

Personal Development Plan

Name: Councillor Somebody

Ward: Important

Party Group: Labour

Roles and Responsibilities

- Ward Councillor
- Chairman of the Health Overview and Scrutiny Committee
- Member of the Overview and Scrutiny Management Committee
- Shadow Executive Member for Children's Services
- School Governor
- Member of XXXX Neighbourhood Forum
- Reserve member for the Groundwork Trust
- Link member with the Cabinet for Social Services and Education regarding the Health Agenda
- Chair of the Labour Group

A: Professional Objectives for the coming year

1. As a Ward Councillor:
 - Work towards the resolution of specific issues of concern to local residents e.g. abuse of local gardens (parking on the grass, litter etc) and funding, by attending Action Group meetings and bringing Action Group to the Neighbourhood Forum for their issues to be heard.
2. As Chairman of the Health Overview and Scrutiny Committee:
 - Work to ensure where possible, that Health Consultations do not snarl up the Agenda.
 - Develop relationships with all Trusts and PPI Forums.
 - Ensure all relevant Bodies adhere to Protocols
 - As the 3 year Work Programme is already established in Health Overview and Scrutiny, look for something different that will enable a 'quick win' e.g. wellbeing.
 - Gain the interest of all committee members
 - Encourage non-committee members to join specific reviews
 - Support the Deputy Chair to take the lead on areas of their interest
 - Support the development of questioning skills by all committee members.

3. As a member of the Overview and Scrutiny Management Committee:
 - 'Keep eye on the ball' and concentrate on asking pertinent questions.
 - Raise burning issues for consideration
 - Monitor progress of the LAA's
4. As Shadow Executive Member for Children's Services:
 - Keep up to date with relevant information and ensure enough knowledge to be able to monitor the issues effectively.
 - Raise issues as they occur
5. As a member of the XXXXXXXX Neighbourhood Forum:
 - Work to ensure more control of the Agenda
 - Pick up more on interactivity processes and work on them being more effective. Perhaps launch a pilot.

B: Personal Objectives for the coming year

1. Concentrate more on the development of the Health O/S Committee councillors
2. Develop a more cohesive opposition.
3. Develop personal leadership skills further e.g. public speaking and 'speaking off the cuff'
4. Undertake mentor training to support the development of other Group members
5. Ensure that I still make a difference!
6. Extend dealing with the media knowledge and skills
7. Update IT skills

Learning and Development Assessment

Name: **Councillor Somebody**

| Objective | Support, Learning + Development Needs | Support and Learning Options |
|----------------|---|---|
| A2 + B1 | Keep up to date and lead the development of the Health Overview and Scrutiny Committee. Specific emphasis currently on 'Effective Questioning Skills' | <ul style="list-style-type: none"> ▪ Committee coaching ▪ Regional / national workshops |
| A4 | Keep up to date on the Children's Services agenda | <ul style="list-style-type: none"> ▪ Officer Briefings ▪ Regional workshops |
| B2 | Ensure an effective opposition | <ul style="list-style-type: none"> ▪ Group workshop – 'Effective Opposition' |
| B3 | Enhance public speaking skills | <ul style="list-style-type: none"> ▪ Coaching ▪ Workshop 'Speaking Off the Cuff' |
| B4 | Mentor others effectively | <ul style="list-style-type: none"> ▪ Mentor training |
| B6 | Enhance skill for dealing with the media | <ul style="list-style-type: none"> ▪ Media training ▪ Coaching |
| B7 | Assessment of IT skills and development programme | <ul style="list-style-type: none"> ▪ IT trainer |

Key: A refers to: Professional Objectives in the councillor roles
B refers to: Personal Objectives in the councillor roles

