

## The HALC Team

The dedicated team consists of the following personnel:

**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 Officers:** 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.

**Policy and Communications Officer:** 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.

**Training Officer:** 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.

**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.

**Office Manager (job share):** These roles support the day to day running of the organisation and are also responsible for training courses and events administration and the upkeep of the website. They are the initial point of contact for callers to the office.

## What do Berkshire ALC offer?

The services contracted and provided by Hampshire ALC to Berkshire ALC members include:

- **Member query service**  
Offering information, advice and signposting to specialists as required. This includes support on Council process issues, legal issues, and advice on day to day Council matters.
- **Training**  
BALC will include, as part of your subscription, training sessions on:  
◦ Chairmanship, Planning, Finance and VAT and many other courses  
◦ 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.
- **Legal Support & Assistance**  
One hour free support (per query) from specialist legal advisors, with reduced rates if additional legal work is required.
- **HR documents**  
Including a Standard Contract template and Disciplinary, Grievance and Absence policies. Specialist HR advice bespoke to town and parish councils through the LCPD membership and tailored to help you run your council better and improve effectiveness.
- **Recruitment**  
Member advertising space on our website and HALC Facebook 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 if affiliated through membership.

If your Council is not a member of BALC already, please contact the BALC Executive at [balcexec@balc.org.uk](mailto:balcexec@balc.org.uk) for further information.

## HOW DOES IT WORK?

The comprehensive members' services package as set out in this leaflet is being offered by Hampshire ALC.

Berkshire ALC executive continues to maintain and develop the association and give representation on various external bodies and organisations, local, regional and nationally.

In addition to the membership services provided, the administrative tasks undertaken by Hampshire ALC include:

### Accounting:

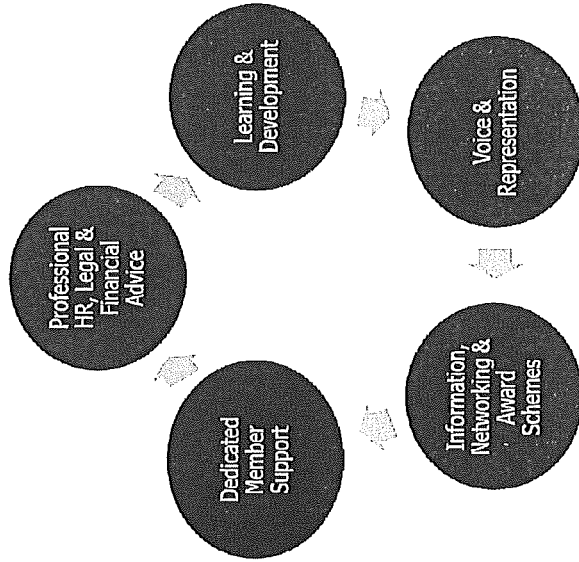
- Maintenance of the subscription database;
- Invoicing and collection of annual affiliation fees and any ad hoc sales invoicing;
- Processing the verification and payment of suppliers' invoices;
- Reviewing the bank statements; and
- Ensuring the accounting entries are accurately recorded.

### Training:

Delivery and administration of BALC's training programme.

This may include dedicated BALC sessions and/or the inclusion of BALC members on HALC courses where minimum course thresholds are not met.

## HALC Services



## Berkshire Association of Local Councils

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

Tel: 023 8068 8061

Email: [balcexec@balc.org.uk](mailto:balcexec@balc.org.uk)

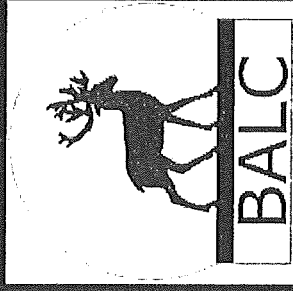
## Hampshire Association of Local Councils

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

Tel: 023 8068 8061

Email: [admin@hampshirealc.org.uk](mailto:admin@hampshirealc.org.uk)

## Berkshire ALC

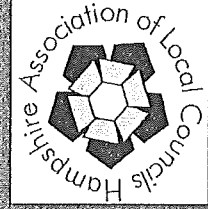


## Being a member

The Berkshire Association of Local Councils (BALC) is a membership organisation with the purpose to support and advise town and parish councils in Berkshire.

As part of a contracted service, Hampshire ALC provides a full range of services to Berkshire member councils.

Using these contracted services allows Berkshire ALC to retain its own individual identity as a County Association whilst retaining full responsibility for all democratic aspects of the Association, including setting and development of policy and continuing to provide a collective voice for all parish & town councils in Berkshire.



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