

COUNCILLOR PDP'S

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Summary: Presents proposals for a package of assistance with developing individual training needs profiles for all Members.

Recommendation: To consider and note arrangements for personal development plan interviews with Councillors in 2008

1. INTRODUCTION

- 1.1 As Panel Members are aware the Council is committed to retaining our accreditation to the NWEO Member Development Charter when it falls for renewal in 2009.
- 1.2 To retain accreditation it is essential (among other things) that we have robust arrangements in place in both 2008 and 2009 to identify, and then review, the training and development needs of all Councillors. This report describes the proposed arrangements for 2008.

2. PROPOSALS

- 2.1 It is essential that personal development plan interviews are facilitated by a trained person who is able to draw out the appropriate information from interviewees in terms of identifying development needs and future aspirations.
- 2.2 Our first round of PDP's in 2005 were facilitated by an experienced NWEO employee who also drew up the training needs analysis (TNA) report from the PDP results. Our first year's full training programme was based on the TNA report, and coincided with our successful accreditation assessment in September 2006.
- 2.3 Our approach to PDP facilitation in 2007 was different in that two former members of the Council (and of this Panel) acted as facilitators and the TNA report was produced by the Democratic Services Manager from the needs identified in PDP's. The difficulty with this approach is that it separates the two tasks of facilitating interviews and preparing the TNA report. Experience from 2007 shows that this leads to problems with understanding and interpreting raw material from the interviews, sometimes involving going back to individual interviewees for clarification.
- 2.4 Discussions have therefore been held with NWEO with a view to identifying a suitable facilitator who could undertake facilitation of the PDP's and preparation of the TNA report as a single project. Following discussions with the then Chair and Vice Chair, agreement has been reached that Margaret Martin will undertake this role. Margaret is an experienced HR professional who has worked in senior positions in HR and training and development in a number of local authorities and has a great deal of experience in working with elected Members, and is now an associate of NWEO. She has worked for the Council before when facilitating a workshop on mentoring for Members in May 2007. The project will be funded from the Member Development budget.

3. PRACTICAL ARRANGEMENTS

- 3.1 Margaret Martin will be on site for the whole of the week commencing 16 June to conduct PDP interviews, though it is likely that additional dates will need to be agreed as well because the maximum number of interviews per day is likely to be 5.
- 3.2 These slots in w/c 16 June will be published in the newsletter immediately after this meeting, and through all other available means. It cannot be emphasised too strongly that it is essential that there is a good take-up of PDP interviews by Councillors – it is suggested that a take up of at least 38 out of 51 should be the target. It is likely that failure to achieve a good take-up both this year and next year will jeopardise our chances of re-accreditation. Members of the Panel are therefore asked to use whatever opportunities are available to them through the political groups to publicise PDP's and encourage colleagues to take up slots.

CHECKLIST FOR DEALING WITH KEY ISSUES

Please confirm against the issue if the key issues below have been addressed. This can be by either a short narrative or quoting the paragraph number in the report in which it has been covered.

Impact on Crime and Disorder	None
Impact on Sustainability	None
Impact on Rural Proofing	None
Health and Safety Implications	None
Impact on Equality and Diversity Issues	None
Children and Young Persons Implications	None
Human Rights Act Implications	None
Monitoring Officer comments	
S. 151 Officer comments	

List of Appendices: Nil

List of Background Documents:

List of Consultees:

Head of Legal & Democratic Services; Head of Finance & Business Development; Human Resources Manager; Portfolio Holder, Resources & Local Democracy