

**MONMOUTHSHIRE COUNTY COUNCIL
REPORT**

<p>SUBJECT: PERSONAL DEVELOPMENT REVIEW MEETING: DEMOCRATIC SERVICES COMMITTEE DATE: 9 September 2019 DIVISION/WARDS AFFECTED: N/A</p>
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1. PURPOSE:

To consider and approve the attached Personal Development Review process for elected members.

2. KEY ISSUES:

Elected Members have a wide range of roles and responsibilities which they are expected to undertake and Personal Development Reviews (PDR) are a nationally recognised mechanism in ensuring that councillors have access to the necessary training needs required for them to deliver their role effectively.

[At the meeting of Democratic Services Committee on 1st April 2019](#), the committee agreed during consideration of the [Councillor Competency Framework](#) that the introduction of Personal Development Reviews would be welcome amongst members.

The attached report proposes a clear set of procedures to follow in relation to PDR's for elected members taking account of agreed member role descriptions, WLGA councillor competency framework and the individual and collective needs of councillors.

In approving the PDR process and member role descriptions, the outcome the reviews and training needs assessment for elected members will inform a Member Training and Development Strategy that will report back to the committee annually assessing the impact of the arrangements and proposing any changes for improvement.

3. REASONS:

To ensure elected members have access to the necessary training and development needs to conduct their role as councillor effectively.

4. RESOURCE IMPLICATIONS:

Any training needs that cannot be delivered using in house services will incur a cost of an external training provider. Costs will be dependent on the type of training and number of members involved but will be absorbed into current budgeting arrangements.

5. SUSTAINABLE DEVELOPMENT AND EQUALITY IMPLICATIONS:

Approval of the PDR process will ensure that all elected members have access to the necessary training and development needs to move on to high positions within the political framework of the authority.

6. SAFEGUARDING AND CORPORATE PARENTING IMPLICATIONS:

Safeguarding and Corporate Parenting training needs may be highlighted as part of the PDR which will further enhance members' knowledge within these areas and highlight their responsibilities.

8. AUTHOR:

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