

## **FLINTSHIRE COUNTY COUNCIL**

**REPORT TO:**           **DEMOCRATIC SERVICES COMMITTEE**

**DATE:**                 **WEDNESDAY, 8 JANUARY 2014**

**REPORT BY:**         **DEMOCRACY & GOVERNANCE MANAGER**

**SUBJECT:**           **MEMBER PERSONAL DEVELOPMENT REVIEWS**

### **1.00 PURPOSE OF REPORT**

1.01 To inform the committee of the arrangements in place for undertaking annual personal development review meetings for Members.

### **2.00 BACKGROUND**

2.01 In accordance with the requirements of the Welsh Local Government Association Charter for Member support and development the Council has had in place for several years various Member role descriptions and arrangements for Members in receipt of special responsibility allowances to have annual personal development review meetings.

2.02 The statutory guidance on the Local Government (Wales) Measure 2011 requires all Members (with the possible exception of the Leader) to have the opportunity of annual reviews of their training and development needs. The Democratic Services Committee considered this at its meeting on the 24 July 2012 and resolved that the existing arrangements for Members receiving special responsibility allowances having annual review meetings should be extended to cover all Members.

### **3.00 CONSIDERATIONS**

3.01 It has been previously agreed that the most appropriate time for Members to have their personal development review meetings is during February or March so that any training needs identified can then feed into the preparation of the Member development programme for the following Council year.

3.02 Attached as Appendix 1 to this report is a copy of the guidance for Members on personal development meetings. Attached as Appendix 2 is the personal development plan for an elected Member. Briefing sessions have previously been given on the importance of Members being able to have such an annual meeting and to answer any queries Members may have. If the committee so wish I will arrange further briefing meetings or alternatively all Members know that they can contact me if they have any queries about the process.

**4.00 RECOMMENDATIONS**

4.01 That the committee notes the arrangements in place enabling all Members to have an annual personal development review meeting if they so wish.

**5.00 FINANCIAL IMPLICATIONS**

5.01 None as a result of this report.

**6.00 ANTI POVERTY IMPACT**

6.01 None as a result of this report.

**7.00 ENVIRONMENTAL IMPACT**

7.01 None as a result of this report.

**8.00 EQUALITIES IMPACT**

8.01 None as a result of this report.

**9.00 PERSONNEL IMPLICATIONS**

9.01 None as a result of this report.

**10.00 CONSULTATION REQUIRED**

10.01 There has been consultation with Group Leaders in the past.

**11.00 CONSULTATION UNDERTAKEN**

11.01 There has been consultation with Group Leaders in the past.

**12.00 APPENDICES**

12.01 Appendix 1 - Guidance on personal development meetings  
Appendix 2 – Personal development plan

**LOCAL GOVERNMENT (ACCESS TO INFORMATION ACT) 1985  
BACKGROUND DOCUMENTS**

None

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