**Template Committee Skills Audit Assessment and Action Plan**

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| **Areas of skills/expertise\*** | **Do we have these skills?** | **Are skills at a satisfactory level?** | **Rate priority**  **1 – urgent**  **2 – important, but not urgent**  **3 – can wait** | **Action Required** | **Target date?** | **Who will be responsible?** |
| ***Example***  *Legal* | *Yes* | *No* | *2* | *Specify requirement for legal skills/experience when recruiting new Committee members.* | *July 2019* | *Chair/Nominations Committee* |
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