



## 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.**

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### Member Development Needs

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

| Ward Councillor role                                                              | Development Requested        |
|-----------------------------------------------------------------------------------|------------------------------|
| <b>Knowledge/Information of “How the Council Works”</b>                           |                              |
| 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 (e.g. 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                                        |                              |
| <b>Compulsory training for Members on quasi-judicial panels:</b>                  | <b>Development Requested</b> |
| Planning                                                                          |                              |
| Licensing                                                                         |                              |
| Appeals                                                                           |                              |
| <b>Skills for effective meetings</b>                                              | <b>Development Requested</b> |
| 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                                                        |                              |

| <b>IT Skills</b>                                                                                                                          | <b>Development Requested</b> |
|-------------------------------------------------------------------------------------------------------------------------------------------|------------------------------|
| IT skills- Groupwise, Internet, Word                                                                                                      |                              |
| <b>Communication Skills</b>                                                                                                               | <b>Development Requested</b> |
| 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                                                                                                                         |                              |
| <b>Self Management</b>                                                                                                                    | <b>Development Requested</b> |
| 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.

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