

Member Development strategy 2018 – 2022

Item	Action	Action By	Due date for completion	Progress
Member Development Strategy 2018 – 2022	Review previous Strategy and develop a new Strategy and action plan	MDWG recommends to DSC	31.05.2018	12.03.2018 - MDWG considered 1 st draft 20.06.2018 - revised draft agreed with minor additions
		DSC recommends to Full Council	July 2018	
Member Development Strategy 2018 – 2022 action plan	Monitor and update action plan	DSC and MDWG	Ongoing	

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Personal Development Reviews [PDRs] for Members in receipt of Senior Salaries [SSs]	Undertake PDRs for Members in receipt of SSs within 3 months of taking up positions	Head of Democratic Services, Cabinet Manager, Democratic Services Officer	Ongoing	PDRs completed with Cabinet and others in receipt of SSs during the period December 2017- April 2018
	Undertake PDRs for Members in receipt of SSs on a rolling two year cycle.	Head of Democratic Services, Cabinet Manager, Democratic Services Officer	By mid 2019 or 2 years after appointment	

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	Assess PDRs and develop action plans and feed requests into Members' Programme if required or ensure individual needs are addressed.	Head of Democratic Services	Following PDRs and ongoing	
Personal Development Reviews [PDRs] for other Members	Offer Members PDR opportunities via email or a TNA [see below].	Head of Democratic Services	Ongoing	
	PDRs undertaken when sought and development needs addressed.	Head of Democratic Services	Ongoing	

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Training Needs Analysis [TNA]	Review the current draft TNA paperwork and process to make it more usable.	MDWG and recommend TNA to DSC. Agree by DSC.	October 2018	
	Offer members [excluding those in	Head of Democratic Services	Within one month of TNA process being agreed.	

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	<p>receipt of a PDR] a TNA or a PDR.</p> <p>Assess TNAs and develop action plans and feed requests into Members' Programme if required or ensure individual needs are addressed.</p>		Ongoing	

Item	Action	Action by	Due date for completion	Progress
Members' Programme - Annual	<p>Review the previous year's programme.</p> <p>Agree and publish annual Member's Programme – showing Mandatory development dates and topics.</p> <p>Agree a rolling programme of Member Development and Members' Briefing sessions.</p>	MDWG	September/December each year	

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Requests via PDRs and TNAs	Review requests for development which can be provided to larger groups of Members/all Members and add into the Members' Programme.	MDWG	Ongoing	
Effectiveness of Members' Programme	Consider and develop a process for benchmarking development and measuring change in Members' knowledge and abilities as a result of the Members' Programme.	MDWG recommend to DSC	May 2019	
Review range of development opportunities.	Look at opportunities including joint development with other local authorities, eLearning etc.	MDWG recommend to DSC	December 2018	

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Review how Members' Programme can be provided using a range of formats including eLearning, digital, video etc.	Assess feasibility of other formats for programme and utilised those assessed to be cost effective.	MDWG	July 2019	

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Roles, Person Specifications and Competencies	<p>Ensure all Members receive a copy of relevant role, person specifications and competencies related to their specific roles.</p> <p>When a change in Committee membership ensure that:</p> <ul style="list-style-type: none"> • the new Member[s] receive a copy of relevant Roles, Person Specifications and Competencies and • any training issues are addressed, to ensure that the 	Cabinet Manager, Democratic Services Officer, Scrutiny Officers	Ongoing	

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	Member[s] can participate in the Committee.			
Roles, Person Specifications and Competencies	Review Roles, Person Specifications and Competencies at least once during 2018-2022.	MDWG Consultation with Political Groups and Non-Aligned Member[s]. MDWG recommends to DSC for agreement by County Council.	December 2020	

Item	Action	Action by	Due date for completion	Progress
Mentoring scheme	Review current mentoring scheme.	MDWG	September 2018	20.06.18 – MDWG reviewed and agreed minor changes
	Identify Members of the Council to act as Mentors and arrange training.	Head of Democratic Services	December 2018	
	Identify Members of the Council to be Mentored.		December 2018	

Item	Action	Action by	Due date for completion	Progress
Role of Group Leaders	Review the role of Group Leaders in Member Development and supporting Group members to consider development needs.	Head of Democratic Services discuss with Group Leaders and develop protocol. MDWG consider and recommend to DSC. DSC agrees.	January 2019	

Item	Action	Action by	Due date for completion	Progress
2022 Induction Programme	Review the 2018 Induction Programme and develop a new Induction programme, taking into account views including: <ul style="list-style-type: none"> • 2017 Members survey results, • views of Management Team • members views • mandatory development to ensure Programme topics and dates are agreed for promotion to prospective candidates.	MDWG consulting with Political Groups and Management Team. MDWG recommend to DSC. DSC agrees.	May 2021	

