

Meeting of:	Democratic Services Committee
Date of Meeting:	Monday, 30 June 2025
Relevant Scrutiny Committee:	Resources
Report Title:	Members Annual Reports and Personal Development Reviews
Purpose of Report:	To outline the Council's approach to Member's producing Annual Reports and participating in the PDR process
Report Owner:	James Langridge-Thomas, Head of Democratic Services
Responsible Officer:	James Langridge-Thomas, Head of Democratic Services
Elected Member and Officer Consultation:	Group Leaders
Policy Framework:	Local Government (Democracy) (Wales) Act 2013 Local Government and Elections (Wales) Act 2021 Local Government (Wales) Measure 2011
Executive Summary:	
<ul style="list-style-type: none"> The purpose of this report is to provide the Committee with an overview of the Member's Annual Report and Personal Development Review process and encourage Members to undertake for the 2024-25 Municipal year. 	

Recommendations

1. T H A T the templates for these processes, attached within Appendices A and B, be agreed by Democratic Services as tools to allow Members to undertake these duties.
2. T H A T all Members are communicated to surrounding the importance of these processes and consider participating accordingly.

Reason for Recommendations

- 1&2. To confirm the Council's approach to the Member's Annual Report and Personal Development Review Process and ensure that this is communicated to all Members.

1. Background

- 1.1 The Local Government (Wales) Measure 2011 sets out the guidance surrounding training, development and support for Local Authority Members. Section 7 requires Local Authorities to secure the provision of reasonable training and development opportunities for its Members.
- 1.2 Each Member should have the opportunity to have a review of their training and development needs on an annual basis. However, it should be noted that these provisions do not apply to the Executive Leader of an Authority which operates a Leader and Cabinet Executive and is at individual Members' discretion.
- 1.3 Section 5(i) of the Local Government (Wales) Measure 2011 contains a requirement for Local Authorities to make provision, from April 2012, for each Member to make an Annual Report on their activities and for the publication by Members of such reports.
- 1.4 The use of Annual Reports will enable Members to highlight how they undertake their elected role(s) and professional development as well as how they represent and serve their communities. Whilst the Measure requires the Council to make this facility available to Members, there is no obligation on individuals to produce an Annual Report.

2. Key Issues for Consideration

Personal Development Review

- 2.1 Each Member should have the opportunity to have a review of their training and development needs on an annual basis. However, it should be noted that these provisions do not apply to the Executive Leader of an Authority which operates a Leader and Cabinet Executive and is at individual Member's discretion.
- 2.2 The Council currently uses a template based upon WLGA guidance, ["Guidance for Councils planning to implement personal development review for members – March 2022"](#).

- 2.3** This reflects upon several areas including personal skills and knowledge, your role, standards of conduct and identify future areas for development.
- 2.4** Learning from the PDR process is confidential to individual members, and will be thematically incorporated into the Council’s wider Member Development Programme.
- 2.5** Historically, there has been limited uptake of this opportunity by Members within the Council.
- 2.6** The proposed new template builds upon the above, but also seeks to consider other skills which would support Members to undertake their role, based upon the University of Birmingham’s [21st Century Councillor](#) research, which was updated in 2024.
- 2.7** A version of the revised template was shared with Group Leaders, and no concerns were expressed regarding the proposed approach.
- 2.8** Through promotion of this revised template and communications, Members are encouraged to undertake the PDR with the Head of Democratic Services. These will be arranged through the Summer (July-September), dependent upon officer and Member availability.
- 2.9** All Members will be encouraged to partake in interviews, undertaken by a “suitably qualified person” as outlined below. Should any Member wish to undertake with the Head of Democratic Services, there is provision for them to contact and arrange accordingly.

“Suitably Qualified” persons	Will conduct PDRs on the following Members:
Head of Democratic Services	Leader(s) of Opposition groups in receipt of senior salaries Any un-grouped members
Leader of the Council (in consultation with the Head of Democratic Services)	Executive Members
Group Leaders	Chairs of other Committees All other Members

Annual Report

- 2.10** Members’ Annual Reports present an opportunity to share with the public how they undertake their role and what development has been undertaken.
- 2.11** These reports are published to a dedicated page on the Council’s website when shared, and to individual Members profile page for ease of access.
- 2.12** The number of Members who publish an annual report is low, with only 6 of 54 (11%) publishing a report during 2023/24, which represents an increase of 1 from the previous year.

- 2.13** There is no obligation on individuals to produce an Annual Report. It is also acknowledged that whilst Annual Reports can be regarded as a means of improving communication between Elected Members and the public, they are only one method of communication open to, and used by, Members.
- 2.14** An initial communication to Members with the existing template was shared with all Councillors on 25th April, 2025, but no responses have been received to date.

3. How do proposals evidence the Five Ways of Working and contribute to our Well-being Objectives?

- 3.1** The processes identified are to support Members and the Council in forming a long-term view of Members' needs, through effective collaboration and involvement, and seeks to prevent any future issues surrounding individual development potentially arising.

4. Climate Change and Nature Implications

- 4.1** None as a direct result of this report.

5. Resources and Legal Considerations

Financial

- 5.1** As set out above.

Employment

- 5.2** As set out above.

Legal (Including Equalities)

- 5.3** The Council is required to comply with the relevant provisions of the Local Government (Wales) Measure 2011
- 5.4** Comply with other legislation and Statutory Guidance e.g. Local Government and Elections (Wales) Act 2021.

6. Background Papers

[Local Government \(Wales\) Measure 2011](#)

[Statutory and Non-Statutory Guidance for Principal Councils in Wales](#)

[WLGA Guidance for councils planning to implement personal development reviews](#)

[The 21st Century Councillor – Revisited, University of Birmingham](#)



Vale of Glamorgan Council

Personal Development Plan 2024-25

It is important that Members of the Council have ownership of their own learning and development, and that learning activities they undertake match their needs and priorities, together with those of the Council.

In preparation for their Personal Development Interview, Members can start to identify their own needs by reflecting on their achievements in the past, and plan for what they would like to achieve in the future. Members can then identify the skills and knowledge they need to perform their role effectively, reflect on the skills and knowledge they already have and identify training needs to further enhance existing skills.

Personal Development Plans will be reviewed annually, when Members can review the development they have undertaken in the previous year.

Please complete this pro forma and bring it to the meeting. The form is confidential to you and the person who is conducting your review; except for the final sheet which will be used by the Head of Democratic Services for your Personal Development Plan and to prioritise activities for the Council's ongoing Member Development Programme.

Name of Member:
Date of Interview: Click or tap to enter a date.
Name of Interviewer:

Current role(s) and responsibilities (Please tick all that apply):

<input type="checkbox"/>	Chair
<input type="checkbox"/>	Vice-Chair
<input type="checkbox"/>	Scrutiny Committee Member
<input type="checkbox"/>	Planning Committee Member
<input type="checkbox"/>	Licensing Committee Member
<input type="checkbox"/>	Joint Committees
<input type="checkbox"/>	Outside Bodies
<input type="checkbox"/>	Town / Community Council
<input type="checkbox"/>	School Governor
<input type="checkbox"/>	Mayor
<input type="checkbox"/>	Deputy Mayor
<input type="checkbox"/>	Other Committee(s) Member – please list
<input type="checkbox"/>	Other Appointment(s)

PERSONAL SKILLS AND KNOWLEDGE

1. What skills have most frequently been used in your role to discharge your responsibilities?

2. What personal skills would you like to acquire (through further development) to support the carrying out of your role? (Any areas identified should be reflected in Question 9.)

YOUR ROLE

3. What do you find most rewarding and challenging about your role?

4. What do you think you have done particularly well over the last year and what do you think you could have done better?

5. What are your priorities for your role for the coming year?

6. Which aspects of my role am I confident in?

7. Which aspects of my role am I less confident in?

8. What might prevent me from undertaking my role effectively?

(Consider any personal, organisational or political issues which might be a barrier to success).

STANDARDS OF CONDUCT

9. Are you confident in your knowledge of the Code of Conduct, including the requirement for civility and respect in all communications and in formal meetings?

10. Are you confident in your knowledge of meeting protocols and informal resolution procedures - including the role of Standards and the Monitoring Officer to achieve local resolution?

11. On the understanding that you attended the essential (mandatory) training at the start of the term, do you require any additional training around Code of Conduct, Equalities or Standards?

<p>12. What Additional Learning and Development or Refresher Training would be useful to develop your role further. Please see role descriptions included in the Council's Constitution. These may help you consider areas to discuss. (The examples below are illustrative, not exhaustive.)</p>	<p>How will I achieve this?</p>
<p>Skills (e.g. decision making, meeting management, chairing, questioning skills, mentoring, ICT refresher, etc.)</p>	<p>Preferred Method of Development (e.g. workshops / development sessions, visits to other Authorities, peer networking, seminars, e-learning)</p>

14. Reflecting upon the 21st Century Councillor research (refreshed in 2025 by University of Birmingham), how would you assess your skills in the below areas?

Drop downs for self-assessment include: Excellent, Good, Average, Poor, Very Poor, Unknown, Would rather not say

Theme	Area	Self-Assessment	What are my strengths in this area?	How would I like improve in this area and what training could support this?
Working with Complexity	Zooming in and zooming out – shifting perspective constantly between the council and the community, the macro and the micro	Choose an item.		
	Keeping the system human – putting residents at the heart of decision making by feeding in what's happening on the ground	Choose an item.		
	A multi-level diplomat – developing effective partner relationships despite having limited authority and even less money	Choose an item.		
Developing and valuing new ways of working	A trusted listener – a contact point for residents in distress	Choose an item.		
	A torchbearer– promoting the council and the place, and acting as a role model for others who might want to be councillors	Choose an item.		
	Using social media in safe mode – navigating the fragmented social media environment with care	Choose an item.		
Thriving in the new environment	A hybrid connector – building relationships on and offline	Choose an item.		
	A self-developer – committed to expanding their own skills and knowledge	Choose an item.		

Theme	Area	Self-Assessment	What are my strengths in this area?	How would I like improve in this area and what training could support this?
	A lightning rod – absorbing hostility and challenge whilst remaining grounded and secure	Choose an item.		
	An evergreen – staying visible and useful all year round whilst finding protection from the harshest winds	Choose an item.		

15. Personal Action Plan Summary for 2024-25 (A copy of this page to be returned to the Head of Democratic Services to record and arrange requested development / training as part of the ongoing Member Development Programme)

Rated in order of importance.

<u>Area for Development?</u>	<u>How will I achieve this?</u>	<u>How will I measure my success?</u>
Areas from those identified above that you would like to address this year.	Your preferred method of development for this area, e.g. seminar.	What sort of things would you be expecting to be able to do or do differently as a result of this activity?
1		
2		
3		
4		



Councillor's
Picture

VALE OF GLAMORGAN COUNCIL
COUNCILLOR'S ANNUAL REPORT – MAY 20 – MAY 20****

Name of Councillor		Group	
Ward		Date Last Elected	

Council Positions / Committee Memberships Held (May 20 – May 20**)**

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I am also a member of, and contribute to the work of, the following Outside Bodies, School Governing Bodies and Partnerships:

Council representative

Other (e.g. WLGA capacity)

Constituency Activity and Achievements

Learning and Development

This section covers your Personal Development in your role as a councillor. You should include all training events that you have participated in and any developmental events that you have attended.

Priorities For The Year Ahead

Signature Of Councillor: _____ **Date:** _____