

# Elected Members Personal Development Review and Competency Framework 2022

Blaenau Gwent County Borough Council



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## Context and Overview

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

The **Personal Development Review (PDR)** is a way for a Member and his/her Authority to mutually assess a Member's personal development needs. The review should be set within the context of the role of the Member, his/her aspirations for what s/he hopes to achieve, the purpose and aspirations of the Authority and the needs of the community.

The **Member Competency Framework** has been developed to support Elected Members in their role, both inside and outside of the Council. The Framework is a method of describing the underpinning values that shape and define the culture of Blaenau Gwent Council and is aligned to the Officer Competency Framework. It broadly outlines the skills and knowledge required by Members to perform their different roles and provides an indication of how they might carry them out effectively. It is not intended to be exhaustive or prescriptive but to provide a prompt for new and existing councillors to identify areas where support may be required. This support could be in the form of information, training, facilitated workshops, coaching and mentoring, or opportunities to learn from observation. The framework is designed to be flexible, so that councillors can work with officers and colleagues to decide the most useful method.

The Framework should:

- Outline the skills, knowledge and behaviours required by Elected Members.
- Support Elected Member personal development.
- Provide an opportunity to assess progress, understand where further support would be helpful and setting future personal objectives.
- Build confidence, develop skills and knowledge and improve personal performance to contribute to the council and the community.

The Elected Member Personal Development Programme and Competency Framework can provide:

- Clarity for Members about the expectations and accountabilities placed upon them.
- Understanding of and support for the individual and collective development needs of Members.
- Support for Members in preparing for new roles (succession planning).
- An understanding and ownership of organisational goals.
- Support for improved Member performance.

The **Local Government (Wales) Measure 2011** places a requirement on councils to provide all Members with an opportunity to have a personal development review to assess their development needs. The Measure states:

- A local authority must secure the provision of reasonable training and development opportunities for its Members.
- A local authority must make available to each Member of the authority an annual review of the Member's training and development needs.
- The review must include an opportunity for an interview with a person who is, in the opinion of the authority, suitably qualified to provide advice about the training and development needs of a Member of a local authority.

### **Process for undertaking the Elected Member Personal Development Programme and Competency Framework**

- Each Senior Salary Holder is required to undertake an assessment of their performance on an annual basis. This is mandatory.
- Each non senior salary holder will be offered to undertake an assessment of their performance. This is voluntary.
- Members undertaking a review will be required to complete a template detailing the activities they have undertaken over the past year.
- A meeting will then take place to discuss the areas of success and areas for improvement.
- Note: Group Leaders will lead the discussions with their Members' and will also be supported by the Head of Democratic Services. Group Leaders will require for their reviews to be led by an external party as identified by the Council.

The purpose of the review will be to provide the Member with an opportunity to review their role generally, identify any specific tasks for the year ahead, consider the areas where they feel confident and identify areas where they will be more challenged and may need support and development. The Head of Democratic Services will detail the outcome of the review in an agreed plan which sets out any identified training and development needs.

### **Whilst completing this you may want to consider the following:**

- The Council's Corporate Plan including its priorities, strategic vision and core values.
- The skills you require to work effectively within the Council and with constituents.
- The knowledge that is needed to work effectively within the Council and with constituents.
- What role/s do you undertake in the Council e.g., Committee Member, Member Champion, sit on an Outside Body etc.
- Being accountable and delivering results.
- Your personal responsibilities and attributes.
- Relevant legislation that impacts how you work.

## Personal Development Review - Looking Back over the Past 12 Months

*Please complete this pro forma and bring it to the review 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 Democratic Services for your personal development plan and to prioritise activities for the council member development programme.*

Considerations	Comments
What are my current roles and responsibilities? <i>(e.g. council, cabinet, scrutiny member, chair, member of a statutory committee, member of an outside body, a member champion and in the community, ward member/community leader)</i>	
What successes have you had this year?	
What challenges have you had to face the year?	
What aspects of the role am I confident in?	
What aspects of the role am I less confident in?	
What learning and development have I undertaken this year and what have I learnt as a result of this?	
Overall, what learning and development would be helpful for me moving forward?	

## Competency Framework - Looking Back over the Past 12 Months

Competencies	Comments
<p><b>Delivering the Vision</b></p> <ul style="list-style-type: none"> <li>• Understands where the organisation is going and why.</li> <li>• Communicates a compelling view of the future.</li> <li>• Understands how they can contribute to delivery of the vision.</li> </ul>	
<p><b>Working with Officers</b></p> <ul style="list-style-type: none"> <li>• Contributes to assertive relationships that promote constructive challenge.</li> <li>• Listens to the advice provided to assist the political decision making process.</li> <li>• Ensures the best interests of the Council are furthered when interacting with Officers.</li> <li>• Establishes and continually improves positive and appropriate interaction with all Officers.</li> </ul>	
<p><b>Improvement and Change</b></p> <ul style="list-style-type: none"> <li>• Demonstrates a positive attitude to change and contributes to new ideas and improved ways of working.</li> <li>• Looks to continually improve service delivery.</li> </ul>	
<p><b>Communicating</b></p> <ul style="list-style-type: none"> <li>• Communicates appropriately, openly and effectively.</li> </ul>	

Competencies	Comments
<p><b>Making Informed Decisions</b></p> <ul style="list-style-type: none"> <li>• Ensures decisions are based on sound evidence and linked to improving services.</li> <li>• Considers implications of proposed decisions.</li> <li>• Ensures decisions link to continually improving performance.</li> <li>• Seeks clarification or challenges appropriately.</li> <li>• Explains decisions appropriately.</li> </ul>	
<p><b>Putting the Citizen First</b></p> <ul style="list-style-type: none"> <li>• Recognises the importance of contributions from the community to setting and achieving continually improving services.</li> <li>• Seeks feedback from the citizen.</li> <li>• Engages with the community appropriately and respectfully.</li> <li>• Is an ambassador for the organisation and the community it serves.</li> </ul>	
<p><b>Leading People <u>(for SRA Holders Only)</u></b></p> <ul style="list-style-type: none"> <li>• Leads and motivates others to continually improve performance.</li> <li>• Is approachable, supportive, and demonstrates integrity, fairness, and high personal and professional standards.</li> </ul>	
<p><b>Communicating the Vision <u>(for SRA Holders Only)</u></b></p> <ul style="list-style-type: none"> <li>• Sees the "big picture".</li> <li>• Proactively promotes the vision to others.</li> <li>• Ensures others understand how their role contributes to achieving the vision.</li> </ul>	

## **Personal Action Plan**

*(to be completed following the facilitated review session. A one to one session with the Head of Democratic Services will be arranged for you to agree your personal action plan)*

<b>What Action is required to support you to further develop?</b>	<b>Method of Achievement</b>	<b>How will I know I have achieved this?</b>



## **Contact Details**

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

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Head of Democratic Services, Governance and Partnerships  
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## **Additional Support Documents**

This Elected Member Personal Development Review and Competency Framework is not exhaustive and there are a number of other documents that support Elected Members and identify the skills and intended outcomes needed from Elected Members. These should all be available in the members online library or by asking a member of Democratic Services. Support may include but is not limited to:

- The Council's Constitution including Role descriptions for Elected Members and Code of Conduct
- Member Representation on Outside Bodies
- Data Protection
- Freedom of Information legislation
- Cabinet Committee Support booklet
- Scrutiny Committee Support booklet
- Corporate Plan 2022/27

Guidance is also provided by the WLGA:

- Guidance for councils planning to implement personal development reviews for members [Personal Development Review Schemes for Members - WLGA](#)
- A Development Framework for Councillors in Wales [Councillor Development \(competency\) Framework - WLGA](#)