

Governance & Audit Committee Personal Skills Audit

Section 1: Personal Details

Name: _____

Role (e.g., Chair, Member): _____

Section 2: Core Knowledge Areas

Please rate your level of knowledge in each area:

Scale: 1 = No Experience | 2 = Basic | 3 = Intermediate | 4 = Advanced

Knowledge Area	Rating (1-4)	Comments / Development Needs
Governance principles (CIPFA/SOLACE)		
Role and remit of the Audit Committee		
Risk management framework		
Financial reporting and treasury management		
Internal audit processes		
External audit processes		
Counter-fraud and ethical		

Standards		
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Section 3: Skills & Experience

Rate your skills using the same scale (1–4):

Skill Area	Rating (1–4)	Comments / Development Needs
Chairing and facilitation		
Analytical and questioning skills		
Understanding of local authority finance		
Communication and stakeholder engagement		
Ability to interpret complex reports		

Section 4: Training Needs

Which areas do you feel require further development?

Suggested training or support:

Section 5: Other Skills or Experience relevant to the committee

Please list any additional skills or experience that may contribute to the effectiveness of the committee:

General Skills / Experience	Comments
IT literacy	
Negotiation	
Community engagement	
Leadership	
Project management	
Other (please state)	