

DEMOCRATIC SERVICES COMMITTEE
19TH MARCH 2020

Member Development – Personal Development Reviews [PDR]

Purpose: To consider options for providing a member-led process for conducting personal development reviews which meets the needs of members and invites increased participation.

RECOMMENDATIONS / KEY DECISIONS REQUIRED:

To consider arrangements for a **Personal Development Review (PDR) process that will be made available to all Elected Members**

REASONS:

To ensure Carmarthenshire's process for conducting personal development reviews meets the needs of members and invites increased participation.

Relevant scrutiny committee to be consulted NO

Exec Board Decision Required NO (Delete as applicable)

Council Decision Required NO (Delete as applicable)

Relevant Executive Board Portfolio Holder – Cllr Suzy Curry – Chair of Democratic Services Committee and Member Development Champion/Cllr Mair Stephens – Member Development Lead for the Executive Board.

Directorate: CEX

Name of Head of Service:

Paul Thomas

Report Author: Hayley Daniels

Designations:

Assistant Chief Executive

Corporate Development Advisor

Tel Nos. 01267 246186

E Mail Addresses:

HMDaniels@carmarthenshire.gov.uk

**EXECUTIVE SUMMARY
DEMOCRATIC SERVICES COMMITTEE
19TH MARCH 2020**

Member Development – Personal Development Reviews [PDR]

The Local Government (Wales) Measure 2011 (Chapter 1 – Part 7) makes specific provision for the training and development of members of a local authority and states that

- “A local authority must make available to each member of the authority an annual review of the member's training and development needs.
- The review must include an opportunity for an interview with a person who is, in the opinion of the authority, suitably qualified to provide advice about the training and development needs of a member of a local authority.”

Elected Members have a wide range of roles and responsibilities which they are expected to undertake. The PDR process will assist Elected Members to identify any support that may be required to fulfil these roles effectively. Attaining the appropriate level of knowledge, skills and experience identified during the PDR process will enable them to fulfil their roles

The Authority has previously taken the approach that Personal Development Reviews should be undertaken by the leaders of the political groups, this will allow groups to identify those areas where there is a demand for training so that it is member-led. This will enable training to be undertaken in non-political, possibly informal groups where appropriate, bearing in mind the limited resources, and the preparation of a planned training programme. The Corporate Development Advisor will be on hand to assist in any member-led assessment of training needs and to enable the Member Development Programme to be tailored in accordance with training needs.

Attached for the Committees attention are the existing templates which are made available to Group Leaders to assist in the reviews.

It is suggested that the training needs of any unaffiliated members should be ascertained by the Chair of the Democratic Services Committee.

DETAILED REPORT ATTACHED?

Template introductory letter (Appendix 1)
Self-review template [for completion by the individual member] (Appendix 2)
Summary of development needs (Appendix 3)
WLG A Development Framework for Councillors in Wales (Appendix 4)

IMPLICATIONS

I confirm that other than those implications which have been agreed with the appropriate Directors / Heads of Service and are referred to in detail below, there are no other implications associated with this report :

Signed: Paul R Thomas

Assistant Chief Executive

| | | | | | | |
|---|-------------|-------------|-------------|------------------------|-----------------------|-----------------|
| Policy, Crime & Disorder and Equalities | Legal | Finance | ICT | Risk Management Issues | Staffing Implications | Physical Assets |
| NONE | NONE | NONE | NONE | NONE | NONE | NONE |

CONSULTATIONS

I confirm that the appropriate consultations have taken in place and the outcomes are as detailed below

Signed: P.R. Thomas Assistant Chief Executive (People Management and Performance)

1. Scrutiny Committee n/a
2. Local Member(s) n/a
3. Community / Town Council n/a
4. Relevant Partners n/a
5. Staff Side Representatives and other Organisations n/a

Section 100D Local Government Act, 1972 – Access to Information

List of Background Papers used in the preparation of this report:

THERE ARE NONE