

Member Personal Development Questionnaire

Member Name: _____

Date: _____

I would / would not be happy to discuss this further with Officer Representative.
(Please delete as appropriate)

Achievements – What do you feel you have been able to achieve in your role as councillor in the last 12 months as a result of your attendance at any learning and development event (at any level – ward, Community, Council, etc)?

List in order of preference.

Areas of Special Interest - Please list those areas of Council work in which you would wish to develop further (i.e., culture, planning, traffic, equalities, HR, etc).

List in order of preference:

Areas of Expertise / Training – that you consider would be helpful to the Council in a particular area, including skills, experience qualifications training - This would be in support/advisory role to officers/Members.

Member Development Needs

Please identify those areas in which you would like further development.

Ward Councillor Role	Development Requested
Knowledge/Information of “How the Council Works”	
Knowledge of organisational structure and key contact officers	
Political decision-making structures (standing orders/how Council meetings work)	
Understanding of ethics and standards (Code of Conduct)	
Local and national policies and their impact on the Council	
Overview and Scrutiny process	
Policies to which Members must adhere (eg Dignity at Work, Smoking Policy, etc)	
Understanding local government finance/scrutinising budgets	
Strategic priorities and key policies of Council (and their development)	
Complaints procedure/s	
Equality and diversity	
Freedom of Information/Data Protection Act	
Compulsory training for Members on quasi-judicial panels:	Development Requested
Planning	
Licensing	
Appeals	
Skills for effective meetings	Development Requested
Effective contribution to meetings	
Chairing skills and ability to facilitate discussions	
Confidence in speaking in public and answering questions	
Active listening	
Interviewing/Questioning skills	
Managing conflict/mediation	
Negotiation	
Influencing and persuading	
IT Skills	Development Requested
IT skills – Groupwise, Internet, Word	
Communication Skills	Development Requested
Assertiveness	
Self confidence	
Creative thinking	
Making a speech	

Making a presentation (Planning, delivery, use of technology, public speaking)	
Ability to communicate with a range of audiences	
Ability to give presentations to Groups, Schools etc	
Media relations/press/interviews	
Ability to put into practice: community engagement, participation and involvement principles, Community Planning, consultation techniques	
Ability to manage informal meetings/community events	
Team working	
Motivating people	
Partnership working	
Ability to develop effective relationships with officers	
Managing change	
Leadership skills	
Self Management	Development Requested
Managing casework (including IT)	
Project management	
Report writing	
Note-taking	
Speed Reading	
Time management	
Managing workload	
Managing stress	
Ability to identify risk situations (diffusing situations, keeping yourself safe)	

Any Other Comments/Requests – Is there anything that you would like training upon in relation to the Council's Corporate Objectives that does not appear elsewhere in this form.