

ISLE OF ANGLESEY COUNTY COUNCIL	
NAME OF COMMITTEE:	DEMOCRATIC SERVICES COMMITTEE
DATE OF MEETING:	1 OCTOBER 2013
TITLE:	PERSONAL DEVELOPMENT REVIEWS FOR MEMBERS
AUTHOR:	SENIOR HR DEVELOPMENT OFFICER
PORTFOLIO HOLDER:	COUNCILLOR VAUGHAN HUGHES

1. The Welsh Government's Statutory Guidelines (that accompany the Local Government (Wales) Measure 2011) for reviewing personal development notes the following key principles:
 - Every member of the authority must be offered the opportunity to have their training and development needs reviewed on an annual basis.
 - The review must include an opportunity for a pre-planned interview between the member and a suitably qualified person.
 - Local authorities may consider detailing the outcome of the interview in an agreed plan noting the training and development needs for the year ahead.
 - The personal development plan is provided for the member and signed by both the member and the reviewer. This is a private document which is not expected to be published by the authority or the member, although the member is free to publish details in his annual report of any training and development opportunities he benefited from if he wishes to do so.
 - Role descriptions can be used as a guide as to the skills required by the relevant member.
 - The review is an assessment of training and development needs, not a performance review or an assessment of how well or badly a member has fulfilled their duties.
 - It is a matter for the local authority to determine who could be considered a suitably qualified person to hold interviews.

- 2.0 As part of the annual training and development plan adopted by the Council in May 2013 there is a commitment to support Members to undertake personal development reviews (PDR's). PDR's were introduced initially during 2011/12 to support the Council's work towards meeting the requirements of the Wales Charter for Member Support and Development.

- 2.1 PDR's are an important element of Member Development and contribute towards updating tailored plans for individual Members and the Council's wider Development Plan. This process helps to identify any mentoring support that may benefit the work of Members.

2.2 Development sessions for Members on the PDR process are being arranged for early October with support provided by the WLGA. The envisaged timescale for conducting PDR is Q3.

3.0 **Recommendation**

3.1 The Committee is requested to note the information in this report and that progress be reported to the next meeting.