

Trust Headquarters
Russells Hall Hospital
Dudley
West Midlands
DY1 2HQ

Ref: FOI-052025-0001619

Date: 24.6.25

Address / Email:

Dear

Request Under Freedom of Information Act 2000

Thank you for requesting information under the Freedom of Information Act 2000.

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

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

The Induction Programme is available to all new starters. Resident Doctors have a specific induction coordinated through medical workforce and the medical education team.

All staff are expected to review an online introduction video and a new starters handbook is available. Staff then attend a face to face Welcome to Dudley session.

For line managers, they also need to attend the Leading People at Dudley Induction.

All staff should receive a Local Induction provided by the department.

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

All staff

- Trust Strategy and Objectives, Values and Behaviours, getting to know the trust, what support and help is available
- Support services such as wellbeing, equality and inclusion, freedom to speak up, staffside
- DATIX
- Fraud and Bribery
- Payroll and pensions
- Annual reviews
- Statutory and mandatory training
- FAQ's (Parking, ID, Annual Leave, Uniform, PPE)

Managers - Leading People at Dudley

- Introduction to the leading people pathway and what to expect.
- Discussion questions cover why line managers are essential and their impact.
- Discussion around culture, behaviour, and influence as a line manager.
- Introduce the Dudley leadership quadrant—what actions can a leader take to support and develop individuals, teams, services, and themselves?
- Discuss the NHS people promise, and the Dudley People Plan to gain an understanding of how they contribute as line managers.

3. What format (i.e. webinar, e-learning, face-to-face) does your induction/on-boarding programme take and over what length?

- E- Learning Sessions (20 mins)
- Induction Booklet - self-directed
- Welcome to Dudley (3 hrs)
- Leading People at Dudley for Line Managers (2hrs)
- Local Induction (Provided by the department)

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

- E- Learning Sessions; part of the Recruitment Process (before start date)
- Induction Booklet; part of the Recruitment Process (before start date)
- Welcome to Dudley; currently 1st or 2nd Month
- Leading People at Dudley for Line Managers currently in the 1st or 2nd Month

5. Is attendance/engagement with formal induction processes an essential/mandatory requirement? If so, what is your current compliance rate?

It is expected but not mandated or monitored as essential or mandatory training at present.

**6. When was the last time your induction programme was reviewed?
As a result of this review, what, if anything, changed?**

Programme is currently under review.

Content is regularly reviewed and updated annually as a minimum.

7. Is your executive team involved with delivering any part of the induction programme?

- Welcome Video - from Chief Executive
- Induction Booklet. Forward from Chief Executive
- Welcome to Dudley; Chief Executive or a member of the Board deliver a half-hour introduction to the day, covering the strategic objectives and some personal information about themselves.

If you are dissatisfied with our response, you have the right to appeal in line with guidance from the Information Commissioner. In the first instance you may contact the Information Governance Manager of the Trust.

Information Governance Manager
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Should you disagree with the contents of our response to your appeal, you have the right to appeal to the Information Commissioners Office at.

Information Commissioners Office
Wycliffe House
Water Lane
Wilmslow
Cheshire
SK9 5AF
Tel: 0303 123 1113
www.ico.org.uk

If you require further clarification, please do not hesitate to contact us.

Yours sincerely

**Freedom of Information Team
The Dudley Group NHS Foundation Trust**