

Upper Medway Internal Drainage Board

Training and Development Policy

The Upper Medway Internal Drainage Board (UMIDB) is committed to the continuous professional development (CPD) of its employees and Board members. We recognise that ongoing training and development are crucial to maintaining and enhancing the competence, efficiency, and effectiveness of our workforce. By investing in our people, we aim to improve service delivery, ensure compliance with legal requirements, and support individual career progression within the organisation.

Purpose and Scope

This policy outlines UMIDB's commitment to:

- Providing appropriate training opportunities for staff and Board members.
- Ensuring that staff possess the knowledge, skills, and competencies required to perform their roles effectively and contribute to the organisation's objectives.
- Supporting the professional growth of employees by fostering a culture of learning, development, and career progression.

This policy applies to:

- All employees of UMIDB, including full-time, part-time, temporary, and contracted staff.
- Board members, volunteers, and any other individuals working on behalf of the organisation who require training.

Policy Commitments

UMIDB will:

- Provide training to all employees upon induction and ensure that they are familiar with their roles and responsibilities.
- Regularly assess training needs through performance reviews, skills audits, and feedback mechanisms.
- Offer opportunities for continuous professional development (CPD), including both job-specific training and broader skills development (e.g., leadership, project management).
- Ensure that employees have access to relevant training courses, workshops, conferences, and professional certifications where appropriate.
- Promote internal knowledge-sharing initiatives, mentorship programs, and cross-departmental learning to support career progression.
- Encourage employees to undertake qualifications relevant to their roles, and provide financial or study leave support where appropriate.

Training Needs Assessment and Planning

- Individual Training Needs: Line managers will work with each employee to identify their development needs during performance appraisals or one-to-one meetings.

- **Organisational Training Needs:** The senior leadership team will regularly assess the organisation's skills gaps and ensure that the training strategy aligns with UMIDB's strategic goals, risk management priorities, and service delivery objectives.
- **Mandatory Training:** UMIDB will ensure that employees complete any mandatory training (e.g., health and safety, safeguarding, equality and diversity) in accordance with legal requirements.

Support for Career Progression

UMIDB is committed to creating career development pathways for staff, including:

- **Succession Planning:** Identifying high-potential employees and offering leadership training or mentoring opportunities.
- **Internal Promotion:** Encouraging the development of talent from within the organisation through upskilling and providing opportunities for promotion where feasible.
- **External Qualifications and Certification:** Supporting employees to gain relevant professional qualifications or certifications that enhance their skills and career opportunities within the sector.

Monitoring and Evaluation

- **Training Records:** All training and development activities will be recorded in an employee's personal development file. These records will be used to track individual progress and ensure compliance with mandatory training requirements.
- **Evaluation:** The effectiveness of training will be evaluated through feedback, performance improvements, and service outcomes. Employees will be encouraged to provide feedback on training programs to ensure they meet their needs and objectives.
- **Annual Review:** The professional development and training policy will be reviewed annually to ensure it is effective and aligned with organisational goals, legislative changes, and industry best practices.

Budget and Resources

UMIDB will allocate a dedicated budget for staff training and professional development. The budget will be reviewed annually to ensure that sufficient resources are available to meet the organisation's training needs.

Governance and Accountability

Responsibility for the implementation and management of this policy lies with the HR department. This will be guided by the Board, led by the Clerk, and work in collaboration with departmental managers. Senior Officers will oversee the tracking and reporting of training activities, while managers will be responsible for ensuring that their team members receive the appropriate training and development support.

Delivery Procedures

Induction

New employees and Board members will undertake a structured induction programme, covering key policies, health and safety, data protection, and Board governance.

Annual Training Needs Assessment

Each year, the Clerk will coordinate a training needs review to identify individual and organisational development requirements. Findings will inform the annual training plan.

Training Plan and Budget

A training plan will be developed annually and aligned to the Board's budget. It will include mandatory and discretionary training, linked to performance objectives and statutory requirements.

Annual Development Reviews

The Clerk and/or the line manager of a staff member will conduct an annual review of their performance and development to ensure ongoing oversight and support. Where possible this will include KPIs as set out in their job description.

Delivery Methods

Training may be delivered internally or externally, including in-person workshops, webinars, accredited courses, and shadowing.

Monitoring and Records

All training activity will be logged and reviewed to assess uptake and impact. Evaluation forms will be used to gather feedback. Records will be held securely by the Clerk.

Review and Compliance

This policy will be reviewed every two years or following significant organisational or legislative changes.

June 2026 Amendment

- Added reference to annual development reviews.