

WEST LANCASHIRE BOROUGH COUNCIL COUNCILLOR TRAINING NEEDS

Background

This questionnaire is designed to identify the learning and development needs of West Lancashire Borough Councillors. The information gathered will assist in the identification of the most significant needs of councillors in relation to member training and development.

Questionnaire

Section 1 – Personal details and current role with West Lancashire Borough Council.

Section 2 – Skills / knowledge:-

- Personal skills
- Work related skills
- Working with communities
- Political context

In this section you are asked to identify any potential areas for your development. The information gathered from Sections 1 and 2 will be collated and recorded on your Individual Training Record.

Rating

You are asked to reflect on your current role to identify any skills or knowledge gaps that you may have. A training and development need could be something you feel you have, but need to improve. It could also be something that you feel you already do well, but would like to develop further.

Please use a rating of low, medium or high priority to assist you in deciding your training requirements.

Analysis

1. Once completed, the information within the questionnaires will be analysed by Member Services.
2. Member Services will contact you if there are any queries in relation to the completed questionnaire.
3. Findings from the completed questionnaires will be collated and used to assist with relevant training and development activities for you and other Councillors.
4. If you would prefer a one-to-one interview to go through the questionnaire or require any further information please contact Julia Brown, Member Services/Civic Officer julia.brown@westlancs.gov.uk or telephone 01695 585065.

Appendix Roles and functions of all Councillors and Job Profile for non - Cabinet Councillor (*extracted from Article 2 of Constitution 3.2*)

Section 1

PERSONAL DETAILS

Name:

Please tick the appropriate box.

Length of Service as an elected Member

Gender

0 to 1 year

Male

1 to 5 years

Female

5 to 10 years

10 + years

Current Role

Chairman

Vice Chairman

Cabinet/Portfolio Holder

Opposition Spokesperson

Community Representative

Current situation

Work full time

Work part time

Retired

Other, please specify

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(If you fail to place your name on the questionnaire, the information will be processed into the general database, however, an individual profile cannot be completed.)

Before starting you may wish to refer to the Job Profile information attached at the Appendix below. Please complete the Personal Skills chart below according to your requirement of a low, medium or high priority need.

**Section 2
PERSONAL SKILLS**

SELF	PRIORITY		
	LOW	MEDIUM	HIGH
Adapting to change			
Behaving assertively			
Managing time			
Balancing the needs of home and work			
Analysing and interpreting information			
Managing your own stress			
Exercising Leadership			
Presenting a positive self image			
Managing your own safety			
Effective reading skills			
RELATIONSHIPS	LOW	MEDIUM	HIGH
Managing conflicting demands			
Coaching/Empowering others			
Team-working			
COMMUNICATING	LOW	MEDIUM	HIGH
Effectively contributing in meetings			
Giving formal presentations			
Personal presentation skills			
Influencing skills			
Diplomacy skills			
Listening skills			
Questioning skills			
INFORMATION TECHNOLOGY	LOW	MEDIUM	HIGH
Microsoft Word			
Microsoft Outlook			
Microsoft Excel			
Microsoft Powerpoint			
Internet/Intranet/Modgov			

Any other areas you feel should be addressed:

WORK RELATED SKILLS

SKILLS	LOW	MEDIUM	HIGH
Presenting a positive image of the Local Authority			
Making contributions in meetings			
Chairing meetings			
Facilitating groups			
Analysing complex information			
Project Management			
Expressing concerns			
Monitoring Performance			
Evaluating options to improve services			
Contributing to Best Value reviews			
Monitoring financial information			
Developing positive relationships with officers			
Representing the Local Authority positively with external organisations			
Decision making			
Negotiating funding from external bodies			
Managing Performance			
Acknowledging diversity			

WORK RELATED KNOWLEDGE

KNOWLEDGE	LOW	MEDIUM	HIGH
New decision making structures			
Overview and Scrutiny process			
Local Authority's core values			
Budgetary process			
Local Authority structure and services			
Planning processes			
Licensing processes			

Any other areas you feel should be addressed:

WORKING WITH COMMUNITIES

(Skills required to work within the community you may wish to develop)

ONE TO ONE	LOW	MEDIUM	HIGH
Verbal communication			
Problem solving skills			
Expressing yourself in writing			
Advocacy skills			
Supporting people with change			
WORKING WITH GROUPS	LOW	MEDIUM	HIGH
Chairing skills			
Facilitating discussions			
Dealing with conflict			
Leading groups			
Increasing participation. Community cohesion/race/diversity/equality			
Developing and managing constructive relationships			
Identifying community needs with groups			
SURGERY SKILLS	LOW	MEDIUM	HIGH
Interviewing skills			
Personal safety			
Following up issues			
Counselling skills			
AWARENESS	LOW	MEDIUM	HIGH
Recognising and working with under represented groups			
Using different methods of consultation i.e. focus groups			
Awareness of the diversity agenda			

Any other areas you feel should be addressed:

POLITICAL CONTEXT

SKILLS	LOW	MEDIUM	HIGH
Promoting social and economic well-being			
Strategy Development			
Developing and managing constructive relationships			
Developing partnerships and other organisations			
Networking skills			
KNOWLEDGE	LOW	MEDIUM	HIGH
Ethics and standards			
Community planning			
Social exclusion			
Best Value			
Regional Initiatives			
Crime and Disorder			
Human Rights			

Any other areas you feel should be addressed:

Thank you very much for completing the questionnaire. Please note training and development is not always undertaken through a training course and other learning solutions may be advised. All training is subject to approval.

Please return to Julia Brown Julia.brown@westlancs.gov.uk by