

The Members Skills Framework – All New Members

Designed to be a guide for Councillors to help personally identify any gaps in skills and knowledge that you need to fulfil your role.

Firm Foundations: The base knowledge and skills to do the fundamentals of the role

What we do The Role	What we need to know Knowledge required	How we do it Role Skills	Good examples in practice The effective member is able to:
1.1 Getting started	<ul style="list-style-type: none"> • Understanding of the key activities undertaken by Councillors • Understanding of the work of the council • Knowledge of the priority areas for service delivery • Knowing where to find information • Knowledge of individual role • Knowledge of the Constitution • Understanding of ethical standards • Understanding of core processes such as business and financial planning • Understanding equality & diversity issues • Understanding the role & work of the monitoring officer and the chief finance officer – ‘Section 151 Officer’ 	<ul style="list-style-type: none"> • Information gathering • Networking • Communication 	<ul style="list-style-type: none"> • Describe his/her role • Describe the role of the council • Describe the strategic and policy priorities for the authority • Approach relevant contacts for information
1.2 Taking part in a meeting	<ul style="list-style-type: none"> • Knowledge of meeting timetable, locations and papers • Protocol • Standing orders • Codes of conduct/standards • Meeting conventions 	<ul style="list-style-type: none"> • Team working • Meeting skills • Listening skills • Presentation skills 	<ul style="list-style-type: none"> • Participate fully • Act assertively but not aggressively • Speak effectively in public • Express themselves effectively • Actively listen
1.3 Starting	<ul style="list-style-type: none"> • Knowledge of officer responsibilities and contact points 	<ul style="list-style-type: none"> • Communication • Assertiveness 	<ul style="list-style-type: none"> • Build relationships • Develop trust

relationships with officers	<ul style="list-style-type: none"> • Knowledge of the Local Protocol on Member and Officer Relations 	<ul style="list-style-type: none"> • Influencing skills • Diplomacy • Interpersonal skills 	<ul style="list-style-type: none"> • Adopt a suitable personal style • Show respect for all officers equally, giving praise and thanks
1.4 Working to ethical standards	<ul style="list-style-type: none"> • Understanding of code of conduct, standards and ethics • Knowing when to declare interests both personal and personal prejudicial • Understanding role of the National Standards Board and the Council's Standards Committee/Monitoring Officer 	<ul style="list-style-type: none"> • Handling information • Questioning and challenging whether decisions are made with integrity • Applying knowledge learned to appropriate situations 	<ul style="list-style-type: none"> • Display openness, honesty, integrity, objectivity, accountability, selflessness, honesty, leadership, uphold law, stewardship, equality & diversity awareness, respect for others and personal judgement • Recognising when to seek advice from Monitoring Officer
1.5 Internal political relations	<ul style="list-style-type: none"> • Understand political group policy • Know the political make-up of the Council • Understand roles and responsibilities • Understand channels of communication 	<ul style="list-style-type: none"> • Team working • Building positive relationships • Support and challenge others appropriately • Listening • Policy development 	<ul style="list-style-type: none"> • Able to work with and understand a range of views • Able to balance the needs of the ward, your group and the Council as a whole • Be engaged and involved in the decision making process