

# One Voice Wales Courses

## 2012 Training Programme

**Bursaries  
available  
see inside  
for details**



Un Llais Cymru



One Voice Wales

## OVW Training and Development

**Educating Inspiring Supporting**

**T: 01269 595400**  
**E: [admin@onevoicewales.org.uk](mailto:admin@onevoicewales.org.uk)**  
**W: [www.onevoicewales.org.uk](http://www.onevoicewales.org.uk)**



Ariennir gan  
**Lywodraeth Cymru**  
Funded by  
**Welsh Government**

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.

admin@onevoicewales.org.uk or 01269 595400

## 1 The Role of the Council

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

Quote from session at Penarth

*“Made one think out of the box”*

### **Date**

Thursday 06 September

Tuesday 11 September

Tuesday 02 October

Thursday 15 November

### **Venue**

Bishop Bevan Hall, Lion Street, Brecon

Park Lodge Hotel, Aberystwyth

Waen Parish Hall, St Asaph

Ammanford Indoor Bowls Centre

### **WELSH COURSE**

Wednesday 12 September

The Institute Caernarfon

## 2 The Role of the Councillor

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

Quote from session at Bangor on Dee

*“ Been a councillor for 9 years and still learnt more”.*

### **Date**

Thursday 06 September

Tuesday 11 September

Tuesday 09 October

### **Venue**

Town Hall, Mold

Bro Myrddin Bowling Club, Carmarthen

Park Lodge Hotel, Aberystwyth

### 3 The Council as an Employer

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

Quote from session at Skewen

*“Very informative and useful in my role as a councillor ”*

Date	Venue
Tuesday 11 September	Neath Community Centre
Wednesday 19 September	Carmarthen Town Council
Thursday 04 October	Town Hall Mold

#### **WELSH COURSE**

Wednesday 26 September	The Institute Caernarfon
------------------------	--------------------------

### 4 Understanding the Law

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

Quote from session at Penmaenmawr

*“Fun and thought provoking ”*

Date	Venue
Wednesday 12 September	Waen Parish Hall, St Asaph, Denbigh
Thursday 13 September	Bishop Bevan Hall, Lion Street, Brecon
Thursday 13 September	Vale of Glamorgan Offices, Barry
Tuesday 25 September	County Hall, Haverfordwest
Thursday 27 September	The Council House, Cwmbran
Tuesday 09 October	The Hunters Lodge, Church Acre, Bridgend
Thursday 11 October	Community Centre, Castle Caereinion
Wednesday 24 October	Carmarthen Town Council
Wednesday 24 October	OAP Hall, Maesycwmmmer
Wednesday 31 October	The Session House, Usk
Wednesday 07 November	Council Chamber, Gilwern, Monmouthshire
Tuesday 13 November	Bangor Isycoed Village Hall, Wrexham
Wednesday 14 November	Park Lodge Hotel, Aberystwyth
Wednesday 19 December	Council Chamber, Shire Hall, Llangefni

### 5 The Council Meeting

An exploration of the governance arrangements for meetings

Date	Venue
Tuesday 18 September	Neath Community Centre
Tuesday 18 September	Princess Gwenllian Centre, Kidwelly
Thursday 27 September	Town Hall, Mold
Wednesday 10 October	Bishop Bevan Hall, Lion Street, Brecon
Monday 29 October	The Council House, Cwmbran
Wednesday 31 October	Park Lodge Hotel, Aberystwyth
Wednesday 07 November	Council Chamber, Shire Hall, Llangefni
Tuesday 13 November	Noddfa, Penmaenmawr
Tuesday 20 November	Carmarthen Town Council
Wednesday 21 November	Council Chamber, Gilwern, Monmouthshire
Wednesday 28 November	The Hunters Lodge, Church Acre, Bridgend
<b>WELSH COURSE</b>	
Wednesday 17 October	The Institute, Caernarfon

### 6 Local Government Finance

A general outline of the financial environment in which Councils operate

Date	Venue
Thursday 06 September	Community Centre, Castle Caereinion
Wednesday 19 September	The Sessions House, Usk
Tuesday 25 September	Princess Gwenllian Centre, Kidwelly
Wednesday 17 October	Bishop Bevan Hall, Lion Street, Brecon
Wednesday 17 October	Noddfa, Penmaenmawr
Wednesday 17 October	Trefeglwys Village Hall, Caersws
Thursday 18 October	Vale of Glam Offices, Barry
Tuesday 23 October	Albany Hall, Hill Street, Haverfordwest
Wednesday 31 October	Myddfai Community Hall, Llandovery
Tuesday 13 November	The Council House, Cwmbran
Wednesday 21 November	Council Chamber, Shire Hall, Llangefni
Thursday 22 November	Waen Parish Hall, St Asaph
Thursday 29 November	Ammanford Indoor Bowls
Tuesday 04 December	Strand Hall, Builth Wells
Tuesday 11 December	Bro Myrddin Bowling Club, Carmarthen
Wednesday 12 December	Park Lodge Hotel, Aberystwyth
<b>WELSH COURSE</b>	
Wednesday 24 October	The Institute Caernarfon

### 8 Community Engagement

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

Quote from session at Castle Caereinion

*“The interactive exercises were informative and stretched the mind”*

#### **Date**

Wednesday 12 September

Thursday 20 September

Thursday 20 September

Tuesday 16 October

Thursday 25 October

Tuesday 20 November

Monday 26 November

Thursday 29 November

Tuesday 04 December

Thursday 6 December

Wednesday 12 December

#### **Venue**

Council Chamber, Gilwern, Monmouthshire

Town Hall, Mold

Park Lodge Hotel, Aberystwyth

The Hunters Lodge, Church Acre, Bridgend

Bishop Bevan Hall, Lion Street, Brecon

Neath Community Centre

The Sessions House, Usk

Vale of Glam Offices, Barry

Carmarthen Town Council

The Council House, Cwmbran

Council Chamber, Shire Hall, Llangefni

#### **WELSH COURSE**

Wednesday 19th September The Institute, Caernarfon

### 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 03 October

Tuesday 09 October

Wednesday 10 October

Monday 22 October

Tuesday 30 October

#### **Venue**

Noddfa, Penmaenmawr

Pwllheli

Town Hall, Mold

Sessions House, Usk

Bangor Isycoed Village Hall

### 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 [admin@onevoicewales.org.uk](mailto:admin@onevoicewales.org.uk)

- New Councillor Induction
- Code of Conduct
- The Role of the Council
- The Role of the Councillor
- The Council as an Employer
- Understanding the Law
- The Council Meeting
- Local Government Finance
- 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](mailto: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](http://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 that 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](http://www.onevoicewales.org.uk) or alternatively email the office: [admin@onevoicewales.org.uk](mailto:admin@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**

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

**Email: [admin@onevoicewales.org.uk](mailto:admin@onevoicewales.org.uk)  
Website: [www.onevoicewales.org.uk](http://www.onevoicewales.org.uk)**