

<b>ISLE OF ANGLESEY COUNTY COUNCIL</b>	
<b>MEETING:</b>	STANDARDS COMMITTEE
<b>DATE:</b>	14 <sup>th</sup> DECEMBER 2011
<b>TITLE OF REPORT :</b>	INTRODUCTION OF PERSONAL DEVELOPMENT REVIEWS FOR MEMBERS
<b>REPORT BY :</b>	SENIOR HUMAN RESOURCES DEVELOPMENT OFFICER
<b>CONTACT OFFICER :</b>	MIRIAM WILLIAMS (ext 2512)
<b>PURPOSE OF REPORT :</b>	TO PROVIDE AN UPDATE ON PROGRESS

## **Background**

The Wales Charter for Member Support and Development was launched by the WLGA in October 2005 to improve support and development given by Authorities to Members and to recognise and share good practice.

The Charter ensures that councillors have a clear understanding of their role, are provided with training to develop their skills together with guidance and support in order to carry out their ever revolving role.

To date, according to the WLGA, 10 local Authorities, all Fire and Rescue Authorities and all National Park Authorities in Wales have already achieved Charter status.

From 2012, the Assembly Government's proposed Local Government (Wales) Measure will further place new duties on each local authority to provide "adequate" development and support for all councillors. Progress with the PDR scheme will therefore demonstrate the ongoing commitment made by IOACC to develop its Elected Members and to progress with applying for the Charter status.

## **Where are we now?**

In working towards that application, the Council has adopted Member Development Plans as well as job descriptions and person specifications for its Members. The next step towards applying for the charter is to initiate Personal Development Reviews (PDRs), which is well timed as this also coincides with the competency appraisal framework currently being introduced for staff.

The Member Development Workgroup (MDWG) discussed and agreed that we should in the first instance pilot the scheme with Chairs, Vice Chairs and Executive Members. They should undertake a development review interview with their own Group Leader or in the

case of unaffiliated Members, with the Chairman of the Council.

In October 2011, documentation relating to the scheme was distributed to those involved in the pilot. This included guidance notes and a pro forma for completion and recording details of development areas discussed, see enclosure 1.

In addition to this, training sessions were organised to support the process, ensuring that both interviewers and interviewees had clarity regarding the requirements and all parties were familiar with the paperwork before embarking on the interviews .

Rather than devising individual training plans for every Member, it has been decided to use individual experiences and perceptions to feed into the Council's wider Member Development Plan. The feedback from this process is to be used by the Human Resource Service to inform the overall Member Development Plan up to May 2012 and beyond.

It is hoped that this can eventually be developed into more tailored plans for individual Members, subject to their requirements and the availability of resources.

An expectation that all interviews be completed and feedback on development requirements be provided to the HR unit by the 1<sup>st</sup> December, 2011.

In addition, participants have also been encouraged to provide constructive comments on the overall process so that the MDWG is able to take stock and make any necessary amendments before the scheme is rolled out to all Elected Members.

## **Conclusion**

Progress with the PDR's and the application for Charter status will not only provide evidence of the IOACC's commitment to developing its Members, but will undoubtedly also contribute towards strengthening the Authority's application to renew it's Investors in People status early in 2012..

**Miriam Williams**  
**Senior HR Development Officer**  
**November 2011**

## Enclosure 1

### Pro forma for Personal Development Review

**Please complete the pro forma and bring it to the meeting. This form is confidential to you, and the person who is undertaking your review, except for the final sheet which will be used by the Council's HR Manager and her staff.**

- 1. What are my current roles and responsibilities?** (i.e. as member of the Executive and Portfolio Holder, Chair or Vice Chair of Scrutiny, Planning and Orders or Audit, Council representative on outside bodies or partnerships and ward member etc.)
  
- 2. Are there any specific tasks or targets which I need to achieve? How do I plan to achieve this target / targets and by when?**
  
- 3. What do I need to know about, and to be able to do, to undertake my roles effectively?** (Your job description, person specification, the Council's Training and Development Plan and your own training record may be helpful to you here and copies will be supplied to you in advance of the meeting).
  
- 4. What aspects of my various roles do I feel confident in?**
  
- 5. What skills and knowledge have I acquired since the last Election in May 2008 and how were these developed?**

6. **Are there any areas where I feel less confident, or would like to develop in order to equip me to be more effective in my current roles or future roles?**
  
7. **Are there any impediments that might prevent me from undertaking my roles as effectively as I would like?** (These may be personal, organisational or political issues which might be a barrier to success).
  
8. **If I were being elected to the Council for the first time in May 2012 what early induction / development do I think would be most useful and would recommend to others?** (This is intended to assist the Council with developing an Induction Programme for new Members).

<p><b>Areas I would like to develop are:</b></p>	<p><b>Preferred method of development</b> (e.g. observing acknowledged best practice in other Authorities, peer networking with Members from other Authorities, practical workshops, e learning, seminars, formal qualifications etc).</p>
<p><b>Skills</b> (e.g. meeting management, questioning techniques, media interviews, language, ICT etc)</p>	
<p><b>Knowledge</b> (e.g. constitution, code of conduct, planning system, licensing system, local government finance, Council policies etc)</p>	

# Performance Review Form

To be used by Appraisee to prepare and by Appraiser to record

<b>Name:</b> .....	<b>Position :</b> .....
<b>Line Managers Name :</b> .....	<b>Position :</b> .....
<b>Date :</b> .....	
<b>Up to Date Job Description :</b> Yes <input type="checkbox"/> No <input type="checkbox"/> Attach copy	

Current Isle of Anglesey County Council Objectives 2011/12

1. Protect and develop the Island's economy
2. Build and support sustainable communities
3. Promote healthy, safe and fair communities
4. Businesslike and affordable services
5. Raising the economic, social and environmental profile of the Council and Island

## Looking Back – How have I done?

### Current Objectives/Tasks

<b>OBJECTIVE/TASK 1:</b>	<b>By When</b>
Agree and set smart objectives/tasks	
<b>Mid Year Progress Review against objective/task :</b>	<b>Date(s)</b>
Agree and record progress/ actions against objectives/tasks	
<b>End of Year Final progress against objective/task:</b>	<b>Score:</b>
Agree and record progress against objectives/tasks	

<b>OBJECTIVE/TASK 2:</b>	<b>By When</b>
<b>Mid Year Progress Review against objective/task :</b>	<b>Date(s)</b>

# Performance Review Form

<b>End of Year Final progress against objective/task:</b>	<b>Score:</b>

<b>OBJECTIVE/TASK 3:</b>	<b>By When</b>
<b>Mid Year Progress Review against objective/task :</b>	<b>Date(s)</b>
<b>End of Year Final progress against objective/task:</b>	<b>Score:</b>

<b>OBJECTIVE/TASK 4:</b>	<b>By When</b>
<b>Mid Year Progress Review against objective/task :</b>	<b>Date(s)</b>
<b>End of Year Final progress against objective/task:</b>	<b>Score:</b>

<b>OBJECTIVE/TASK 5:</b>	<b>By When</b>
<b>Mid Year Progress Review against objective/task :</b>	<b>Date(s)</b>
<b>End of Year Final progress against objective/task:</b>	<b>Score:</b>

# Performance Review Form

## COMPETENCIES

<b>Customer First</b>	<b>Core</b>	<b>Supervisor/Team Leader</b>	<b>Manager</b>	<b>Score:</b>
End year evidence:				
<b>Effectiveness in Role</b>	<b>Core</b>	<b>Supervisor/Team Leader</b>	<b>Manager</b>	<b>Score:</b>
End year evidence:				
<b>Teamwork &amp; Partnership</b>	<b>Core</b>	<b>Supervisor/Team Leader</b>	<b>Manager</b>	<b>Score:</b>
End year evidence:				
<b>How we Communicate</b>	<b>Core</b>	<b>Supervisor/Team Leader</b>	<b>Manager</b>	<b>Score:</b>
End year evidence:				
<b>Continuous Improvement</b>	<b>Core</b>	<b>Supervisor/Team Leader</b>	<b>Manager</b>	<b>Score:</b>
End year evidence:				

### Supervisor/Team Leader/Manager only

<b>Leading &amp; Managing</b>	<b>Supervisor/Team Leader</b>	<b>Manager</b>	<b>Score:</b>
End year evidence:			



# Performance Review Form

## Personal Development

What training/development/new skills have you undertaken in the last 12 months?  
And how has this been used in your job?

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**General comments about the last 12 months and/or career aspirations (if any)**

Reviewee Comments	Manager Comments

**Looking Forward – What am I going to do in the next 12 months?**

## OBJECTIVES

OBJECTIVE 1:	By When
Agree and set smart objectives at start of financial year	

OBJECTIVE 2:	By When

OBJECTIVE 3:	By When

# Performance Review Form

OBJECTIVE 4:	By When

OBJECTIVE 5:	By When

## Personal Development

What support, training and development do I need in order to complete my new objectives/tasks or to meet our competency standards?

Training & Development Needs	How are they to be met? Including timescales	Measure of Success	Who's responsible ?

**Managers Signature:** \_\_\_\_\_

**Date Signed:** \_\_\_\_\_

**Reviewee Signature:** \_\_\_\_\_

**Date Signed:** \_\_\_\_\_

# Performance Review Form

## WELSH LANGUAGE ABILITY: ANNUAL REVIEW ONLY

1. Do you work on a main reception, call centre or one stop shop?

Yes  No

2. What is the Welsh Language Designation of your post (please refer to your Job Description / Person Specification)?

Essential  Advantageous  Desirable

3. Your Welsh Language Ability is currently recorded. (For a breakdown of the levels, please refer to the Welsh Language Skills Assessment Matrix)

Listening / Speaking	Reading / Understanding	Writing
Level	Level	Level

Has this changed? Yes  No

If yes, please note your current level of ability below:

Listening / Speaking	Reading / Understanding	Writing
Level	Level	Level

4. Please note any training requirements with regards to Welsh Language Skills