

GROVESEND & WAUNGRON COMMUNITY COUNCIL Skills Matrix

An audit is a useful way of assessing the skills, knowledge and experience of the Community Council.

The results of the skills audit should the Council identify any skills and knowledge they still need to deliver their functions – particularly their core functions – effectively. The Council is a team, and the purpose of this skills audit is to ensure that each of the skills below is covered by at least one of the councillors.

If there are any gaps, these can potentially be filled when recruiting new councillors or training existing councillors. The intention is to enable all members of the council to set out their skills and experience, which may be from either their professional or personal lives.

The skills and knowledge sought are those which enable councillors to ask the right questions, analyse data and have focused discussions which create robust accountability.

1	SIMON BATES
2	MICHAEL OSBORNE
3	SUE MORGAN
4	MIKE JONES
5	AARAN HAMILTON
6	HELEN TALAAT
7	TRACY HARDWICK
8	WAYNE ERASMUS
9	LUKE HOLLOWAY
10	RICHARD HARDWICK
11	DEBRA THOMAS

Generic skills, knowledge and experience	1	2	3	4	5	6	7	8	9	10	11
Self-Evaluation and / or impact assessment											
Data analysis											
Chairing / Leadership											
Negotiation and mediation											
Fundraising											
Taking meeting minutes											
ICT and/or management information systems											
Local Knowledge	1	2	3	4	5	6	7	8	9	10	11

[illegible]

None	N	Basic	B	Moderate	M	Extensive	E
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