Derbyshire County Council

Leader Induction Checklist

Welcome to the leader induction checklist, supporting new leaders and signposting to information and resources to help you in your new role. In addition to completing this checklist you will also be automatically enrolled on to the **'Leadership Induction Programme'** within DLO, which includes a range of mandatory training modules you will complete in your first 6 months a new leader within Derbyshire County Council

Alongside the links to information below, you can also see a range of resources on our DLO platform (Derbyshire Learning Online) – when your employee number has been issued you will be able to create an account: DLO.

If you are new to Derbyshire County Council, you should also complete the core induction (Induction - Our Derbyshire) with support from your line manager.

Regular one to one conversation are embedded in the way we work and are incorporated into the Council's "PDR" performance management process (see Section 3 below for PDR guidance). The checklist is a guide therefore please adjust to suit individual needs.

Employee Name	
Employee Number	
Department	
Job Title	
Start Date	
Manager Name	

Induction completed

Employee Signature		**Date**	
Manager Signature		**Date**	

Leadership Induction Checklist

SECTION 1: Day 1	Manager date and initial
Start induction using Core Induction and Leader Induction checklists	
Book all meetings including review meetings into calendars	

SECTION 2: Week 1	Manager date and initial
Introduction to Derbyshire County Council: • Council Plan- Working for Derbyshire. Our Council Plan 2023 to 2025 - Derbyshire County Council • Corporate and Service Plans- Service planning - Derbyshire County Council • Thriving Communities- Thriving Communities - Derbyshire County Council	
Useful contacts /structure charts and introductory meetings: To be put together by the specific department and overseen by the line manager of the new leader to ensure introduction to appropriate networks and colleagues is organised	
Communication within the Council including: • Latest employee news • Messages from Directors • Derbyshire County Council news for employees	
HR teams and services Including: • HR Advice and Support – Human resources - advice and support - Our Derbyshire • Employee Wellbeing- Employee Wellbeing Information Your wellbeing - Our Derbyshire	
Introduction to systems for leaders: • SAP – Workplace – toolkits and training (working time recording) • SAP - Orderpoint - toolkits and training (procurement) • SAP BW reports • MOSAIC - case management system (adult care and children's • Services) Core systems - Our Derbyshire Access our systems - Our Derbyshire	

SECTION 3: Month 1	Manager date and initial
Training modules automatically assigned in DLO: • **Leadership Induction Introductory module (3.5hrs Virtual)** • **Managing Attendance (E learning)** • **PDR for managers (E learning)**	**n/a**
Key meetings: • Cabinet meetings – Cabinet Meetings • Cabinet papers – Cabinet papers Meetings, agendas, and minutes - Derbyshire County Council (moderngov.co.uk) **HR:** • HR policies – familiarisation- HR policies *(refer to appendix 1 for recommended list to familiarise with)* Search results - Our Derbyshire • Introduction to PDR for the leader- Performance Development Review (PDR) - Our Derbyshire	
Financial regulations Financial Regulations (derbyshire.gov.uk)	

SECTION 4: Month 2	Manager date and initial
Training modules assigned in DLO: • **PDR – Manager webinar (Virtual)**	**n/a**
Introduction to systems for leaders APEX (corporate reporting) – APEX user guides APEX user guides - Our Derbyshire	

SECTION 5: Month 3	Manager date and initial
Training modules assigned in DLO: • **Managing Attendance Effectively (Virtual)** • **Inclusive Leadership webinar (Virtual)**	**n/a**
Introduction to procurement Procurement - Our Derbyshire	
Programme and project management Programmes and projects - Our Derbyshire	
Apprenticeships at DCC Leadership and Management Apprenticeships- Leadership apprenticeships - Our Derbyshire	

Appendix 1 – HR Policies

Policy	Link	Complete?	Date
Recruitment and selection	recruitment-and-selection-policy.pdf		
Secondment	Secondment policy (derbyshire.gov.uk)		
Fixed Term Contract	Fixed term contract policy (derbyshire.gov.uk)		
Probation	Probation Policy (derbyshire.gov.uk)		
Induction	Induction policy (derbyshire.gov.uk)		
Performance management	Performance Management Policy (derbyshire.gov.uk)		
Attendance Management Ill Health capability procedure	CST HR Operations - Attendance Management Ill Health Capability Procedure and Managers' Guidance.pdf - Template letters (sharepoint.com)		
Disciplinary	Disciplinary procedure (derbyshire.gov.uk)		
Harassment and Bullying	Harassment and bullying procedure (derbyshire.gov.uk)		
Grievance	Grievance procedure (derbyshire.gov.uk)		
Employee leave schemes	Employee leave schemes and flexible working - Our Derbyshire		