

**REPORT OF ADMINISTRATION AND DEMOCRATIC SERVICES MANAGER**

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**SUBJECT:  
MEMBERS' PERSONAL DEVELOPMENT REVIEWS: REVIEW OF PROCESS**

Purpose of Report

To approve a revised process for identifying the support and development needs of Members.

Introduction/Background

Personal Development Reviews (PDRs) are an opportunity for Members to discuss any development/support requirements they would like to receive in order to help them in their role as Members of the National Park Authority. The PDR is set within the context of that role, the Member's aspirations for what s/he hopes to achieve during her/his term of office and the purpose and aspirations of the Authority. It also enables Members to build confidence, develop skills and knowledge and improve their own performance and contribution to the Authority and the community at large.

The paperwork for undertaking PDRs was adopted in 2013 following a review of the previous process. However, it is apparent from Member take-up over the past two years that the current process is not fit for purpose. In view of this, a revised process was presented to the Member Development Strategy Working Group on the 29<sup>th</sup> July 2015, which takes the form of a self-assessment instead of the current discussion with a Senior Member.

The self-assessment form (attached) requires Members to reflect on their role over the previous year and to identify from the list provided any topic areas they consider would be useful to them in the context of their role. There is also an opportunity for Members to identify additional areas of interest to them.

The Member Development Strategy Working Group resolved to approve the revised paperwork.

Comparisons

Both the Brecon Beacons and Snowdonia National Park Authorities undertake Personal Development Reviews with Senior Members. Pembrokeshire County Council asks Members to complete a self-assessment form.

Options

The requirements of the Wales Charter for Member Support and Development expects local authorities to provide Members with the opportunity for participating in a Personal Development Review.

### Financial considerations

There are no additional financial costs to the Authority. There is a budget in place to accommodate training for Members.

### Risk considerations

The Personal Development Review process is a fundamental requirement of the Welsh Local Government Association's Member Support and Development Charter. Failure to provide Members with this opportunity to review their role and identify areas where they require support will not only result in the Authority losing its Charter Status, but will prevent Members from receiving the support and development opportunities they may require to enable them to fulfil their role.

### Compliance

The proposal complies with Corporate Objective 4 – The National Park Authority, in consultation with residents, visitors and other partners, adapts to the reduced funding over the period 2014/2016 while still maintaining good governance, quality services, and value for money.

### **RECOMMENDATION**

**That Members approve the revised process for identifying the support and development needs of Members.**

### Background Documents

Revised process presented to the Member Development Strategy Group held on the 29<sup>th</sup> July 2015

*(For further information, please contact Janet Evans, Administration & Democratic Services Manager on extension 4834 or by emailing [janete@pembrokeshirecoast.org.uk](mailto:janete@pembrokeshirecoast.org.uk))*

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**PEMBROKESHIRE COAST NATIONAL PARK AUTHORITY**



**MEMBER SUPPORT  
AND DEVELOPMENT**

**SELF-ASSESSMENT FORM**

# Member Support and Development Self-assessment

## Background

The Pembrokeshire Coast National Park Authority is committed to supporting the development of Members to fulfil their roles effectively. The Member Development Strategy Working Group meets to identify, plan and implement any learning and development activities for Members, and this is made up of both Members and officers of the Authority.

As a Member you bring a variety of skills, knowledge and life experience to the position. This self-assessment is designed to confirm these qualities and to identify any additional development that you may require. It also gives you the opportunity to assess your performance as a Member.

It is envisaged that the process will grow and develop over time and any suggestions you may have about its further development are welcomed.

## How to use the document

- Refer to your Member Role Descriptions to evaluate your effectiveness over the last 12 months.
- Read each topic and tick 'Yes' or 'No' against each one. This tells us if you would like to receive support in the activities linked to that topic.
- If you tick 'Yes' then move onto the preferred method of learning columns.
- State how you would like to develop your skills in that topic by ticking your preferred method of learning.

Once you have completed all of the sections you will be asked to prioritise your top three learning needs. This information will help the Member Development Strategy Working Group to plan the order in which training is delivered.

## **Confidentiality**

This process aims to provide all Members with the opportunity to develop their knowledge and skills. The most effective way to do that is to ask you directly and the outcome relies on your honest appraisal of your learning and development needs. However, it is appreciated that because of the political environment in which you operate, you may feel that your completed Self-assessment contains sensitive information. You can, therefore, be assured of the following:

- Only members of the Democratic Services Team will have access to the information you provide.
- The information will be held on a database by that Team.
- Once the information from these forms has been collated and a Learning and Development Plan produced, which is submitted to and considered by the Member Development Strategy Working Group, the forms will be destroyed.

## Definitions

Workshop: Seminar or small group workshop.

E-learning: Electronic web-based or CDR OM based training module that can be completed at a time and location of own choice.

Self-study: List of learning resources, for example a book list, useful websites, journal articles, etc.

Practical: Shadowing an officer or Member.

## Member Support and Development Self-Assessment

Name: \_\_\_\_\_

Date: \_\_\_\_\_

With reference to your Member Role Descriptions comment on how *effective* you have been as an elected member in the last 12 months (use examples to demonstrate your *effectiveness*).

With reference to your Member Role Descriptions comment on any areas where you would like to develop your skills and knowledge.

Use the following pages to assess your development needs for the next 12 months.

Individual Needs	Development Needs		Preferred method of learning			
Personal Effectiveness	I need support	I don't need support	Workshop	E-learning	Self-study	Shadowing
Behaving assertively: Getting your points and opinions across positively whilst being able to listen to and respect other people's points of view and being able to reach a compromise where appropriate						
Negotiation skills: Stating your position whilst understanding the viewpoints of others on the way to achieving agreement Influencing skills to inspire people and gain support for projects/processes						
Dealing with conflict - Abusive behaviour (non-physical)						
Dealing with conflict - Physical						
Managing time and conflicting demands						
Managing yourself to effectively juggle numerous, potentially conflicting responsibilities, including delegation, the ability to source support and prioritisation						
Managing stress						
Handling Information						
Including speed reading, data handling, note taking and mind-mapping						
Analysing and monitoring financial information						
Investigation and forensic analysis skills: To employ research methods, methods of data collection and identify formal procedures to test the feasibility of solutions						

<b>Individual Needs</b>	<b>Development Needs</b>		<b>Preferred method of learning</b>			
<b>Effective Participation</b>	I need support	I don't need support	Workshop	E-learning	Self-study	Shadowing
Effectively contributing in meetings						
Understanding protocol, standing orders, codes of conduct/standards and meeting conventions and being able to work within them						
Chairing Skills						
Giving presentations and speaking clearly and confidently in public						
<b>Information Technology</b>						
Introduction to IT Skills						
Word processing						
Use of e-mail						
Use of the Internet						

<b>Local Authority Needs</b>	<b>Development Needs</b>		<b>Preferred method of learning</b>			
<b>Skills, knowledge and awareness</b>	I need support	I don't need support	Workshop	E-learning	Self-study	Shadowing
Awareness of Scrutiny process and opportunities						
Understanding of performance management and monitoring						
Making impartial and independent judgements based upon a fair and objective evaluation of evidence and options						

Local Authority Needs (continued)	Development Needs		Preferred method of learning			
Skills, knowledge and awareness (continued)	I need support	I don't need support	Workshop	E-learning	Self-study	Shadowing
Understanding equality and diversity issues including responsibilities under legislation						
Corporate guidance for interacting with the media						
Understanding accessibility issues						
Understanding the Authority complaints procedure						

From the topics listed in the self-assessment please prioritise your top three in terms of the order you would like to complete the learning, with 1. being the top priority:

- 1.
- 2.
- 3.

Please use this space to tell us about any additional knowledge and skills that you think would help you carry out your role.