

Information on Personal Development Reviews and Personal Development Plans

Under the new Local Government (Wales) Measure 2011:

- * A local authority must secure the provision of reasonable training and development opportunities for its members.
- * 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.

A Personal Development Review (PDR) is a way for a member and his/her Authority to mutually assess a member's personal development needs. The review should be set within the context of the role of the member, his/her aspirations for what s/he hopes to achieve, the purpose and aspirations of the Authority and the needs of the community. The interview could include a review of the training and development received by the member over the last year (or appropriate period if the local authority member has only been recently elected). A PDR is **NOT** a Performance Appraisal but a means of supporting and developing members

PDR schemes enable members to build confidence, develop skills and knowledge and improve their own performance and contribution to the council and the community. They can provide:

- Clarity for members about the expectations and accountabilities placed upon them.
- Understanding of and support for the individual and collective development needs of members
- Support for members in preparing for new roles (succession planning)
- An understanding and ownership of organisational goals
- Support for improved member performance
- An agreed plan which sets out training and development needs, if any, identified for the year ahead
- A written record, signed by both member and reviewer.
- A private document which is not expected to be published by the authority or member, although a member is free to publicise in his or her annual report any training and development undertaken if he or she so wishes.

Guidance for Members being interviewed

Before undertaking your review you may find it useful to consider the following guidance:

Purpose of the Review

The purpose of your meeting will be to provide you with an opportunity to review your role generally, consider any specific tasks for the year ahead, consider the areas where you feel confident and identify areas that you might find challenging and may need support and development. You will have an opportunity to identify learning and development needs which you will then be able to feed back to member support officers to organise development programmes.

Preparation

Before your meeting you will need to complete the Personal Development Plan. This will help you to think about your role, specific tasks for this year and any support that you might need. You'll also find it useful to review your role description, person specification and the member development framework/questionnaire.

Make contact with your interviewer and plan a time and place convenient to you both where you can have a confidential undisturbed conversation.

Undertaking the Review

Please remember that the conversation you have with your interviewer needs to be kept confidential to yourselves.

Use the PDP Form as a basis for your discussions

Your interviewer will help you consider your role/contribution, strengths/weaknesses and training needs. They will act as an objective sounding board in this conversation.

Their role is not to give their own feedback on your performance.

Please note that it is your responsibility to undertake any actions resulting from the conversation, keep any documentation and discuss any emerging development needs with member support officers.

Any additional support required from the authority may also be identified and fed into the organisation as appropriate.

