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Description automatically generated**Mentoring Standards**

##### **What is Mentoring?**

##### Mentoring is a supportive learning relationship between one person who shares their knowledge, experience and wisdom with another individual who is ready and willing to benefit from this exchange, to enrich their professional journey.

**Mentees**  
Prospective mentees must be prepared to commit to the mentoring relationship as a willing participant, respecting the time and effort offered by their mentor. A Mentor will be providing their time and access to their knowledge, skills and experience which is a privilege. The relationship should always be treated with courtesy and respect and confidentiality honoured.

*Who can apply to register as a mentee?*

* Anyone who is working within Planning, in Hertfordshire. This is aimed at the public sector only and it will include the private sector as the mentoring programme evolves and grow.

**Mentees will:**

* Commit to commencing and developing the mentoring relationship;
* Can provide evidence that Mentoring has been agreed from their line manager;
* Provide sufficient notice for any meetings you need to cancel;
* Provide input into evaluations (e.g. provide feedback on experiences). Preferably during and at the end of your mentoring relationship via [Growth&PlaceMentoring@hertfordshire.gov.uk](mailto:Growth&PlaceMentoring@hertfordshire.gov.uk);

**Mentors**

Prospective mentors must be prepared to commit to the mentoring relationship as a willing participant, respecting the time and effort offered by their mentee. The relationship should always be treated with courtesy and respect and confidentiality honoured.

*Who can apply to register as a mentor?*

* Anyone who is working within Planning, in Hertfordshire. This includes the private and public sector.

**Mentors will:**

* Apply the competencies and skills required of the mentor;
* Commit to commencing and developing the mentoring relationship;
* Provide sufficient notice for any meetings you need to cancel;
* Agree the confidentiality limits for both themselves and the mentee;
* Review the mentoring relationship and monitor the mentee goals;
* Provide input into evaluations (e.g. provide feedback on experiences). Preferably during and at the end of your mentoring relationship via [Growth&PlaceMentoring@hertfordshire.gov.uk](mailto:Growth&PlaceMentoring@hertfordshire.gov.uk);

**Contracting**  
It is expected that every mentoring relationship will be underpinned by an agreement. This is completed and confirmed between the mentor and the mentee and covers all aspects of the relationship. It is important to set and agree ground rules as part of this agreement so that there is no confusion about how the relationship will be established and developed. The relationship should always be treated with courtesy and respect and confidentiality honoured.

**Length and frequency of meetings**  
There is no set length or frequency for meetings; this will depend on both individuals and the agenda and the contracting that is established by the mentor and the mentee. It is recommended the participants commit to a 'face to face' (virtual or in-person) meeting initially with subsequent meetings being agreed by both mentee and mentor. This should be confirmed as part of the agreement.

**Confidentiality**  
The content of mentoring conversations remains confidential to the mentor and mentee. Any specific personal details of mentoring entered on our system are not visible to anyone outside of HBG team. In using this service, mentors and mentees agree to the following limits to confidentiality:

* Where there is a perceived risk of harm to self or others
* Where there is concern of a breach of organisational policy
* Where illegal activity is suspected.