

**APPENDIX D**

**PDP – SAMPLE 1**



# **Councillor Personal Development Plan**



Brent Council are providing all Councillors with the opportunity to undertake a one to one session to support a comprehensive Councillor Needs Analysis. This Personal Development is designed to help identify what information and development you require to effectively fulfil your role as a Brent Councillor.

This plan is confidential and will be completed as part of the one to one discussion. The aim is to complete the plan as fully as possible so that appropriate development opportunities can be identified.

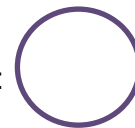
Please check it for accuracy and make any necessary changes.

If you have any questions please direct them to Mark Palmer.

Name: Cllr.....

Ward: .....

Number of years as a Cllr:



<p>Are there any relevant experiences e.g. professional, business or community roles that you bring to the role of Councillor? <i>Please list</i></p>	
<p>Are there any particular aspects of your Council work that you have a keen interest in? <i>Please list.</i></p>	
<p>Considering your ambition for your:-</p> <ul style="list-style-type: none"> <li>• Ward</li> <li>• Council and</li> <li>• Political Party</li> </ul> <p>What are your priorities and goals for the next 12 to 24 months?</p>	

What skills and knowledge would help you to achieve these priorities and goals?  
*Please list and draw from the Political Skills Questionnaire where appropriate*

When do you prefer development activities to be arranged?

During the working week

Evening (6pm start)

Weekends

Other (please elaborate)

How do you prefer development activities to be arranged?

E-learning

External seminars and conferences

Internal briefings and workshops

Virtual Learning

<b>Skills</b>	<b>Development required (✓)</b>	<b>No development required (✓)</b>
Effectively contributing to meetings		
Confidence in public speaking, including making speeches and delivering presentations		
Chairing skills and ability to facilitate discussions		
Questioning skills		
Influencing and persuading skills		
Ability to communicate with a range of audiences		
Speed reading / effective reading		
Time management		
Casework / advice surgeries management		

<b>IT skills</b>	<b>Development required (✓)</b>	<b>No development required (✓)</b>
Using a handheld mobile device		
Outlook / managing emails		
Internet / Intranet		
Word		
Excel		
PowerPoint		
Basics computer / keyboard skills		
Social media (Twitter, Facebook etc)		

<b>Knowledge</b>	<b>Development required (✓)</b>	<b>No development required (✓)</b>
Understanding the organisation and how it works, the Constitution, protocols and conventions		
Ethics and standards (Code of Conduct)		
Local and national policies and their impact on the Council		
Overview and Scrutiny and decision making		
Diversity and Equality		
Freedom of Information / Data Protection		
Local Government Finance		
Community leadership / knowing my ward		

Cabinet / leadership development (understanding portfolio)		
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<b>Development Objective (relate to MNA questionnaire)</b>	<b>How will this objective be met?</b>	<b>How will I recognise success?</b>	<b>Target / completion date</b>	<b>Implementation and feedback</b>

## PDP - SAMPLE 2

### MEMBER DEVELOPMENT PLAN

(Re-elected Councillors and then all Councillors on an annual basis)

Informal conversation about training received and future development needs to support Councillors in undertaking their roles and duties

<b>Name of Councillor</b>	
<b>Name of DS Officer undertaking MDP</b>	
<b>Date of MDP</b>	



**1. Linking in with the aims and objectives of the Strategic Plan 2020-24, please give examples of where you meet the duties within the Role Descriptions and the characteristics in the Political Skills Framework**

**2. Please provide feedback on the training sessions you have attended in the last year** including whether these were of benefit to you personally, met your expectations and were helpful in enabling you to carry out your role/duties.

Was there anything further you required that was not provided?

*This information will help to ensure improvements are made where necessary and inform the Annual Member Development Training Programme*

**3. Please indicate any emerging training and development needs** which may be of benefit to you personally or to a wider Councillor audience. When considering this question, *you might wish to think about the Strategic Plan and your roles and duties whilst referring to the Councillor Role Descriptions within the Constitution and the Political Skills Framework*

**4. Is there any specific additional assistance which might be helpful to you in the coming year? For example, shadowing, mentor or peer support?**

**5. Please provide any additional comments you would like us to record (good or bad) including, if you wish, your thoughts on this review process**

**Signature of Councillor**

**Date MDP to be reviewed**

## Local Government Association Political Skills Framework

### Ward Councillors

#### **Local Leadership [LL]**

Characteristics: Engages enthusiastically and empathetically with the community in order to learn, understand and act upon issues of local concern. Mediates fairly and constructively, encouraging trust by representing all sections of the community.

#### **Regulating & Monitoring [RM]**

Characteristics: Understands and executes judicial role by following protocol, evaluating arguments and making decisions that balance public needs and local policy. Ensures progress by monitoring and intervening where necessary.

**Scrutiny & Challenge [SC]**

Characteristics: Acts as a critical friend by seeking opportunities for scrutiny and providing constructive feedback. Analyses information quickly and presents arguments in a concise, meaningful and easily accessible way.

**Communication Skills [CS]**

Characteristics: Listens sensitively, uses appropriate language and checks for understanding. Communicates regularly with individuals and groups in the community, speaks clearly and confidently in public and makes sure that people are informed

**Partnership Working [PW]**

Characteristics: Builds positive relationships by making others feel valued, trusted and included, and by working collaboratively to achieve goals. Maintains calm and focus, recognises when to delegate or provide support, and is able to take a long-term view in developing partnerships

**Political Understanding [PU]**

Characteristics: Acts ethically, consistently and with integrity when communicating values or representing group views in decisions and actions. Effectively works across group boundaries without compromising values or ethics.

**Lead Members****Providing Vision [PV]**

Characteristics: Creates a shared Council vision by establishing strategic policies and prioritising actions. Actively encourages involvement of others in policy formation and works collaboratively to analyse information and promote understanding. Open to new ideas and ways of doing things.

**Managing Performance [MC]**

Characteristics: Works closely with others to develop promote and achieve objectives and represent the Council at a strategic level. Encourages scrutiny, monitors performance and responds positively to feedback and ideas.

## Leaders

### **Excellence in Leadership [EL]**

Characteristics: Provides visionary and charismatic leadership. Is well prepared, able to troubleshoot and juggle conflicting responsibilities. Works to shape a culture of excellence by acting as the public face of the Council and a role model for others. Encourages co-operation and communication across political and Council boundaries.

### PDP - Sample 3

Development Objective (relate to PDP questionnaire)	How will this objective be met?	How will I recognise success?	Target/completion date	Implementation and feedback
Develop Scrutiny skills and knowledge to support role as Scrutiny Board Chairman and PAF Chairman	Attend LGA Effective Scrutiny Training  Consider other development opportunities	Ability to make suggestions to develop scrutiny at ECC	Training September 2021 ongoing	ECC are in a good position but further exploration to improve scrutiny.  Continue to develop skills.
Refine speaking skills	Attend the public speaking development session for Cabinet and Chairman	More confidence generally	January 2021	