

Personal Development Review

Reviewee: _____

Reviewer: _____

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 do I need to concentrate on in order to maintain or improve my performance?

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):** _____

What do I plan to do?	By When?	Support Required (if appropriate)

Reviewee's Comments

Reviewee Signature: _____ **Date:** _____

Reviewer's Comments

Reviewer Signature: _____ **Date:** _____