



**HAYWARDS HEATH
TOWN COUNCIL**

Town Hall 40 Boltro Road, Haywards Heath West
Sussex, RH16 1BA
Tel: 01444 455694
Website: www.haywardsheath.gov.uk
Email: town.clerk@haywardsheath.gov.uk

18th June 2024

To all Councillors on the Policy and Finance Committee and others for information

Dear Councillor,

You are hereby requested to attend a meeting of the **Policy and Finance Committee** to be held on **Monday 24th June 2024 at 7.00pm** at the Town Hall in the Council Chamber when the following business will be transacted.

Yours Sincerely
Steven Trice
Town Clerk

AGENDA

1. To receive apologies for absence.
2. To confirm the minutes of the meeting of the meeting of the Policy and Finance Committee held on 18th March 2024. (Pages 3 - 5)
3. To note Substitutes.
4. Public Forum - *Members of the public are invited to ask questions or raise issues which are relevant and are the concern of this Council. A period of 15 minutes is allocated for this purpose. Notice of intention to address Council should be given to the Clerk by noon of the day of the meeting.*
5. To receive Declarations of Interest from Members in respect of any matter on the agenda.
6. To receive and consider the lists of receipts and payments for the period 1st January 2024 - 31st March 2024. (page 6 and separate documents)
7. To confirm bank balances and bank reconciliation statements as at 31st March 2024. (Page 7 and separate documents)
8. To receive, consider and approve the Town Council's Income and Expenditure Account, and Balance Sheet for the year ended 31st March 2024. (page 8 and separate documents)
9. Annual Governance and Accountability Return (AGAR) for the year ended 31st March 2024 - to receive, consider and note the Internal Audit Report 2023/2024. (page 9 and separate documents)

10. Annual Governance and Accountability Return (AGAR) for the year ended 31st March 2024 - to receive, consider and approve Section 1 – Annual Governance Statement 2023/2024. (page 10 and separate documents)
11. Annual Governance and Accountability Return (AGAR) for the year ended 31st March 2024 - to receive, consider and approve Section 2- Accounting Statements 2023/2024. (Page 11 and separate documents)
12. To receive the Councils Asset Register. (page 12 and separate document)
13. To consider the Town Councils Grants. (pages 13- 21)
14. To consider a special award to Mid Sussex Voluntary Action. (pages 22-28)
15. To consider the adoption of a Social Media Policy. (pages 29-33)
16. To consider the adoption of a Training and Development Policy. (pages 34-39)
17. To consider any items that the Chairman agrees to take as urgent business.

Committee Members: Policy & Finance Committee: AM Cooke (Chair), S Walsh (Vice Chair), A. Bashar, AM. Lucraft, P. Lucraft, A. Murray A. Rees.

*'During this meeting the public are allowed to film the Committee and officers only from the front of the public gallery, providing it does not disrupt the meeting. **Any items in the Exempt Part of the agenda cannot be filmed.** If another member of the public objects to being recorded, the person(s) filming must stop doing so until that member of the public has finished speaking. The use of social media is permitted but all members of the public are requested to switch their mobile devices to silent for the duration of the meeting.'*

Town Mayor Cllr Stephanie Inglesfield

Town Clerk Mr Steven Trice

POLICY AND FINANCE COMMITTEE

Minutes of the meeting held on Monday, 18th March 2024

A.M Cooke (*Chairman*)
S. Walsh (*Vice Chairman*)
A. Bashar
R. Cromie
P. Lucraft
A.M Lucraft
A. Murray **
A. Rees

* Absent ** Apologies

Also present: Town Clerk, Responsible Financial Officer (RFO),
Committee Clerk.

63. Apologies

Apologies were received from Cllr Murray due to personal commitments.

64. Minutes

The minutes of the meeting held on Monday 15th January 2024 were taken as read, confirmed as a true record and duly signed by the Chair.

65. Substitutes

None.

66. Public Forum

There were no members of the public present.

67. Members' Declarations of Interest

Cllr Cromie declared a pecuniary interest in Item 13 'To consider reallocation of funds to Bentswood Hub for the Juniors project' as she is a director of the Bentwood Hub CIC.

68. To receive and consider the lists of payments and receipts for the period 1st September 2023 – 31st December 2023.

The Responsible Financial Officer (RFO) presented the Period 1st September 2023 – 31st December 2023 and welcomed questions.

Cllr Rees questioned a payment made to C Trice in October, the Clerk explained that with agreement from the leader of the council and the Town Mayor the Clerks daughter had undertaken some part time summer work organising filing and paperwork, without further comment:

Members **RESOLVED** to recommend to Full Council to approve the lists of payments and receipts, for the period 1st September 2023 – 31st December 2023.

69. To receive and consider the income and expenditure report for the year to date 31st January 2024

The Responsible Financial Officer (RFO) presented the income and expenditure report for the year to date 31st January 2024 and welcomed questions.

Without comment:

Members **RESOLVED to recommend to Full Council to approve the income and expenditure report for the year to date 31st January 2024.**

70. To confirm bank balances and bank reconciliation statements as at 31st January 2024.

Members noted the documents presented, the RFO explained that the statement and bank reconciliation for the new CCLA investment account were included in the finance pack. He explained that the CCLA account had variable rate interest and instant access. Without further comment:

Members **RESOLVED to recommend to Full Council to approve the bank balances and the reconciliation statement as at 31st January 2023.**

71. To consider the financial review of the Annual Risk Assessment for the Town Council.

The Clerk explained that there were two changes to the Risk Assessment, the Covid risk had been downgraded and an extra line had been added to include the new CCLA investment.

Cllr AM Lucraft asked the Clerk if advice on updating the risk assessment was taken, the Clerk explained that the internal auditor checks the risk assessment annually and the RFO also commented that the risk assessment is discussed with the Councils insurers.

Cllr P Lucraft asked how the council was mitigating the areas identified as high risk and asked the Clerk to ensure appropriate policy was in place. The Clerk will update the risk assessment and bring back to the next Policy and Finance meeting for resolution. The Clerk will also revisit the councils' contingency plans.

Members **RESOLVED to adopt the review of the Financial Risk Assessment for the Town Council as is and review again after the above additions at the next Policy and Finance meeting.**

72. To consider the review of the Town Council's Health and Safety Policies.

Cllr AM Lucraft asked if both grounds and office staff completed an accident report if necessary. The Clerk advised yes and additionally the RFO commented that the need to report incidents was thankfully few and far between.

Members **RESOLVED to adopt the review of the Town Councils Health and Safety Policies.**

73. To consider the review of the Town Council's General Data Protection Policies.
Without comment.

Members **RESOLVED to adopt the review of the General Data Protection Policies for the Town Council.**

74. To consider applications for Town Council Grants.

Members noted that of the £10,000 budget £9938.89 was already allocated leaving a balance of £61.11 for the remainder of this financial year.

Cllr P Lucraft spoke saying the council should in principle support grant applications received and encouraged a more flexible approach to the grants policy meaning the Town Council could help put funds back into the community.

Members agreed take monies from unrestricted reserves if any or all grants were resolved. It was advised that unrestricted reserves currently stand at £248,365.

Each grant application was discussed individually. Members asked that any links to applicants' websites be added to future grant reports for clarity. This was noted by the Committee Clerk.

Members **RESOLVED** to award;

- a) a grant of £500 to Haywards Heath Tennis Club towards running costs.
- b) a grant of £750 to St Catherines Hospice for a one-off cost towards new bed.
- c) a grant of £500 to St Peter and St James towards running costs.
- d) a grant of £500 to Sussex Chorus to fund the June concert and running costs.
- e) the grant application of £1000 to The Simon Wellbeing Centre to fund the start up of a new activity was deferred pending more information from the applicant.

The total sum of grants awarded was £2250.00. With £61.11 being taken from the remaining grants budget and the balance of £2188.89 to be taken from reserves.

75. To consider reallocation of funds to Bentswood Hub for the Juniors project.

Cllr Cromie left the room having earlier declared an interest in this item.

Members considered the allocation of £12,000, as resolved under minute 25 of the meeting of the Policy and Finance Committee dated 11th September 2023.

Cllr P Lucraft said that he was supportive of what Bentswood Hub are trying to do, delivering a much-needed service. He advised as the Bentswood Hub are set up as a CIC they do not qualify for support from the District or County council. Members agreed the Town Council should step in to support the Bentswood Hub CIC.

Unanimously, members RESOLVED to allocate the £12,000 to the Bentswood Hub CIC for the running of the Bentswood Juniors programme. That the monies be divided into 4 tranches with delegation to manage the service level agreement and the allocation of funds given to the Town Clerk.

76. To consider the change of policy in regards to the allocation and expenses of ward budgets.

Cllr P Lucraft tabled his motion to consider the change of policy in regards to the allocation and expenses of ward budgets, he explained his proposal seeks to update the policy passed at the meeting of the P&F on 27th June 2023. Specifically, that the council allows that unspent allocations for either individual councillors and or ward areas are allowed to be carried forward to the next financial year.

A short discussion took place, with all in favour:

Members RESOLVED to change the policy to allow both the individual and ward budgets to be carried over to the next financial year, but only within the term of the council.

77. Urgent Items

None.

The meeting closed at 08.30 pm.

Committee Meeting: Policy and Finance

Report of: Town Clerk

Date: 24th June 2024

Subject: Lists of payments and receipts for the period 1st January 2024– 31st March 2024.

Please see associated documents;

ITEM 6 - P and F 24/06/24 - FINANCIAL REPORTS PACK – 01Jan2024 TO 31March24

Report of: Town Clerk
Date: 24th June 2024
Subject: To Confirm Bank Balances and the Bank Reconciliation Statements as
at 31st March 2024

Please see financial pack for documents;

ITEM 7 - P and F 24/06/24 - FINANCIAL REPORTS PACK – 31st March 2024

ITEM 8

Committee Meeting: Policy and Finance

Report of: Town Clerk
Date: 24th June 2024
Subject: To receive, consider and approve the Town Councils Income and Expenditure Account and balance sheet for the year ended 31st March 2024.

Please see financial pack for documents;

ITEM 8 - P and F 24/06/24 - TO CONFIRM INCOME AND EXPENDITURE AND BALANCE SHEET AS OF THE 31st MARCH 2024.

ITEM 9

Committee Meeting: Policy and Finance

Report of: Town Clerk

Date: 24th June 2024

Subject: Annual Governance and Accountability Return to receive, consider and note the Internal Audit Report 2023/2024.

Members are asked to consider and resolve the end of year 2023/2024 report of the Internal Auditor.

Please see financial pack for documents.

Town Clerk/RFO

Committee Meeting: Policy and Finance

Report of: Town Clerk

Date: 24th June 2024

Subject: Annual Governance and Accountability Return (AGAR) for the year ended 31st March 2024 — to receive, consider and approve Section 1 Annual Governance Statement 2023/2024.

Please see financial pack for document.

Committee Meeting: Policy and Finance

Report of: Town Clerk

Date: 24th June 2024

Subject: Annual Governance and Accountability Return (AGAR) for the year ended 31st March 2023 — to receive, consider and approve Section 2 Accounting Statements 2023/2024.

Please see financial pack for document.

Committee Meeting: Policy and Finance

Report of: Town Clerk

Date: 24th June 2024

Subject: Town Council Asset Register

Please see associated document entitled; ITEM 12 - P and F as at 31st March 2024 Asset Register.

Town Clerk/RFO

Committee Meeting: Policy and Finance

Report of: Committee Clerk

Date: 24th June 2024

Subject: Grant Applications

Purpose of Report:

1. The purpose of this report is to present for consideration grant applications made by third party organisations.

Summary:

2. Members will find attached six grant applications as laid out in Appendix 1-6 of this report.

Recommendation(s):

Members are asked to consider the recommendation for four grant applications, the summary of which is attached as Appendix 1-6 of this report and decide on the level of funding to allocate.

Background:

3. The Town Council allocates monies on an annual basis to enable the award of grants to third party organisations that endeavor to enhance the well-being of the local community.
4. The ethos of the grants provided by this Council is for 'pump priming' in the context of enabling the applicants to lever in monies from other organisations, grant-giving charities and national schemes.
5. The grant criteria provides for grants to be made for one off purchases and in some instances running costs. There is also funding for capital costs and new initiatives.
6. It is asked that Members note that grants are made using the free resource (S.137 Local Government Act 1972) which talks about benefitting the area or groups of individuals – not an individual. Therefore, there is no power to grant to an individual. The Clerk has noted that this has happened in the past and would suggest until another mechanism is found the Council do not grant to an individual in the future.

Financial Implications

7. The budget for Grants and Subsidies for the financial year 2024/25 is £10,000.

Legal Implications

8. Further to the section 137 legislation, the Town Council can make a grant under the General Power of Competence, which the Town Council meets the criteria of as exercised and resolved at the Annual Meeting of the Town Council dated 15th May 2023 under minute 20.

Grant Applications

Organisation	Grant Amount Requested	Reason	Bank Details
1 st Haywards Heath Scout Group	£1000	To fund insulation of the building	
Haywards Heath & Beech Hurst Bowling Club	£750.00	To fund the introduction of a set of bowling aids	
7 th Haywards Heath Guide Unit	£418	Set up a new Girl Guides Unit	
Girl Guiding Haywards Heath Town District	£500	Storage costs for camping equipment	
The Simon Wellbeing Centre	£1000	To set up a new group	
Windermere Road Residents Association	£181.75	To fund the purchase of Swift nesting boxes for a conservation project	

Grant Application

Appendix 1

Organisation: 1st Haywards Heath Scout Group

Total Project Cost: £1,000

Funding Category: Capital Costs

Grant Requested: £1,000

Purpose of Grant: To fund insulation of the building to provide an environmentally sound environment for scouting activities and other users.

Breakdown of costs:

Item	Total cost	Amount requested
South Roof End	£2662	
North Roof End	£2520	
Sloping Ceiling	£5455	
Walls to main wall	£6865	
Sanitation of loft	£2000	
Total	£19502	£1,000 Capital Costs

Information:

1st Haywards Heath Scout Group provides Scouting for young people aged 6-14, providing fun, learning and adventure. The group was formed in 1908. Presently the group has 17 adult and 60 junior members of which 100% are Haywards Heath residents.

The facility is used by two Scout groups four evenings a week, District Scouts once a week and by a pre-school on weekdays throughout the year. At weekends the facility is open to hire.

The group have assessed the need for this new project by reviewing the standard of insulation against the current standards. They have a very high energy consumption and have a duty to provide a safe and warm environment for users.

The group have received two quotations for work, provided in the grant application pack.

The group also receive a small income from the rental of the building to other scout groups and the pre-school.

Website Link - <https://www.1sthaywardsheathscoutgroup.org/>

Grants awarded since 2019/20 Financial Year:

Year of application	Grant awarded	Purpose of grant
-	-	-

Other funding sought – Mid Sussex District council – pending consideration.

Recommendation: It is recommended that a grant award of this value would be in line with the council's grant guidance notes and criteria.

Grant Application

Appendix 2

Organisation: Haywards Heath & Beech Hurst Bowls Club

Total Project Cost: £750

Funding Category: One off cost

Grant Requested: £750

Purpose of Grant: To fund the introduction of a set of bowling aids to support the needs of the 'older' bowler.

Breakdown of costs:

Item	Total cost	Amount requested
12 nonslip high visibility playing foot mats	£216	
1 bowling arm	£190	
1 bowls lifter	£38	
1 box of high visibility jacks	£108	
1 transit wheelchair	£225	
Total	£777	£750.00 (one off cost)

Information:

Haywards Heath and Beech Hurst Bowls Club is a lawn Bowls sports club formed in 1905. The club are asking for a grant to introduce a set of bowling aids which are tactile, high visibility, stable and supportive of individual disability.

The Club has 109 Adult members of which 88 % live in haywards Heath. The club is open all ages and abilities.

The club have assessed the need for these new aids by researching the demographic of Haywards Heath using the ONS Census and MSDC planning permissions and data which concluded 51% of the population growth in Haywards Heath was over 70 years of age. The club are looking for £750 towards the project with a total cost of £777, the remaining balance will be taken from the clubs reserves.

Website Link – none

Grants awarded since 2019/20 Financial Year:

Year of application	Grant awarded	Purpose of grant
2022	£500	To purchase a defibrillator for the clubhouse

Other funding sought – No

Recommendation: It is recommended that a grant award of this value would be in line with the council's grant guidance notes and criteria.

Grant Application

Appendix 3

Organisation: 7th Haywards Heath Guide Unit

Total Project Cost: £418

Funding Category: Set up grant

Grant Requested: £418

Purpose of Grant: To fund setting up a new Girlguiding Unit.

Breakdown of costs:

Item	Total cost	Amount requested
Rent of Haywards Heath URC Hall	£175	
Adult volunteer uniform	£143	
Various craft equipment	£100	
Total	£418	£418 Set up grant

Information:

7th Haywards Heath guide is a new unit that is part of Girlguiding UK and part of Haywards Heath Town District, Haywards Heath division Girlguiding.

This unit was reopened in February 2024 and currently has 4 adult and 5 junior members, 98% of the members reside in Haywards Heath. The unit has reopened due to the other local units being at capacity, since Covid the district has grown from 1 to 6 units.

The organisation gives girls a space to make friends have fun and adventure as well as making a positive difference in their community.

The unit will be open to any local girl aged 4-14 years.

Quotations for the hall hire and uniforms have been supplied within the grant application pack.

The Girlguides have fundraising events throughout the year, such as sponsored walks, Auctions and stalls at local fairs.

Website Link – www.girlguiding.org.uk

Grants awarded since 2019/20 Financial Year:

Year of application	Grant awarded	Purpose of grant
June 2022	£728.60	To assist with the set up of two new units in Haywards heath
Sep 2023	£998.94	To start a new guide unit
Nov 2023	£500	Running costs

Other funding sought – none

Recommendation: It is recommended that a grant award of this value would be in line with the council's grant guidance notes and criteria.

Grant Application

Appendix 4

Organisation: Girlguiding Haywards Heath Town District

Total Project Cost: £500

Funding Category: Running costs

Grant Requested: £500

Purpose of Grant: To pay for a storage unit to house newly gifted camping equipment.

Breakdown of costs:

Item	Total cost	Amount requested
Storage cost for 3 months	£675.	
Total	£675	£500 running costs

Information:

Haywards Heath Town district Girlguiding UK is a local part of Girlguiding UK.

Their membership currently stands at 48 adults and 104 juniors.

They have recently been gifted a large amount of camping equipment from a recently closed Guide unit in Keymer. Presently they do not have anywhere to store the equipment, the grant would be used to pay for a storage unit short term, their long-term goal is to purchase a shed.

An invoice from the storage facility had been provided as part of the grant application pack.

Website Link –www.girlguiding.org.uk

Grants awarded since 2019/20 Financial Year:

Year of application	Grant awarded	Purpose of grant
June 2022	£728.60	To assist with the set up of two new units in Haywards Heath
Sep 2023	£998.94	To start a new guide unit
Nov 2023	£500	Running costs

Other funding sought – none

Recommendation: It is recommended that a grant award of this value would be in line with the council's grant guidance notes and criteria.

Grant Application

Appendix 5

Organisation: The Simon Wellbeing Centre

Total Project Cost: £1020

Funding Category: Start up grant.

Grant Requested: £1000

Purpose of Grant: To fund a new wellbeing activity.

Breakdown of costs:

Item	Total cost	Amount requested
Facilitator £40 an hour x2 x6 weeks	£480.00	
Hall Hire/heating £20 x 2 x 6 weeks	£240.00	
Marketing, printing, promotion	£300.00	
Total	£1020.00	£1000.00

Information:

Sara Smith (director of the Simon Wellbeing Centre) will be attending the meeting to answer questions.

This grant application was previously seen at the March 18th 2024 Policy and Finance Committee meeting where members resolved - 'the grant application of £1000 to The Simon Wellbeing Centre to fund the start up of a new activity was deferred pending more information from the applicant.'

The Simon Wellbeing Centre provides wellbeing education and services to the community and is not a registered charity. It has 20 members.

The centre is applying for a grant to fund a new wellbeing activity, specifically to target men's health and wellbeing. Offering a 6-week pilot course to men in the local community in order to roll out to the wider community.

They hope this new service will make it easier for men to access support. The highest killer of men under 50 is suicide and the centre want to offer a safe space for men to express themselves in a men only environment. The activity will be available to all men in the local area.

They have assessed the need for such a group by surveying local men and men's groups.

The breakdown of costs show above is based on the centres previous costings.

They also raise funds via personal input and raffles at wellbeing events.

They charge for private hire as income towards running costs.

Additional information received from Sara Smith –

'I haven't asked anyone else for funding as I didn't realise you could ethically do this but I was looking at talking to the Rotary Club and we have done raffles as well.'

We know this is a required need as I have done market research in the surrounding areas - Lindfield, Haywards Heath, Cuckfield and Forrest Row. I have liaised with James from BreatheMen and he said he and his members would support us and that there is a need for a men's wellbeing group that focuses on physical health, anger management and talking circles.

James from Warrior Men in Forrest Row runs such a group already and is affiliated with a number of national men's groups. He will be running it and has tried and tested results. He will be coming on the council's financial review night.

The Simon Well-being Centre is run by me and I am self-employed however it is run as a non for profit and in two years I have not taken a salary. I am in the process of transferring to be a CIC under Sasha from MSVA's guidance.

Most of the advertising will be via my website and FB pages but I would like to create banners and boards and pay for enhanced coverage on FB and Eventbrite.

I would also like to create flyers and posters to advertise the event. I would have to pay my website consultant and my social media consultant to support all of the above. Cheaper options can be found like different paper quality and not paying to advertise on social media to save money which may or may not impact attendance.

Our links with BreatheMen and Bentswood CIC would probably secure a large portion of the attendees hopefully anyway.'

Website www.thesimonwellbeingcentre.com

Grants awarded since 2019/20 Financial Year:

Year of application	Grant awarded	Purpose of grant
N/A	-	-

Other funding Sought – none

Recommendation: It is recommended that a grant award of this value would be in line with the council's grant guidance notes and criteria.

Grant Application

Appendix 6

Organisation: Windermere Road Residents Association

Total Project Cost: £181.75

Funding Category: One off cost

Grant Requested: £181.75

Purpose of Grant: To fund the purchase of Swift nesting boxes for a conservation project.

Breakdown of costs:

Item	Total cost	Amount requested
5 x nesting boxes	£181.75	
Total	£181.75	£181.75 One off cost

Information: The Windermere Road Residents Association is made up of a small community of 15 houses and has its own constitution. The Association was formed in 2004 and has 25 members.

The Association are seeking a grant of £181.75 to fund a conservation project to provide nesting provision to encourage a greater number of Swifts Back to the area.

For many years Swifts have been breeding and nesting in the roofs of America Lane, in the past few years numbers have dropped and the Swifts are now on the 'red list'.

The project will benefit the residents of Haywards Heath by 'helping nature and providing nesting sites'.

Since the Swifts are now on the 'red list' the Association want to help increase numbers, they have spoken to organisers of similar projects where numbers have declined and the populations are now increasing with the provision and installation of nesting boxes.

The grant application will fund the purchase of 5 RSPB Swift nest boxes. A quote has been provided in the grant application pack. The boxes will be installed under the soffits of houses in Windermere Road with the owner's permission and installed by the residents.

Website Link - None

Grants awarded since 2019/20 Financial Year:

Year of application	Grant awarded	Purpose of grant
-	-	-

Other funding sought – The association raise funds from an annual residents contribution which pays for the upkeep and maintenance of the private road.

Recommendation: It is recommended that a grant award of this value would be in line with the council's grant guidance notes and criteria.

Committee Meeting: Policy and Finance

Report of: Town Clerk

Date: 24th June 2024

Subject: Mid Sussex Voluntary Action (MSVA) Funding Request

Purpose of Report:

1. The purpose of this report is to present a funding request from a third party.

Summary:

2. The following report presents for consideration a request for funding for Mid Sussex Voluntary Action MSVA towards their general services and activities to be undertaken in Haywards Heath.

Recommendation(s):

- a) **Members are asked to consider awarding Mid Sussex Voluntary Action £15,000 towards services and activities in Hayward Heaths over two years to be met from the Community Project Budget with £7,500 being awarded within the current financial year and further £7,500 be earmarked within the 2025/2026.**
- b) **That each annual payment be made two in tranches of £3,750 subject to monitoring through a Service Level Agreement.**
- c) **That the Town Clerk be given delegated authority to execute a Service Level Agreement with Mid Sussex Voluntary Action.**

Background:

3. Members will find attached two background documents to aid consideration;
 1. Overarching background document as appendix A.
 2. Document specific to Haywards Heath.
4. Members will note under the second document under events bullet point five that it is proposed to run a trustee's event in Haywards Heath in November. Also, under Volunteering develop Corporate Relationships with Haywards Heath businesses to volunteering. In addition, an event was held at Haywards Heath Library this month where 12 volunteers were recruited to work with MSVA.

Financial Implications

5. The Town Council in its 2024/2025 budget allocated a budget entitled Community Project which holds £15,000, all of which is unspent. It is suggested that if Members are minded to award the full amount of funding that the award be taken for the budget. In addition, that the money be earmarked in the 2025/2026 budget subject to satisfaction of the service level agreement that will be put in place.

Legal Implications

6. Further to the section 137 legislation, the Town Council can make a grant under the General Power of Competence, which the Town Council meets the criteria of as

exercised and resolved at the Annual Meeting of the Town Council dated 15th May 2023 under minute 20.

Town Clerk

Appendix 1

Request for funding - supporting the VCSE sector in Haywards Heath to start, grow and thrive.

What we do

Our vision is of active, strong, and connected communities across Mid Sussex. To achieve this, we provide high-quality support to community groups, businesses, and individuals so they can make positive, lasting impact in and for their communities.

Our **new strategic framework for 2024-2026** is focused on the following strategic priorities:

- ❖ **Data** Continue to develop a deeper understanding of the **strengths and challenges** of our local communities - and the groups within them - using robust data, research and community listening.
- ❖ **Volunteering** Increase and sustain participation in volunteering, ensuring **anyone** can volunteer.
- ❖ **Community Development** Offer expert community development advice to enable voluntary and community groups to **start, grow and thrive** within their communities.
- ❖ **Impact** Improve the visibility of our work and the wider sector, demonstrating our **collective impact** more effectively.
- ❖ **The Cherry Tree Centre** Provide a community hub in Burgess Hill that supports a wide range of services, including some of the **most socially isolated people** in the local area.

Our impact to date

In 2023/24 we registered 343 individuals interested in volunteering in Mid Sussex to our database. **85 of these registered with a Haywards Heath address.** We have seen a 32% increase in volunteers registering with us from 2022/23 – 2023/24, and a **25% increase in people registering from Haywards Heath** in the same period.

We have 616 members, registered with us, and 66 using a Haywards Heath registered address.

We launched our **annual sector survey in March 2024.** To date, respondents have told us that they value our networks and forums, training, funding advice and community development support. **100% of respondents** said they would recommend our services and we have received a **4.6/5 score** for the quality of our offer and expertise.

When asked **What would be the impact of MSVA not existing on your organisation?**

I don't want to think about it!

It would be very difficult without MSVA support. Support is critical with voluntary groups.

Wouldn't know where to turn for the same advice.

Our recent work in Haywards Heath has included:



"Before I setup my CIC in Dec 2022, I had a look at MSVA as a source of possible assistance and after looking at the various pages on the website, I believe that I could gain a huge amount of knowledge from the team at MSVA." James Horwood, Founder and Director, Breathe Men



The aim of Breathe Men is to provide free support groups/drop in sessions for men during evenings and weekends with the core focus to offer a safe place for men to come and open up, providing services to support their mental health.

MSVA support and impact:

- Checked application for a Co-Op Bank account
- Funding information advice given and links sent for 2 grants supporting the aims of the CIC
- Guidance and safeguarding policy information sent
- Links sent for Charity Mentor scheme and Community Group in Cuckfield called Band of Dads as groups have similar aims and can further support each other as both setting up new CICs
- Connections made with the Bentswood Hub and the Francisco Lounge as a venue
- Information regarding the first and subsequent sessions shared on MSVA digital platforms

Haywards Heath Volunteer Fair Saturday 20th January 2024 @ Haywards Heath Baptist Church



23 local groups attended the volunteer fair, which attracted 50 people. **John Bines, Chair of Good Neighbours CARE, Haywards Heath** confirmed 10 people expressed an interest in volunteering at this event and 6 have become active volunteers with CARE.

The current state of the sector

The VCSE sector is in a fragile state. Organisations are competing for the same, reducing funds. Demand for services has increased and the cost-of-living crisis has compounded the negative effects of the pandemic, with multiple and complex needs in our society and local communities.

Our work at MSVA is classed as infrastructure – **work that is largely behind the scenes.** Infrastructure bodies not there for the sake of the infrastructure body or even for the organisations they support - **they're there for the end user.** The VCSE sector needs support more than ever and that is what we passionately committed to doing.

Need in Mid Sussex and Haywards Heath

We have a wide range of causes represented in our membership, as per below. We are **concerned at the lack of diversity within our membership** and want to accelerate a community development project that will work with local people from the **Global Majority and LGBTQ+ communities** to understand any barriers to volunteering and/or engaging in social action activities. This would be alongside our core community development work and volunteer fairs.

- ❖ Older people 154
- ❖ Children, Young People and Families 280
- ❖ Disability & health conditions 174
- ❖ **Global Majority 2**
- ❖ **LGBTQ+ 0**

Request for funding - supporting the VCSE sector in Haywards Heath to start, grow and thrive.

MSVA would like to ask Haywards Heath Town Council for £7,500 a year for 2 years to secure our impact and presence in Haywards Heath, **supporting active, strong, and connected communities.**

Appendix 2

MSVA delivering Community Development and Volunteering in Haywards Heath 2024 - 2026

Over two years MSVA will deliver:

Events:

- 6-7 Forums in Haywards Heath with themes Health, Older People, Children Young People and Families and Volunteering. Each of these Forums reach approximately 30 groups and 60 individuals over the year.
- In addition, Haywards Heath groups will be invited to attend 12-13 additional Forums which are hosted in the other Mid Sussex towns. This includes an Eco-Forum.
- 2 Haywards Heath Networking Events with up to 40 attendees to each.
- 2 Haywards Heath Volunteer Fairs open to all members of the public.
- Promotion of Volunteers' Week, Trustees' Week, and other community focused national campaigns available to all MSVA member groups. We would be keen to run our Trustees' Week events in Haywards Heath in 2024 (November).

Community Development 1 to 1 work:

- 62 Haywards Heath specific groups are MSVA members and therefore can access our expert Community Development support for free.
- Objective to increase the number of groups or projects in the area which represent Global Majority and LGBTQ+ communities and people.
- Offer includes free support to set up a new group, Governance, connecting people to one another for aligned working, grant finding and advice on applications, fundraising strategies, developing robust structures and procedures.
- MSVA will deliver a minimum of 300 hours of one-to-one advice to our member groups per year.

Volunteering in Haywards Heath:

- Host a database of volunteering opportunities which are searchable by town with over 1500 registered volunteers and 130 active opportunities across Mid Sussex.
- 1 to 1 work with organisations to ensure the volunteer procedures and protocols are in place and advice on recruitment and governance.
- Working in partnership with Haywards Heath College to deliver a co-designed youth volunteer project which will identify the barriers and benefits to youth volunteering. We would be delighted to explore how Haywards Heath Town Council might want to be involved in this project.
- Develop Corporate Relationships with HH based businesses to encourage workplace volunteering, hosting CSR events and attending Business Parks events.

Training:

All Haywards Heath based member groups have access to our [training programme](#) which is designed as a response to their requirements. 2024/25 is due to be launched by Friday 3rd May 2024.

We will also provide training on EDI for VCSE groups and community leaders.

MSVA as experts in the field:

MSVA attend all MSDC Sub-group meetings and is a member of the Mid Sussex Partnership Board. We are the voice of the VCSE sector and volunteering in these meetings.

MSVA is a member of Haywards Heath Business Association and acts as a facilitator between the business and non-profit communities.

On-line offer:

Free access to our suite of on-line tools which will be launched in July 2024 to include:

- New group set up toolkit
- Health check and follow up 1 to 1 assistance to highlight vulnerable groups and prevent unnecessary closures
- Climate Change toolkit
- Member portal with suite of governance and policy documents
- Regular E-bulletin to 800 community leaders and interested parties
- Social media promotion available to all our member groups and partners

Ends

Committee Meeting: Policy and Finance

Report of: Town Clerk
Date: 24th June 2024
Subject: Social Media Policy

Purpose of Report

- 1) The purpose of this report is for Members to consider Town Council policy documents.

Summary:

- 2) Haywards Heath Town Council is committed to ensuring that staff, Councillors and those who benefit from the Town Council conduct themselves in an appropriate manner when using Social Media. The following policy aims to set a framework for adherence to when staff use Town Council owned platforms, Councillors use their own social media platforms and when groups, organisations and individuals who benefit from the Town Council use their social media platforms.

Recommendations:

Members are asked to consider and adopt the Social Media Policy attached as Appendix 1.

Background:

- 3) The Town Council currently has an email policy for the use of their .gov Haywards Heath Town Council email addresses, so the presented policy reinforces such and lays out how staff, Councillors and third parties use their social media so not to bring the Town Council into disrepute both directly or indirectly.

Financial Implications:

- 4) None

Legal Implications:

- 5) Policy which is required for good practice.

Town Clerk

Social Media Policy

1. The aim of this policy is to set out a Code of Practice to provide guidance to Town Councillors, Council staff and others who engage with the Town Council using online communications, collectively referred to as social media. The Council will ensure that training is provided for members and officers in connection with this policy.
- 1.1 Social media is a collective term used to describe methods of publishing on the internet.
- 1.2 This policy covers all forms of social media and social networking sites which include (but are not limited to):
 - Haywards Heath Town Council's website
 - Facebook, X (Twitter), Instagram and other social networking sites
 - YouTube and other video clips and podcast sites
 - LinkedIn
 - Blogs and discussion forums
 - Email
- 1.3 The principles of this policy apply to Town Councillors and Council staff and also applies to others communicating with the Town Council, including beneficiaries from Town Council funding or in-kind support from the Town Council.
- 1.4 Councillors are required to use only the official Haywards Heath Town Council email address provided for Town Council business and correspondence. Officers will reply to any email from a personal account back to a Town Council email address. Any account used for Town Council business and correspondence will be subject to any request under the Freedom of Information Act 2000 so Councillors should use Town Council emails to save their personal email being investigated. Councillors are also responsible for ensuring the security of devices, apps and packages used for Town Council activities and all devices should be password protected.
- 1.5 The policy sits alongside relevant existing policies which need to be taken into consideration.
- 1.6 The current Members Code of Conduct applies to online activity in the same way it does to other written or verbal communication.
- 1.7 Individual Town Councillors and Council staff are responsible for what they post on behalf of the Council and in a personal capacity.
- 1.8 In the main, Councillors and Council staff have the same legal duties online as anyone else, but failure to comply with the law may have more serious consequences with regards to employment status of code of conduct complaints.
2. **Social media may be used to:**
 - Distribute agendas, post minutes and dates of meetings
 - Advertise events and activities
 - Promote good news stories with a linked website or press page
 - Advertise job vacancies
 - Retweet or share information from partner agencies such as Principal Authorities, Police, Library, Health etc.
 - Announce new information

- Post or share information from other Town Council related community groups such as schools, sports clubs, community groups and charities
- Refer resident queries to the clerk and all other Councillors
- Share any other information that is relevant to the community

3. Code of Practice

3.1 When using social media (including email) Town Councillors and Council staff must be mindful of the information they post in both a personal and Council capacity and keep the tone of any comments respectful and informative.

3.2 Online content should be accurate, objective, balanced and informative.

3.3 Town Councillors and Council staff must not:

- Hide their identity using false names or pseudonyms
- Present personal opinions as that of the Town Council
- Present themselves in a way that might cause embarrassment to the Council
- Post content that is contrary to the democratic decisions of the Town Council
- Post controversial or potentially inflammatory remarks
- Engage in personal attacks, online fights and hostile communications
- Use an individual's name unless given written permission to do so
- Publish photographs or videos of minors without parental permission
- Post any information that infringes copyright of others
- Post any information that may be deemed libel
- Post online activity that constitutes bullying or harassment
- Bring the Town Council into disrepute, including through content posted in a personal capacity
- Post offensive language relating to race, sexuality, disability, gender, age, religion or belief
- Conduct any online activity that violates laws, regulations or that constitutes a criminal offence

4. Beneficiaries of Town Council Funding must not:

- Hide their identity using false names or pseudonyms
- Present personal opinions as that of their organisation
- Present themselves in a way that might cause embarrassment to the Council
- Post content that is contrary to the democratic decisions of the Town Council
- Post controversial or potentially inflammatory remarks
- Engage in personal attacks, online fights and hostile communications
- Use an individual's name unless given written permission to do so
- Publish photographs or videos of minors without parental permission
- Post any information that infringes copyright of others
- Post any information that may be deemed libel
- Post online activity that constitutes bullying or harassment
- Bring the Town Council into disrepute, including through content posted in a personal capacity
- Post offensive language relating to race, sexuality, disability, gender, age, religion or belief
- Conduct any online activity that violates laws, regulations or that constitutes a criminal offence

5. Haywards Heath Town Council will not:

- Allow complaints to be filled via social media. All complaints must be received through the official channels as stated in the Complaints Policy.

- Interact with negative comments.
- Tolerate any abuse on Officers or Councillors on social media, or in person. Any abuse will be reported.

5.1 Publishing untrue statements about a person which is damaging to their reputation is libel and can result in a court action and fine for damages.

5.2 This also applies if someone else publishes something libellous on your social media site. A successful libel claim will result in an award of damages against you.

5.3 Posting copyright images or text on social media sites is an offence. Breach of copyright will result in an award of damages against you.

5.4 Publishing personal data of individuals without permission is a breach of Data Protection legislation and an offence.

5.5 Publication of obscene material is a criminal offence and is subject to a custodial sentence.

5.6 Councillors' views posted in any capacity in advance of matters to be debated by the Council at a Council or committee meeting may constitute predisposition, predetermination or bias and may require the individual to declare an interest at Council meetings.

5.7 Anyone with concerns regarding content placed on social media sites that denigrate Town Councillors, Council staff or residents should report them to the Town Clerk.

5.8 Misuse of social media content that is contrary to this and other policies could result in action being taken.

5.9 The Town Council's Events and Community Officer acts as the moderator of Town Council's social media output and is responsible for posting and monitoring content to ensure it complies with the Social Media Policy.

5.10 The moderator will have authority to remove any posts made by third parties from Council social media pages which are deemed to be of a defamatory or libellous nature.

5.11 Where appropriate, the moderator will have the authority to report any such posting to any other appropriate agency including Sussex Police and West Sussex County Council's Safeguarding Unit.

6. Pre-election Period

6.1 In the six week run up to a local election – councils have to be very careful not to do or say anything that could be seen in any way to support any political party or candidate. Notwithstanding this the Council will continue to publish Important Service Announcements using social media during the period.

APPENDIX ONE

Social Media Dos and Don'ts – Local Government Association

Do –

- talk to residents, staff and others. And do answer their questions (quickly and honestly)
- trust your teams and staff to use social media
- be responsible at all times
- be respectful at all times, too
- innovate – different approaches work for different people
- have a personality – corporate speak or just issuing press releases won't work well on social media • share other people's helpful content and links
- credit other people's work, ideas and links
- listen (social media is designed to be a two-way channel, just like any good conversation)
- ask your own questions. Seek feedback from your residents (but make sure you share the results with them)
- have a rota where appropriate – share the load and you'll get more from your accounts
- adhere to your existing HR policies – you don't need a separate HR policy especially for social media
- talk to your communications team – they are there to help you
- learn from others – there is rich learning of good practice social media use across local government via organisations such as the LGA
- and more than anything, do use social media in the spirit in which it was intended – to engage, openly and honestly.

Don't –

- broadcast or talk at people. Your residents will soon spot broadcasts and respond accordingly
- block social media – social media is not a risk, blocking its use is a risk
- try to cover up mistakes, be honest and you'll get more respect for it in the long run
- build accounts and just hope people will come – sometimes it is best to go to the places where your audiences are already having conversations
- assume that social media will look after itself – you will need to invest time, enthusiasm and energy to make it work. And don't leave your accounts unattended for long spells
- post content which will embarrass your council or yourself
- ignore legal advice, it's there to help you
- think that a disclaimer in your bio will save you from potential legal action, it won't
- expect your staff to make do with old technology which can be a barrier to effective working
- share your passwords with anyone other than your communications leads
- forget that social media is 24/7 – just because you leave at 5.00 pm doesn't mean the world stops or that residents won't be active. If your account is only staffed 9-5 then you should say so on your profile or comment on a post over the weekend/bank holiday when the offices are not open again until Monday.

Committee Meeting: Policy & Finance Committee

Report of: Events and Community Officer

Date: 24th June 2024

Subject: Training and Development Policy

Purpose of Report

- 1) The purpose of this report is for Members to consider Town Council policy documents.

Summary:

- 2) Haywards Heath Town Council is committed to ensuring that staff, Councillors and those who benefit from the Town Council are offered Training and Development opportunities. The following policy sets a framework for Training and Development in order to keep staff and Councillors to operate to a high standard.

Recommendations:

Members are asked to consider and adopt the Training and Development Policy attached as Appendix 1.

Background:

- 3) The Town Council currently offers training and development opportunities to staff and Councillors, the policy formalises the opportunities and reinforces the information. It ensures all staff and councillors are aware of the training and development opportunities available to them.

Financial Implications:

- 4) None

Legal Implications:

- 5) Policy which is required for good practice.

Events and Community Officer

Training, Learning and Development Policy

Introduction

This document forms the Council's Training and Development Policy. The purpose of this policy is to set out the Council's position on the provision of training and development opportunities for both Officers and Councillors. It applies to all Officers whether full or part time, temporary or fixed term.

It sets out:

- The Council's commitment to training
- The identification of training needs
- Corporate training
- Continued Professional Development
- Financial Assistance
- Study Leave
- Short Courses/ Workshops
- Evaluation of Training
- Links with Other Policies
- Reporting on Progress

Commitment To Training

Haywards Heath Town Council is committed to the ongoing training and development of all employees and Councillors to enable them to make the most effective contribution to the Council's aims and objectives in providing the highest quality representation and services for the people of the town.

According to the Chartered Institute of Personnel Development (2007), training can be defined as:

'A planned process to develop the abilities of the individual and to satisfy current and future needs of the organisation.'

Haywards Heath Town Council recognises that its most important resource are its Councillors and staff and is committed to encouraging both Councillors and staff to enhance their knowledge and qualifications through further training and development. Some training is necessary to ensure compliance with all legal and statutory requirements.

The Council expects senior and specialist staff to undertake a programme of continuing professional development (CPD) in line with the requirements of their requisite professional bodies and all staff to undertake training as deemed necessary to fulfil their duties in accordance with their contract of employment and job description.

Providing training and development yields a number of benefits:

- Improves the quality of services and facilities that Haywards Heath Town Council provides;
- Enables the Council to achieve its corporate aims and objectives;
- Improves the skill base of employees and Councillors, producing confident, highly qualified staff and Councillors working as part of an effective and efficient team; and demonstrates that the employees and Councillors are valued.

Training and development will be achieved by including a realistic financial allocation for training and development within the annual budget, as well as taking advantage of any relevant partnership or in-house provision available.

The process of development is as follows:

- Training needs should be identified by considering the overall objectives of the organisation, as well as individual requirements.
- Planning and organising training to meet those specific needs.
- Identifying, designing and delivering the training.
- Evaluating the effectiveness of training.

The Identification of Training and Development Needs

Employees and Councillors will be asked to identify their development needs with advice from their line manager during their annual appraisal or regular meetings with their line manager or Town Clerk. There are a number of additional ways that the training needs of both Councillors and staff may be recognised;

- Induction and probationary reviews
- During interview
- Following confirmation of appointment
- One-to-ones
- Formal and informal discussion (e.g. as part of the Annual Staff Appraisal process)
- Workforce planning
- Team meetings
- Annual plan
- Change of processes

Other circumstances may present the need for training and development, for example:

- Legislative requirements i.e First Aid, Fire Safety, Manual Handling, GDPR
- Changes in legislation
- Changes in systems
- New or revised qualifications become available
- Accidents
- Professional Error
- Introduction of new equipment
- New working methods or practices
- Complaints to the Council
- A request from a member of staff or Councillor
- Devolved services/ delivery of new services.

Employees who wish to be nominated for a training course or development should discuss this in the first instance at during their appraisal or as the need arises; where it will be determined whether the training is relevant to the authority's needs and/or service delivery.

Haywards Heath Town Council recognises that Councillors also need support and training to rise to the challenges of their elected Councillor status.

New Councillors need to know what the job entails and to build up their knowledge and skills. Experienced Councillors need to refresh their skills and knowledge to meet the ever-changing needs and demands of the modern world.

All Councillors will be offered New Councillor Training within 1 month of taking their seat. All new Councillors will be given the opportunity to attend a Councillor Training event and annually all new Committee Chairpersons will be given the option of attending a Chairmanship Training course.

All Councillors will be kept informed of relevant training courses and conferences, particularly those offered with West Sussex Association of Local Councils (WSALC), National Association of Local Councils (NALC) and Society of Local Council Clerks (SLCC).

Any Officers or Councillors wishing to attend any training event should discuss the training with the Town Clerk before making any booking and seek any additional approval needed so that the training can be approved for budgetary purposes and for the purposes of reimbursement of travelling and others expenses.

Corporate Training

Corporate training is necessary to ensure that employees are aware of their legal responsibilities or corporate standards e.g. Health and Safety, Risk Management and Equal Opportunities. Employees will be required to attend training courses, workshops or seminars where suitable training is identified.

Resourcing Training

The cost of approved staff training, travel and other expenses, for training identified during the annual appraisal, will be included in the annual budget. An allocation will also be made in the budget each year to fund training fees, travel and other expenses. The amount will be reviewed annually.

The Town Council subscribes to the National Association of Local Councils (NALC), West Sussex Association of Local Councils (WSALC) and the Society of Local Council Clerks (SLCC) in order to receive regular updates on matters relevant to the sector and have access to the courses and conferences which are provided.

There will also be sufficient funds set aside for appropriate technical literature and other information.

Financial Assistance

It is important to note that all sponsored training must be appropriate to the needs of the Council, be relevant to the individual's current/ future role and is subject to the availability of financial resources.

Each request will be considered on an individual basis and the benefits to the Council will be identified.

Other considerations include the following:

- Implication of employee release for training course(s) on the operational capability of the Council.
- The most economic and effective means of training
- Provision and availability of training budget

For approved courses, Councillors and employees can expect the following to be paid by the Council:

- The course fee
- Examination fees

- Associated membership fees
- One payment to re-take a failed examination
- Travel, accommodation and subsistence expenses.

Councillors and employees attending the assisted courses are expected to inform the Town Clerk immediately of any absences. In the case of the Town Clerk, they must inform the Mayor.

Failure to sit an examination may result in the Council withdrawing future course funding and/or requesting the refunding of financial assistance. Each case will be considered on an individual basis.

Haywards Heath Town Council will make payment of one individual membership per annum for the Town Clerk and any other employee working in an area where professional membership is desirable as agreed by the Town Clerk, to a relevant professional body.

Haywards Heath Town Council operates on a return of service basis. Any employee undertaking post-entry qualifications funded by the Council must be aware that should they leave the Council's employment within two years of completion of the qualification they may be required to repay all costs associated with the undertaking of such training. Each case to be reviewed by the Town Clerk and where appropriate, the Staff Working Party.

Study Leave

Employees who are given approval to undertake external qualifications are granted the following:

- Study time to attend day-release courses
- Time to sit examinations
- Study time of one day per examination (to be discussed and agreed by line manager in advance)
- Provision of study time must be agreed with the line manager prior to the course being undertaken.
- Appropriate time to complete any coursework

Short Courses/ Workshops/ Residential Weekends (including conferences)

Where employee attendance is required at a short course on a Saturday or Sunday, up to a normal working day of straight Time off In Lieu (TOIL) per day may be taken.

Councillors and staff attending approved short courses/ workshops/ residential weekends can expect the following to be paid:

- The course fee (usually invoiced following the event)
- Travelling expenses in accordance with the HMRC rates
- Subsistence expenses

Evaluation of Training

Records of all training undertaken by employees will be kept in the personnel files of each member of staff.

As part of Haywards Heath Town Council's continuing commitment to training and development, Officers and employees are encouraged to share information received and circulate training presentation papers for in-house training use. They are asked to provide feedback on the value and

effectiveness of the training they undertake highlighting in particular the key implications of new legislation, guidance and/or best practice for the ongoing efficiency and effectiveness of the authority.

Linking with Other Council Policies

This Policy links to the Council's other policies:

- Equality and Diversity and Equal Opportunities in all aspects of Councillor and Officer Development.
- Training for both Councillor and staff is a requirement for an award under the NALC Local Council Award Scheme.
- Risk Management Policy- a commitment for Training and Development greatly assists in achieving good governance and an effective system of Risk Management.
- Health and Safety Policy- ongoing training and development is key to ensuring a positive approach to Health and Safety is embedded throughout the authority.
- Undertaking training is a clear indication of Continuing Professional Development.
- Staff Performance Appraisal Policy.

Conclusion

The adoption of a Training and Development Policy should achieve many benefits for the Council. Training and Development will:

- Improve the efficiency and effectiveness of the Council
- Widen skills and experience
- Provide opportunities to network
- Provide the skills to confront challenges
- Encourage innovation
- Encourage staff retention
- Improve the standards of Haywards Heath Town Council

It will assist in demonstrating that the Council is committed to continuing professional development and enhancing the skills of both Councillors and employees.