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| **A staff and members briefing session**  This is the format of a basic two-hour general briefing workshop for local authority staff and members. It has been designed by community housing consultancy SRC. | | |
| A G E N D A | | |
| Time (mins.) | Subject | Content |
| 00 – 15 | Participant introductions | People saying who they are; where they from; what their connection is with CLH; what they want to get from the session |
| 15 - 35 | Introduction to CLH | Presentation and general Q and A  Slides/ handout |
| 35 - 60 | Task Groups 1 | Mixed groups discuss and list what they consider to be the key ingredients of a successful CLH scheme |
| 60 - 90 | Local Case Studies | Presentations and Q and A with people from eg two local schemes |
| 90 - 115 | Task Groups 2 | Mixed groups discuss and list key challenges in the promotion and development of CLH schemes - and how they might be overcome |
| 115- 120 | Round Up | Session evaluation forms, contact details, thanks and note about sources of further information (including notes from the task groups above) |