

Elected Member IDP (Individual Development Plan)

The form is designed to support a discussion about your personal priorities as an elected member; capture the skills you have to offer; identify any opportunities you would like to pursue; and note any areas of interest you wish to focus on over the coming year.

Name	
Division	
Portfolio or Special Responsibility (if applicable)	
Date started as a Councillor	
Date of IDP	
Date of IDP review	

1. Achievements

What do you feel you have achieved over the past year? (This might be in your division, community, related to your portfolio or role?)

	Achievement	Comments <i>(What worked well? What has got in the way?)</i>
1		
2		
3		
4		
5		

2. The year ahead

What are your priorities for the year ahead and what are the steps needed to achieve these?

	Priority	Steps needed to achieve this
1		
2		
3		
4		
5		

3. Skills

This section focuses on your skills, looking at where you have strengths; areas you would like to develop further and anything you feel you need to support you with this (these are based on the LGA Political Skills Framework).

	Strengths and areas for development	Identification of training or development
Communication skills		
Local Leadership		
Partnership working		
Scrutiny and challenge		
Political understanding		
Regulating and monitoring		
ICT/ Digital Approach		

4. Your existing skills, interests and experience audit

You will have a wide range of skills, interests and experiences that you feel could be utilised on task groups, in certain roles on the Council or within the Group. These can be noted below. If you would be willing to share your experience with other Members please let the LSO know to help with “buddying” if a new Member would like to talk things through. It would also be helpful to know if you are interested in holding a position on a Board or Committee in the future.

5. Representation on Outside Bodies

You will have a wide range of skills, interests and experiences that you feel could be utilised on task groups, in certain roles on the Council or within the Group. These can be noted below. If you would be willing to share your experience with other Members please let the LSO know to help with “buddying” if a new Member would like to talk things through. It would also be helpful to know if you are interested in holding a position on a Board or Committee in the future.

	Name of Body	Reporting arrangements	Any support required
1			
2			
3			

6. Member Development Record

Member Seminars attended/training since last IDP (including training not organised via CCC).

	Seminars, conference or training attended since last IDP	Date	Comments
1			
2			
3			
4			
5			

7. Member Research and Development Allowance

	Spending areas	Agreed action and timescales	Comments
1			
2			
3			
4			
5			

8. Other comments and feedback

You may have suggestions or ideas you want to share about things that could be improved or done differently; or things that are working well.

Notes - Overview of the LGA Political Skills Framework

- **Communication Skills:** To be able to communicate clearly in written & spoken forms, listen sensitively, use appropriate language and avoid 'council speak'.
- **Local Leadership:** An ability to engage with the community, canvass opinion and act on issues of local concern. Skills also include the ability to mediate fairly and constructively between people and groups with conflicting needs, represent all sections of the community, and work with others to develop and champion a shared local vision.
- **Partnership Working:** To be able build and shape key partnerships at local, regional and national levels, as well as supporting people from all backgrounds to feel valued, trusted and included.
- **Scrutiny and Challenge:** Able to identify areas suitable for scrutiny and ensure that the community is involved in the scrutiny process. Councillors will have the skills to act as a critical friend by providing constructive feedback.
- **Political Understanding:** Able to demonstrate consistency in views and values through decisions and actions; looking for ways to promote democracy and increase public engagement. Also the ability to work effectively in range of political environments including outside the Council.
- **Regulating and Monitoring:** The ability to use evidence to evaluate arguments and make judgments. Councillors also need the ability to follow legal process and balance public needs and local policy. Monitoring of their own and others' performance and intervene when necessary to ensure progress is also a key skill.