



Councillor Essentials

The 'Knowledge' session is designed to be an introduction to being a councillor. It will give you the knowledge and signposts to further information to enable you to be more effective in your role. Topics include the context and role of parish or town councils and that of its councillors, the legal and regulatory framework, meetings and procedures, council services and assets, community engagement/action and tools for you to use, including a jargon buster and sources of further information.

The 'Core Skills' session is designed to build upon the information learned in 'The Knowledge' session, by developing the skills needed to be an effective parish or town councillor. This session is designed to provide a thought-provoking look at parish and town councils and the roles and responsibilities of being a councillor. The session is fun and interactive. It aims to give you improved confidence in engaging in local democracy and highlight areas in which you might wish to learn more. Topics covered include meeting structure and protocol, allocating resources, local council powers and duties, jargon, planning and code of conduct.

Suitable Audience

New councillors or those that would like a refresher in the key aspects of being a parish or town councillor.

This training may be held face to face or online. If online, you will need a device with a reasonable screen size such as a PC, laptop or tablet to be able to participate fully.

This training may be delivered as a two session course or as one full day.

Benefits

By the end of 'The Knowledge', you will:

- Have a good understanding of your role as a councillor and the context in which you operate
- Know the rules of what you must, or must not do, as a council, councillor, employer and financial manager
- Understand the legislative and regulatory framework for councils, which will help you stick to the rules
- Understand more about the structure of meetings and the protocols observed by councils
- Know more about the role of the councillor as a representative and the two-way communication process between councils and residents
- Have a toolkit to help you with being an effective councillor

By the end of 'Core Skills' session, you will:

- Understand more about the structure of meetings and the protocols observed by councils
- Understand the role of councillor as 'guardian of the public purse'
- Know the importance of, and the difference between, local council powers and duties
- Understand the implications of the council's role as an employer
- Be confident in identifying when the council is best placed to make a decision, and when further research or support from another organisation is needed
- Know more about the role of the councillor as a representative and the two-way communication process between councils and residents

Leaders

Dawn Hamblet, Sarah Goudie

2026/2027 Prices

Hampshire ALC Member/Development Partner	£120+VAT
Berkshire ALC Member/Non Hampshire Development Partner	£120+VAT
Non Member	£150+VAT

Ready to book?

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Councillor Networking

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