

Report to	Democratic Services Committee
Date of meeting	9 June 2023
Lead Member	Councillor Julie Matthews, Lead Member for Corporate Strategy, Policy and Equalities
Head of Service	Lisa Jones, Interim Head of Legal and Democratic Services
Report author	Steve Price, Democratic Services Manager
Title	Personal Development Reviews

1. What is the report about?

- 1.1. This report outlines the background to personal development reviews for members.

2. What is the reason for making this report?

- 2.1. To brief the committee on personal development reviews and to seek feedback from the committee.

3. What are the Recommendations?

- 3.1. That the Committee makes appropriate comments or recommendations in respect of the personal development review process.

4. Report details

- 4.1. The Local Government (Wales) Measure 2011 requires that a Personal Development Review (PDR) be made available to each councillor. A PDR is a way for a member and the Council to mutually assess a member's personal development needs. The review would be set within the context of the role of the member, their aspirations for what they hope 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 previous year.

- 4.2. A PDR is not a Performance Appraisal; it is intended to be a means of supporting and developing members. Members are not obliged to undertake a PDR.
- 4.3. Any member choosing to have a PDR can request to have the interview conducted by their group leader, or by an officer from Democratic Services.
- 4.4. Information on the PDR process and a personal development plan template are attached to this report.

5. How does the decision contribute to the Corporate Plan 2022 to 2027: The Denbighshire We Want?

- 5.1. Indirectly, the personal development review process could inform members' contributions to the Corporate Plan.

6. What will it cost and how will it affect other services?

- 6.1. The personal development review process is supported by the Democratic Services team. Training and development activities identified by the process may require contributions from other services or external agencies, such as the Welsh Local Government Association. Costs are likely to be related to officer time.

7. What are the main conclusions of the Well-being Impact Assessment?

- 7.1. A Well-being Impact Assessment is not required for this report.

8. What consultations have been carried out with Scrutiny and others?

- 8.1. The appropriate forum for consultation on the personal development review process is the Democratic Services Committee.

9. Chief Finance Officer Statement

- 9.1. Not required for this report.

10. What risks are there and is there anything we can do to reduce them?

10.1 The personal development review process is designed to promote continuing development for members, which should reduce any risks associated with members undertaking their roles.

11. Power to make the decision?

11.1. The Local Government (Wales) Measure 2011.