

## **Timetable and Process for completion of Personal Development Plans and holding of Personal Development Reviews**

The initial part of the process will begin with all Members being sent a PDP Form together with relevant guidance. A reminder email will be sent one week later with a second and final reminder in a further weeks' time.

The below details the process for those Members who would like a Personal Development Review

- \* Members will make the decision as to who will conduct their PDR. The persons who have received the relevant training to conduct this process are:

**Group Leaders:**

Cllr Joan Butterfield and  
Cllr Jason McLellan (Deputy  
Group Leader)  
Cllr Martyn Holland  
Cllr Huw Jones  
Cllr Joe Welch

**Member Support & Development Officers:**

Sharon Evans  
Sue License  
Eleri Woolford

**Members may also wish to consider having their PDR with both their Group Leader and an Officer**

- \* Between the beginning of May (following Annual Council) and the middle of July, Members should contact their preferred interviewer to arrange a time and date to discuss the PDP, which will have been completed by each Member prior to the meeting.
- \* Once all PDRs have taken place, during July and August, Officers will use each of the 'Areas for Development' forms recorded, to create Development Strategies together with Action/Training Plans for the year ahead. Members will be notified of the proposed sessions on their return following Annual recess.
- \* Reviews will be held every twelve months or after 6 months if requested.
- \* Support for Members in relation to any additional individual training and development needs will not be limited to between May-July each year and Officers and Group Leaders may be contacted for this purpose at any time.

