## Logo, company name  Description automatically generatedCouncillor Skills and knowledge Audit

# Guidance notes

This audit has been designed to help you realise and value what you already have experience of, identify what you may need to know in your role as a councillor and encourage you to think about areas for personal development.

By reading through the audit, you may also gain ideas about the direction you wish to take. For example, you may like to be a member of a committee or chairperson in the future.

The audit can be completed on your own as a self-audit or with support for your clerk or an experienced councillor.

You will bring a wealth of experience and transferable skills with you to the role of councillor from other areas of your life, some of which may not always be obvious. This audit helps you to explore your existing knowledge and skills and how best to apply or enhance them.

In the following self-audit there are three columns against areas of a councillor’s work. These are:

1. **Experience**

Place a tick against areas in which you have had experience and an asterisk (\*) against areas where you would like to gain more experience.

This experience may have been gained:

* as a councillor;
* from an area of voluntary or community work;
* as part of your personal life/work.

*(These are the areas in which you may wish to act as a mentor to less experienced councillors or to newly elected councillors as part of their introduction process).*

1. **Development need**

Place an \* against the areas that you feel are important for your development now and in the future. This may be because you:

* are new to the role;
* want to develop the skills and knowledge to prepare for a new role or responsibility;
* think that you may need to do this in the future;
* you feel that your experiences have lacked depth to enable you to feel confident in that area at the moment;
* want to update your skills and knowledge.
1. Use the ‘comments’ column to note any ways in which you could meet that need. For example, by attending further training courses, through mentoring and/or self-directed reading.

When you have completed the audit, you can then decide how best to achieve your learning and development needs and create a personal development plan. You might discuss with your clerk how you can do this within council resources.

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# Identifying your development needs

|  |  |  |  |
| --- | --- | --- | --- |
| **Knowledge** | **Experience** | **Development need** | **Comments** |
|  |  |  |  |
| Roles and responsibilities of the council, councillors, and the clerk. |  |  |  |
| Code of Conduct and ethical standards |  |  |  |
| Council powers and duties |  |  |  |
|  |  |  |  |
| **Understanding your Council** |  |  |  |
| Main policies and objectives |  |  |  |
| Council assets and services |  |  |  |
| Employee structure |  |  |  |
| Decision-making inc delegations/committees |  |  |  |
| Meeting procedures and standing orders |  |  |  |
| Council’s partnerships and stakeholders |  |  |  |
| Data protection inc GDPR, and FOI |  |  |  |
|  |  |  |  |
| **Local Council Finance** |  |  |  |
| Financial regulations |  |  |  |
| Budgeting and setting the precept |  |  |  |
| Budget monitoring |  |  |  |
| Accounts and Audit |  |  |  |
| Internal controls |  |  |  |
| Procurement |  |  |  |
| VAT |  |  |  |
| Capital projects |  |  |  |
|  |  |  |  |
| **Employment** |  |  |  |
| The Council as an employer |  |  |  |
| Managing employees inc appraisals |  |  |  |
| Recruitment |  |  |  |
| Disciplinary and Grievances |  |  |  |
|  |  |  |  |
| **Planning System** |  |  |  |
| The planning system inc NPPF and Local Plans |  |  |  |
| Responding to planning applications |  |  |  |
| Neighbourhood Planning |  |  |  |
| Developer contributions i.e. s106 and CIL |  |  |  |
|  |  |  |  |
| **Understanding your community** |  |  |  |
| Local groups, organisations, and businesses |  |  |  |
| Demographics |  |  |  |
| Local issues and needs |  |  |  |

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| --- | --- | --- | --- |
| **Skills** | **Experience** | **Development need** | **Comments** |
|  |  |  |  |
| **Personal/Communication skills** |  |  |  |
| Public speaking and presentations |  |  |  |
| PR and Media skills inc social media |  |  |  |
| Influencing and negotiation |  |  |  |
| Questioning |  |  |  |
| Active listening |  |  |  |
| Handling conflict |  |  |  |
| Problem analysis/solving |  |  |  |
| Strategic thinking |  |  |  |
| Team working |  |  |  |
| Project management |  |  |  |
| Coaching and mentoring |  |  |  |
| IT skills |  |  |  |
| Leadership |  |  |  |
|  |  |  |  |
| **Community skills** |  |  |  |
| Networking |  |  |  |
| Advocacy |  |  |  |
| Working with others |  |  |  |
| Facilitating groups |  |  |  |
| Chairing meetings |  |  |  |
| Record keeping |  |  |  |
| Handling case work |  |  |  |
| Fundraising |  |  |  |
| Equality, Diversity, and Inclusion |  |  |  |
|  |  |  |  |
| **Managing yourself** |  |  |  |
| Time management |  |  |  |
| Stress management |  |  |  |
| Speed reading |  |  |  |
| Managing change |  |  |  |
| Managing information |  |  |  |

## Personal Development Plan

**Name:**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **What do I want/need to learn?** | **How will this be achieved?**  | **What resources of support will I need?** | **How will I know if I’ve been successful?** | **Target dates for review, action, or completion** |
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Signature of Councillor: Date:

Signature of Clerk: Date: