4 Review Point One	• Your LM will review your first month's performance with you. • Meet with an administration assistant of a similar town council in size, to gain an overview of their role and responsibilities. • Set a timetable to ensure you are familiar with the policies and procedures set by STC.
Week 8 Review Point Two	• Review meeting with LM to discuss performance, progress and concerns for the first two months in post.
Week 12 Review Point Three	• Review meeting to discuss the first three months in post and develop a plan for remaining probationary period and set a date, 2 weeks before the end of the probationary period to review performance.