



Your Strengths and Development Questionnaire (SDQ)

Instructions

What is the point of the SDQ?

Your SDQ will help you to set out what it is that you would like to achieve over the coming months and years and whether you need any additional skills and knowledge to achieve those objectives. It will help you to plan your personal development in line with your responsibilities as a councillor, identify your existing strengths and may reveal areas that you might like to develop and improve.

Please fill in the SDQ carefully and identify any skills and knowledge that you need or would like to improve or develop further. You can talk to a senior councillor or a member of Democratic Services about it if you wish to.

We will use the information from all the completed questionnaires to establish the priority needs identified by the largest proportion of councillors so that we can provide appropriate development activities.

We will also use your completed SDQ to try to satisfy where possible, any individual development needs that you have identified within the limited budget available.

Only you and the officers responsible for looking after your development needs as a councillor will see your SDQ. If you want your political group leader to have a copy to help them to match skills to roles within the council, you will need to tell Democratic Services in writing.

What is the Wyre Councillor Skills Framework and why is it important?

While the main role of a councillor is to represent your local residents, you also have many other responsibilities and roles to play. The Wyre Councillor Skills Framework sets out the different skills and knowledge you need for each council committee and official role within the council.

If you look at the parts of the framework that apply to your current committee(s) and council roles while you fill in your questionnaires, it will highlight the knowledge and skills you need to fulfil those roles effectively and the areas that you might want to develop.

Reviews and evaluation

You should review your SDQ every 12 months or so to make sure that you are getting the opportunities to develop yourself that you identified when you filled it in. If you belong to a political group, they may instigate your review or Democratic Services may remind you when it is time for you to review your SDQ.

Equality of opportunity

All councillors are encouraged to complete a SDQ as Wyre Council is committed to equality of opportunity and access to training and development for all our councillors.

This means that you will receive equal treatment whatever your age, gender, sexuality, marital status, disability, race, religion, ethnic background or political affiliation, etc.



Strengths and Development Questionnaire

This is an easy questionnaire for the self-assessment of your personal development needs. It will also help us to identify common learning and development needs. Only the council officers responsible for your development will see this.

Name
Ward

How long have you been a Wyre councillor?

less than
a year

1-4 years

more than
4 years

What is your current work time commitment (if any)? You may tick more than one option.

full time

part-time
set hours

part time
variable

self-
employed

retired/
not working

carer/
other

Your personal interests and aspirations

Excluding your role as a councillor, please describe in not more than 12 words your main vocation, activities or interests in life.

What are your personal aspirations for the future as a councillor (e.g. committee chairman, portfolio holder, Leader of the Council, etc.)?

Transferable skills and knowledge

Other than anything provided by or gained within the council, please list and describe below

- any training and development you have had that would be transferable to your councillor role,
- any other experience, achievements and skills that are useful in your role as a councillor, including employment or voluntary experience and skills
- any qualifications you have that are relevant to your councillor role.

Best times to attend courses and events

What time of day is best for you to undertake any learning and development activities (you can tick more than one box)?

between 9-11am

between 5-8pm

between 2-4pm

no preference

Please tell us below, any times when you are **not** usually available because of your work or your other life commitments.

Best day of the week to attend courses and events

What day(s) of the week are best for you to undertake any learning and development activities (you can tick more than one box)?

Monday

Thursday

Tuesday

Friday

Wednesday

Webinars and remote/e-learning courses

Many courses are available online. If they were available at a convenient time, would you be interested in taking them?

Yes No Possibly

Hybrid/virtual attendance

If you cannot attend an internal training course/event in person, but still wish to attend, would you like the option of attending virtually?

Yes No Possibly

Training videos

We host many recorded videos of training courses/events on the Councillor Portal.

Have you watched any of our previous recorded sessions?

Yes No

If no, why?

Would you like officers to continue to upload recorded training courses/events on the portal where appropriate?

Yes No Possibly

Strengths and development areas

Please tick only those areas where you would like some support or development.

If you have any particular expertise or skills and knowledge that you would be willing and able to share with other councillors, please state that below and if appropriate, we will have a follow up conversation to discuss how it could benefit other councillors.

foundation skills	I would like support or development	If you could contribute to helping other councillors acquire skills and knowledge, please give details here
being an effective ward councillor		
handling casework and helping residents		
time management		
computer and ICT skills		
Council Plan		
understanding how the council works		
overview and scrutiny		
community engagement / knowing your community		
council finance (budget, treasury management, etc.)		
meetings procedures and the Council's Constitution		
code of conduct, standards and ethics		
equality and diversity		
planning process		
climate change		
personal safety		
safeguarding		

policy and local government knowledge	I would like support or development	If you could contribute to helping other councillors acquire skills and knowledge, please give details here
planning policy		
health and well-being		
economic development		
licensing policy		
practical skills		
chairing skills and participating in meetings		
speed reading		
dealing with the press and other media		
public speaking and presentation skills		
connective skills		
social media		
influencing		
negotiating		
coaching and mentoring		
partnership working		
reflective skills		
dealing with conflict		
emotional intelligence		
identifying and managing stress		

Please specify other subjects that would help you in your role as a councillor here:

Any other comments on training and development:

Please return to Democratic Services when complete.