

MEETING	Democratic Services Committee
DATE	18 March, 2014
SUBJECT	Personal Development Interviews
PURPOSE	To present the latest information on the latest developments on the Council's proposals
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1. The committee is aware that the Council must have a system whereby members are offered a personal development interview. The 2011 Local Government Measure insists that councils offer a process for members to assess their development needs.

2. The committee has discussed this before and, at this committee's request, all the Area Forums were visited to gauge the level of interest amongst members for this sort of arrangement. This was an opportunity to explain that this was not a system to assess the performance of members outside the Cabinet but an opportunity to have a completely confidential discussion about development needs. The response varied with some seeing the advantages in such a system and others not.

3. The position with the Cabinet is different because there will be a separate arrangement for Cabinet members, and this is likely to include an assessment of their performance.

4. To enable members to have the opportunity to discuss their personal development, arrangements are now in place for five senior officers to prepare to hold interviews with any member who wants to.

5. The next steps will be:-

- Preparing a template that could be used as the basis for the interviews (a copy of that draft template is attached as Appendix 1)
- A letter to be sent to each member reminding them of the offer of an interview (with the template noted above enclosed) asking them to confirm by e-mail or phone whether they wish to have such an interview
- For members responding positively, we will distribute a letter confirming the location of the interview, and enclosing the relevant member job-description
- Members to be complete the template if they wish to or simply to use it as a briefing note for themselves
- The interview takes place (before the end of September) and agreement reached on development and learning needs
- Meeting those needs in line with the previously agreed guidelines

6. The committee's observations on these proposed arrangements are invited.

Preparing for a Personal Development Review.

This form offers a possible format for the interview. You may use it as a framework to think about prior to the meeting or, if you wish, you may fill it in and bring it to the meeting.

This form is confidential to you and the person who is conducting your review except for the final sheet which will be used by member support officers for your personal development plan and to prioritise activities for the Authority's training programme.

1. What are my current roles and responsibilities? (e.g. the council executive/cabinet portfolio, overview and scrutiny member, chair, member of a statutory committee such as planning, licensing etc. In the community, ward member/community leader)

2. What specific tasks do I need to achieve this year? What do I plan to do? By when?

3. What do I need to know about and be able to do to undertake my role and deliver my plans? (Your role description, person specification and the member development framework/questionnaire may help you here)

4. What aspects of my role am I confident in?

5. Where am I less confident?

6. What might prevent me from undertaking my role effectively? (consider any personal, organisational or political issues which might be a barrier to success)

7. What learning and development have I undertaken this year?

8. What have I learned and been able to achieve as a result of this learning and development?

9. What additional learning and development would be useful, use the table below.

Areas that I would like to develop are:	Preferred method of development (e.g. visits to other authorities, peer networking, practical workshops, e learning etc.)
Skills (e.g. meeting management, questioning techniques, media interviews,	
Knowledge (e.g. the code of conduct, equalities, the planning process, local policy etc.)	

Preparing a development plan and training programme

Area for Development	How	Priority