



Councillor Personal Development Plan

Councillor [Name]

Completion date:

Completed with:

Councillors should complete this form with the member of their political group who has responsibility for member development. When completed, the form should be returned either to your group's leader or, if you are not a member of a group with a leader, to the Principal Democratic Officer. Group leaders will then be responsible for collating responses and informing the Principal Democratic Officer (on an anonymous basis) the training requirements of the group.

Thank you for your assistance.

Background Information

How long have you served as a councillor in this or other areas?

What training have you already received that supports you in your current role?

Do you currently hold positions of responsibility as part of your role as a councillor, e.g. chairmanships, representations on external bodies, portfolios/shadow portfolios?

Current Requirements

Below is a list of development areas which may be of relevance to you. Please tick the relevant box if you feel development relating to this topic would be useful or essential to you. You can also add any further areas or additional information in the notes section below. Appendix 1 gives suggestions for development areas which may complement a particular role which you fulfil.

Constitutionally Compulsory

The following training areas are compulsory for all affected members:

- Code of Conduct
- Council Procedure Rules
- Equality and Diversity
- Financial Procedure Rules
- Licensing
- Planning
- Scrutiny

Committee Areas

Title	Useful	Essential
Chairing Meetings	<input type="checkbox"/>	<input type="checkbox"/>
Effective Scrutiny	<input type="checkbox"/>	<input type="checkbox"/>
Personnel Appeals	<input type="checkbox"/>	<input type="checkbox"/>

Corporate/Personal Development

Title	Useful	Essential
Community Engagement	<input type="checkbox"/>	<input type="checkbox"/>
General IT	<input type="checkbox"/>	<input type="checkbox"/>
Managing Casework	<input type="checkbox"/>	<input type="checkbox"/>
Microsoft Word	<input type="checkbox"/>	<input type="checkbox"/>
Microsoft Excel	<input type="checkbox"/>	<input type="checkbox"/>
Microsoft Outlook	<input type="checkbox"/>	<input type="checkbox"/>
Partnership Working	<input type="checkbox"/>	<input type="checkbox"/>
Public Speaking	<input type="checkbox"/>	<input type="checkbox"/>
Risk Management	<input type="checkbox"/>	<input type="checkbox"/>
Using the Internet	<input type="checkbox"/>	<input type="checkbox"/>

Notes

Preferred Development Style

How do you prefer to learn?

Mentoring with another councillor

Working with another council

Online learning

One-to-one training

Group training

Correspondence course

What Happens Next?

Action Plan

Using the information completed above please highlight your development priorities for the following year in order of precedence in the area below. These will be reviewed throughout the year, with a reappraisal in a year's time. It is not necessary to include compulsory areas of training as priorities.

Objective	Target Completion Date

Group Leader or Principal Democratic Officer's signature

APPENDIX 1: TEMPLATE ROLE SUGGESTIONS

What roles do I fulfil now or might wish to take on in the future?	What are the skills and knowledge needed for this role?	Which of these do I already have?	What skills and knowledge do I need to develop?	What training might help?
Mayor/Chair of the Council	<ul style="list-style-type: none"> - Ambassadorial skills - Speechmaking skills - Speaking to the media - Chairing skills - Knowledge of Council Procedure Rules 			<ul style="list-style-type: none"> - Chairing meetings - Public speaking - Handling the media - Council Procedure Rules - Code of Conduct
Leader/Deputy Leader of the Council	<ul style="list-style-type: none"> - Political leadership and direction - Ambassadorial skills - Speech making skills - Speaking to the media - Chairing skills - Knowledge of Council Procedure Rules 			<ul style="list-style-type: none"> - Chairing meetings - Public speaking - Handling the media - Council Procedure Rules
Executive Member & Portfolio Holder	<ul style="list-style-type: none"> - Ambassadorial skills - Speech making skills - Speaking to the media 			<ul style="list-style-type: none"> - Public speaking - Handling the media
Shadow Portfolio Holder	<ul style="list-style-type: none"> - Overview and scrutiny skills - Speaking to the media - Financial knowledge - Speechmaking skills 			<ul style="list-style-type: none"> - Effective scrutiny - Public speaking
Committee Chairs	<ul style="list-style-type: none"> - Ambassadorial skills - Speech making skills 			<ul style="list-style-type: none"> - Public speaking - Chairing meetings

	<ul style="list-style-type: none"> - Speaking to the media - Chairing skills - Knowledge of Council Procedure Rules 			- Council Procedure Rules
Scrutiny Committee Member	<ul style="list-style-type: none"> - Overview and scrutiny skills - Financial knowledge 			- Effective scrutiny
Planning Committee Member	<ul style="list-style-type: none"> - Knowledge of Planning regulations 			- Planning training
Licensing Committee Member	<ul style="list-style-type: none"> - Knowledge of Licensing regulations 			- Licensing training
Hearing Panel Member	<ul style="list-style-type: none"> - Knowledge of the working area (e.g. personnel, housing, etc) 			- Briefing session with relevant officers.
Standards Committee Member	<ul style="list-style-type: none"> - Knowledge of the Code of Conduct 			- Code of Conduct
Appointments Committee Member	<ul style="list-style-type: none"> - Interviewing skills 			- Recruitment and selection
Local Ward Councillor	<ul style="list-style-type: none"> - Ambassadorial skills - Local knowledge - Knowledge of the Code of Conduct - Community understanding 			<ul style="list-style-type: none"> - Council Procedure Rules - Ward tour with a relevant officer - Code of Conduct - Equality and Diversity
Council Representative on an Outside Body	<ul style="list-style-type: none"> - Ambassadorial skills - Knowledge of the specific area relating to the outside body 			<ul style="list-style-type: none"> - E-learning on relevant areas within Modern Councillor - Briefing from any relevant officers