

One Voice Wales Courses

2015 Training Programme

**Bursaries
available
see inside for
details**

Training

Knowledge and professional development
teaching of vocational
practical skills provided
• On-the-job training
• Off-the-job training

Un Llais Cymru



One Voice Wales

OVW Training and Development

Educating Inspiring Supporting

T: 01269 595400
E: wendi.huggett@onevoicewales.org.uk
W: www.onevoicewales.org.uk



Ariennir gan
Lywodraeth Cymru
Funded by
Welsh Government

Ensure your council is the most effective it can be

**All courses will be conducted through the medium of English unless stated otherwise.
Courses marked with a (W) will be conducted in Welsh.**

**Hand-outs 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.
wendi.huggett@onevoicewales.org.uk or 01269 595400

Page 3 : Introduction, Price List & Cancellation Policy
Page 4: Recruitment Service &
Module 3 - The Council as an Employer
Page 5: Module 4 - Understanding the Law
Page 6: Module 5 - The Council Meeting
Page 7: Module 6 - Local Government Finance
Page 8: Module 7 - Health and Safety &
Module 8 - Introduction to Community Engagement
Page 9: Module 9 - Code of Conduct & Module 10 - Charing Skills
Page 10: Module 12 - Community Planning &
Module 13 - Community Engagement Part II (Tools and Techniques)
Page 11: Module 15 - Information Management &
Module 16 - Use of IT, Website and Social Media
Page 12: Module 17 - Making Effective Grant Applications &
Module 18 - Managing your Staff
Page 13: Meet our Trainers
Page 14: Trainers Cont.
Page 15: Bespoke Training Packages
Page 16: Planning Aid Wales
Page 17: Bursary Form for Councillors

“Training is the most powerful weapon we have in our Armoury and it must be used to overcome the challenges that lie ahead”

Community and town councils are responsible to their local electorates for delivering a wide range of services and for the provision and upkeep of local amenities. They are recognised as having a role in providing the voice of the citizen in the development and delivery of public services in Wales. Each council is made up of elected members, or in some cases co-opted members who represent the interests of the community they serve as a whole

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 this programme of training as well as meeting councillors who have not previously attended our courses.

Utilising One Voice Wales' wide range of training will ensure your council will be better placed to avoid things going badly wrong. You can be sure to save significant time and cost issues by keeping your council well informed, knowledgeable and up to date.

PRICE LIST

Please note prices are per person, per session

Councils with over 200 dwellings:

Members	£35
Non Members	£45

Smaller councils with under 200 dwellings:

Members	£25
Non Members	£35

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: wendi.huggett@onevoicewales.org.uk

Cancellation Policy

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

RECRUITMENT SERVICE

NEED HELP FINDING A NEW CLERK FOR YOUR COUNCIL?

One Voice Wales is now able to offer your Council a fee based service to help you find a replacement Clerk. The service can be purchased as an integrated package or by purchasing distinct aspects of the package.

STANDARD PACKAGE

- Preparation of Job Advertisement
- Design of job application form
- Preparation of Job Description
- Preparation of Employee Specification
- Design of Interview Questions
- Preparation of Scoring Sheets
- Design of Selection Tests

ENHANCED PACKAGE

As per standard package plus:-

- Attendance at Interview and Advice to Panel
- Job Offer letter and preparation of main terms and particulars of employment
- Unsuccessful letters
- Processing of Job Advertisement using a range of sources

(Translation of all materials to be charged at cost price)

If you wish to avail yourself of this service and discuss costs, please contact Paul Egan on 07917 846512 or email:- paul.egan@onevoicewales.org.uk

Module 3 - The Council as an Employer

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

- Contracts of Employment
- Role and Person Specification
- Recruitment and Retention
- Discipline, Grievance and Appeals
- Health and Safety
- Training and Development
- Sources of Advice

During the presentation we will explore the role of the council as an employer. We will cover contracts of employment and how these define the employment relationship, the role and person specification, recruitment and retention, what you should do if things are going wrong, health and safety, and perhaps the most important of all getting the best out of everyone to help serve your local community, through training and development. Employment law and best practice is a complicated area, so lastly, we will finish by looking at some sources of advice.

South Wales

18th February
20th February
14th April

Neath Community Centre, 10/12 Orchard Street, Neath. SA11 1DU
The Sessions House, 43 Maryport Street, Usk. NP15 1AD
Undy Church & Community Hall, Church Road, Undy, Caldicot, NP26 3EN

Mid Wales

23rd June
7th July

Elim Community Church, Pantyffynnon Road, Pantyffynnon.
Ammanford. SA18 3HL
Picton Community Centre, Freemens Way, Haverfordwest, SA61 1UG

Module 4 - Understanding the Law

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

- Statutory duties and powers
- Ultra Vires
- The Powers of Delegation
- Welsh Language Act
- The duty to promote Equal Opportunities
- Data Protection and FOI Act
- Sources of advice

During the presentation we will cover a range of legislation and legal duties that affect community and town councils. We will cover statutory duties and powers, the principle of 'ultra vires', the powers of delegation, the Welsh Language Act, the duty to promote equal opportunities and the main statutes and regulations in this area, data protection and Freedom of Information act and finally, sources of advice.

South Wales

5th May Council Office, Newport Road, Bedwas. CF83 8YB
16th June The Sessions House, 43 Maryport Street, Usk. NP15 1AD

Mid Wales

19th February St Peters Civic Hall, Nott Square, Carmarthen. SA31 1PG (W)
26th February Llanerch Community Centre, Heol Nant y Felin, Llanerch, Llanelli. SA15 6PH
28th April Montgomery Town Hall, Broad Street, Montgomery, SY15 6PH
4th June Elim Community Church, Pantyfynnon Road, Pantyfynnon. Ammanford. SA18 3HL(W)
16th June Strand Hall, Strand Street, Builth Wells, Powys, LD2 3AA

North Wales

19th March Jubilee Room, Town Hall, Earl Road, Mold, CH7 1AB
2nd April Bangor Isycoed Village Hall, Overton Road, Wrexham. LL13 0BY
9th April Council Chamber, Shire Hall, Llangefni, LL77 7TW
23rd April Machynlleth Town Council, Y Plas, Aberystwyth Road, Machynlleth, Powys SY20 8ER
27th May Noddfa, Conwy Old Road, Penmaenmawr, LL34 6YF
16th July Dragon Theatre & Community Centre, Jubilee Road, Barmouth, LL42 1EF
Dolgellau

“Very
Interesting and
Informative”

“Expertly
Delivered and
Enjoyable”

Module 5 - The Council Meeting

An exploration of the governance arrangements for meetings.

- Calling meetings
- Types of meetings
- Standing Orders
- Agendas
- Conducting the meeting
- Passing resolutions
- Recording proceedings

During the presentation we will cover the different aspects of council meetings. We will talk about calling meetings, the different types of meetings including Annual Statutory Meetings, Extraordinary Meetings and Ordinary Meetings, the importance of Standing Orders setting and using agendas, conducting the meeting, passing resolutions, and recording proceedings.

South Wales

17th February	Bridgend YMCA, Angel House, Bridgend. CF31 4AD
19th May	Civic Offices, Holton Road, Barry. CF63 4RU
30th June	The Council House, Ventnor Road, Cwmbran. NP44 3JY

Mid Wales

10th March	Trefeglwys Village Memorial Hall, Trefeglwys, Caersws, SY17 5PH
-------------------	--

North Wales

12th March	Yr Institiwt, Allt Pafiliwn, Caernarfon. LL55 1AT
23rd April	Abergele Town Council, Llanddulas Road, Abergele, LL22 7BT

“Topics and Discussions very useful”

“Easy to Understand and follow”

“Engaging with Cllrs in an informal setting, very useful”

Module 6 - Local Government Finance

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

- The Role of the Responsible Finance Officer
- Accounting and Strategy Guidance
- Financial Regulations and Risk Assessment
- Budgets and Precepts
- Internal and External Audit
- Insurance
- Income and Expenditure Powers
- Other Sources of Income

During the presentation we will review all the important areas in overseeing local government finance. We will cover the role of the Responsible Finance Officer, some of the general principles of accounting, the main financial regulations and, most importantly how to assess the risks involved, setting budgets and precepts, putting robust internal and external audits in place, the insurance requirements of the Council, the income and expenditure powers of the Council, and finally other sources of income.

This is a large agenda, and financial management can sometimes appear daunting, but the aim of the session is to provide you with an understanding of the financial framework of the Council, the core information you need to know and the sources of more detailed information that you should refer to when you need to.

South Wales

7th May	Bridgend YMCA, Angel House, Bridgend. CF31 4AD
2nd June	Council Office, Newport Road, Bedwas. CF83 8YB
23rd June	Civic Center, Oystermouth Road, Swansea. SA1 3SN

Mid Wales

19th February	Bishop Bevan Hall, Church House, 11 Lion Street, Brecon LD3 7HY
24th February	Trefeglwys Village Memorial Hall, Trefeglwys, Caersws, SY17 5PH
18th March	St Peters Civic Hall, Nott Square, Carmarthen. SA31 1PG
7th April	Montgomery Town Hall, Broad Street, Montgomery, SY15 6PH
2nd July	Llanerch Community Centre, Heol Nant y Felin, Llanerch, Llanelli. SA15 6PH

North Wales

3rd March	Abergele Town Council, Council Offices, Llanddulas Road, Abergele, LL22 7BT
30th April	Yr Institiwt, Allt Pafiliwn, Caernarfon. LL55 1AT- (W)
30th April	Jubilee Room, Town Hall, Earl Road, Mold, CH7 1AB
2nd June	Machynlleth Town Council, Y Plas, Aberystwyth Road, Machynlleth SY20 8ER
4th June	Council Chamber, Llangefni, LL77 7TW- (W)
9th June	Dolgellau Free Library (W)
24th June	Noddfa, Conwy Old Road, Penmaenmawr, LL34 6YF

Module 7 - Health and Safety

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

This is an absolute must for all Councillors.

South Wales

24th February	Civic Offices, Holton Road, Barry. CF63 4RU
15th April	The Sessions House, 43 Maryport Street, Usk. NP15 1AD
14th May	Neath Community Centre, 10/12 Orchard Street, Neath.SA11 1DU
24th June	Caldicot Town Council, Sandy Lane, Caldicot, NP26 4HD
22nd July	The Council House, Ventnor Road, Cwmbran. NP44 3JY

Mid Wales

7th April	Elim Community Church, Pantyfynnon Road, Pantyfynnon. Ammanford. SA18 3HL
1st July	Park Lodge Hotel, Parc y Llyn, Aberystwyth, SY23 3TL

North Wales

23rd April	Abergele Town Council, Llanddulas Road, Abergele, LL22 7B
1st July	Bangor Isycoed Village Hall, Overton Road, Wrexham, LL13 0BY

Module 8 - Introduction to Community Engagement

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

The aim of this introductory module is to explore what is meant by the term 'community engagement' and how councils and councillors can improve how they engage with the communities they serve. Using an interactive approach, the module explores why, how and where councillors currently engage with their communities. The session includes a short overview of key public policy in relation to community engagement and covers the key elements and terminology of community engagement. There is an opportunity for councillors to share and learn from their personal experiences and the session ends with a community engagement planning exercise.

South Wales

10th February	Undy Church & Community Hall, Church Road, Undy, Caldicot, NP26 3EN
3rd March	The Sessions House, 43 Maryport Street, Usk. NP15 1AD
7th April	The Council House, Ventnor Road, Cwmbran. NP44 3JY

Mid Wales

12st March	Bishop Bevan Hall, Church House, 11 Lion Street, Brecon LD3 7HY
21st May	Llanerch Community Centre, Heol Nant Y Felin, Llanerch, Llanelli, SA15 3PA

North Wales.

19th February	Jubilee Room, Town Hall, Earl Road, Mold, CH7 1AB
26th March	Bangor Isycoed Village Hall, Overton Road, Wrexham, LL13 0BY

Module 9 - Code of Conduct

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

Mid Wales

29th April Picton Community Centre, Haverfordwest, SA61 1UG
6th May Park Lodge Hotel, Parc y Llyn, Aberystwyth, SY23 3TL
12th May Montgomery Town Hall, Broad Street, Montgomery, SY15 6PH

North Wales

6th May Dragon Theatre & Community Centre, Jubilee Road, Barmouth, LL42 1EF - Parlwr Bach
27th July Noddfa, Conwy Old Road, Penmaenmawr, LL34 6YF

Module 10 - Chairing Skills

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

- Purpose of Meetings
- Making Meetings effective
- The Role of the Chair
- Skills required by Chairs
- Planning and structure of Meetings
- Problems with meetings
- Handling Conflict, understanding behaviour and stimulating discussion
- Understanding the rules
- Sources of Advice

South Wales

8th April Neath Community Centre, 10/12 Orchard Street, Neath. SA11 1DU
7th July Council Office, Newport Road, Bedwas. CF83 8YB
21st July Bridgend YMCA, Angel House, Bridgend. CF31 4AD

Mid Wales

5th March Llanerch Community Centre, Heol Nant y Felin, Llanerch, Llanelli. SA15 3PA
28th July Strand Hall, Strand Street. Builth Wells, Powys, LD2 3AA

North Wales

2nd July Council Chamber, Shire Hall, Llangefni. LL77 7TW
16th July Bangor Isycoed Village Hall, Overton Road, Wrexham. LL13 0BY

Module 12 - Community Planning

To provide Councils with the knowledge and skills to create community plans and better understand strategy and forward budgeting.

Will provide councils with:

- The knowledge and skills to create community plans
- A better understanding of strategy and forward budgeting.
- An understanding of participatory budgeting
- The tools to monitor and evaluate the performance of their community plan

Mid Wales

24th March	Park Lodge Hotel, Parc y Llyn, Abersystwyth SY23 3TL
8th April	Bishop Bevan Hall, Church House, 11 Lion Street, Brecon. LD3 7HY
29th April	Bowlio Dan Do Rhydaman, Rhydaman. SA18 3AP (W)
25th June	St Peters Civic Hall, Nott Square, Carmarthenshire. SA31 1PG

North Wales

20th May	Jubilee Room, Town Hall, Earl Road, Mold. CH7 1AB
----------	---

Module 13 - Community Engagement Part II (Tools & Techniques)

To provide an insight into the way in which Councils can build on community engagement approaches and provide real leadership to help their communities and towns grow and thrive.

- Review the Council's engagement remit
- Explore and increase your repertoire of engagement tools and techniques
- Identify different levels of engagement
- Assess the pros and cons of commonly used engagement tools and techniques
- Review the Ten National Principles of Public Engagement in Wales
- Plan a community engagement strategy

South Wales

26th May	Undy Church & Community Hall, Church Road, Undy, Caldicot, NP26 3EN
9th June	The Sessions House, 43 Maryport Street. Usk. NP15 1AD
21st July	The Council House, Ventnor Road, Cwmbran. NP44 3JY

North Wales

3rd June	Jubilee Room, Town Hall, Earl Road, Mold. CH7 1AB
23rd July	Yr Institute, Allt Pafiliwn, Caernarfon. LL55 1AT (W)

Module 15 - Information Management

To provide Councils with a better understanding of the legislation relating to Data Protection and Freedom of Information.

In this session we will cover all the aspects of the Acts and by interactive learning activities you will have an opportunity to deal with real situations in the form of scenarios.

South Wales

18th March	The Sessions House, 43 Maryport St. Usk. NP15 1AD
2nd April	Civic Offices, Holton Road, Barry. CF63 4RU
4th June	Bridgend YMCA, Angel House, Bridgend. CF31 4AD
9th July	Civic Centre, Oystermouth Road, Swansea. SA1 3SN

Mid Wales

5th May	Ammanford Indoor Bowls, Manor Road, Ammanford. SA18 3AP
15th July	Neuadd Ddinesig San Pedr, Caerfyrddin. SA31 1PG (W)



Module 16 - Use of IT, Website & Social Media

To provide Councils with a greater knowledge of the benefits of reaching out to their communities through electronic communication.

- Benefits of interacting with communities via social media
- Benefits and risks of using social media
- IT investment, procurement and security
- Creating, maintaining and using a website
- Managing your information

South Wales

25th Feb	Civic Centre, Oystermouth Road, Swansea. SA1 3SN
10th March	Civic Centre, Holton Road, Barry. CF63 4RU
20th May	The Sessions House, 43 Maryport Street, Usk, NP15 1AD

Mid Wales

17th March	Strand Hall, Strand Street, Builth Wells, Powys. LD2 3AA
23rd April	Bishop Bevan Hall, Church House, 11 Lion Street, Brecon LD3 7HY
16th June	Picton Community Centre, Haverfordwest. SA61 1UG

North Wales

3rd March	Abergele Town Council, Llanddulais Road, Abergele. LL22 7BT
-----------	---



Module 17 - Making Effective Grant Applications



To enable Councils to better understand the type of grant schemes available and to put together effective applications to support capital projects.

The aim of this module is to:

- Understand when it might be appropriate for a council to apply for a grant
- Review the council's role as leader in the community in terms of supporting grant applications
- Learn key features of a successful grant application
- Consider grant management and reporting
- Practice key aspects of applications using a current grants scheme

Mid Wales

4th March Elim Community Church, Pantyfynnon Road, Pantyfynnon. Ammanford. SA18 3HL

16th April Llanerch Community Centre, Heol Nant y Felin, Llanerch, Llanelli. SA15 3PA

North Wales

26th February The Institute, Pavillion Hill, Caernarfon, LL55 1AT
TBC Dolgellau Free Library

Module 18 - Managing your Staff

To provide an insight into the ways in which Councils can arrange for the effective management of their staff.

This session includes:

- Recruitment and Selection
- Probation and Induction of new staff
- Employee rights and obligations
- Policy and processes designed to support management of staff
- Handling of employee issues
- Ending the employment contract

Mid Wales

3rd June Neath Community Centre, 10/12 Orchard St, Neath. SA11 1DU



Meet our Trainers



Paul Egan

Paul has been a Council Clerk for over 30 years and is a Human Resources Practitioner with many years of experience as a trainer in the public sector. He is currently the Deputy Chief Executive and Resources Manager of One Voice Wales and strongly believes that investment in learning and development will enable local councils to become even more effective and have the knowledge base to deliver on their local governance role and maximise the beneficial impact of their work in respect of the communities and towns they serve.



Gwilym Rippon

Gwilym has been a Council Clerk for 7 years following his retirement from the Police Service. He has many years experience as a trainer having trained police officers in the method of correct interview technique, he has also trained officers in IT. He is currently the Town Clerk in Kington in Herefordshire; he is also the clerk to two small Parish Councils in Shropshire and a clerk to Abermule (with) Llandyssil Community Council in Powys. Gwilym is also the Regional Training Manager for the SLCC (*Society of Local Council Clerk*) Gwilym believes passionately in training and has recently successfully passed his Cert HE in Community Engagement and Governance from the University of Gloucestershire and is the only clerk in the UK who holds both CiLCA in England and Wales.



Owain Enoch

Owain was employed as Clerk with Llannon Community Council from 2007 to 2012 and oversaw the launching of an over 50's lunch club, a detached youth outreach service and the formulation of a parish plan. He is keen to raise awareness of local Councils within younger age groups and also believes that the provision of targeted training will help local Councils fulfil their potential as service providers. A fluent Welsh speaker, Owain is currently employed as a Town Planner with Carmarthenshire County Council and is a fully Chartered Member of the Royal Town Planning Institute (MRTPI).



Cerys Thomas

Cerys is the former North Wales Development Officer for One Voice Wales, and currently works as part of Resources for Change's team of consultants where she works on research, consultations, monitoring and evaluation. She is a former Mayor of Montgomery, and currently a councillor on Montgomery Town Council, where she supports several community groups.



Alwyn Jones Parry

Alwyn's background is in education. Following retirement, he is now involved with a number of voluntary organisations. He works in several areas of local government, including some twelve years as a council clerk. He is a trainer with One Voice Wales, believing that local government is the basis of our democratic system.

Alwyn is fluent in Welsh and English. He also attends Church regularly.



Ken Burton

When Ken joined One Voice Wales in 2006 his first task was to develop, as a member of the NTAG, a National Training Strategy that was circulated to all councils in the September of that year.

As a result of the Strategy he was next tasked with developing a National Training Programme (NTP) that was produced by the National Training Advisory Group (NTAG) and launched in 2008.

Since then Ken has been involved in producing further modules and delivering training at all levels.

Ken's training background is both civil and military.



Katherine Owen

Katherine is currently clerk to Caernarfon Royal Town Council, and has been in post for the past 7 years. Katherine is one of the original team of trainers for One Voice Wales and has previous training background for Barclays Bank Plc. Currently Katherine is one of the few bilingual trainers we have, and you may have seen her at our National Conference where she has helped out in the past. During her short career as a clerk, Katherine has been a cabinet member, vice chairman, and is currently chairman of SLCC (Society of Local Council Clerks). Katherine is passionate about training, but also believes it can be fun, and encourages everyone to attend. If you attend once you will certainly want to go again!!



Helena Fox

Helena has been a Council Clerk for 7 years and is a qualified teacher and experienced trainer. She believes that community and town councils can bring great benefits to their local communities. They can provide local services which improve the daily lives of their residents, lead on projects as elected representatives and work with local people on community projects, particularly through the financial support of the precept. Well-informed councillors who thoroughly understand their role can make a real and positive difference to their communities.



Tina Earley

Tina has been a full-time Clerk since 2004 and has worked with two Town Councils in North Wales during that time. Her previous career was in banking and local government finance. Tina completed the SLCC's 'Working with your Council' course in 2007, before undertaking further studies with the University of Gloucestershire, gaining a distinction in the Cert HE in Local Policy in 2009. She has been a trainer for One Voice Wales since 2010 and is currently the Chair of the Clwyd branch of the SLCC and the Conwy Clerks Network.



Liz Court

Liz initially trained as a teacher, working for ten years in the state education sector. In 1987 Liz moved to Wales and began working in the voluntary community. Liz is a highly motivated community development practitioner with a successful record of developing and delivering community development policy and practice. Liz currently works for Community Development Cymru, the national community development organisation and for One Voice Wales as a trainer.

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 £375 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 Paul Egan if you would like to discuss this option further:
07917 846512 or email paul.egan@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
- Chairing Skills
- Community Planning
- Community Engagement Part II
- Equality & Diversity
- Information Management
- Use of IT, Website & Social Media
- Making Effective Grant Applications
- Managing Staff Effectively
- Planning (Standard £400, Tailored £500)

Councils who have specific Human Resources and Employment Law issues which require professional support and guidance should contact Paul Egan, Deputy Chief Executive & Resources Manager to discuss consultancy requirements.

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

Training runs from 6:30pm to 9:00pm

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.

Planning Aid Wales

Training on land-use planning for Community and Town Councils

Quotes from previous training sessions:

“Absolutely brilliant – busting myths and shedding light on planning applications and the Local Development Plan”

“The training session was interesting and interactive right the way through and the facilitator was very knowledgeable”

One Voice Wales is currently working in partnership with Planning Aid Wales to offer a series of training sessions for Community and Town Councils on the land-use planning system in Wales.

Planning Aid Wales, an independent and impartial charity, delivers high quality training that explains the Welsh land-use planning system in a clear, friendly and informal way. It encourages Councillors to focus their effort on effectively engaging with local planning issues.

Training sessions are generally two and a half hours long and can cover any of the following topics:

- An overview of the Welsh planning system
- Understanding Local Development Plans
- Making effective comments on planning applications
- How to be effective in influencing emerging planning policies

Bespoke training sessions are also available to meet individual needs.

If your Council would like to host a training course at a venue that you can provide please contact Paul Egan on paul.egan@onevoicewales.org.uk.

One Voice Wales will arrange to contact neighbouring councils in an effort to sell spare places not needed by your own Councillors and if all 20 places are filled the cost per head (excluding the venue and refreshments provided by the host Council) will be £20.00.

Application Form for Councillor Training Bursary Scheme in Wales

One Voice Wales is pleased to announce that the Welsh Government is to continue the bursary scheme for another financial year. The scheme is designed to assist councils to participate in the **One Voice Wales Councillor Training Programme**.

The criteria are as follows:

- You can claim the bursary if your council's turnover (i.e. annual budgeted income) is £40,000 or less.
- Your council can claim 50% of the cost of a training session **up a maximum of £50.00 in 2014-15**. (If in doubt please ring the office on 01269 595400 for clarification).
- The bursary cannot be claimed for training that has already taken place.
- The bursary is available during this financial year. It must be claimed before the 28th February 2015.

Please fill out the form below **and return to us at the address below**

Yours sincerely,



Lyn Cadwallader
Chief Executive

The availability of bursaries is cash limited and will be allocated on a strictly "first come first served" basis. An early application is therefore recommended.

Please return the slip below together with your booking form to apply for your bursary to:
One Voice Wales, 24c College Street, Ammanford SA18 3AF or
wendi.huggett@onevoicewales.org.uk

Clerk/Chair's Name:

Name of Council:

Address:

..... Postcode:

Tel no's:

Email address:

Council Annual Budgeted Income for 2014-15: £.....

Amount of Bursary Applied for: **£50**

We hereby apply for a bursary towards councillor training. We confirm that the details above are correct.

Signed (Clerk): Date:

Signed (Chairperson): Date:

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**



**One Voice Wales
24c College Street
Ammanford
Carmarthenshire
SA18 3AF
01269 595400**



**Email: wendi.huggett@onevoicewales.org.uk
Website: www.onevoicewales.org.uk**

