

DRAFT Elected Members Personal Development Review/ Competency Framework 2018/19

Blaenau Gwent County Borough Council



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1. Purpose

The Blaenau Gwent Elected Member Competency Framework provides an opportunity to self-reflect to consider how well things are progressing and where support is needed if things aren't going as intended. The Framework should:

- Outline the skills, knowledge and behaviours required by Elected Members
- Supporting Elected Member personal development.
- Provide an opportunity to assess progress, understand where further support would be helpful and setting future personal objectives.

The framework will form part of the annual Personal Development Reviews (PDRs) for Elected Members.

The framework covers 3 competencies. Alignment to the Senior Management competencies is outlined below:

Elected Members	Senior Management Competencies
Strategic Vision and Setting the Direction	<ul style="list-style-type: none"> • Delivering the Vision • Pushing the Boundaries
Accountability and Delivering Results	<ul style="list-style-type: none"> • Creating a Customer Focussed Culture • Making Informed Decisions • Performance
Personal Responsibilities and Attributes	<ul style="list-style-type: none"> • Communicating • Leading People • Empowering People

2. Elected Member Values

Proud & Ambitious	Fair & Equitable	Consistent
Trust & Integrity	Delivery	One Council
Working Together	Efficiency	Listening
(Raising) Aspirations	Positive	Enabling/Supporting

3. How to complete the Member Competency Framework

The framework has 3 distinct sections:

- **Section 1** - Looking Back, a review of the previous year activity;
- **Section 2** - Working towards the priorities of the Council; and
- **Section 3** - Member Competencies:
 - ▶ Strategic Vision and Setting the Direction;
 - ▶ Accountability and Delivering Results; and
 - ▶ Personal Responsibilities and Attributes.

Section 1 - Looking Back

Qualitative Measures

Sessions Attended	Quarter 1 April to June	Quarter 2 July to September	Quarter 3 October to December	Quarter 4 January to March
What sessions did you participate in? <i>Pre Populated</i>				

Please Provide Comment/s on the above Sessions	
What did you learn?	
How have you been using what you've learnt?	

If you sit on an Outside Body Please Provide Comment on your Experience	
State the Outside Body that you sit on	
What have you learnt from sitting on the Outside Body?	
How have you brought the learning back to the Council and other Members?	

Section 1 - Performance Indicators

Sessions Attended	Quarter 1 April to June	Quarter 2 July to September	Quarter 3 October to December	Quarter 4 January to March	Name of Session
Number of training courses offered <i>Pre Populated</i>					<i>Pre Populated</i>
Number of training courses attended <i>Pre Populated</i>					<i>Pre Populated</i>
Number of training courses that supported your development areas					
Attendance at Committee <i>Pre Populated</i>					<i>Pre Populated</i>

Section 2 - The Council's Priorities

Executive Member	Scrutiny Chair	Council Priority	Name of Session
Leader / Corporate Services	Corporate Overview	<i>Priorities from new Corporate Plan to be inserted</i>	<i>Pre Populated</i>
Deputy Leader / Environment Regeneration & Economic Development	Environment, Regeneration and Economic Development		
Education	Education and Learning		
Social Services	Social Services		

Section 3

Accountability and Delivering Results

Skills, Knowledge and Behaviours	Examples of where you feel you have demonstrated these Skills, Knowledge and Behaviours	What, if anything, has prevented you from demonstrating these Skills, Knowledge and Behaviours	What, if any, support do you require achieving the Skills, Knowledge and Behaviours?
<ul style="list-style-type: none">• Provides clarity on priorities for the Council.• Demonstrates strong fiscal responsibility.• Understands their responsibility in delivering the Council priorities.• Understands officer and member interface and boundaries.• Demonstrates a strong understanding of Council performance.			

Section 3

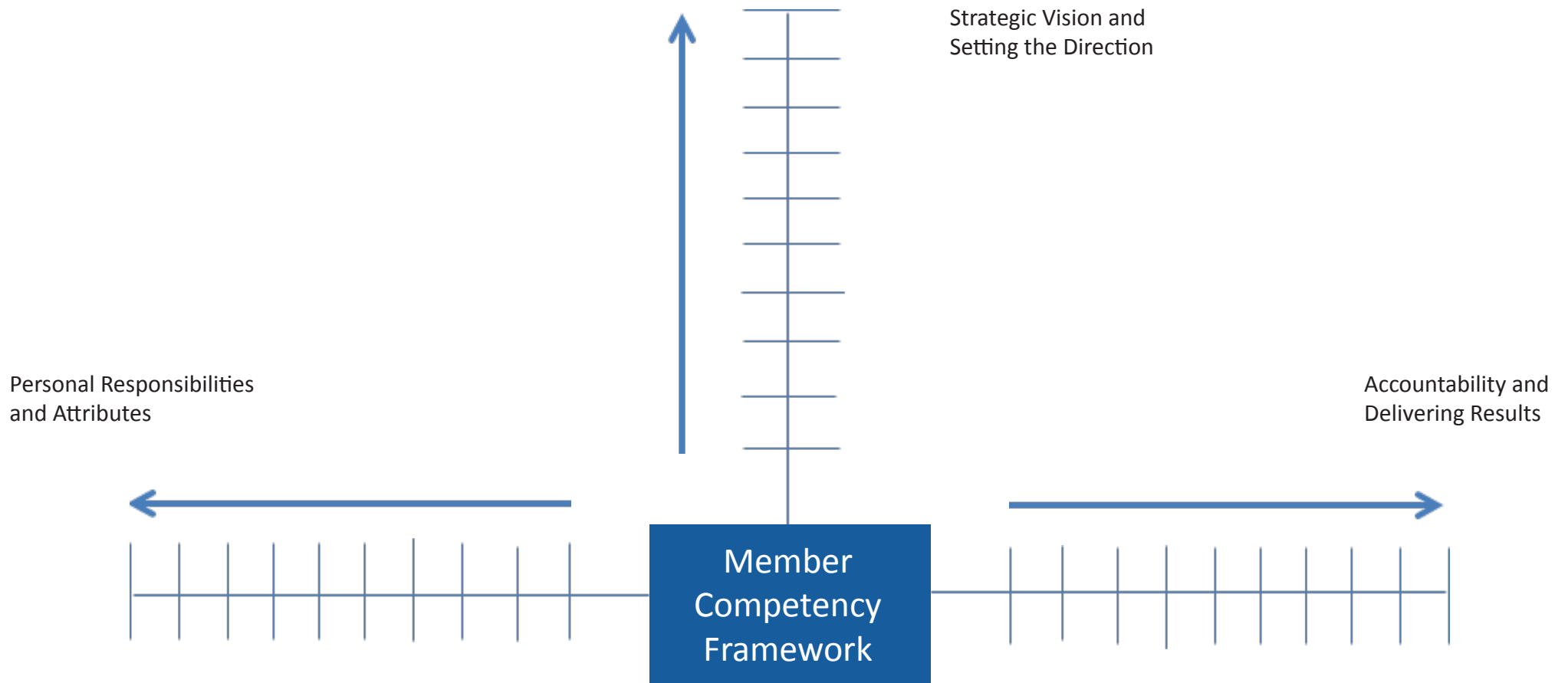
Strategic Vision and Setting the Direction

Skills, Knowledge and Behaviours	Examples of where you feel you have demonstrated these Skills, Knowledge and Behaviours	What, if anything, has prevented you from demonstrating these Skills, Knowledge and Behaviours	What, if any, support do you require achieving the Skills, Knowledge and Behaviours?
<ul style="list-style-type: none"> • Identifies future opportunities to bring the Council's Vision to life. • Takes time for scenario planning and recognises impact of change. • Is responsive to feedback and the community. • Promotes the development of a resilient community. • Demonstrates sound decision making. • Understands the need for strong governance. • Actively promotes and influences the Council position at a local, national and regional level. • Promotes the council as a good partner. 			

Section 3

Personal Responsibilities and Attributes

Skills, Knowledge and Behaviours	Examples of where you feel you have demonstrated these Skills, Knowledge and Behaviours	What, if anything, has prevented you from demonstrating these Skills, Knowledge and Behaviours	What, if any, support do you require achieving the Skills, Knowledge and Behaviours?
<ul style="list-style-type: none">• Supports collective decision making for the benefit of the community.• Is able to contribute to a cohesive working environment (team).• Acts honestly and with integrity.• Respecting and valuing others.• Demonstrates good behaviours in the Officer / Member relationship.• Is able to demonstrate use of technology and ICT in undertaking their role.			



- *On the graph score yourself on the competency framework.*
- *10 - fully meeting the competency (outer row).*
- *1 - not meeting the competency (inner row).*
- *Your reviewer will also score how they feel you meet the competencies.*

Personal Action Plan

Competency	What Action is required to further develop this area?	Method of Achievement	How will I know I have achieved this?
Strategic Vision and Setting the Direction			
Accountability and Delivering Results			
Personal Responsibilities and Attributes			
Working towards the implementation of the Council's Priorities			

Contact Details

If you require any support to complete the Member Competency Framework please contact:

Bernadette Elias

Head of Policy and Performance
Designated Statutory Head of Democratic Services

Email: Bernadette.elias@blaenau-gwent.gov.uk

Tel: (01495) 355016

Base: Floor 4a, Civic Centre

Gemma Wasley

Corporate Performance Manager

Email: Gemma.wasley@blaenau-gwent.gov.uk

Tel: (01495) 355089

Base: Floor 4a, Civic Centre

Additional Support Documents

This Competency Framework is not exhaustive and there are a number of other documents that identify the skills and intended outcomes needed from Elected Members, including:

- The Constitution including: Role descriptions for Elected Members; and Code of Conduct
- Member Representation on Outside Bodies
- Data Protection
- Freedom of Information legislation
- Executive Committee Support booklet
- Scrutiny Committee Support booklet
- Senior Manager Competency Framework
- Performance Management Improvement Framework

