Schedule of Member Development Sessions (draft)

Topic	Indicative Presenters to include	Outline/Purpose	Target	Status and justification	Dates/times
Chairing Effective Meetings	• External facilitator	• Effective chairing and recognition of the chair's role.	Chairs and Vice-Chairs of all Committees	Discretionary, but highly recommended.	
Constitution, Code of Conduct, the Flintshire Standard and Group leader roles.		• Explaining 'the rules' so that all Members are reminded of them.	All Members	Mandatory	
How Members work		• Participating in meetings, managing ward work, maintaining a healthy work/life balance, self-care arrangements, protocol on operating outside the ward. • Cabinet and committee roles. • Social media profile.	All Members	Discretionary, but highly recommended.	
Planning Committee Members' training (refresher)		• 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.	

Topic	Indicative Presenters to include	Outline/Purpose	Target	Status and justification	Dates/times
Planning for non-committee members (refresher)		Explain the Planning system for non-committee members, their role in consultation and representation	Members who are not on the Planning Committee		
Licensing Committee (refresher)	• External facilitator	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**	
Safeguarding		Provide Members with details of safeguarding roles, responsibilities and duties.	All Members		
Strategic Finance		Size of budget, how made up, sources of income, members role in setting budget etc, WG/WLGA stance on funding formula	All Members		
Governance & Audit Committee (refresher)		Role of the Committee: to support and promote efficient and economic use of resources. effective	G&A committee members, whether Councillors or lay Members	Only those who have been trained are eligible to be members of this committee	

Topic	Indicative Presenters to include	Outline/Purpose	Target	Status and justification	Dates/times
		control of expenditure and review audit performance. Signing off Annual Accounts			
Carbon Literacy for Members			All Members		• June 2023
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		• September 2023
Equalities, to include Welsh language policy		How we fulfil requirements within Flintshire	All Members		