

Effective Succession Planning

Step 1 - Conducting a Skills Audit

About this tool

A skills audit is a really simple tool committees can use to identify areas of knowledge or skill that need to be developed, either within the existing committee or through targeted recruitment of new members.

Why is it important?

Getting the right mix of skills, knowledge and experience is essential in ensuring your committee has the resources it needs to successfully govern the organisation. Even if everyone on your committee has been involved in high levels of the game for a long time, it's important to regularly identify skills and knowledge you want to attract to help you achieve your strategy like marketing, events or volunteer recruitment skills as well as ensuring that your committee is representative of the community you serve.

Committees are collectively responsible for a wide range of activities and so it makes sense to have a diverse skill set amongst the group. A skills audit can help your committee:

- Understand each committee member's unique skills and who would be best placed to lead on particular tasks.
- Identify gaps in skills that will help you to target your volunteer recruitment or training needs to enhance the overall skill set of your committee.
- Make sure that there is a good balance of skills and experience e.g. a balance of umpiring, coaching and playing experience, enough people with chairing skills to cover an absence etc.
- Diversity of experience and knowledge can bring a diversity of approaches and opinions meaning you can have better discussions and make better decisions.

Top Tips

- If you need help or support, please contact the England Netball Governance Manager.
 - It's a good idea to do a skills audit regularly, usually once a year.
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- Lots of committees find it helpful to complete it together as a group as part of a meeting. Often other members of the committee may be better at seeing your strengths than you are.
 - Think about the activities you have for the year ahead, do you need new skills for some of the new activities?

- Think about any skills existing committee members would like to develop and how these can be developed such as going on social media training or shadowing another volunteer in their work.

How does this link to the Governance Code?

Conducting a skills audit is a key element of Mandatory Requirement 3 of Tier 1 of the [Code for Sports Governance](#).

“The organisation seeks to ensure diverse viewpoints are considered and that its decision-making groups have the skills and diversity needed to operate effectively.”

Once this is in place you will be able to tick the corresponding box on your Annual Governance Health Check.

Committee Member Skills Audit

Name:

Committee Role:

Responses should indicate your level of experience/knowledge with a series of skills appropriate to the committee and will be rated on a 1 - 3 scale (1 - Little or no experience/knowledge, 2 - Moderate level of experience/knowledge, 3 - Significant level of experience/knowledge). The skills audit will be used to identify any gaps in skills/expertise on the committee and will inform future committee recruitment and/or training.

Areas of skills/expertise*	1 Little or no experience/knowledge	2 Moderate level of experience / knowledge	3 Significant level of experience / knowledge
Business and Income Generation	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Chair Experience	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Coaching	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Communications & Marketing	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Competition Delivery	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Conflict Management	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Equality, Diversity & Inclusion	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Event Management	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Facilities	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Governance	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Human Resources	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Leadership	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Legal	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Local Government	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Membership	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Netball Specific Expertise	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Officiating	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Performance / Talent	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Risk Management and audit	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Safeguarding	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Sports Development	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Strategic Development	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Strategic Planning	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Technology/IT	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Volunteer Management	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>