

ROTHERHAM BOROUGH COUNCIL – REPORT TO MEMBERS

1. Meeting:	MEMBER DEVELOPMENT & TRAINING PANEL
2. Date:	15th April 2013
3. Title:	Personal Development Plan
4. Directorate:	Resources

5. Summary

This report asks for Members' views on the Personal Development Plan process.

6. Recommendations

That members:

- a. Note the content of the report;**
- b. Agree that all Members should undertake the self-assessment prior to their PDP;**
- c. Approve the proposal to conduct PDPs on a two-year cycle on the rolling programme outlined in Para 7.4**

7. Proposals and Details

7.1 PDPs allow Members to consider their own skills and strengths against:

- their specific roles and interests;
- broader Council and Borough-wide priorities;
- rapid changes in Government policy and legislation.

Any identified learning and development needs can then be fed into the on-going programme to ensure that individual needs are not overlooked.

All Members have previously been invited to undertake a PDP interview, although with such a high proportion of Members being elected since 2011, the focus has been on equipping these Members with the skills and knowledge to undertake their role effectively.

7.2 At its last meeting, the MTDP approved the Members Skills Profile and supplementary Learning Resource Guide (accessed via the Member's Learning and Development intranet page) to be used as the part of the Personal Development Plan (PDP) process.

The site and its core documents have been reviewed, tested and approved by the MTDP for wider use by Members as part of the PDP process. The self-assessment asks each Member to reflect on the key skills and knowledge required to undertake their role; pointing to areas of expertise or required development. A demonstration of the resources and intranet page was given at a recent Member Seminar.

7.3 In order to provide further structure to the process, guide discussion and signpost to additional resources, it is proposed that all Members are asked to undertake the self-assessment prior to a PDP taking place and for this to form the PDP discussions.

7.4 Although the MTDP agreed in principle that PDPs should take place annually, in practice not all members have responded to requests to arrange convenient slots when these can take place. Furthermore, the capacity of officers to support Member Development has been much reduced and it has proved difficult to maintain the commitment to accommodate the volume of work required to undertake annual reviews of all Member's Personal Development needs.

Therefore to ensure Member's development needs are captured on a timely basis, Members' views are sought on extending the current commitment to undertake a PDP annually to conducting a PDP at least once every two years.

7.5 Should approval be given to a two year cycle, in order to prioritise PDPs it is proposed that a rolling programme is established from May 2013 – April 2015:

- Phase 1: Cabinet Members, Chairs of Regulatory Boards, Overview and Scrutiny Chairs/Vice-Chairs, Chairs of Area Assemblies
- Phase 2: Members elected since 2011
- Phase 3: Other Members

Should additional individual development needs be identified in the interim, this can be picked up through informal discussions with relevant officers, by email or request through the Member's Learning and Development site.

- 7.6 As with previous years, any Members newly elected following the 2014 election, will receive an invitation to participate in PDP shortly after the induction period. Whilst some planning can be undertaken to anticipate likely demand, this will need to be assessed following the election and resources allocated accordingly.

8. Finance

All development activity is funded through the Member Development and Training Budget. The budget is monitored regularly and depending on the level of demand or emerging needs, a further reprioritisation of resources by MTDP may need to take place. Officer support is factored into existing budgets.

9. Risks and Uncertainties

Given the rapid changes in the local government landscape, it is essential that Member learning and development is responsive to identified needs. Failure to identify these needs effectively on an organised and systematic basis, may limit the opportunity for councillors to develop their abilities and skills and lead to inefficient use of resources. This reports sets out a programme to prioritise learning and development opportunities within existing resource limitations.

10. Policy and Performance Agenda Implications

Local government has faced unprecedented change in recent years. The member development programme should assist Members to understand the implications of these changes and their impact on the Council and wider borough.

11. Background Papers and Consultation

Member Development Strategy (2011)

Personal Development Interviews

Members Skills Profile, Learning Resource Guide and Learning and Development intranet site

Members' Training and Development Panel, 17th December, 2012: Minute 15

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