



# **Elected Member Personal Development Planning Process**

**Guidance Notes**

**2024-2027**

## **Elected Members Personal Development Planning Process Guidance Notes**

### **Introduction**

Set out below is the agreed approach for developing elected member Personal Development Plans (PDPs). This also includes the process for elected members to follow if they wish to access their PDP budget to complete individual learning and development activities.

The approach involves a number of stages all of which will be coordinated by Corporate Human Resources in liaison with individual elected members.

### **Step 1: Completing a self assessment and PDP**

In order to gain the most benefit from the PDP process and associated budget, it is recommended that a self-assessment exercise be completed at some stage during the members council term

- Elected members will be invited to complete a PDP self-assessment exercise with the Principal HR Advisor (Development) against the agreed suite of Members' Role Profiles and the Members' Knowledge and Skills Framework.
- The self-assessment will identify any gaps in knowledge or skills and inform what the development needs are. These needs will be captured in the Personal Development Plan which will include detail on how the need will be met (a training course, internal meeting, online workshop etc ) as well as target timeframes.
- In addition, the PDP template asks members to indicate their preferred method of learning and development e.g classroom, webinars, workshops; and the preferred days and times of the week most suitable for their circumstances.

Following completion of the PDP, Corporate HR will work with Members to ensure that a suitable development activity is sourced and organised.

### **Externally Facilitated PDP Discussion - optional**

- Each elected member will be offered the opportunity to have a structured, independently facilitated, PDP discussion.
- The elected member will be able to choose a facilitator from a select list which will be provided to them by Corporate HR. If an elected member chooses to have a facilitated PDP discussion Corporate HR will, in liaison with the member, arrange for the meeting to take place.
- The purpose of the facilitated discussion, based on the Council's Role Profiles and Knowledge and Skills framework, will be to allow a two way conversation to focus on the elected member's achievements to date, help the elected member carry out a self assessment and for the facilitator to offer support,

advice and guidance on future direction and suggested areas of focus for learning and development to be incorporated into the PDP.

- Should an elected member not feel it necessary to complete the self assessment process, the PDP template form can be completed without completing a self assessment.

### **Step 2: Individual Requests for PDP Development**

- Individual requests from members to undertake learning and development activities using their dedicated PDP budget should be communicated to Corporate HR who will advise members of the information required to enable a request to be considered.
- Each individual request will be assessed by Corporate HR using a set of agreed criteria and taking account of the learning and development needs identified in the elected member's PDP and value for money considerations.

### **Step 3: Approval**

- The elected member will be notified of the outcome of the approvals process. Should approval not be given the rationale for the decision will be provided, for example, the requested development need is not linked to PDP needs based on elected member role(s).
- Corporate HR, where feasible, will offer alternative suggestions to meet the Member's learning and development needs for example, using in-house expertise.

### **Step 4: Evaluation**

- Following the completion of an individual member's learning and development activity, Corporate HR, for the purpose of evaluation and shared learning, will seek feedback from the member on the quality and usefulness of the learning and development activity and how in practice the learning will be applied.

### **Types of development activities which will be supported by the annual PDP budget allocation:**

- Attendance at conferences, seminars, workshops whereby an individual elected member has requested to attend
- Best practice visits requested by an individual elected member to undertake
- One to one coaching, mentoring or tailored training and development sessions
- Accredited training
- Party group development activities

**Development activities/areas which will not be supported by the annual PDP budget allocation:**

- Those linked to an elected member's personal profession or occupation or for further progression within their respective personal profession or occupation
- Activities which could be perceived to support party political objectives, positions or strategies
- Have tenuous links only to the elected member role(s)
- Members attendance at conferences, seminars, workshops or best practice visits where attendance is agreed by a council committee or events hosted by the council.