

Dear Colleague

Individual 1 to 1 Personal Development Review

The LG Measure 2011 requires that every local authority member “...*must be offered the opportunity to have their training and development needs reviewed on an annual basis. [This] must include an opportunity for a pre-planned interview between the member and a suitably qualified person.*”

At a meeting of the Democratic Services Committee & Group Leaders/Deputies the decision was made to offer member-led personal development reviews to all elected members with the reviews being carried out by group leaders, their deputies or another nominated senior member from within their party.

I would, therefore, like to invite you to meet with me for a confidential discussion about your ongoing development. The purpose of this meeting is to support you in your role as an elected member and ensure that you receive any development necessary to assist you in your duties.

As part of this, you will have the opportunity to reflect on your existing skills and knowledge before identifying what development would be most useful for you in terms of your continuing professional development.

To ensure we make the best use of our time, I would kindly request that you complete the attached Personal Development Self-Reflection Template and bring this with you to the meeting.

While our discussion will remain confidential, any development opportunities which you identify will, if appropriate, be shared with the relevant officer to inform the Member Development Plan 2018/19 in order for the correct support to be identified and provided.

Our aim is to complete all Personal Development Reviews by the end of July 2018, therefore, I should be grateful if you would contact [**name / nominated representative**] on [**phone no/email**] at your earliest convenience to arrange a suitable date & time.

If you have any queries at all, please feel free to contact me on [**contact details**]