



Un Llais Cymru



One Voice Wales

One Voice Wales
A Guide to our Services



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One Voice Wales

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ABOUT ONE VOICE WALES

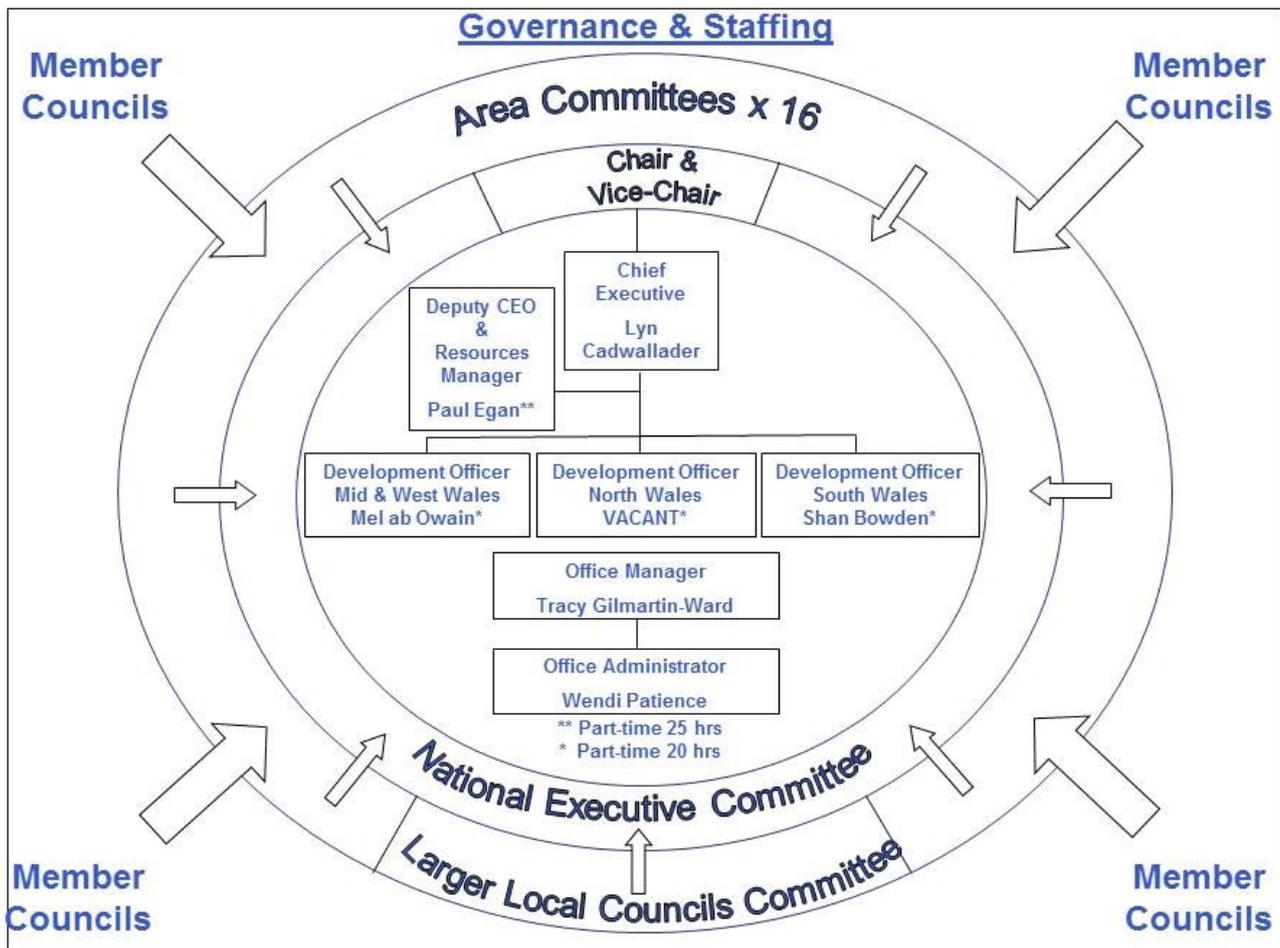
One Voice Wales is the national representative membership organisation for Community and Town Councils throughout Wales. There are 735 Community and Town Councils in Wales and around 83% are currently in membership.

The vision subscribed to by One Voice Wales is:

“Working with Local Councils in Wales to shape places communities want to live in”

One Voice Wales aims to support Community and Town Councils in achieving this vision and has adopted the following Mission Statement to guide its work:

“To represent the interests of Community and Town Councils; raise awareness and understanding of this primary tier of government; and work collaboratively with our partners to ensure the sector contributes fully to the goal of developing dynamic and sustainable communities in Wales.”



We are a small dedicated team with every member committed to and enthusiastic about what the sector can achieve in improving the lives of people in Wales

Full staff details available on the website: www.onevoicewales.org.uk

National Executive Committee (NEC)

There are 34 Councillors serving on the NEC, who have been voted on from each of the 16 Area Committees (2 per Area). There are also two members who have been voted on from the Larger Councils Committee.

The NEC meets 4 times a year and is the governing body of One Voice Wales, it focusses its attention on the internal workings of the organisation, responding to major consultations, development of the training strategy and methods of communication with member Councils and external organisations. The detailed business of the NEC is managed through the following Committees:-

Finance and Resources Committee - Deals with the financial issues affecting the organisation, co-ordination of the training programme and responses to financial and audit matters affecting community and town councils

Policy Committee - Develops responses to policy consultations of relevance to Community and Town councils

Commercial & Communications Committee - Deals with sponsorship opportunities, conference organisation as well as communication matters both internally and with external organisations.

The NEC receives reports from each of the Committees for consideration as well as considering business that overlaps the work of all Committees where it is important for all NEC members to be directly involved.

Chairs and Vice Chairs

The Chair and Vice Chair of One Voice Wales are elected by the National Executive Committee at the Annual General Meeting which takes place every year at either the end of September or beginning of October. Self nominations are accepted but all nominations must be seconded by another committee member

NEC Committee: The Chair is Cllr Mike Cuddy, Penarth Town Council and the Vice Chair is Cllr John Hughes, St Fagan's Community Council.

Finance and Resources Committee: The Chair is Cllr John Egryn Lewis, Llangristiolus & Cerrigceinwen Community Council and the Vice-Chair is Elfed ap Gomer, Llanelltyd Community Council

Policy Committee: The Chair is Cllr Wyn Edwards, Gorslas Community Council and the Vice-Chair is to confirmed

Commercial & Communications Committee: The Chair is Cllr Peter Games, Crickhowell Town Council and the Vice Chair is Josephine Rao, Maesycwmmer Community Council

Larger Councils Representatives on the NEC: Bryan Grew Mold Town Council and Cllr Mike Theodoulou, Pembrey & Burry Port Town Council

Larger Councils Committee

The Larger Councils Committee meets four times a year and the criteria for a Larger Council has recently been revised from 3000 dwellings and above to 2500 dwellings and above.

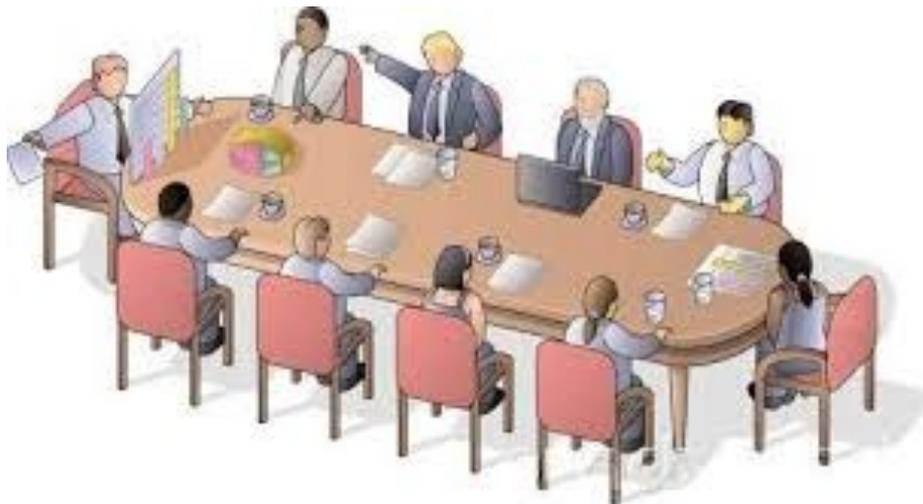
There are currently 106 Larger Councils in Wales with 69 Councils (65%) currently in membership

Member Councils can nominate one representative to attend the meetings although many Councils nominate both the representative and the Clerk to attend the meetings.

The aims and objectives of the Larger Local Councils Committee are set out in its constitution which was agreed in early 2015. The Committee was established to meet the particular needs of larger Community and Town Councils, these being defined as councils serving an area with more than 2500 dwellings, i.e. approximately 14% of all councils in Wales. The work of the committee will be guided by an annual work plan which will set out key areas of concern to Larger Councils, e.g. urban regeneration. However, as set out in the committee's constitution, smaller Councils will also be able to participate in any events organised by the committee. In this way all member Councils will be able to benefit from the establishment of the committee.

A Chair and Vice Chair are elected at the Larger Councils October Meeting. The term of office is for one year. Self nominations are accepted but all nominations must be seconded by another committee member

The Chair is Cllr Nick Tatam, Abergavenny Town Council and the Vice Chair is Cllr Peter Freeman, Pembrey & Burry Port Town Council



Area Committee Meetings

There are 16 area committees split up as follows:

Mid and West Wales: Brecon/Radnor, Carmarthen, Ceredigion , Montgomery and Pembrokeshire

The Development Officer post for this Area is Mel ab Owain

North Wales: Anglesey, Arfon/Dwyfor, Conwy/Denbigh, Meirionnydd and Wrexham/Flint

The Development Officer for this area is currently vacant

South West Wales: Swansea, Neath Port Talbot

The Officer for this area is Paul Egan

South East Wales: Bridgend/Vale/Cardiff, RCT/Merthyr/Caerphilly, Gwent Valleys and Monmouth/Newport

The Development Officer for this area is Shan Bowden

Member councils can nominate up to two representatives to attend but only one vote per council is permitted.

The Area Committees meet four times a year and provide an ideal opportunity for member councils to be updated on latest developments, share local issues of concern and best practice and benefit from networking with other local councils and from the input from a range of speakers on topics of relevance to the sector.

There is also an opportunity for member councils to raise matters that can be passed on to the National Executive Committee (NEC) for consideration.

At the Area Committees a Chair and Vice Chair are elected each year and each Area Committee nominates two representatives to sit on the NEC. These two members will be invited to attend the quarterly meetings - the two nominees do not necessarily have to be the Councils Chair or Vice Chair.

Agendas and minutes are sent out to councils nominated representatives and a copy is also sent to clerks



Representation

One Voice Wales currently works in Partnership and Collaboration with many organisations and is represented on a number of working groups, committees and partnerships:-

Welsh Government - representatives of One Voice Wales including the Chair, Vice Chair and the Chief Executive meet formally twice per annum with the Cabinet Secretary with responsibility for Local Government.



Partnership Council for Wales - One Voice Wales is a member of this statutory partnership group which is chaired by the Cabinet Secretary for Local Government and Public Services with representatives including Welsh Local Government Association, National Parks, NHS, Police and Crime Commissioner representative

Independent Remuneration Panel for Wales (IRPW) - One Voice Wales meets at least annually with the IRPW and works closely with the IRPW on annual consultation activities.

National Training Advisory Group (NTAG) - One Voice Wales acts as the secretariat to this group which consists of representatives of One Voice Wales, Welsh Government, Society of Local Council Clerks, Welsh Local Government Association and National Association of Local Councils

Welsh Government National Assets Working Group — the Chief Executive is the Community and Town Council sector representative on this group and has lead responsibility for Community Asset Transfers.



Wales Audit Office - Ovw represents the sector on the Local Councils Liaison Group which discusses matters relating to audit and governance of Community and Town councils.

Welsh Local Government Association (WLGA) - One Voice Wales agreed a Memorandum of Understanding with the WLGA in December 2013 and close working relationships exist on training

and development and best practice case studies

National Association of Local Councils (NALC) - One Voice Wales works closely with its sister body in England and has a Service Level Agreement with them on the provision of specialist legal advice. We regularly make representations to both Westminster and the National Assembly on behalf of Community and Town Councils.

Society of Local Council Clerks (SLCC) - we work closely with the SLCC on a range of matters relating to local Councils and run a joint training and development conference with them annually

Information Commissioners Office on training, for example, Freedom of Information and Data Protection

Collaboration / Partnership Working

One Voice Wales also works in collaboration with other organisations such as :-

Cynnal Cymru — One Voice Wales members have received Sustainability Training

Welsh Government on Asset Transfers and Youth Engagement

Public Service Ombudsman for Wales - Representatives of One Voice Wales meet with Public Services Ombudsman to discuss issues/ complaints being brought to the Ombudsman's attention. Benefits of this working relationship include the development of the Model Local Resolution Protocol by One Voice Wales.

Wales Council for Voluntary Associations (WCVA)

Planning Aid Wales (PAW)

Centre for Regeneration Excellence (CREW)

PLANED

As part of our representation activities we have supported the **development of the following national guidance:**

- ◆ WAO & Audit Good Practice Guide
- ◆ Revised Good Councillor Guide
- ◆ Information Commissioner Wales – recent audits and practice advice
- ◆ Climate Adaptation Case Studies – best practice examples
- ◆ Community Asset Transfer Guidance
- ◆ Youth Representation and Youth Council Guidance
- ◆ Being a Local Councillor Guidance



Advice to Community and Town Councils on Working with Young People



Be a Local Councillor in 2017
A Guide to Community and Town Councils and the Role of community and Town Councillors

Legal Advice and Support

Clerks and Chairs from members councils are authorised to seek advice via Development Officers. Our staff can normally deal directly with the issues or questions raised but in matters requiring legal advice we have access to a team of highly experienced lawyers who will be engaged to provide the advice required. The advisory service is highly regarded by member councils and there is no additional cost beyond that of the annual membership subscription.

Within the members area of the website (www.onevoicewales.org.uk) you will find a whole range of useful documents and information that helps to support the work of Community and Town Councillors

To access the members area you will need a password which is given to your Clerk. If the Clerk doesn't have the password please ask them to contact the main office where one will be issued.

Should you need legal advice and/or support the contact details are as follows:

Main Office Tel No: 01269 595400 Email: admin@onevoicewales.org.uk

Development Officers can be contacted via the Main Office on 01269 595400 or as follows:-

Paul Egan	paul.egan@onevoicewales.org.uk	07917 846512
Shan Bowden	shan.bowden@onevoicewales.org.uk	07917 846511
Mel ab Owain	melabowain@onevoicewales.org.uk	07917 846513



Training

We currently have 22 training modules which are listed below.

Our training has been developed especially for Councillors but Clerks are welcome to attend and many do.

Each module runs from 6.30pm to 9.00pm

£40 members (£30 under 200 dwellings) £60 non members (£50 under 200 dwellings)

Training is limited to 20 attendees per session

All of our training modules have been designed to meet the needs of Community and Town councils in Wales. We are always looking to see how we can introduce new training programmes as the demands on the sector change.

New Councillor Induction (only scheduled during election years)

The Council

The Councillor

The Council as an Employer

Understanding the Law

The Council Meeting

Local Government Finance

Health & Safety

Community Engagement Part II - Tools & Techniques

Code of Conduct

Chairing Skills

Community Emergency Planning

Community/Place Planning

Community Engagement Part II (Tools & Techniques)

Equality & Diversity

Information Management

Use of IT, Websites and Social Media

Making Effective Grant Applications

Effective Management of Staff

Devolution of Services / Community Asset Transfer

Local Government Finance - ADVANCED

Well-being of Future Generations Act 2015 / Sustainability

Arbitration and Conciliation

If you would like more details of any of the training sessions above see the Training Section on our website: www.onevoicewales.org.uk or contact wendi.patience@onevoicewales.org.uk to request a full overview and a schedule of courses set to run.



Bespoke Training Packages for Councils

All of our training modules can be delivered to any council on a bespoke basis in both English and Welsh. You provide the venue and the refreshments and we will come to you at a time and location of your choice

The cost for a maximum of 20 attendees is £399 plus trainers travel @ 45p per mile. You may invite other councils to participate and charge them for their places to off set against your costs - we can assist you with this process and invoice Councils individually for you if required.

Please contact Paul Egan if you would like to discuss this option further:

01269 595400 or email paul.egan@onevoicewales.org.uk

Welsh Government offer a bursary of up to £50 per council per financial year if your annual budgeted income is £40,000 or less - the form is available on our website or email Wendi Patience for a copy at : wendi.patience@onevoicewales.org.uk



Consultancy Services

One Voice Wales is able to offer member Councils a range of consultancy services provided by fully qualified professionals. The services available are listed as follows:

- ◆ **Human Resources and Employment Law**
- ◆ **Value Added Tax Legislation**
- ◆ **Health, Safety and Welfare**
- ◆ **Property Management (Service to North Wales Councils only)**
- ◆ **Community Engagement and Development**
- ◆ **Community Engagement, Asset Transfer, Partnership Working and Funding and Project Monitoring and Evaluation**
- ◆ **Place Plan and Well Being Statement Development**

Full details about each of these services are available on the One Voice Wales Website www.onevoicewales.org.uk under consultancy

Our fees are significantly lower than what is offered by other organisations reflecting our commitment to provide value for money for our member councils

Please contact Paul Egan if you would like to discuss this option further:

01269 595400 or email paul.egan@onevoicewales.org.uk

Conferences and Events

Innovative Practice Awards Conference

The Awards are an opportunity to showcase Community and Town Councils, the services they provide for their local communities and the commitment and work of Community and Town Councillors, Clerks and staff.

This is an opportunity for Community and Town Councils to receive the recognition they deserve.

The innovative practice recognised will play a key part as an evidence base to Welsh Government, Unitary Authorities, the third sector and other key partners to highlight the good work local councils are doing in their communities.

Innovative Practice Conference

This event is run every year in July. All Councils are welcome to attend where there will be the opportunity to listen to a range of speakers on relevant topics, workshop sessions and an opportunity to learn about good practice from selected Councils.

One Voice Wales Conference and AGM

This is held every year at the end of September or the beginning of October. The conference is held in the morning with guest speakers and the afternoon is dedicated to the Annual General Meeting where in addition to dealing with internal governance matters, consideration is given to approved motions submitted by member Councils where a formal vote is taken. Approved motions are then pursued by the Chief Executive and his staff.

Joint One Voice Wales/SLCC

Held annually this is a significant opportunity for Councillors and Clerks to come together to hear about the latest developments in the sector.



For conference programmes please check out the One Voice Wales website www.onevoicewales.org.uk or contact the Office on admin@onevoicewales.org.uk tel. no : 01269 595400

Communications

E– Bulletin

Distributed monthly to all member Councils and stakeholders including third sector and public sector partners. (Total circulation circa 1200) – the E-bulletin contains latest information, consultations affecting the sector, examples of good practice and good news stories.

Website

The website gives access to advice and information, policy and best practice, training opportunities, conferences, committees and it also has a suppliers directory.

Email correspondence

One Voice Wales circulates lots of information and it is for each council to determine how it wishes to process that information.

Website Log In Details

For log in details to the One Voice Wales website please contact your Clerk. If your Clerk hasn't registered please ask them to contact the office where they will be issued with a password that all members of the council can use to access the members area. There is only one set issued per council.

Commercial Opportunities

One Voice Wales offers a range of cost effective advertising and promotional opportunities to enable organisations to maximise their exposure to this hard to reach sector of local government.

83% of Community and Town Councils in Wales are in membership of One Voice Wales and we have access to a database of those Councils.

Please contact Shân Bowden if you would like to discuss the opportunities available:
01269 595400 or email shan.bowden@onevoicewales.org.uk



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