

**RHONDDA CYNON TAF COUNTY BOROUGH COUNCIL
MUNICIPAL YEAR 2013-2014**

**DEMOCRATIC SERVICES
COMMITTEE**

8TH OCTOBER 2013

**REPORT OF THE HEAD OF
DEMOCRATIC SERVICES**

Agenda Item No.4(b)
PERSONAL DEVELOPMENT REVIEWS

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1. PURPOSE OF THE REPORT

- 1.1 The purpose of this report is to seek Members' consideration to the revised Personal Development Review (PDR) pro forma to be used for Members undertaking such reviews.

2. RECOMMENDATIONS

- 2.1 To approve the revised Personal Development Review pro forma to be used for Members undertaking such reviews as shown at Appendix 1.
- 2.2 That the Committee receive update reports on the PDRs highlighting the development needs identified and the take up of such training.

3. BACKGROUND

- 3.1 Members may recall that at the meeting of this Committee held on the 2nd October, 2012 the pro forma to be used when undertaken Members Personal Development Reviews was agreed. However, this pro forma has been used during the last 12 months and whilst it was recommended for use by the WLGA it has been found to be duplicated in many parts and not "user friendly".
- 3.2 Members are therefore requested to agree the attached revised Personal Development Review pro forma which can also be sent out to Members prior to their review to assist them in the process.

- 3.3 Personal Development Reviews (PDRs) is a way for a Member and/or Officer to mutually assess a Member's personal development needs, which 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.
- 3.4 The purpose of the PDR is to enable Members to build confidence, develop skills and knowledge and improve their own performance and contribution to the Council and the Community.
- 3.5 Since the elections in May 2012 all Members within the Labour Group have undergone Personal Development Review with the Cabinet Member for Council Business and Public Relations and all Plaid Cymru Members have undergone such reviews with the Leader of the main Opposition Group (Plaid Cymru); the Members of the Independent Group, Democratic Alliance Group and the one "unallocated" Member can choose to undergo the reviews with an Officer or a Member (suitably trained) of their choice.
- 3.6 The Authority was awarded the first level of the Wales Charter for Member Support and Development in 2007 and the Advanced Charter in 2010. Since, 2006 all Members within the Authority have been provided with individual Role Descriptions and given the opportunity to undergo personal development reviews, albeit, as part of the criteria, it was only incumbent on an Authority to carry out such reviews with Members who were in receipt of a Special Responsibility Allowance (SRA). The Measure now makes it a requirement to include all Members and co-opted Members to other Committees such as Overview and Scrutiny should also be furnished with a Role Description and given the opportunity to undergo a PDR.
- 3.7 For the consideration of Members, attached to this report at Appendix 1 is a revised PDR pro forma which is to be used together with the individual's role description when carrying out PDRs.
- 3.8 It is important to make it clear to Members that PDRs are not performance reviews or appraisals or indeed an assessment of how well or how bad a Member has conducted their duties. It is purely a review of training and development needs and are held in the strictest of confidence between the reviewer and the reviewee.



CONFIDENTIAL

PERSONAL DEVELOPMENT REVIEW

These questions are intended to assist in the review of your 'development needs' as an Elected Member in undertaking your role. The purpose of the review is to help you to identify your key strengths, but to also consider your development needs and what support you may need over the next 12 months in the context of any challenges that you may face.

Whilst these questions are important, they are intended to be a guide to the in-depth review discussion.

- 1. Looking back over the past 12 months what would you say have been your main achievements and challenges in your role? What are they & why; What have you learnt from the experience; How has this changed your approach to your work / your performance in your role?**

- 2. What training have you undertaken in the last 12 months and has it assisted you in your role (give examples where appropriate)**

- 3. What support and/or personal development do you see as being vital over the next 12 months in order for you to meet the above challenges and to develop within your role?**

Agreed Actions (please complete the action plan)

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**Signed
(Interviewer)**

Date

**Signed
(Interviewee)**

Date

PERSONAL DEVELOPMENT REVIEW

Action Plan

Development Need Identified	Agreed Intervention (i.e. how this development need will be met)	Implementation Date(s) & estimated total time commitment	Review Method & Date

Signed (Reviewer) Name.....Signature.....Date.....

Signed (Elected Member) Name.....Signature.....Date.....

