

One Voice Wales Courses

2013 Training Programme

Bursaries
available -
see inside
for details



Un Llais Cymru



One Voice Wales

OVW Training and Development

Educating Inspiring Supporting

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Ariennir gan
Lywodraeth Cymru
Funded by
Welsh Government

We are delighted that the demand for our courses continues to grow and based on the feedback that we receive, it is clear that participants gain significant benefit from their training experience enabling them to enhance personal contributions to the work of their respective councils. Almost all councillors attending our courses indicate that they wish to attend further courses and we sincerely hope that we will see many familiar faces in 2013 as well as meeting councillors who have not previously attended our courses. Well informed and knowledgeable, councils are more likely to be effective and better placed to avoid things going badly wrong which can involve significant time and cost issues .

Module 8 - Introduction to Community Engagement

Quote from session at Castle Caereinion

"The interactive exercises were informative and stretched the mind"

Module 6 - Local Government Finance

Quote from session at Cwmbran

"I enjoyed all of the activities and found them thought provoking"

Module 3 - The Council as an Employer

Quote from session at Skewen

"Very informative and useful in my role as a councillor"

Module 4 - Understanding the Law

Quote from session at Penmaenmawr

"Fun and thought provoking"

Module 2 - The Councillor

Quote from session at Bangor on Dee

"Been a councillor for 9 years and still learnt more"

Module 5 - The Council Meeting

Quote from session at Llangefni

"Found it very comfortable and useful to be able to swap ideas"

Module 1 - The Council

Quote from session at Penarth

"Made one think out of the box"

Please note all of these training sessions are run in English unless otherwise stated.

Handouts can be provided bilingually, for all sessions delivered in Welsh.

If you would like to receive bilingual copies please contact the office with your request at least a week before the training is due to take place.
paula.evans@onevoicewales.org.uk or 01269 595400

Module 1- The Council

Understanding the legal responsibilities of your council, its role and understanding of partnership working.

Date	Venue
Monday 4 February	Strand Hall, Builth Wells
Tuesday 5 February	Community Centre, Neath
Tuesday 5 February	Park Lodge Hotel, Aberystwyth
Monday 11 February	Noddfa, Penmaenmawr
Thursday 21 February	Town Hall, Mold
Monday 4 March	Waen Parish Hall, St Asaph
Tuesday 12 March	Old Church Rooms, Radyr
Wednesday 13 March	St Peter's Civic Hall, Carmarthen
Thursday 14 March	Village Memorial Hall, Trefeglwys
Monday 18 March	Civic Offices, Barry
Tuesday 26 March	Glasdir, Llanrwst
Thursday 11 April	Bishop Bevan Hall, Brecon
Thursday 25 April	Dragon Theatre, Barmouth
Wednesday 1 May	The Council House, Cwmbran
Monday 13 May	Ammanford Indoor Bowls
Wednesday 15 May	The Sessions Library, Usk
Wednesday 22 May	Community Centre, Castle Caereinion
Wednesday 26 June	County Hall, Haverfordwest

WELSH COURSES

Wednesday 13 February	The Institute, Caernarfon
Tuesday 26 February	Frondeg Centre, Pwllheli

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Module 2 - The Councillor

Exploring the role, expectations and ethical behaviour required of councillors including the rules for debating and making decisions to represent your electors.

Date

Monday 4 February
Tuesday 19 February
Wednesday 27 February
Tuesday 5 March
Thursday 21 March
Tuesday 26 March
Thursday 28 March
Wednesday 3 April
Tuesday 23 April
Tuesday 23 April
Thursday 9 May
Thursday 30 May
Wednesday 5 June
Wednesday 5 June
Wednesday 3 July
Monday 8 July

Venue

The Sessions House, Usk
Hunter's Lodge, Bridgend
Park Lodge Hotel, Aberystwyth
Community Centre, Neath
Town Hall, Mold
The Council House, Cwmbran
St Peter's Civic Hall, Carmarthen
Bishop Bevan Hall, Brecon
Civic Offices, Barry
Waen Parish Hall, St Asaph
Noddfa, Penmaenmawr
Dragon Theatre, Barmouth
Ammanford Indoor Bowls
Strand Hall, Builth Wells
Community Centre, Castle Caereinion
County Hall, Haverfordwest

WELSH COURSES

Wednesday 13 March
Thursday 9 May

The Institute, Caernarfon
Frondeg Centre, Pwllheli

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Module 3 - The Council as an Employer

Providing an outline understanding of employer responsibilities, highlighting employment law and best practice.

Date

Tuesday 29 January
Tuesday 12 February
Tuesday 12 February
Monday 25 February
Tuesday 12 March
Thursday 21 March
Thursday 4 April
Thursday 18 April
Tuesday 23 April
Wednesday 24 April
Thursday 25 April
Monday 29 April
Thursday 16 May
Wednesday 22 May
Thursday 30 May
Wednesday 12 June

Venue

Civic Offices, Barry
Hunter's Lodge, Bridgend
Town Hall, Montgomery
The Sessions House, Usk
The Council House, Cwmbran
Park Lodge Hotel, Aberystwyth
Community Centre, Neath
Bishop Bevan Hall, Brecon
St Peter's Civic Hall, Carmarthen
Village Memorial Hall, Trefeglwys
Town Hall, Mold
Noddfa, Penmaenmawr
County Hall, Haverfordwest
Ammanford Indoor Bowls
Waen Parish Hall, St Asaph
Strand Hall, Builth Wells

WELSH COURSES

Wednesday 20 March

The Institute, Caernarfon

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Module 4 - Understanding the Law

Providing a general outline of the range of legislative and legal duties affecting local councils.

Date	Venue
Thursday 14 February	Princess Gwenllian Centre, Kidwelly
Tuesday 19 February	Civic Offices, Barry
Wednesday 27 February	Community Centre, Castle Caereinion
Wednesday 27 February	County Hall, Haverfordwest
Tuesday 5 March	Town Hall, Montgomery
Wednesday 13 March	Strand Hall, Builth Wells
Tuesday 19 March	The Sessions House, Usk
Tuesday 16 April	Village Hall, Langstone
Wednesday 17 April	Park Lodge Hotel, Aberystwyth
Monday 29 April	Community Centre, Neath
Tuesday 30 April	Glasdir, Llanrwst
Thursday 2 May	Bishop Bevan Hall, Brecon
Monday 20 May	The Council House, Cwmbran
Thursday 23 May	Noddfa, Penmaenmawr
Wednesday 12 June	Waen Parish Hall, St Asaph
Tuesday 18 June	Village Memorial Hall, Trefeglwys
Wednesday 26 June	Ammanford Indoor Bowls
Wednesday 26 June	Council Office, Bedwas
Thursday 4 July	Dragon Theatre, Barmouth
Thursday 18 July	Town Hall, Mold
Tuesday 23 July	Hunter's Lodge, Bridgend

WELSH COURSES

Wednesday 27 March	Frondeg Centre, Pwllheli
Wednesday 10 April	The Institute, Caernarfon
Tuesday 30 April	Gwynedd Council Offices, Dolgellau
Wednesday 8 May	The Institute, Caernarfon

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Module 5 - The Council Meeting

An exploration of the governance arrangements for meetings.

Date

Thursday 14 February
Tuesday 26 February
Wednesday 27 February
Thursday 21 March
Thursday 21 March
Thursday 11 April
Thursday 2 May
Tuesday 14 May
Wednesday 15 May
Tuesday 21 May
Wednesday 12 June
Tuesday 18 June
Wednesday 26 June
Thursday 4 July
Tuesday 9 July
Tuesday 16 July
Friday 19 July
Monday 22 July
Thursday 25 July

Venue

County Hall, Haverfordwest
Hunter's Lodge, Bridgend
Civic Offices, Barry
Princess Gwenllian Centre, Kidwelly
Town Hall, Montgomery
Community Centre, Castle Caereinion
Strand Hall, Builth Wells
Village Hall, Langstone
Park Lodge Hotel, Aberystwyth
Glasdir, Llanrwst
Ammanford Indoor Bowls
The Sessions House, Usk
Village Memorial Hall, Trefeglwys
Dragon Theatre, Barmouth
Noddfa, Penmaenmawr
Waen Parish Hall, St Asaph
Bishop Bevan Hall, Brecon
Community Centre, Neath
Town Hall, Mold

WELSH COURSES

Monday 17 June
Wednesday 10 July

Frondeg Centre, Pwllheli
The Institute, Caernarfon

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Module 6 - Local Government Finance

A general outline of the financial environment in which Councils operate.

Date

Wednesday 6 February

Tuesday 19 February

Wednesday 6 March

Monday 25 March

Thursday 28 March

Tuesday 16 April

Wednesday 17 April

Thursday 18 April

Tuesday 7 May

Monday 3 June

Wednesday 5 June

Thursday 6 June

Thursday 13 June

Tuesday 18 June

Thursday 4 July

Wednesday 10 July

Wednesday 10 July

Monday 15 July

Venue

Village Memorial Hall, Trefeglwys

Community Centre, Neath

Civic Offices, Barry

Strand Hall, Builth Wells

Waen Parish Hall, St Asaph

St Peter's Civic Hall, Carmarthen

The Council House, Cwmbran

Ammanford Indoor Bowls

Town Hall, Montgomery

Bishop Bevan Hall, Brecon

Village Hall, Langstone

County Hall, Haverfordwest

Park Lodge Hotel, Aberystwyth

Glasdir, Llanrwst

Hunter's Lodge, Bridgend

The Sessions House, Usk

Town Hall, Mold

Community Centre, Castle Caereinion

WELSH COURSES

Wednesday 12 June

Tuesday 16 July

The Institute, Caernarfon

Frondeg Centre, Pwllheli

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Module 7 - Health & Safety

To explore the legal obligations of Councils and to highlight the processes and procedures that need to be in place to ensure compliance.

Date

Thursday 4 April

Monday 13 May

Wednesday 29 May

Tuesday 2 July

Monday 15 July

Venue

Civic Offices, Barry

Community Centre, Neath

The Sessions House, Usk

The Council House, Cwmbran

Hunter's Lodge, Bridgend

Chairing Skills

To explore the role of the Chair and to consider the associated issues and highlight effective approaches to effective chairing of meetings.

Date

Monday 29 April

Wednesday 12 June

Thursday 20 June

Venue

Civic Offices, Barry

The Sessions House, Usk

Civic Office, Barry



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Module 8 - Community Engagement

Using an interactive approach you will explore how to improve your engagement with the communities you serve.

Date

Thursday 31 January
Tuesday 5 February
Tuesday 4 March
Wednesday 6 March
Monday 18 March
Thursday 11 April
Wednesday 1 May
Tuesday 14 May
Thursday 20 June
Monday 24 June
Tuesday 9 July
Wednesday 17 July
Thursday 18 July
Monday 22 July
Tuesday 23 July
Tuesday 23 July

Venue

Noddfa, Penmaenmawr
Penarth Town Council
Hunter's Lodge, Bridgend
Ammanford Indoor Bowls
Community Centre, Neath
Centenary Hall, Usk
County Hall, Haverfordwest
Park Lodge Hotel, Aberystwyth
Undy Church & Community Hall, Undy
Community Centre, Castle Caereinion
Strand Hall, Builth Wells
Town Hall, Mold
Dragon Theatre, Barmouth
The Council House, Cwmbran
Princess Gwenllian Centre, Kidwelly
Town Hall, Montgomery



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New Councillor Induction

The aim of this introductory module is to provide information to new councillors on:

- What town and community councils do
- How they serve their community
- The changing world of councils
- What makes a good council
- Your role as a councillor
- Your commitment and the Code of Conduct
- Fulfilling your duties and responsibilities
- Being the voice of the community

Date

Wednesday 23 January

Monday 29 January

Tuesday 5 February

Tuesday 5 February

Thursday 7 February

Thursday 7 February

Wednesday 13 February

Wednesday 13 February

Wednesday 13 February

Thursday 21 February

Tuesday 4 March

Wednesday 6 March

Tuesday 26 March

Wednesday 19 June

Venue

Park Lodge Hotel, Aberystwyth

County Hall, Haverfordwest

Community Centre, Castle Caereinion

Hunter's Lodge, Bridgend

St Peter's Civic Hall, Carmarthen

Town Hall, Mold

Civic Offices, Barry

Strand Hall, Builth Wells

Waen Parish Hall, St Asaph

Community Centre, Neath

The Sessions House, Usk

Noddfa, Penmaenmawr

Town Hall, Montgomery

Council Chamber, Shire Hall, Llangefni

WELSH COURSES

Wednesday 22 May

Council Chamber, Shire Hall, Llangefni

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Code of Conduct

- **To familiarise councillors with the contents of the Code of Conduct**
- **To enable councillors to have a deeper understanding of how to meet their responsibilities**

Please note this training is 3 hours long and runs from 6:15pm to 9:15pm

Tea, coffee and biscuits will be available at each session

Date

Thursday 14 February
Wednesday 13 March
Wednesday 20 March
Wednesday 27 March
Wednesday 27 March
Wednesday 10 April
Wednesday 1 May
Tuesday 14 May
Wednesday 5 June
Monday 10 June
Monday 17 June
Wednesday 24 July

Venue

Undy Church & Community Hall, Undy
Dragon Theatre, Barmouth
Waen Parish Hall, St Asaph
County Hall, Haverfordwest
Community Centre, Neath
Town Hall, Mold
Ammanford Indoor Bowls
Community Centre, Castle Caereinion
Noddfa, Penmaenmawr
The Sessions House, Usk
St Peter's Civic Hall, Carmarthen
Strand Hall, Builth Wells

Welsh Courses

Tuesday 14 May
Thursday 27 June

Frondeg Centre, Pwllheli
The Institute, Caernarfon

STRONG ROOTS/GREEN FUTURES TRAINING

ADVANCE NOTICE

There will be a full programme of training on this important topic area commencing in late January, 2013. The training will be delivered by Cynnal Cymru and it will help Community and Town Councils to fully understand the concept of sustainable development and how it relates to their communities; to have full access to information and support enabling them to play a key role in delivering the vision of the 'One Wales One Planet' strategy which includes climate change adaptation and mitigation; development of community scale renewable energy; local food production; support for zero waste; support for social enterprise; fostering and protecting bio-diversity; and supporting action that promotes well being. A separate flyer will be published very soon giving details of the programme.



Bespoke Training Packages

All of the modules listed below can be offered to any council on a bespoke basis in both English and Welsh. You provide the venue and refreshments and we will come to you. The cost for a maximum of 20 attendees is £350 plus trainers travel @ 45p per mile. You may invite other councils to participate and charge them for their places to cover your costs.

Please contact the office if you would like to discuss this option further:
01269 595400 or paula.evans@onevoicewales.org.uk

- New Councillor Induction
- Code of Conduct
- The Council
- The Councillor
- The Council as an Employer
- Understanding the Law
- The Council Meeting
- Local Government Finance
- Introduction to Community Engagement

Councils who have specific Human Resources and Employment Law issues which require professional support and guidance should contact Paul Egan, One Voice Wales' Training Officer to discuss consultancy requirements.

Email: paul.egan@onevoicewales.org.uk or telephone 07917 846512

Training runs from 6:30pm to 9:00pm with the exception of Code of Conduct which starts at 6:15pm.

Tea, coffee and biscuits will be available at each session

Please note there is further information available on the website: www.onevoicewales.org.uk and also under the Members Section - if you are unsure of your password please contact your Clerk who will be able to assist you.

PRICE LIST

Please note prices are per person, per session

Councils with over 200 dwellings:

Members £30

Non Members £40

Smaller councils with under 200 dwellings:

Members £20

Non Members £30

Bursaries available

If your council has a budgeted income of less than £40,000, then you may be entitled to claim the bursary the Welsh Government has allocated to One Voice Wales for distribution to eligible councils toward the cost of this training.

There is a maximum amount of £50 per council for this financial year.

Further information is available on our website www.onevoicewales.org.uk or alternatively email the office: paula.evans@onevoicewales.org.uk

Cancellation Policy:

Bookings that are not cancelled two weeks prior to the event taking place will be charged in full.

Thank you for supporting One Voice Wales

Un Llais Cymru



One Voice Wales

OVW Training and Development

Educating Inspiring Supporting

**One Voice Wales - providing highly informative
and low cost opportunities to raise the knowledge and
understanding of councillors in Wales**

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