

Personal Development Reviews

Introduction

Personal Development Reviews (PDR) is a way for members and the local authority to mutually assess the development needs and aspirations of individual members. The review will be considered in the context of the members' current role as well as his/her aspirations for what he/she wants to achieve, the aspirations of the authority and political directions and the needs of the community.

PDR's enable members to build confidence, develop skills and knowledge and improve their own performance and contribution to the Council and the Community. They could provide;

- Clarity for members about the expectations and accountabilities placed upon them.
- Understanding of and support for the individual and collective development needs of Councillors
- Support members in preparing for new roles
- An understanding and ownership of organisational goals
- Support for improved member performance

PDR's are not a performance appraisal of councillors. It is not for the authority or a committee to determine whether a councillor is performing their duties effectively. A PDR is a means of supporting and developing members' skills in areas they themselves consider need improving both individually and collectively. Whilst all individual PDR's will be considered when preparing an overall training plan, no information from individual councillors will be shared outside of the individual review that would identify an individual councillor.

Aims of PDR

The aim of personal development reviews for Councillors is to:

- Identify relevant training topics either for individual members or collectively to improve understanding and increase knowledge in those areas
- Democratic Services Committee to agree role descriptions for posts Councillors hold to understand the training needs to help members progress on to higher posts
- Set out aspirations and desires for individual members and achieve a shared purpose and understanding between individual and authority wide objectives
- Develop and evaluation mechanism to assess whether the objectives established from the review are achieving the desired outcomes.
- Record and document each stage of the PDR as evidence of progression.

Methodology

Stage 1

Democratic Services Committee to consider and approve role descriptions for Councillors and agree PDR process

Stage 2

Consult all members on role descriptions to ensure accuracy of role descriptions and share information on agreed PDR process and Councillor Competency Framework

Stage 3

Circulate initial PDR form to all members to gather initial responses and identify collective and individual member training needs which will inform the member development strategy.

Stage 4

Undertake follow up meetings with all members who respond to the PDR scheme with a view to mutually agreeing the development requirements and how these will be achieved

Stage 5

For those members who do not wish to undertake a PDR, a training and skills survey will be circulated to those members so that they can be incorporated into the collective training needs for all members.

Stage 6

Present member training and development strategy to Democratic Services Committee which includes outcomes from PDR's and an overarching development scheme for collective training needs.

Stage 7

For those members who undertake the PDR, training as agreed at stage 4 will be arranged and undertaken alongside collective training sessions.

Stage 8

Annual evaluation of PDR process with individual members which will assess outcomes as well as future training needs.

Stage 9

An annual report will be presented to Democratic Services Committee based on the Member Training and Development Strategy that will incorporate an evaluation of the PDR process.

Appendix A - Member Initial Feedback Form – Personal Development Review

If you wish to undertake a Personal Development Review, please complete this form and return it to Democratic Services. This initial form will inform whether there is a collective or individual need for member development and the areas that development is needed.

The next phase of the review will be a meeting between you as member and a suitable person to discuss how the individual needs identified can be delivered.

Councillor Name:	
-------------------------	--

What are you current roles and responsibilities?

What specific tasks do I want/need to achieve this year? What do you plan to do and when?

What do I need to know about and be able to do to undertake my role and deliver my plans?

What aspects of your role are you confident in?

Where are you less confident?

What might prevent you from undertaking your role effectively?

What learning and development have you undertaken this year?

What have you learned and able to achieve as a result of this learning and development?

What additional learning and development would be useful?	
Skills (e.g Public Speaking, Media enquiries, Meeting Management, ICT & Social Media, Chairing Skills etc)	Knowledge (e.g Code of Conduct, Meeting procedures, Planning policy, Mon Life)

Appendix B – Phase 2 of PDR – Agreed steps to conduct Development

Area for development	How to achieve?	Priority

Appendix C – PDR evaluation Pro-Forma

Training undertaken	How has this impacted on your role?

Next Steps

Area for development	How	Priority

Effectiveness of PDR

Please provide an overview of your experience of the Personal Development Review process, highlighting any areas of improvement that could be incorporated into future reviews.