

## Who are Hampshire ALC?

Hampshire Association of Local Councils is a not for profit membership organisation that provides advice, guidance and support to parish and town councils.

We provide a collective voice for our members on Hampshire related matters, putting forward the sector views to key partners such as Hampshire County Council, and lobby on behalf of our members. We also influence at a national level through the National Association of Local Councils.

We are an independent company with an experienced team of staff, managed at an operational level by our Chief Executive.

Governance for the Limited Company is provided by the Board of Directors, which is made up of seven voting Directors, one from each of the parished District Associations.

Policy direction is provided by our County Forum, which is open to councillors from every Local Council across Hampshire. This means we are effectively owned by our members and they have a great deal of influence over our direction and decision making.

## Our Services



Hampshire Association of Local Councils  
Floor 2, Eastleigh House  
Upper Market Street  
Eastleigh  
Hampshire  
SO50 9YN  
Tel: 023 8068 8061  
Email: [admin@hampshirealc.org.uk](mailto:admin@hampshirealc.org.uk)  
Web: [www.hampshirealc.org.uk](http://www.hampshirealc.org.uk)

## Membership Benefits



Hampshire Association of Local Councils

*To Inspire and Empower  
Parish & Town Councils*

[www.hampshirealc.org.uk](http://www.hampshirealc.org.uk)

## Our Team

**Chief Executive:** The Chief Executive's priorities are to ensure the Organisation is a well run, financially stable organisation with an appropriately experienced team to provide a high quality advice and training service to member councils. They also ensure we fulfil the requirements of our contracts with other organisations we support.

**Member Services Manager:** Responsible for ensuring all member councils receive a high quality advice service and that clear and consistent advice and guidance is issued in line with our published service level agreements. Responsible for publication of advice guidance notes for the website and liaison with specialist external advisors. Responsible for managing the training and events service. This includes identifying training and development needs highlighted by Councils, as well as planning, organising and delivering/overseeing appropriate training.

**Engagement Manager:** Responsible for managing communications and developing HALC's policy positions whilst ensuring the organisation remains coherent within its aims and reflects the views of the members. Liaison with external customers and contract management.

**HR & Employment Officer:** Leading HALC's Local Council People & Development (LCPD) service, which provides specialist HR advice and guidance, documents and training to Town and Parish Councils.

**Operations Manager:** Responsible for the day to day running of the organisation while supporting the Chief Executive and Board of Directors.

**Business Support Officer:** Supporting the Operations Manager with day to day organisational requirements, organising the training courses and events administration and the upkeep of the website. Our Business Support Officer is also the initial point of contact for callers to the office.

## *Why be a member of Hampshire Association of Local Councils?*

*Look upon your membership of HALC as an insurance - you may not need specific assistance from us this year, but many have and were relieved. It is not just advice you receive, but the network opportunities that membership brings within your District, County and beyond.*

The services provided by HALC include:

- Member query service offering information, advice and signposting to specialists as required.
- Access to high quality sector specific training and events at subsidised rates. These events provide a variety of information, networking and development opportunities for both Councillors and Officers.
- HR documents, including a Standard Contract template and Disciplinary, Grievance and Absence policies. Specialist HR advice bespoke to Town and Parish Councils through our LCPD membership.
- Access to a register of qualified and experienced locums able to cover for your Clerk or other staff members, on a short or long term basis.
- One hour free support (per query) from our specialist legal advisors, with reduced rates if additional legal work is required.
- Member advertising space on our website and social media page to help find your new Clerk or other staff.
- Access to a specialist planning service.
- Access to a specialist VAT and finance advisory service.
- Support and monitor your borrowing applications to Government.
- Access to the National Association of Local Councils services.
- We have qualified and experienced consultants providing a range of services tailored to help you run your Council better and improve effectiveness.
- We have contact with all levels of the statutory and community sectors in the county and many links beyond. With strong membership we can shape legislation, policy and guidance that will affect our members and the sector before it becomes law.
- Opportunities to part take in our Award Schemes.

If your Council is not a member already, please contact our Operations Manager at [admin@hampshirealc.org.uk](mailto:admin@hampshirealc.org.uk)

