



Personal Development Plan (PDP) Review

Dear Councillor

As part of our two yearly review of all Councillor PDPs, the Member Support Working Group is asking all Members to consider the attached schedule of roles, knowledge and skill requirements and tick those where you would be interested in either a development session, training event or other information. As with previous PDP reviews, you can either do this yourself and sign and return the form to Democratic Services - or arrange for a short interview with Ruth or Nina to run through the form together and discuss your development needs.

As always we hope that all Members will continue to take part in the PDP review process and help us to maintain our high response rate. The review process helps us to deliver the Member Development sessions which Members want and to keep up with national and local initiatives and legislation. If as an experienced Councillor you want just a 'refresher' rather than a full session on any topic – let us know by using an R. We also want to know what your preferred learning style is e.g. Powerpoint presentation; workshop discussions; one to ones.

Thank you for your support and contributions to Member learning in Chorley.

M Lees.

Councillor Margaret Lees
Chair of the Member Support Working Group

Office contact information: Ruth Rimmington tel 01257 515118 ruth.rimmington@chorley.gov.uk
Nina Neisser tel 01257 515140 nina.neisser@chorley.gov.uk

Need a short refresher rather than a full session? Use an R for refresh instead of a ✓

Role Description	Knowledge Requirement	✓or R	Skill Requirement	✓or R
Being an effective Councillor				
Balancing commitment	Personal commitments v time and capacity to undertake Council work		Time management	
How the Council works	Officer structure and responsibilities Political management structure		Information gathering Communication	
Dealing with information and handling data	Sources of information and methods of organising it Understanding the Councils budgets and financial monitoring Understanding Council performance and performance monitoring General Data Protection Regulation (GDPR) and Freedom of Information (FOI) requirements		Information gathering Interpreting financial information Handling sensitive information	
Working as a part of a political group	Party rules, constituency party structure, local contacts Awareness of national and local party politics		Mentoring Operating in a political environment Influencing skills	
Understanding Council policy and how it changes	Council policy and priorities, key strategic documents - e.g. Corporate Strategy; the Medium Term Financial Strategy (MTFS) Review existing policy and understanding best practice Public service reform and partnership working, including the Integrated Community Wellbeing Service The Council's change agenda – e.g. the Transformation Strategy; the Digital Strategy		Project management Information gathering Partnership working skills Negotiating and influencing	
Effective meeting management	Understanding meeting protocols Code of Conduct for Councillors Responsibilities of Chair and Vice Chair		Public speaking and participation Questioning and listening Chairing skills	
Anything else?				
Communicating as a Modern Councillor				
ICT	How ICT can help Councillors be more effective Using your iPad in meetings (Modern.gov)		Basic word documents/email Using the Internet; the Council's Intranet – the Loop; using My Account	
Social Media	How social media can help Councillors to be more effective Corporate guidance for using social media		Using twitter, Facebook etc.	

Role Description	Knowledge Requirement	✓or R	Skill Requirement	✓or R
Communications	Dealing with different audiences		Effective self-expression	
	Dealing with conflict in meetings		Public speaking	
	Developing your profile in the Council, in your ward			
Media	Corporate guidance for dealing with the media		Basic media skills	
Consultation and external communications	Understanding the Councils consultation process		Consultative mechanisms	
	Understanding customer satisfaction and feedback			
	Understanding the Council's approach to external communications			
Anything else?				
Working in your ward and neighbourhood				
Working in your Neighbourhood	Funding sources – winning resources for your ward/neighbourhood; Councillor Community Grants		Information gathering	
	Neighbourhood areas and meetings; neighbourhood priorities		Negotiating and influencing	
Community leadership	Understand issues in your ward, including ward walks		Ability to engage with all groups	
	Partners role and their services in your community			
Liaison with partners, voluntary groups and Parish Councils	Culture and workings of the voluntary sector		Meeting skills	
	Roles and responsibilities of Parish Councils		Engaging with other groups	
	Keeping up to date with community and neighbourhood projects			
	Using Tempo Time Credits			
Holding surgeries	Council and partner contacts/complaints procedures		Effectively representing the community	
	Equality and accessibility issues		Conflict management and personal safety	
			Equality issues	
Ward Casework	Circumstances of a particular case/data protection issues		Information handling	
	Using the Contact Centre; website; and My Account to resolve ward issues		Interpersonal skills	
	Code of Conduct requirements when dealing with resident's issues			
Anything else?				

Role Description	Knowledge Requirement	✓or R	Skill Requirement	✓or R
Your role as a Committee Member				
Making decisions	Corporate Council responsibilities, e.g. planning, licensing etc. Understanding Council decision making procedures Understanding the Council's Constitution		Information gathering/handling/analysis	
Sitting on full Council	Political management structure Code of Conduct Council's procedure rules		Operating in a political environment Speaking to an audience Influencing skills	
Planning Committee	Planning and development control law Local and national planning policy Understanding the Local Plan? Code of Conduct when dealing with planning matters		Information gathering Influencing Effective representation/articulating local views	
Licensing and Public Safety Committee	Licensing regulations Local and national licensing policy Understanding of case law Community safety strategies Code of Conduct when dealing with licensing matters		Adjudicative Listening and questioning Articulating local views Equality issues	
Governance Committee	Code of Conduct responsibilities in relation to the Council and Parish Councils; standards and ethics for councillors Statement of Accounts and Annual Governance Statement Internal and external audit processes and responsibilities Risk management		Adjudication Advising others Challenging Monitoring	
Selection panel for senior appointments	Council recruitment policy and legislation Selection procedures, including equality issues		Interviewing skills	
Working with outside bodies as a representative of the Council	Understand key Council objectives Understanding of role on outside body		Public speaking Meeting skills	
Anything else?				

Role Description	Knowledge Requirement	✓or R	Skill Requirement	✓or R
Your role as a Scrutiny Member				
Holding the Executive to account	Understanding Scrutiny - remit and roles		Interpreting information	
	Protocols to 'call in' decisions		Constructive challenge	
	Financial scrutiny		Questioning skills	
Reviewing and developing policy and performance	Existing policy and best practice; role of the O & S Performance Panel		Analytical skills	
	Interpreting Council performance information		Constructive challenge	
	Wider and national policy context		Interpreting performance information	
Scrutiny reviews/ task groups	Areas of responsibility/issues under review		Questioning and listening	
	Council priorities		Scoping reviews	
Leadership Roles				
Role of Executive Member	Role of individual Executive Members; Executive Cabinet		Leadership skills	
	Council strategy/policies and service priorities		Ability to function strategically	
	Working with the senior management team		Ability to function within officer and member top teams	
	Dealing with change; the Transformation Strategy		Communicating decisions	
	Working with opposition leadership		Media handling skills	
Portfolio responsibilities	Keeping wider Council membership informed and engaged			
	National policy framework		Research	
	Local policy and priorities		Influencing skills	
	Relevant law		Team working	
Form a vision for the Council and community	Resources: the MTFS and budgets			
	Community strengths, areas of improvement and key issues		Strategic vision	
	Council objectives		Alliance building and partnership working	
Leadership	Corporate Strategy		Communication	
	In depth knowledge of the business of the organisation		Leadership skills	
	Roles and responsibility of a leader		Coaching and mentoring	
	Self-awareness		Relationship management	
	Emotional intelligence		Challenge	
	Challenging the status quo		Creative thinking	

Role Description	Knowledge Requirement	✓or R	Skill Requirement	✓or R
Develop relationships	Key issues relevant to the local community Understanding the roles of key officers		Advanced communication Advanced presentation	
Political leaderships	Relationship between national and local policies Political leadership in the community		Political vision Strategic awareness	
Relationship with Chief Executive	Role and responsibilities of the Chief Executive Code of Conduct and Member/officer protocol		Joint working on strategic objectives Creation of effective relationships	
Managing reputation of Council	Current reputation and issues for Council and local government generally Equality and diversity and cultural awareness Standards and ethics		High level media skills Networking skills Interpersonal skills	

Over to you

This is now your opportunity to let us know of any further training or information you would like to receive that has not already been covered in this survey. You could also let us know if you would like to refresh and update your knowledge or skills on topics you are already familiar with but need updating.

What is your preferred method of learning (please ✓ as many as apply)?

- large group session individual sessions (one-to-one) lecture style with powerpoint drop in sessions
 small group session coaching/mentoring discussion practical demonstrations
 workshop with problem solving e-learning case study/scenarios role play
 shadowing – Members visiting individual departments (e.g. the Contact Centre/Planning Department/Licensing Department etc)

What is your preferred method of completing training evaluations (please ✓ as many as apply)?

- paper survey completed at the end of the training Electronic survey (Survey Monkey) in the few days following the event By email Any other suggestions (please detail below)?

Anything else?

COUNCILLOR Date.....

Thank you for completing the form. Please sign and date it (even if it's a nil return) and return it to Democratic Services.