**Proposed content for inclusion on a Schedule of Member Development Sessions**

| Theme(s) | Topic | Indicative Presenters to include | Outline/Purpose | Target | Status and justification | Dates/times |
|---|---|---|---|---|---|---|
| • Skills | Chairing Effective Meetings | External | • Effective chairing and recognition of the chair's role. | Chairs and Vice-Chairs of all Committees | Discretionary, but highly recommended. | Delivered September 2023 |
| • Organisational Knowledge<br>• Ethics | Constitution, Code of Conduct, the Flintshire Standard and Group leader roles. | Internal | ***Refresher from 2022 Induction***<br><br>• Explaining 'the rules' so that all Members are reminded of them. | All Members | Mandatory | Jan/Feb 2024 |
| • Skills<br>• Organisational Knowledge | How Members work | Explore sessions offered by WLGA | ***Refresher from 2022 Induction***<br><br>• Participating in meetings, managing ward work, maintaining a healthy work/life balance, self-care arrangements, protocol on operating outside the ward.<br>• Cabinet and committee roles.<br>• Social media profile. | All Members | Discretionary, but highly recommended. | Nov/Dec 2023 |

| Theme(s) | Topic | Indicative Presenters to include | Outline/Purpose | Target | Status and justification | Dates/times |
|---|---|---|---|---|---|---|
| • Regulatory / Technical<br>• Organisational Knowledge | Planning Committee Members' training | Internal | ***Refresher from 2022 Induction***<br><br>• Role of the Members of the Planning Committee in determining planning applications. | Members of the Planning Committee | Only those who have been trained are eligible to be members of this committee. | Awaiting dates from Service |
| • Regulatory / Technical<br>• Organisational Knowledge | Planning for non-committee members | Internal | ***Refresher from 2022 Induction***<br><br>• Explain the Planning system for non-committee members, their role in consultation and representation | Members who are not on the Planning Committee | Discretionary, but highly recommended. | Awaiting dates from Service |
| • Regulatory / Technical | Licensing Committee | External | • Training for Members of the Licensing committee and how the sub-committees work to deal with individual applications. | Mandatory for Members who are going to serve on the Licensing Committee. | Only those who have been trained are eligible to be members of this committee | Awaiting dates from Service |
| • Organisational Knowledge<br>• Regulatory / Technical | Strategic Finance | Combination | • Size of budget, how made up, sources of income, members role in setting budget etc, | All Members | Discretionary, but highly recommended. | October 2023 |

| Theme(s) | Topic | Indicative Presenters to include | Outline/Purpose | Target | Status and justification | Dates/times |
|---|---|---|---|---|---|---|
| | | | WG/WLGA stance on funding formula. | | | |
| • Regulatory / Technical | Governance & Audit Committee | Combination | ***Refresher from 2022 Induction***<br><br>• Role of the Committee: to support and promote efficient and economic use of resources. effective control of expenditure and review audit performance.<br>• Signing off Annual Accounts | G&A committee members, whether councillors or lay Members | Only those who have been trained are eligible to be members of this committee | TBC |
| • Service / Topic Based | Carbon Literacy for Members | Internal | | All Members | Discretionary, but highly recommended. | Autumn 2023 |
| • Regulatory / Technical | Information management, security & Data protection | External facilitator | • Importance of data security, role of Members as data controllers, dangers of re-using previous emails and their trails. | All Members | | Autumn 2023 |

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|---|---|---|---|---|---|---|
| • Skills<br>• Ethics<br>• Regulatory / Technical | Equalities, to include Welsh language policy | Combination | • How we fulfil requirements within Flintshire | All Members | Discretionary, but highly recommended. | Jan/Feb 2024 |
| • Regulatory / Technical | Safeguarding | Internal | • Provide Members with details of safeguarding roles, responsibilities and duties. | All Members | Discretionary, but highly recommended. | November 2023 |
| • Skills<br>• Service / Topic Based | Corporate Parenting | Internal | • To provide Members with an overview of what Corporate Parenting is and their role. | All Members | Discretionary, but highly recommended. | November 2023 |
| • Skills | Lone Working | Internal? | • Provide Members with guidance and steps if working alone (e.g. home visits etc.) | All Members | Discretionary, but highly recommended. | TBC |
| • Skills<br>• Regulatory / Technical | Social Media | External | • Provide Members with guidance on the use of social media – including well-being, bullying and harassment etc. | All Members | Discretionary, but highly recommended. | TBC |

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|---|---|---|---|---|---|---|
| • Organisational knowledge | External Bodies | Combination | • Training on specific roles members may undertake on external bodies, including a short brief on the purpose of the role and the member's responsibilities in keeping the council appraised of developments on the body they are representing the council on, the level of decision making that is delegated to them and how they may access assistance to support them in the role. | All Members | Discretionary, but highly recommended. | Spring 2024 |
| • Organisational knowledge | Committee workings | Combination | • For Members to receive specific training targeted at each of the specific committees, such as the role and workings of Scrutiny etc. | All Members – although relevant to those on specific committees | Discretionary, but highly recommended. | Delivered as part of Committee FWP's |

| Theme(s) | Topic | Indicative Presenters to include | Outline/Purpose | Target | Status and justification | Dates/times |
|---|---|---|---|---|---|---|
| • Regulatory / Technical | Health & Safety | Internal | • To provide Members with an overview of the Health & Safety team and enable them to understand their role in respect of H&S. | All Members | Discretionary, but highly recommended. | November 2023 |