

COMMITTEE - SKILLS AUDIT, TRAINING, APPRAISALS, EFFECTIVENESS

<i>STATUS - for action</i>

1. SKILLS AUDIT

- 1.1 It is good practice for there to be a skills audit for a Committee, both to establish what skills there are, being held by the existing Committee members, and also to look at gaps for possible training, or targeted recruitment. I shall draft a form for people to complete.
- 1.2 This can also tie in with the appraisal interview as that is a one-to-one discussion where these matters can be discussed in a supportive framework.

2. TRAINING / TRAINING NEED

- 2.1 We have a small in-house programme of Committee training using the pre-Committee slot at 7.15pm. We also can encourage members to go to conferences and seminars where there is usually a lot of learning - both within workshops and as part of being at such events.
- 2.2 We have identified in the past that it would be good to have some equal opportunities/race/diversity training and the Committee should consider how best to achieve that.
- 2.3 The skills audit would also help raise the matter of training needs.

3. APPRAISALS

- 3.1 Each year Committee members need to be appraised by the Chairperson, as a way of keeping up the high standard and discussing any issues or topics where someone could benefit from more training, etc.
- 3.2 There will also be a small number of long-standing people who may need to be assessed under the 9-year effectiveness requirement. This shall be identified by the staff and the assessment can then be done by the Chairperson at the same time as the appraisals.

4. EFFECTIVENESS

- 4.1 The Committee has to consider its effectiveness each year, and have an assessment done. Typically this is done in-house with indirect input from external comments. We can aim to do this later in the year/early next year.

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DIRECTOR
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