

<b>MEETING</b>	<b>Democratic Services Committee</b>
<b>DATE</b>	<b>9 December, 2014</b>
<b>SUBJECT</b>	<b>Personal Development Interviews</b>
<b>PURPOSE</b>	<b>To present the latest information on the Council's arrangements</b>
<b>AUTHOR</b>	<b>Geraint George Head of Democratic Services</b>

### Background

1. The committee will recall the need for the Councils to have a system whereby members are offered a personal development interview. The Local Government Bill, Wales, 2011 insists that every Council must offer members a process to assess their development needs.
2. Following discussions at this committee, each member not on the Cabinet has been contacted to offer them this opportunity. 20 of the 65 front-line members have received a Personal Development Interview during September and October of this year, and below is a list of the development fields resulting from the interviews.
3. For your information, the Cabinet members will also be implementing a process to assess their development needs; however the process implemented by Cabinet will also include an element of performance management.

### Themes emerging from the interviews

4. Some common themes emerged from the interviews, including:
  - Information in relation to who is who/ whom to contact
  - Developing language skills (Welsh)
  - Developing confidence for public speaking
  - Dealing with difficult situations
  - Chairing meetings (especially with web-casting)
  - Twitter/ Facebook – how to develop and use social media
  - I-pads
  - Prepare prospective elected members prior to election
  - More training for newly elected members (following election)
  - Web-casting
5. Please note that some of the themes are already included in the current training programme for elected members, and the interviews have been a way of increasing awareness of some of the courses.

6. In addition, it was an opportunity to discuss the best way of receiving training, with a number noting that they would appreciate the opportunity to receive training in small groups with an opportunity to question a Head or a trainer in a more informal setting. It was also noted that a number would appreciate on-line training (see the further report on this)