

Skills Audit Guide



Doing a “Skills Audit” is useful to find out what talents and skills an individual, group or committee has to offer a project/organisation. It also identifies gaps in knowledge and skills that may be addressed via training or co-opting someone.

You can do the exercise either by giving each person a sheet to do on their own and return to e.g. the Parish/Town clerk (make it clear who will be in charge of the information and that of course the exercise is voluntary)

You can also do it as a group collating the individual information onto a big sheet and discussing the findings to see whether you have the skills you need and how you might address any imbalances.

You can use the following tables to make up your own sheets. The general skills are useful in any committee/council and then there are specific sets which you can add as needed. There may also be specific skills or knowledge not included however you can always add that to your set.

It is also a good idea to ask people how much time they are able to give each week/month to a project/plan/committee so that they do not feel pressured to give more than they are able.

General skills	Good skill	Limited Skill	No skill
Using a computer & email			
Using the internet			
Working with documents			
Letter writing			
Taking minutes			
Facilitating meetings			
Able to work with a wide range of people			
Communication skills			
Customer service			
Engagement techniques			
Mediation Skills			
Good listener			
Empathy			
Adaptable to change/new ideas			
Social media skills			
Website construction/maintenance			

Full Town/Parish Council

Specific skills	Experienced Knowledgeable	Basic knowledge	None – or very limited
Local issues			
Knowledge of planning			
Business experience			
Technology			
Social media skills			
Funding experience			
Highways knowledge			
Traffic management			
Housing			
Community groups			
Environment			
Young people's issues			

Amenities committee

Specific to amenities	Experienced Knowledgeable	Basic knowledge	None – or very limited
What the Parish/Town Council can provide and is responsible for			
What the District Council provides and is responsible for			
What the County Council provides and is responsible for			
Play equipment			
Bins, benches, open spaces etc			
How much the Parish/Town Council can spend on residents			
Funding – what's available and from whom			
Writing funding bids			

Financial/personnel committee

Specific to Finance & Personnel	Experienced Knowledgeable	Basic knowledge	None – or very limited
Financial background			
HR experience			
Accountancy			
Legal experience			
Payroll & Taxation			

Planning Committee

Specific to planning	Experienced Knowledgeable	Basic knowledge	None – or very limited
The planning system			
Planning policies for SCDC or WDC			
Comparing drawings			
How to do a site visit			
What is a planning issue?			
Commenting constructively on applications			
The role of the planning authority			
District Council Local Plan			
NPPF – National Planning Policy Framework			

Community Led Plan (including Neighbourhood Plan)

Specific skills Neighbourhood Plan	Experienced Knowledgeable	Basic knowledge	None – or very limited
Local issues			
Knowledge of planning			
Business experience/planning			
Technology			
Funding experience			
Highways knowledge			
Traffic management			
Housing			
Community groups			
Youth work/engagement			
The role of the planning authority			
District Council Local Plan			
NPPF – National Planning Policy Framework			

Would you like to know more? Please contact:

Communities Team: Communities@eastsoffolk.gov.uk