Appendix 1: Proposed content for inclusion on a Schedule of Member Development Sessions

Section 1: Topics deemed 'Mandatory'

Topic	Theme(s)	Delivery method		Outline/Purpose	Target audience	Dates
Constitution, Code of Conduct, the Flintshire Standard and Group leader roles.	• Organisational Knowledge • Ethics	Internal	• In-person • Remote	• Explaining 'the rules' so that all Members are reminded of them.	All Members	Induction following CC elections then a refresher after 2 years.
Chairing Effective Meetings	• Skills	External	• Remote	• Effective chairing and recognition of the chair's role.	Chairs and Vice-Chairs of all Committees. Also relevant for any Member interested in becoming a Chair and/or Vice-Chair.	Delivered September 2023. To be offered again later in 2024 (after AGM).
Planning Committee	• Regulatory / Technical • Organisational Knowledge	Internal	• In-person • Remote	• 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.	Induction following CC elections then periodic refreshers as necessary. • Fri- 24-May • Mon-3-June

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Topic	Theme(s)	Delivery method		Outline/Purpose	Target audience	Dates
Licensing Committee	• Regulatory / Technical	External	• Remote	• Training for Members of the Licensing committee and how the sub-committees work to deal with individual applications.	Members of the Licensing Committee. Only those who have been trained are eligible to be members of this committee.	Delivered June 2022.
Governance & Audit Committee	• Regulatory / Technical	TBC	• In-person • Remote	• Role of the Committee: to support and promote efficient and economic use of resources. effective control of expenditure and review audit performance. • 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.	Induction following CC elections then periodic refreshers as necessary. Dates TBC
Cyber Security	• Regulatory / Technical	eLearning	• Online	• To raise awareness of Cyber Security and GDPR best practice.	All Members	Live – Ongoing
Equalities	• Skills • Ethics • Regulatory / Technical	TBC	• TBC	• How we fulfil requirements within Flintshire	All Members	Spring/Summer 2024

Topic	Theme(s)	Delivery method		Outline/Purpose	Target audience	Dates
Safeguarding and Modern Slavery	• Regulatory / Technical	Internal	• In-person • Remote	• Provide Members with details of safeguarding roles, responsibilities and duties.	All Members	Spring/Summer 2024
Corporate Parenting	• Skills • Service / Topic Based	Internal	• In-person • Remote	• To provide Members with an overview of what Corporate Parenting is and their role.	All Members	Spring/Summer 2024
Violence Against Women and Domestic Abuse Awareness	•	TBC	• TBC	•	All Members	TBC
Environment & Carbon Reduction	• Service / Topic Based	Internal	• Remote	•	All Members	Carbon Literacy for Members delivered: • Autumn 2023 • January 2024 • February 2024

Section 2: Topics deemed 'Discretionary'

Topic	Theme(s)	Delivery method		Outline/Purpose	Target audience	Dates
How Elected Members work	• Skills • Organisational Knowledge	Explore sessions offered by WLGA		• 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.	Awaiting dates from WLGA
How the Council works	• Skills • Organisational Knowledge	Explore sessions offered by WLGA		• Participating in meetings. • Functions of the Council. • Cabinet and committee roles.	Co-opted members	TBC
Committee workings	• Organisational knowledge	Combination	• In-person • Remote	• 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	To be delivered as part of each Committee's FWP.
Planning for non-committee members	• Regulatory / Technical • Organisational Knowledge	Internal	• In-person • Remote	• Explain the Planning system for non-committee members, their role in consultation and representation	Members who are not on the	Induction following CC elections then periodic refreshers as necessary.

Topic	Theme(s)	Delivery method		Outline/Purpose	Target audience	Dates
					Planning Committee	
Strategic Finance	• Organisational Knowledge • Regulatory / Technical	Internal	• In-person • Remote	• Size of budget, how made up, sources of income, members role in setting budget etc, WG/WLGA stance on funding formula.	All Members	Delivered October 2023. Repeat Annually.
External Bodies	• Organisational knowledge	Internal	• In-person • Remote	• Training on specific roles members may undertake on external bodies.	All Members	Summer 2024
Information Technology (General)	• Skills	Internal	• In-person	• To ensure Members are familiar with the use of the council's IT systems, including laptops, iPads, Citrix applications. • A basic introduction to Microsoft Office applications.	All Members	Under development.
Social Media & Communication	• Skills • Regulatory / Technical	External	• TBC	• Provide Members with guidance on the use of social media – including well-being, bullying and harassment etc.	All Members	TBC
Health & Safety	• Regulatory / Technical	Internal	• In-person • Remote	• To provide Members with an understanding their role in respect of H&S.	All Members	Autumn 2024

Topic	Theme(s)	Delivery method		Outline/Purpose	Target audience	Dates
Lone Working	• Skills	Internal	• In-person • Remote	• Provide Members with guidance and steps if working alone (e.g. home visits etc.)	All Members	Spring/Summer 2024
Information management, security & Data protection	• Regulatory / Technical	External	• TBC	• Importance of data security, role of Members as data controllers, dangers of re-using previous emails and their trails.	All Members	TBC
Difficult Situations & Conversations	• Skills • Ethics • Organisational knowledge	Internal	• In-person	• Provide members with skills to manage conflict in difficult situations and conversations.	All Members	TBC
Welsh Matters – For Everyone	• Skills • Ethics	Internal	• In-person	• To provide members with an understanding of National Policy and legislation and the Language Standards in Flintshire.	All Members	TBC
Social Media Awareness	• Skills • Ethics • Regulatory / Technical • Organisational knowledge	eLearning	• Online	• Provide members with an understanding of the benefits of social media and practical skills on how to positively engage with people in the community.	All Members	Online – Available to access at any time

Topic	Theme(s)	Delivery method		Outline/Purpose	Target audience	Dates
Corporate Governance	• Regulatory / Technical • Organisational knowledge	eLearning	• Online	• Understanding Governance is identifying what local people need and meeting those needs ethically, responsibly and efficiently.	All Members	Online – Available to access at any time
Community Leadership & casework	• Skills	eLearning	• Online	• Providing Members with information on why community leadership is important in their role as a Councillor.	All Members	Online – Available to access at any time
Ethics & Standards	• Skills • Ethics • Organisational knowledge	eLearning	• Online	• Provide information on the importance of ethics and standards in public life.	All Members	Online – Available to access at any time
Welsh Language Standards	• Skills • Ethics • Regulatory / Technical • Organisational knowledge	eLearning	• Online	• Provide Understanding of the obligations of local councils in relation to the Welsh language.	All Members	Online – Available to access at any time
Equality & Diversity	• Ethics • Organisational knowledge	eLearning	• Online	• Understanding the duties relating to the Equality Act that apply in the public sector and in Wales.	All Members	Online – Available to access at any time

Topic	Theme(s)	Delivery method		Outline/Purpose	Target audience	Dates
Unconscious Bias	• Ethics	eLearning	• Online	• To provide Members with an understanding and awareness of Unconscious Bias.	All Members	Online – Available to access at any time
LGBQT+	• Ethics	eLearning	• Online	• Provide practical advice for developing practice and understanding of allyship, and support LGBTQ+ colleagues.	All Members	Online – Available to access at any time
Hate Crime Awareness	• Ethics	eLearning	• Online	• To provide Councillors with an awareness of Hate Crime and its impact across the County.	All Members	Online – Available to access at any time
Wellbeing of Future Generations Act	• Skills • Ethics • Organisational knowledge	eLearning	• Online	• Provide members with information and tools on how to make decisions that benefit future generations.	All Members	Online – Available to access at any time
Social Services & Wellbeing Act 2014	• Skills • Ethics • Regulatory / Technical • Organisational knowledge	eLearning	• Online	• Provide a practical guide to how the legislative framework impacts on the work of the council and people in the community.	All Members	Online – Available to access at any time
Public Speaking & Working with the Media	• Skills • Organisational knowledge	eLearning	• Online	• Provide members with a skillset to using different communication channels including press releases	All Members	Online – Available to access at any time

Topic	Theme(s)	Delivery method		Outline/Purpose	Target audience	Dates
				and working with the media.		
Equality & Diversity (Councillor Development)	• Ethics • Organisational knowledge	eLearning	• Online	• Providing understanding of the specific roles Equality and Diversity plays in a Councillor's role.	All Members	Online – Available to access at any time
Ethics & Standard (Councillor Development)	• Ethics • Organisational knowledge	eLearning	• Online	• Understand the importance of the ethical framework and Code of Conduct.	All Members	Online – Available to access at any time
Local Government Finance	• Regulatory / Technical • Organisational knowledge	eLearning	• Online	• Understanding of how councils manage finances and Welsh government's sources of funding.	All Members	TBC – Under review
Introduction to Planning	• Skills • Regulatory / Technical	eLearning	• Online	• Provide an understanding of planning policies and the stages of the planning process.	All Members	TBC – Under review
Introduction to Licensing	• Skills • Regulatory / Technical • Organisational knowledge	eLearning	• Online	• Provide information on licensing and why it's needed as well as the legal framework and councils management toward licensing.	All Members	TBC – Under review

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