

## Appendix 1

### Member development processes - summary of existing agreed process and proposed changes for implementation 1 April 2024.

Item	Current agreed documentation / process	Proposed changes
1. Strategic Framework for EM Development	n/a	New Document – bringing all elements of Member Development together with strategic context
2. Elected Member Role Profiles	Agreed April 2017	Unchanged but in Word format
3. Elected Member Knowledge & Skills Framework	Agreed April 2027	Reformatted Word version, clear contents page, addition of 2 new political skills to align with LGA/NILGA frameworks: <ul style="list-style-type: none"> <li>- Digital Technology</li> <li>- Resilience &amp; Wellbeing</li> </ul>
4. Personal Development Planning Process (Members PDP) Process	<p>Agreed April 2017</p> <p>One single document including guidance on the process, the self-assessment process and the Personal Development Plan template</p> <p>Self-assessment mandatory</p> <p>Current process invites members to complete their own PDP using the supporting documentation or have an external facilitator assist.</p>	<p>The documents have been separated into two documents:</p> <ol style="list-style-type: none"> <li>1. Guidance notes</li> <li>2. PDP template</li> </ol> <p>New Guidance Notes</p> <p>Proposes that carrying out a self-assessment against the Knowledge and Skills Framework and Role Profiles becomes a <b>recommended</b> element of the process, rather than <b>mandatory</b> element.</p> <p>The new guidance offers support from Corporate HR to complete the PDP. Assistance from an external facilitator remains optional.</p>

		All members will be invited to a PDP meeting with Corporate HR to help encourage take up of the PDP process, with review meetings also scheduled on a regular basis once the PDP has been completed.
5. Current Personal Development Planning Process (Members PDP) Template	<p>Agreed April 2017</p> <ul style="list-style-type: none"> <li>- Includes personal reflection section</li> <li>- Alignment to Knowledge &amp; Skills Framework not explicit in the self assessment element</li> </ul>	<p>New PDP Template</p> <ul style="list-style-type: none"> <li>- Personal reflection section has been removed.</li> <li>- Adds in summary of learning and development received to date (Corporate HR will pre-populate with any previous BCC learning and development activity)</li> <li>- Self-assessment is aligned directly to Knowledge &amp; Skills Framework, descriptors removed to shorten document (asking members to refer to full Framework and Role Profiles for full descriptor detail.)</li> </ul>
6. Assistance to Study Scheme & PDP Budget	<p>Agreed April 2017</p> <p>Current scheme refers to PDP budget of £730 per member per year which must be used in each year of council term</p> <p>Given the individual PDP budget allocation it is anticipated that the types of qualifications that could potentially be supported by the Assistance to Study Scheme include awards, certificates, and diploma type qualifications.</p>	<p>Proposed change:</p> <p><i>to allow full 4 years of PDP budget ( £2920) at any time over the 4 year Council term - or part thereof, and when a Member leaves the council and has used all or part of their 4 year budget, any co-opted member will be only be able to access the remaining allocation of the leaving member.</i></p> <p>Proposed change to include degree type qualifications - propose wording change to:  <i>Given the individual PDP budget allocation it is anticipated that the types of qualifications that could potentially be supported by the Assistance to Study Scheme include awards, certificates, diploma <b>and degree</b> type qualifications.</i></p>