

One Voice Wales Training



Module 1—The Council

Module One - The Council

- **The Council as a Corporate Body**
- **The “Team” of Members and Staff**
- **The Council’s Role**
- **Working with Unitary Authorities**
- **Building Partnership Working**

During the presentation we will cover the council as a corporate body, the ‘team’ of members and staff, the council’s role, working with unitary authorities, and building partnership working with a wider group of organisations. By the end of this presentation you should have a good understanding of the range of responsibilities of community and town councils as well as their changing role in serving local communities in Wales today.



One Voice Wales Training

Module 2 - The Councillor

Module Two - The Councillor

- **The Councillor and their Commitment**
- **Register of Interests**
- **Code of Conduct and Ethical Behaviour**
- **Monitoring Officers and Standards Committees**
- **Debating and Making Decisions**
- **Representing Your Electorate**
- **Building Bridges**

During the presentation we will cover the councillor and their commitment to the office of councillor, the Register of Members Interests, the Code of Conduct and ethical behaviour expected of a councillor, the role of the Monitoring Officer and the Standards Committee, the rules of debating and making decisions, how you represent on your electorate, and the need to “build bridges” between yourself, the council and other interested parties.

One Voice Wales Training



Module 3 - The Council as an Employer

Module Three - The Council as an Employer

- **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, you may know the role specification as the 'job description', 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.

One Voice Wales Training

Module 4 - Understanding The Law

Module Four - Understanding The Law

- **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.

One Voice Wales Training

Module 5 - The Council Meeting

Module Five - The Council Meeting

- **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.

One Voice Wales Training

Module 6 - Local Government Finance

Module Six - Local Government Finance

- **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.

One Voice Wales Training



Module 8 - Community Engagement

Module Eight – Community Engagement

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.