

# COMPREHENSIVE PERSONAL DEVELOPMENT REVIEW

Please complete this pro forma and bring it to the meeting, this form is confidential to you and the person who is conducting your review except for the final sheet which will be used by the Head of Democratic Services.

**1. What are my current roles and responsibilities?**

(e.g. Cabinet Member, overview and scrutiny member, chair, member of a statutory committee such as planning, licensing etc. In the community, ward member and community leader)

**2. What specific tasks to I need to achieve this year?**

What do I plan to do?	By when?

**3. What do I need to know about and be able to do to undertake my roles effectively?**

(Your role description, person specification may help you here)

**4. What aspects of my role am I confident in?**

**5. Where am I less confident?**

**6. What might prevent me from undertaking my role effectively?**

(consider any personal, organisational or political issues which might be a barrier to success)

<b>Areas that I would like to develop are:</b>	<b>Preferred method of development (e.g. visits to other authorities, peer networking, practical workshops, e learning etc.)</b>
Skills (e.g. meeting management, questioning techniques, media interviews,	
Knowledge (e.g. the code of conduct, equalities, the planning process, local policy etc.)	

## PERSONAL DEVELOPMENT PLAN

This section of your proforma can be discussed during your PDR meeting

When completed copies are passed to the Head of Democratic Services, it will be used to inform development plans and support offered

**Reviewee Name (Print):** \_\_\_\_\_ **Reviewer Name (Print):** \_\_\_\_\_

Area for Development	How	Priority
<i>example How to Chair scrutiny meetings effectively</i>	<i>Observation of external meetings Workshop on Chairing Skills Authority guidance for Scrutiny chairs</i>	1
<i>example Understanding of the planning system to answer constituents enquiries</i>	<i>Introduction to planning workshop Meeting with planning officers on specific issues</i>	3
<i>example Local Government Finance, how do I contribute to the budget setting process?</i>	<i>Induction workshop in finance Discussions with Finance officers Mentoring from Cabinet member for Finance and Resources</i>	2

Please be aware that any requirements identified by individual members during the Personal Development Review are not guaranteed to be made available in the forthcoming council year.