

## MEMBER DEVELOPMENT STRATEGY WORKING GROUP

29<sup>th</sup> July 2015

### Member representatives:

Mr A Archer and Councillor M James.

### Officer representatives:

Mrs J Evans, Administration & Democratic Services Manager.

(NPA Offices, Llanion Park, Pembroke Dock: 2.30 p.m. – 2.55 p.m.)

#### 1. **Apology for absence**

An apology for absence was received from Ms C Gwyther.

#### 2. **Disclosures of interest**

No disclosures of interest were received.

#### 3. **Minutes**

It was **AGREED** that the minutes of the meeting held on the 22<sup>nd</sup> October 2014 be confirmed and signed.

#### 4. **Personal Development Review process**

The Administration and Democratic Services Manager reminded Members of the process adopted by the National Park Authority for undertaking Personal Development Reviews (the framework to help develop Members' skills, knowledge and experience and build confidence in that Member's contribution to the work of the Authority). The current process involved a Member meeting with a Senior Member to reflect on their role generally and to consider whether there were any areas within that role where the Member might need support and development. The resultant Personal Support Plan was then used to prepare an overall Member development programme for the following and future years.

She was disappointed to note that only five Members had returned their Support Plans for 2015, whilst only six had been returned the previous year. In view of this, she had considered that there was a need to review the process and had consequently drafted an alternative option for the Group to consider. This option was in the style of a Self-assessment Form which, again, asked Members to reflect on their role over the previous year but, this time, provided Members with a menu of topics and/or activities in which they might (or might not) require support. Members could also identify any additional topics/areas that they considered would be useful in helping them carry out their role. If support was required, the Member could indicate a preferred method of learning,



i.e. by means of a Workshop, E-learning, self-study or by shadowing another Member or officer. The form then required the Member to list in priority order their top three topics for support/development.

The Group believed that the current process had its benefits, in that a Member received a Senior Member's view on the former's particular strengths or weaknesses, but it was obvious from the number of Support Plans returned that the process was not working as well as it could.

It was **RESOLVED** that the revised Personal Development Review paperwork and process be approved.

#### **5. Member Support and Development Training Plan 2014/15**

Members considered the Member Support and Development Training Plan that had been agreed by the National Park Authority at its meeting held on the 5<sup>th</sup> February 2014, together with a detailed list of the areas for development identified by Members in the previous round of Personal Development Reviews.

The Administration and Development Services Manager reported that a vast majority of the areas identified had been covered since 2014, mostly by means of Workshops but also by way of site visits and study tours. Additional topic areas had also been identified during the year and Members had been given the opportunity to take part in these as well.

She added that a new Training Plan would be drawn up following the next round of Personal Development Reviews.

**NOTED.**

