



HAILSHAM TOWN COUNCIL AGENDA

**COUNCILLORS ARE SUMMONED TO ATTEND a meeting of the HAILSHAM
TOWN COUNCIL to be held at the Civic Community Hall, Vicarage Lane,
Hailsham, BN27 1BH,**

on

Wednesday 24th September 2025 at 7.00 p.m.

1. **Public Forum**
(No more than 15 Minutes)
2. **Apologies for Absence**
To receive apologies for absence from Council members.
3. **Declarations of Interest**
To receive declarations of personal or prejudicial interest in respect of items on this agenda.
4. **Confirmation of Minutes**
To resolve that the minutes of the Meeting of Hailsham Town Council held on 23rd July 2025 are confirmed as a correct record and signed by the Chairman.
5. **Chairman's Update**
To receive a verbal update from the Chairman of Hailsham Town Council
6. **Town Clerk's Update**
To receive a verbal update from the Town Clerk
7. **East Sussex County Council Update**
To receive an update from the East Sussex County Councillors for Hailsham
8. **Wealden District Council Update**
To receive an update from the Wealden District Councillors for Hailsham
9. **Standing Orders**

To review and consider any amendments to the council's Standing Orders (as adjourned from the last meeting)

10. **Committee Recommendations to Council**

To consider recommendations made by committees, which are outside of their terms of reference or otherwise were resolved as recommendations to full council.

11. **Motion – Staffing Matters**

To consider a motion concerning staffing matters proposed to the council by Cllr K. Nicholls and seconded by Cllr D. Chapman.

12. **Policies**

To adopt HTC policies and consider the membership of the policies Working Group

13. **Confidential Business**

To resolve that the press and public are excluded during the discussion on the next items of the agenda (14 and 15) as they concern: the beginning of legal proceedings, terms and conditions of service or negotiations for contracts. (In accordance with the Council's Standing Orders No. 1E).

14. **Devolution Agenda**

To discuss the potential implications of the Devolution Agenda for Hailsham Town Council Assets

15. **Seeds of Hope Agreement**

To discuss the proposed agreement



John Harrison, Town Clerk
18th September 2025



Owner	John Harrison, Town Clerk
Reviewer	John Harrison, Town Clerk Emily Hastings, Corporate Services Manager
Previous versions	Feb 2024
Templates used/adapted	NALC
Approver	Full Council
Date approved	
Date of next review	1 year
Related policies/procedures	Financial Regulations
Policy covers	All HTC

Contents

1.	Meetings Generally	2
2.	Motions for a meeting that require written notice to be given to the Proper Officer	5
3.	Motions at a meeting that do not require written notice	6
4.	Handling confidential or sensitive information.....	6
5.	Committees and sub-committees	7
6.	Ordinary Council Meetings	8
7.	Extraordinary meetings of the council and committees and sub-committees	9
8.	Voting on appointments	9
9.	Rules of debate at meetings.....	10
10.	Closure	12
11.	Rescission Of Previous Resolution	12
12.	Disorderly conduct at meetings	12
13.	Management of Information.....	12
14.	Draft Minutes.....	13
15.	Code of conduct and dispensations.....	13
16.	Code of Conduct Complaints.....	14
17.	Proper Officer.....	15
18.	Responsible Financial Officer.....	16
19.	Accounts and accounting statements	16
20.	Financial controls and procurement.....	17
21.	Responsibilities to provide information	18
22.	Responsibilities Under Data Protection Legislation	19
a	The Council shall appoint a Data Protection Officer.....	19
b	The Council shall have policies and procedures in place to respond to an	19
	individual exercising statutory rights concerning their personal data.	19
c	The Council shall have a written policy in place for responding to and.....	19

managing a personal data breach.....	19
d The Council shall keep a record of all personal data breaches comprising.....	19
the facts relating to the personal data breach, its effects and the remedial.....	19
action taken.....	19
e The Council shall ensure that information communicated in its privacy notice(s) is in an easily accessible and available form and kept up to date.	19
f The council shall maintain a written record of its processing activities.....	19
23. Relations with the press/media.....	19
24. Execution and sealing of legal deeds	19
25. Communicating with District and County councillors.....	19
26. Restrictions on councillor activities	20
27. Standing Orders Generally	20

1. Meetings generally

- F Full Council meetings
- C Committee meetings
- S Sub-committee meetings

FCS a. Meetings of the Council shall be held at the Hailsham Town Council Offices, Market Square, Hailsham at 19:00 (7.00 p.m.) hours unless the Council otherwise decides at a previous meeting.

It should be noted that public statements should be concise and limited to three minutes per person.

The Meetings of Committees and Sub-Committees shall be held at the Town Council **Offices Chambers** or at some other place or time as shall be decided.

F b. Meetings shall not take place in premises which at the time of the meeting are used for the supply of alcohol, unless no other premises are available free of charge or at a reasonable cost.

F c. The minimum three clear days for notice of a meeting does not include the day on which notice was issued, the day of the meeting, a Sunday, a day of the Christmas break, a day of the Easter break or of a bank holiday or a day appointed for public thanksgiving or mourning.

C d. The minimum three clear days' public notice for a meeting does not include the day on which the notice was issued or the day of the meeting.

FC e. Meetings shall be open to the public unless their presence is prejudicial to the public interest by reason of the confidential nature of the business to be transacted or for other special reasons. The public's exclusion from part or all of a meeting shall be by a resolution which shall give reasons for the public's exclusion.

f. Members of the public may make representations, answer questions and give evidence at a meeting which they are entitled to attend in respect of the business on the agenda.

g. The period of time designated for public participation at a meeting shall not exceed 15 minutes unless directed by the chair of the meeting.

h.,A member of the public shall not speak for more than three minutes.

i. A question from a member of the public shall not require a response at the meeting nor start a debate on the question. The chair of the meeting may direct that a written or oral response be given.

j. A person shall stand when requesting to speak and when speaking (except when a person has a disability or is likely to suffer discomfort). The chair of the meeting may at any time permit a person to be seated when speaking.

k. A person who speaks at a meeting shall direct their comments to the chair of the meeting.

l. Only one person is permitted to speak at a time. If more than one person wants to speak, the chair of the meeting shall direct the order of speaking.

FC m. A person present at a meeting may not provide an oral report or oral commentary about a meeting as it takes place without permission.
~~A person may not orally report or comment about a meeting as it takes place if they are present at the meeting of a parish council or its committees but otherwise may:~~

- ~~(i) film, photograph or make an audio recording of a meeting;~~
- ~~(ii) use any other means for enabling persons not present to see or hear proceedings at a meeting as it takes place later;~~
- ~~(iii) report or comment on the proceedings in writing during or after a meeting or orally report or comment after the meeting~~

FC n. Subject to standing order 3(m), a person who attends a meeting is permitted to report on the meeting whilst the meeting is open to the public. To “report” means to film, photograph, make an audio recording of meeting proceedings, use any other means for enabling persons not present to see or hear the meeting as it takes place or later or to report or to provide oral or written commentary about the meeting so that the report or commentary is available as the meeting takes place or later to persons not present.

FC n. The press or any other person shall be provided with reasonable facilities for the taking of their report of all or part of a meeting at which they are entitled to be

present.

F o. Subject to standing orders which indicate otherwise, anything authorised or required to be done by, to or before the Chair of the Council may in their absence be done by, to or before the Vice-Chair of the Council **(if there is one if any)**.

F p. The Chair, if present, shall preside at a meeting. If the Chair is absent from a meeting, the Vice-Chair **(if there is one)**, if present, shall preside. If both the Chair and the Vice-Chair are absent from a meeting, a councillor as chosen by the councillors present at the meeting shall preside at the meeting, subject to that meeting being quorate.

FCS q. Subject to a meeting being quorate, all questions at a meeting shall be decided by a majority of the councillors or **non-councillors** with voting rights present and voting.

FCS r. The chair of a meeting may give an original vote on any matter put to the vote, and in the case of an equality of votes may exercise their casting vote whether or not they gave an original vote.

See standing orders below for the different rules that apply in the election of the Chair of the Council at the annual meeting of the council.

FCS s. **Unless standing orders provide otherwise**, voting on a question shall be by a show of hands. **At the request of a councillor**, the voting on any question shall be recorded so as to show whether each councillor present and voting gave their vote for or against that question or abstained from voting. **Such a request shall be made before moving on to the next item of business on the agenda.**

If at least two members so request, voting on a question may be done by signed ballot.

t. The minutes of a meeting shall include an accurate record of the following:

- i. the time and place of the meeting;
- ii. the names of councillors present and absent;
- iii. interests that have been declared by councillors and non-councillors with voting rights;
- iv. the grant of dispensations (if any) to councillors and non-councillors with voting rights;**
- v. whether a councillor or non-councillor with voting rights left the meeting when matters that they held interests in were being considered;
- vi. if there was a public participation session; and
- vii. the resolutions made.

FCS u. **A councillor or a non-councillor with voting rights who has a disclosable pecuniary interest or another interest as set out in the council's code of conduct**

in a matter being considered at a meeting is subject to statutory limitations or restrictions under the code on their right to participate and vote on that matter.

- F v. No business may be transacted at a meeting of the council unless at least one-third of the whole number of members of the council are present and in no case shall the quorum of a meeting be less than three.**

See standing orders below for the quorum of a committee or sub-committee meeting.

- FCS w. If a meeting is or becomes inquorate no business shall be transacted** and the meeting shall be closed. The business on the agenda for the meeting shall be adjourned to another meeting.

x. A meeting shall not exceed a period of three hours.

- y. If three council committee members present at a meeting of a Committee or Sub-Committee request it not to exercise its executive powers, or any delegated authority it has as defined in its terms of reference, in respect of a matter under consideration, then it shall not do so and shall make a recommendation to Council instead. This must be before any motion is carried on that agenda item. This will then be debated fully at the next meeting of full council and no decision shall be made except by resolution of full council.
- CS**

2. Motions for a meeting that require written notice to be given to the Proper Officer

- a A motion shall relate to the responsibilities of the meeting which it is tabled for and in any event shall relate to the performance of the council's statutory functions, powers and obligations or an issue which specifically affects the council's area or its residents.
- b No motion may be moved at a meeting unless it is on the agenda and the mover has given written notice of its wording to the Proper Officer at least five clear days before the meeting. Clear days do not include the day of the notice or the day of the meeting.
- c The Proper Officer may, before including a motion on the agenda received, correct obvious grammatical or typographical errors in the wording of the motion.
- d If the Proper Officer considers the wording of a motion received is not clear in meaning, the motion shall be rejected until the mover of the motion resubmits it in writing to the Proper Officer so that it can be understood at least three clear working days before the meeting.
- e If the wording or subject of a proposed motion is considered improper, the Proper Officer shall consult with the chair of the forthcoming meeting or, as the case may be, the

councillors who have convened the meeting, to consider whether the motion shall be included in the agenda or rejected.

- f The decision of the Proper Officer as to whether or not to include the motion (and other items) on the agenda shall be final.
- g Motions received shall be recorded in a book for that purpose and numbered in the order that they are received.
- h Motions rejected shall be recorded in a book for that purpose with an explanation by the Proper Officer for their rejection.

3. Motions at a meeting that do not require written notice

- a The following motions may be moved at a meeting without written notice to the Proper Officer;
 - i. to correct an inaccuracy in the draft minutes of a meeting;
 - ii. to move to a vote;
 - iii. to defer consideration of a motion;
 - iv. to refer a motion to a particular committee or sub-committee;
 - v. to appoint a person to preside at a meeting;
 - vi. to change the order of business on the agenda;
 - vii. to proceed to the next business on the agenda;
 - viii. to require a written report;
 - ix. to appoint a committee or sub-committee and their members;
 - x. to extend the time limits for speaking;
 - xi. to exclude the press and public from a meeting in respect of confidential or sensitive information which is prejudicial to the public interest;
 - xii. to not hear further from a councillor or a member of the public;
 - xiii. to exclude a councillor or member of the public for disorderly conduct;
 - xiv. to temporarily suspend the meeting;
 - xv. to suspend a particular standing order (unless it reflects mandatory statutory requirements);
 - xvi. to adjourn the meeting; or
 - xvii. to close a meeting.

4. Handling confidential or sensitive information

- a The agenda, papers that support the agenda and the minutes of a meeting shall not disclose or otherwise undermine confidential or sensitive information which for special reasons would not be in the public interest.
- b Councillors and staff shall not disclose confidential or sensitive information which for

special reasons would not be in the public interest.

5. Committees and sub-committees

- a The Chair, Vice Chair of Council, or both, shall be voting members of every committee as appointed by council at the Annual Council meeting or subsequently
- b **Unless the council determines otherwise, a committee may appoint a sub-committee whose terms of reference and members shall be determined by the committee.**
- c **The members of a committee may include non-councillors unless it is a committee which regulates and controls the finances of the council.**
- d **Unless the council determines otherwise, all the members of an advisory committee and a sub-committee of the advisory committee may be non-councillors.**
- e The council may appoint standing committees or other committees as may be necessary, and:
 - i. shall determine their terms of reference;
 - ii. shall determine the number and time of the ordinary meetings of a standing committee up until the date of the next annual meeting of full council;
 - iii. shall then permit a committee to alter the number and time of its meetings;
 - iv. shall appoint and determine the terms of office of members of such a committee;
 - v. Shall appoint and determine the terms of office of the substitute members to a committee whose role is to replace the ordinary members at a meeting of a committee if the ordinary members of the committee confirm to the **Proper Officer** ~~Town Clerk or the Deputy Town Clerk~~ by mid-day on the day of the meeting that they are unable to attend
 - vi. shall, after it has appointed the members of a standing committee, appoint the chair of the standing committee;
 - vii. shall permit a committee other than a standing committee, to appoint its own chair at the first meeting of the committee;
 - viii. shall determine the place, notice requirements and quorum for a meeting of a committee and a sub-committee which shall be no less than three;
 - ix. shall determine if the public may participate at a meeting of a committee;

- x. shall determine if the public and press are permitted to attend the meetings of a sub-committee and also the advance public notice requirements, if any, required for the meetings of a sub-committee;
- xi. shall determine if the public may participate at a meeting of a sub-committee that they are permitted to attend; and
- xii. may dissolve a committee by resolution.

6. Ordinary Council Meetings

- a In an election year, the annual meeting of the council shall be held on or within 14 days following the day on which the new councillors elected take office.**
- b In a year which is not an election year, the annual meeting of a council shall be held on such day in May as the council may direct.**
- c If no other time is fixed, the annual meeting of the council shall take place at 6pm.**
- d In addition to the annual meeting of the council, at least three other ordinary meetings shall be held in each year on such dates and times as the council directs.**
- e The first business conducted at the annual meeting of the council shall be the election of the Chair and Vice-Chair of the Council.**
- f The Chair of the Council, unless they have resigned or become disqualified, shall continue in office and preside at the annual meeting until their successor is elected at the next annual meeting of the council.**
- g The Vice-Chair of the Council, if any, unless they resign or become disqualified, shall hold office until immediately after the election of the Chair of the Council at the next annual meeting of the council.**
- h In an election year, if the current Chair of the Council has not been re-elected as a member of the council, they shall preside at the meeting until a successor Chair of the Council has been elected. The current Chair of the Council shall not have an original vote in respect of the election of the new Chair of the Council but must give a casting vote in the case of an equality of votes.**
- i In an election year, if the current Chair of the Council has been re-elected as a member of the council, they shall preside at the meeting until a new Chair of the Council has been elected. They may exercise an original vote in respect of the election of the new Chair of the Council and must give a casting vote in the case of an equality of votes.**
- j Following the election of the Chair of the Council and Vice-Chair of the Council at the**

annual meeting of the council, the business of the annual meeting shall include:

- i. **In an election year, delivery by the Chair of the Council and councillors of their acceptance of office forms unless the council resolves for this to be done at a later date. In a year which is not an election year, delivery by the Chair of the Council of their acceptance of office form unless the council resolves for this to be done at a later date;**
- ii. Confirmation of the accuracy of the minutes of the last meeting of the council;
- iii. Receipt of the minutes of the last meeting of a committee;
- iv. Consideration of the recommendations made by a committee;
- v. Review of delegation arrangements to committees, sub-committees, staff and other local authorities;
- vi. Review of the terms of reference for committees;
- vii. Appointment of members to existing committees;
- viii. Appointment of any new committees
- ix. Review of representation on or work with external bodies and arrangements for reporting back;
- x. In an election year, to make arrangements with a view to the council becoming eligible to exercise the general power of competence in the future;
- xi. Determining the time and place of ordinary meetings of the full council up to and including the next annual meeting of full council.

7. Extraordinary meetings of the council and committees and sub-committees

- a **The Chair of the Council may convene an extraordinary meeting of the council at any time.**
- b **If the Chair of the Council does not or refuses to call an extraordinary meeting of the council within seven days of having been requested in writing to do so by two councillors, any two councillors may convene an extraordinary meeting of the council. The public notice giving the time, place and agenda for such a meeting must be signed by the two councillors.**
- c The chair of a committee [or a sub-committee] may convene an extraordinary meeting of the committee [or the sub-committee] at any time.
- d If the chair of a committee [or a sub-committee] does not or refuses to call an extraordinary meeting within seven days of having been requested by to do so by two members of the committee [or the sub-committee], any two members of the committee [and the sub-committee] may convene an extraordinary meeting of a committee [and a sub-committee].

8. Voting on appointments

- a Where more than two persons have been nominated for a position to be filled by the

council and none of those persons has received an absolute majority of votes in their favour, the name of the person having the least number of votes shall be struck off the list and a fresh vote taken. This process shall continue until a majority of votes is given in favour of one person. A tie in votes may be settled by the casting vote exercisable by the chair of the meeting.

9. Rules of debate at meetings

- a Motions on the agenda shall be considered in the order that they appear unless the order is changed at the discretion of the chair of the meeting.
- b A motion (including an amendment) shall not be progressed unless it has been moved and seconded.
- c A motion on the agenda that is not moved by its proposer may be treated by the chair of the meeting as withdrawn.
- d If a motion (including an amendment) has been seconded, it may be withdrawn by the proposer only with the consent of the seconder and the meeting.
- e An amendment is a proposal to remove or add words to a motion. It shall not negate the motion.
- f If an amendment to the original motion is carried, the original motion (as amended) becomes the substantive motion upon which further amendment(s) may be moved.
- g An amendment shall not be considered unless early verbal notice of it is given at the meeting and, if requested by the chair of the meeting, is expressed in writing to the chair.
- h A councillor may move an amendment to their own motion if agreed by the meeting. If a motion has already been seconded, the amendment shall be with the consent of the seconder and the meeting.
- i If there is more than one amendment to an original or substantive motion, the amendments shall be moved in the order directed by the chair.
- j Only one amendment shall be moved and debated at a time, the order of which shall be directed by the chair of the meeting.
- k One or more amendments may be discussed together if the chair of the meeting considers this expedient but each amendment shall be voted upon separately.
- l A councillor may not move more than one amendment to an original or substantive motion.
- m The mover of an amendment has no right of reply at the end of debate on it.

- n Where a series of amendments to an original motion are carried, the mover of the original motion shall have a right of reply either at the end of debate of the first amendment or at the very end of debate on the final substantive motion immediately before it is put to the vote.
- o Unless permitted by the chair of the meeting, a councillor may speak once in the debate on a motion except:
- i. to speak on an amendment moved by another councillor;
 - ii. to move or speak on another amendment if the motion has been amended since they last spoke;
 - iii. to make a point of order;
 - iv. to give a personal explanation; or
 - v. in exercise of a right of reply.
- p During the debate of a motion, a councillor may interrupt only on a point of order or a personal explanation and the councillor who was interrupted shall stop speaking. A councillor raising a point of order shall identify the standing order which they consider has been breached or specify the other irregularity in the proceedings of the meeting they are concerned by.
- q A point of order shall be decided by the chair of the meeting and their decision shall be final.
- r When a motion is under debate, no other motion shall be moved except:
- i. to amend the motion;
 - ii. to proceed to the next business;
 - iii. to adjourn the debate;
 - iv. to put the motion to a vote;
 - v. to ask a person to be no longer heard or to leave the meeting;
 - vi. to refer a motion to a committee or sub-committee for consideration;
 - vii. to exclude the public and press;
 - viii. to adjourn the meeting; or
 - ix. to suspend particular standing order(s) excepting those which reflect mandatory statutory requirements **or legal requirements**.
- s Before an original or substantive motion is put to the vote, the chair of the meeting shall be satisfied that the motion has been sufficiently debated and that the mover of the motion under debate has exercised or waived his right of reply.
- t Excluding motions moved, the contributions or speeches by a councillor shall relate only to the motion under discussion **and shall not exceed (??) minutes without the consent of the chair of the meeting**.

10. Closure

- a. At the end of any speech a member may, without comment, move “that the question be now put”, that “the debate be adjourned” or “that the debate be now adjourned” or “that the Council do not adjourn”. If such a motion is seconded and if the Chair is of the opinion that the question before the Council has been sufficiently debated (but not otherwise), they shall forthwith put the motion. If the motion “that the question be now put” is carried, they shall call upon the mover to exercise or waive their right of reply and shall put the question immediately after that right has been exercised or waived. The adjournment of a debate or of the Council shall not prejudice the mover’s right of reply at the resumption.

(Note: Where a meeting is adjourned, the subsequent proceedings are part of the original meeting and no new notices or agendas need be issued, except a notification of the date of continuation of the meeting, to members not present.)

11. Rescission Of Previous Resolution

- a. A decision (whether affirmative or negative) of the Council shall not be reversed within six months save by a special resolution carried by a majority of two-thirds of those present and voting.

12. Disorderly conduct at meetings

- a. No person shall obstruct the transaction of business at a meeting or behave offensively or improperly. If this standing order is ignored, the chair of the meeting shall request such person(s) to moderate or improve their conduct.
- b. If person(s) disregard the request of the chair of the meeting to moderate or improve their conduct, any councillor or the chair of the meeting may move that the person be no longer heard or excluded from the meeting. The motion, if seconded, shall be put to the vote without discussion.
- c. If a resolution made under the standing order 12b above is ignored, the chair of the meeting may take further reasonable steps to restore order or to progress the meeting. This may include temporarily suspending or closing the meeting.

13. Management of Information

- a. **The Council shall have in place and keep under review, technical and organisational measures to keep secure information (including personal data) which it holds in paper and electronic form. Such arrangements shall include deciding who has access to personal data and encryption of the personal data.**
- b. **The Council shall have in place, and keep under review, policies for the retention and safe destruction of all information (including personal data) which it holds in paper and electronic form. The Council’s retention policy shall confirm the period**

for which information (including personal data) shall be retained or if this is not possible the criteria used to determine that period (e.g the Limitation Act 1980).

- c The agenda, papers that support the agenda and the minutes of a meeting shall not disclose or otherwise undermine confidential or personal data without legal justification.**
- d Councillors, staff, the Council's contractors and agents shall not disclose confidential or personal data without legal justification.**

14. Draft Minutes

- a Draft Minutes of a preceding meeting will be served on councillors with the agenda to attend the meeting at which they are due to be approved for accuracy and shall be taken as read
- b There shall be no discussion about the draft minutes of a preceding meeting except in relation to their accuracy. A motion to correct an inaccuracy in the draft minutes shall be moved in accordance with these standing orders
- c The accuracy of draft minutes, including any amendment(s) made to them, shall be confirmed by resolution and shall be signed by the chair of the meeting and stand as an accurate record of the meeting to which the minutes relate.
- d If the chair of the meeting does not consider the minutes to be an accurate record of the meeting to which they relate, they shall sign the minutes and include a paragraph in the following terms or to the same effect:
 "The chair of this meeting does not believe that the minutes of the meeting of the (*committee name*) held on [*date*] were a correct record but their view was not upheld by the meeting and the minutes are confirmed as an accurate record of the proceedings."
- e Upon a resolution which confirms the accuracy of the minutes of a meeting, the draft minutes or recordings of the meeting for which approved minutes exist shall be destroyed.

15. Code of conduct and dispensations

- a All councillors and non-councillors with voting rights shall observe the code of conduct adopted by the council.
- b Unless they have been granted a dispensation, a councillor or non-councillor with voting rights shall withdraw from a meeting when it is considering a matter in which they have a disclosable pecuniary interest. They may return to the meeting after it has considered the matter in which they had the interest.

- c Unless they have been granted a dispensation, a councillor or non-councillor with voting rights shall withdraw from a meeting when it is considering a matter in which they have another interest if so required by the council's code of conduct. They may return to the meeting after it has considered the matter in which they had the interest.
- d **Dispensation requests shall be in writing and submitted to the Proper Officer** as soon as possible before the meeting, or failing that, at the start of the meeting for which the dispensation is required.
- e A decision as to whether to grant a dispensation shall be made by the Proper Officer and that decision is final.
- f A dispensation request shall confirm:
 - i. the description and the nature of the disclosable pecuniary interest or other interest to which the request for the dispensation relates;
 - ii. whether the dispensation is required to participate at a meeting in a discussion only or a discussion and a vote;
 - iii. the date of the meeting or the period (not exceeding four years) for which the dispensation is sought; and
 - iv. an explanation as to why the dispensation is sought.
- g Dispensations requests shall be considered [by the Proper Officer] before the meeting or, if this is not possible, at the start of the meeting for which the dispensation is required
- h **A dispensation may be granted if having regard to all relevant circumstances the following applies:**
 - ii. **without the dispensation the number of persons prohibited from participating in the particular business would be so great a proportion of the meeting transacting the business as to impede the transaction of the business or**
 - iii. **granting the dispensation is in the interests of persons living in the council's area or**
 - iv. **it is otherwise appropriate to grant a dispensation.**

16. Code of Conduct Complaints

- a Upon notification by the District Council that it is dealing with a complaint that a councillor or non-councillor with voting rights has breached the council's code of conduct, the Proper Officer shall report this to the council.
- b Where the notification relates to a complaint made by the Proper Officer, the Proper Officer shall notify the Chair of Council of this fact, and the Chair shall nominate another staff member to assume the duties of the Proper Officer in relation to the complaint until it has been determined and the council has agreed what action, if any, to take.

- c The council may:
 - i. provide information or evidence where such disclosure is necessary to progress an investigation of the complaint or is required by law;
 - ii. seek information relevant to the complaint from the person or body with statutory responsibility for investigation of the matter;
- d **Upon notification by the District Council that a councillor or non-councillor with voting rights has breached the council's code of conduct, the council shall consider what, if any, action to take against them. Such action excludes disqualification or suspension from office.**

17. Proper Officer

- a The Proper Officer shall be either (i) the clerk or (ii) other staff member(s) nominated by the council to undertake the work of the Proper Officer when the Proper Officer is absent.
- b The Proper Officer shall:
 - i. **Ensure that at least three clear days before a meeting of the council, a committee and a sub-committee a summons is served on councillors, by email, or is posted to them, confirming the time, place and the agenda provided any such email contains the electronic signature and title of the Proper Officer.**
 - ii. **Ensure that the public are given notice of the time, place and agenda at least three clear days before a meeting of the council or a meeting of a committee or a sub-committee (provided that the public notice with agenda of an extraordinary meeting of the council convened by councillors is signed by them);**
 - iii. include on the agenda all motions in the order received unless a councillor has given written notice at least three days before the meeting confirming their withdrawal of it;
 - iv. **convene a meeting of full council for the election of a new Chair of the Council, occasioned by a casual vacancy in their office; (NOT BOLD IN NALC Standing Orders)**
 - v. **facilitate inspection of the minute book by local government electors;**
 - vi. **receive and retain copies of byelaws made by other local authorities;**
 - vii. retain acceptance of office forms from councillors;
 - viii. retain a copy of every councillor's register of interests;
 - ix. assist with responding to requests made under the freedom of information Act 2000

~~and Data Protection Act 1998~~ legislation and rights exercisable under data protection legislation, in accordance with and subject to the council's policies and procedures relating to the same;

- x. liaise, as appropriate, with the Council's Data Protection Officer (if there is one);
- xi. receive and send general correspondence and notices on behalf of the council except where there is a resolution to the contrary;
- xii. manage the organisation, storage of, access to, security of and destruction of information held by the council in paper and electronic form; subject to the requirements of data protection and freedom of information legislation and other legitimate requirements (e.g. the Limitation Act 1980);
- xiii. arrange for legal deeds to be executed;
- xiv. arrange or manage the prompt authorisation, approval, and instruction regarding any payments to be made by the council in accordance with the council's financial regulations;
- xv. manage the recording of every planning application notified to the council and the council's response to the local planning authority;
- xvi. manage access to information about the council via the publication scheme; and
- xvii. retain custody of the seal of the council (if any) which shall not be used without a resolution to that effect.

18. Responsible Financial Officer

- a The council shall appoint appropriate staff member(s) to undertake the work of the Responsible Financial Officer when the Responsible Financial Officer is absent.

19. Accounts and accounting statements

- a "Proper practices" in standing orders refer to the most recent version of Governance and Accountability for Local Councils – a Practitioners' Guide (England).
- b All payments by the council shall be authorised, approved and paid in accordance with the law, proper practices and the council's financial regulations.
- c The Responsible Finance Officer shall inform each councillor as soon as practicable after 30 June, 30 September and 31 December in each year that statements are available which summarise:
 - i. the council's receipts and payments for each quarter;

- ii. the council's aggregate receipts and payments for the year to date;
- iii. the balances held at the end of the quarter being reported

and which includes a comparison with the budget for the financial year and highlights any actual or potential overspends.

- d. As soon as possible after the financial year end at 31 March, the Responsible Financial Officer shall provide:
 - i. each councillor with a statement summarising the council's receipts and payments (or income and expenditure) for the last quarter and the year to date for information; and
 - ii. to the full council the accounting statements for the year in the form of Section 24 of the annual return, as required by proper practices, for consideration and approval.
- e. The year end accounting statements shall be prepared in accordance with proper practices and applying the form of accounts determined by the council (receipts and payments, or income and expenditure) for a year to 31 March. A completed draft annual return shall be presented to each councillor before the end of the following month of May. The annual return of the council, which is subject to external audit, including the annual governance statement, shall be presented to council for consideration and formal approval before 30 June.

20. Financial controls and procurement

- a. The council shall consider and approve financial regulations drawn up or approved by the Responsible Financial Officer, which shall include detailed arrangements in respect of the following:
 - i. the keeping of accounting records and systems of internal controls;
 - ii. the assessment and management of financial risks faced by the council;
 - iii. the work of the independent internal auditor in accordance with proper practices and the receipt of regular reports from the internal auditor, which shall be required at least annually;
 - iv. the inspection and copying by councillors and local electors of the council's accounts and/or orders of payments; and
 - v. procurement policies including the setting of values for different procedures where a contract has an estimated value of less than £25,000.
- b. Financial regulations shall be reviewed regularly and at least annually for fitness of purpose.
- c. **A public contract regulated by the Public Contracts Regulations 2015 with an estimated value in excess of £25,000 but less than the relevant thresholds referred to in in standing order 19(f) is subject to the "light touch" arrangements under Regulations 109-114 of the Public Contracts Regulations 2015 unless it proposes to**

use an existing list of approved suppliers (framework agreement).

Further details regarding this process can be found in the Council's Financial Regulations.

- d Subject to additional requirements in the financial regulations of the council, the tender process for contracts for the supply of goods, materials, services or the execution of works shall include, as a minimum, the following steps:
- i. a specification for the goods, materials, services or the execution of works shall be drawn up;
 - ii. an invitation to tender shall be drawn up to confirm (i) the council's specification (ii) the time, date and address for the submission of tenders (iii) the date of the council's written response to the tender and (iv) the prohibition on prospective contractors contacting councillors or staff to encourage or support their tender outside the prescribed process;
 - iii. ~~the invitation to tender shall be advertised in a local newspaper and in any other manner that is appropriate;~~
 - iv. tenders are to be submitted in writing in a sealed marked envelope addressed to the Proper Officer;
 - v. tenders shall be opened by the Proper Officer in the presence of at least one councillor after the deadline for submission of tenders has passed;
 - vi. tenders are to be reported to and considered by the appropriate meeting of the council or a committee or sub-committee with delegated responsibility or relevant terms of reference.
- e Neither the council, nor a committee or a sub-committee with delegated responsibility or relevant terms of reference for considering tenders, is bound to accept the lowest value tender.
- f **Where the value of a contract is likely to exceed the threshold specified by the ~~Government Office of Governance Commerce~~ from time to time, the Council must consider whether the ~~contract is subject to the requirements of the current procurement legislation and, if so, the Council must comply with procurement rules. NALC's procurement guidance contains further details. Public Contracts Regulations 2015, or the Utilities Contract Regulations 2016 apply to the contract and, if either of those Regulations apply, the Council must comply with procurement rules. NALC's procurement guidance contains further details.~~**

21. Responsibilities to provide information

- a In accordance with the freedom of information legislation, the Council shall publish information in accordance with its publication scheme and respond to requests for information held by the Council.
- b The Council shall publish information in accordance with the requirements of the

Local Government (Transparency Requirements) (England) Regulations 2015.

22. Responsibilities Under Data Protection Legislation

- a The Council shall appoint a Data Protection Officer
- b **The Council shall have policies and procedures in place to respond to an individual exercising statutory rights concerning their personal data.**
- c **The Council shall have a written policy in place for responding to and managing a personal data breach.**
- d **The Council shall keep a record of all personal data breaches comprising the facts relating to the personal data breach, its effects and the remedial action taken.**
- e **The Council shall ensure that information communicated in its privacy notice(s) is in an easily accessible and available form and kept up to date.**
- f **The council shall maintain a written record of its processing activities.**

23. Relations with the press/media

- a Requests from the press or other media for an oral or written comment or statement from the Council, its councillors or staff shall be handled in accordance with the Council's policy in respect of dealing with the press and/or other media.

24. Execution and sealing of legal deeds

- a A legal deed shall not be executed on behalf of the council unless authorised by a resolution.
- b **Subject to standing order 24(a), any two councillors may sign, on behalf of the Council, any deed required by law and the Proper Officer shall witness their signatures.**

25. Communicating with District and County councillors

- a An invitation to attend a meeting of the council shall be sent, together with the agenda, to the ward councillor(s) of ~~Wealden District and East Sussex County Councils~~ **the District and County Council OR Unitary Council representing the area of the Council**
- b Unless the council determines otherwise, a copy of each letter sent to ~~Wealden District~~

~~and East Sussex County Councils~~ the District and County Council OR Unitary Council representing the area of the Council shall be sent to the ward councillor(s) representing the area of the council.

26. Restrictions on councillor activities

- a. Unless authorised by a resolution, no councillor shall:
 - i. inspect any land and/or premises which the council has a right or duty to inspect; or
 - ii. issue orders, instructions or directions to all and any council officer .

27. Standing Orders Generally

- a All or part of a standing order, except one that incorporates mandatory statutory requirements (which are in bold), may be suspended by resolution in relation to the consideration of an item on the agenda for a meeting.
- b Any motion to suspend Standing Order No 11 ('Recission of a previous resolution') will require a special resolution carried by a majority of two-thirds of those present and voting.
- c A motion to add to or vary or revoke one or more of the council's standing orders, except one that incorporates mandatory statutory requirements (which are in bold), shall be proposed by a special motion, and when proposed and seconded, shall stand adjourned without discussion to the next ordinary meeting of the council.
- d The Proper Officer shall provide a copy of the council's standing orders to a councillor as soon as possible after they have delivered their acceptance of office form.
- e The decision of the chair of a meeting as to the application of standing orders at the meeting shall be final.

28. Canvassing Of and Recommendations by Members

- a **Canvassing of members of the Council or of any committee, directly or indirectly, for any appointment under the Council, shall disqualify the candidate for such appointment. The Town Clerk shall make known the purport of the sub-paragraph of this Standing Order to every candidate.**
- b **A member of the Council or of any committee, shall not solicit for any person, any appointment under the Council or recommend any person for such appointment or for promotion; but nevertheless, any such member may give a written testimonial of a candidate's ability, experience or character, for submission to the Council with an application for appointment.**
- c **Standing Order No. 28a and b (above) shall apply to tenders and contracts as if the person making the tender were a candidate for an appointment.**

29. Interests

If a candidate for any appointment under the Council is to their knowledge, related to any member of, or the holder of any office under the Council, they and the person to whom they are related shall disclose the relationship in writing to the Town Clerk. A candidate who so fails to do, *shall be disqualified for such appointment, and, if appointed, may be dismissed without notice. The Town Clerk shall report to the Council, or to the appropriate committee, any such disclosure. Where relationship to a member is disclosed, this Standing Order shall apply.*

30. Planning Applications

- a. The Council shall appoint, at the Annual Meeting, a Planning and Development Committee (or such committee with relevant terms of reference), to meet at three-weekly intervals, for inspection of local planning applications submitted to the Council by the Local Planning Authorities for consultation and submission of observations; and to consider and comment on all planning and development matters affecting the Town and Parish of Hailsham.
- b. The Town Clerk shall, as received, ensure the recording of the particulars of every planning application notified to the Council, and the submission of details to the next meeting of the appointed Planning and Development Committee (or such committee with relevant terms of reference).
- c. Copies of the Reports of the meetings of the Planning and Development Committee (or such committee with relevant terms of reference), showing observations and comments sent to the Appropriate Planning Authority, shall be available for inspection by Council members within 3 (three) working days of such meeting.

Report to:	Full Council
Date:	24.09.25
By:	Emily Hastings, Corporate Services Manager
Title of Report:	Policies

1. PURPOSE:

To elect members to the Finance and Governance Working Group: Policies for 25/26

2. PURPOSE:

To adopt the following council policies:

Name of policy	Officer	Reviewed by	Approved by other Committee or notes
Acceptable use of computer, internet, email and phone facilities	Emily Hastings	<ul style="list-style-type: none"> • F & G Working Group for Policies • HTC Managers including Hailsham Youth Service and the Post Office • Sent to staff asking for comments 	F & G Working Group for Policies
Appraisal, Supervision and Training	Emily Hastings/ Kaylee Butcher	<ul style="list-style-type: none"> • F & G Working Group for Policies • HTC Managers including Hailsham Youth Service and the Post Office • Sent to staff asking for comments 	Recommended for adoption by Staffing 10.07.25
Capability and Performance	Emily Hastings	<ul style="list-style-type: none"> • F & G Working Group for Policies • HTC Managers including Hailsham Youth Service and the Post Office • Sent to staff asking for comments 	F & G Working Group for Policies

Complaints Procedure	Emily Hastings/ Kaylee Butcher	<ul style="list-style-type: none"> • F & G Working Group for Policies • HTC Managers including Hailsham Youth Service and the Post Office • Sent to staff asking for comments 	F & G Working Group for Policies
Expenses	Emily Hastings	<ul style="list-style-type: none"> • F & G Working Group for Policies • HTC Managers including Hailsham Youth Service and the Post Office • Sent to staff asking for comments 	F & G Working Group for Policies
Long Service Award	Emily Hastings	<ul style="list-style-type: none"> • HTC Managers including Hailsham Youth Service and the Post Office • Sent to staff asking for comments 	F & G Working Group for Policies Recommended for adoption by Staffing 10.07.25
Maternity, Paternity and other Parental Leave	Emily Hastings	<ul style="list-style-type: none"> • F & G Working Group for Policies • HTC Managers including Hailsham Youth Service and the Post Office • Sent to staff asking for comments 	F & G Working Group for Policies
Town Mayor Protocol	Emily Hastings	<ul style="list-style-type: none"> • F & G Working Group for Policies • Sent to relevant staff (Burials and Civic Officer, Communications Officer) asking for comments 	F & G Working Group for Policies
Health and Safety Policy Statement	Tony Lee	<ul style="list-style-type: none"> • F& G Working Group for Policies 	F& G Working Group for Policies

Acceptable Use of Computer, Internet, Email, and Phone Facilities Policy

Owner	John Harrison, Town Clerk
Reviewer	Emily Hastings, Corporate Services Manager
Previous versions	
Templates used/adapted	
Approver	Finance & Governance Committee
Date approved	
Date of next review	2 years
Related policies/procedures	Data Protection, Security, Retention and privacy notices Exit questionnaire and interview policy including leavers checklist.
Policy covers	All HTC

Contents

1- Purpose.....	1
2- Scope.....	2
3- General Principles.....	2
4- Acceptable Use.....	2
5 Prohibited Use.....	2
6 Privacy and monitoring.....	3
7 Security.....	3
8 Responsibilities.....	3
9 Leavers.....	3
10 Violations and consequences.....	3
11 Acknowledgment.....	3
Appendix A Acknowledgment Form.....	4

1- Purpose

- 1.1 This policy outlines the acceptable use of computer, internet, email, and phones provided by the Town Council. The purpose of this policy is to ensure responsible, ethical, and lawful use of these resources in alignment with council objectives.

2- Scope

- 2.1 This policy applies to all employees, council members, contractors, and volunteers who use the Town Council's computer, internet, email, and phones.

3- General Principles

- 3.1 The Town Council's electronic and communication resources are provided for official business purposes.
- 3.2 Users are expected to exercise good judgment and maintain professionalism in all communications and usage.
- 3.3 Users are expected to comply with legislative requirements (e.g. data protection, Freedom of Information, equality legislation, health and safety etc.)
- 3.4 Unauthorised use or misuse of these resources may result in disciplinary action, which may include termination of employment or revocation of access privileges.

4- Acceptable Use

- 4.1 **Computer Systems:** Use of computers should support Town Council business. This includes creating, storing, and sharing documents and data relevant to council operations.
- 4.2 **Internet Access:** Internet usage should be restricted to work-related research, accessing online tools, and staying informed on topics relevant to council responsibilities.
- 4.3 **Email Services:** Council email accounts (e.g., @hailsham-tc.gov.uk) must be used exclusively for official communications. Sending personal, offensive, or unauthorised bulk emails is prohibited. Conducting council business through personal email accounts, particularly when handling confidential information, is strongly discouraged.
- 4.4 **Phone:** Town Council phones are to be used for professional communication. Limited personal use is permissible only when necessary and does not interfere with official duties.

5 Prohibited Use

The following activities are strictly prohibited:

- 5.1 Accessing or distributing inappropriate, offensive, or illegal content. This will be dealt with on a case-by-case basis.
- 5.2 Downloading, installing, or using unauthorised or unlicensed software is prohibited.
- 5.3 Engaging in personal business, including operating private enterprises.

6 Privacy and monitoring

6.1 The Town Council reserves the right to monitor and review the use of its electronic and communication resources to ensure compliance with this policy. Monitoring will be conducted lawfully and transparently.

6.2 Users should have no expectation of privacy when using council-provided facilities. Monitoring will be conducted in accordance with applicable laws.

7 Security

7.1 Users must protect login credentials, such as passwords, and report any suspected security breaches immediately.

7.2 Confidential or sensitive council data should not be shared over unsecured channels.

7.3 Installation of unauthorised software or hardware is prohibited.

8 Responsibilities

8.1 **Users:** Adhere to this policy and promptly report any technical issues or instances of misuse

8.2 **Management:** Enforce this policy consistently and address violations appropriately.

9 Leavers

9.1 The exit policy and leavers checklist should be followed regarding the returning of Council IT equipment.

9.2 Any links to personal mobile phones/emails to Council activity should be removed before leaving.

10 Violations and consequences

10.1 Failure to comply with this policy may result in disciplinary actions, including but not limited to:

- Verbal or written warnings.
- Suspension or termination of access to facilities.
- Termination of contract.
- Legal action for unlawful activities.

11 Acknowledgment

11.1 All users must acknowledge their understanding and agreement to abide by this policy by signing the acknowledgment form in Appendix A

Appendix A Acknowledgment Form

I have read, understood, and agree to abide by the Policy on Acceptable Use of Computer, Internet, Email, and Phone Facilities.

Name: _____

Signature: _____

Date: _____

DRAFT



Appraisal, Supervision and Training Development Policy

Owner	John Harrison, <i>Town Clerk</i>
Reviewer	Kaylee Butcher, <i>Corporate Services Officer</i> Emily Hastings, <i>Corporate Services Manager</i>
Previous versions	
Templates used/adapted	
Approver	Initial: Staffing Committee Final: Finance & Governance Committee
Date approved	
Date of next review	2 years
Related policies/procedures	Capability and Performance management
Policy covers	All HTC

Contents

1- Introduction	2
2- Supervision Process.....	3
3- Appraisals: before the meeting.....	3
4- Appraisals: at the meeting.....	3
5- Appraisals: after the meeting.....	4
6- Appraisals: 6/9-month optional review.....	4
7- Training and Development employees	5
8- Training and Development Councillors.....	5
Appendix A Supervision template	7
Appendix B Self Appraisal Form	9
Appendix C Appraisal Form	11
Appendix D 6- or 9-month Appraisal Review.....	14
Appendix E Training and development request form.....	15
Appendix F Training and development Costs Agreement form.....	16

1- Introduction

1.1 The Council recognises our employees are our most valuable asset. Regularly communicating job expectations and supporting staff development is critical for achieving a motivated and capable workforce.

1.2 Informal communications are encouraged and will take place on a daily and/or weekly basis between the Senior Managers and their team, discussing work priorities and objectives. These meetings are not recorded.

1.3 Where possible the Council encourages 6 weekly 1 to 1 supervisions.

1.4 Employees will have 1 mandatory appraisal discussion a year which will have formal recorded notes (see appendix C), to enable:

- A structured and confidential discussion linked to the employee's job description and the Council's strategic plan and objectives.
- The identification of achievements.
- To raise any concerns.
- Effective employee support and guidance.
- Discussions about training and development needs and individual aspirations.
- To agree or defer annual pay increment for staff with a salary range who are not at the top of the scale.

1.5 Subject to satisfactory performance, and progression employees will progress through the range in salary scale until they reach the maximum salary in the range.

1.6 For new members of staff with a salary range their first increments will be awarded on the year anniversary of their appointment subject to completing a satisfactory probation. Thereafter increments will be reviewed annually as part of the appraisal process.

1.7 The Council may withhold an increment if it is considered that performance fell below the level expected or award an additional increment for exemplary performance if it chooses to do so.

1.8 Less than satisfactory performance could include: repeated errors in work that cause delays, confusion, or additional workload for colleagues; failure to complete tasks to the expected standard despite training and guidance; consistently failing to adhere to professional standards.

1.9 Exemplary performance could include: designing and implementing a new process or system that improves efficiency, reduces costs, or enhances service delivery for the Council or community; proactively identifying potential problems and resolving them before they escalate, saving time and resources; consistently delivering work of exceptional quality; completing complex projects ahead of schedule while maintaining high standards of accuracy and quality.

1.10 The Senior Management Team and Line Managers are responsible for ensuring the policy is followed; and for giving employees constructive, timely and honest appraisals of their performance, which should consider both Council and individual aims. The Town Clerk and Corporate Services Manager will ensure the timetable is adhered to and the process is monitored effectively. Employees are expected to engage with all areas of the policy.

1.11 Where it is known that an employee is due to commence a long period of absence, e.g. maternity leave, this will be factored into the objective timescales and where appropriate, an appraisal will be held before the absence starts. Where a member of staff misses a scheduled appraisal meeting due to sickness absence, these will be rearranged to take place following their return.

2- Supervision Process

2.1 The Council acknowledges that supervision is important to enable staff to fulfil the duties outlined in their job description, their role objectives and feel fully supported by the Council.

2.2 Whilst the policy encourages 6 weekly 1 to 1 supervisions, Line Managers, in liaison with the staff member, can determine if more supervision meetings are required, according to the job performed.

2.3 Supervisions will be a flexible two-way process. The meeting should take place in a private space as this allows a more open, honest and confidential discussion to take place. Informal notes are optional. See appendix A for template. If a record is kept Line Managers should send a copy to Corporate Services Manager/Officer to store securely.

2.4 Supervisions within the Youth Service could contain information that is confidential and have safeguarding implications. Youth Service supervision notes will be kept securely and any information redacted if necessary.

3- Appraisals: before the meeting

3.1 The annual appraisal discussions will be held between September and November. Senior Managers will arrange meetings and give two weeks' notice when inviting employees. The self-appraisal form, appendix B, should be provided to the employee with the invite to allow time to reflect and prepare. This should be returned to the Line Manager 5 working days before the appraisal.

3.2. The Town Clerk's appraisal will take place first in the annual cycle.

3.3 The Town Clerk's appraisal will be conducted by a pre-selected panel of Councillors.

3.4 The Town Clerk will conduct Senior Managers' appraisals, who will in turn conduct the appraisals for their direct reports. Any other Line Managers will follow the same process.

3.5 All staff and members who are conducting appraisals (Appraisers) will receive training in how to be an Appraiser.

4- Appraisals: at the meeting

4.1 The meeting should be held in a confidential environment that is free from interruption. The appraisal discussion will allow an opportunity for both the employee and Appraiser to reflect and comment on the previous year's objectives (linked to Job Descriptions and Council objectives). It will praise achievement and encourage the employee in their role. Appraisals will be a flexible two-way process. The appraisal form should be used, appendix C.

4.2 The meeting will set objectives for the forthcoming year (aligned with Council's objectives) and identify areas for development and improvement.

4.3 Any issues of concern/support requirements and training and development needs should be discussed and written onto the form; to include future training requirements, planned qualifications, development opportunities and career planning. Training requests are subject to the agreement of Senior Management and availability of training budgets.

4.4 At the appraisal performance level will be discussed. The overall rating can be 'less than satisfactory', 'satisfactory', 'good' or 'excellent'.

4.5 If performance is rated as 'less than satisfactory' the employee will be supported through the capability process to improve performance. See Capability and Performance management policy.

5- Appraisals: after the meeting

5.1 Following the meeting the Appraiser will complete the Appraisal form. The form will be given to the employee for them to complete with their comments, it is important for the employee to express their views on the appraisal. The final version of the appraisal form (marked confidential) will be copied to the employee, the Town Clerk, and Corporate Services Manager/Officer to be held confidentially on the employee's personal file.

5.2 Corporate Services Manager to collate training requirements to be reviewed by Senior Management.

5.3 For those employees with overall rating of satisfactory or higher, who have not reached the top of their scale and have achieved any applicable requirements of the terms of offer of employment will be awarded an annual pay increment from April 1st.

5.4 For those employees with overall rating of less than satisfactory, the Senior Management Team has the discretion to withhold an incremental raise where it is considered performance fell below that which is expected.

5.5 For those employees with overall rating of excellent. The Council has the discretion to award an additional increment for exemplary performance; this is not automatic and will depend on budget. This will be put forward for approval to the Staffing Committee.

5.6 Corporate Services Manager to collate annual pay increment decisions and will share appropriately and confidentially.

5.7 Should an employee believe that they have not received a fair appraisal and/or performance rating they should make this comment on the form and discuss the issue with their Appraiser.

5.8 Should they still remain dissatisfied, they have the right of appeal in writing to the Chair of the Staffing Committee or for the Town Clerk the Chair of Full Council, within 10 working days of the final appraisal form being returned.

6- Appraisals: 6/9-month optional review

6.1 It is good practice to have a 6/9-month appraisal review meeting, a mid-year review of targets, and training and development achieved. See appendix D for template.

7- Training and Development employees

7.1 The Council is committed to the principle of encouraging staff to enhance their role and qualifications by further training. Some training is necessary to ensure compliance with all legal and statutory requirements. Some training is a requirement of the terms of offer of employment; this will be stated in an employee's contract.

7.2 Staff are encouraged to discuss training requests in supervision and appraisal meetings. A training and development form should be completed, see appendix E.

7.3 When requesting training staff should specify:

- If they are requesting time off during working hours to complete the training.
- Any workload implications of the training.
- The qualification title, level & provider, costs and timescales.

7.4 Senior Managers will review training and development requests. Requests are subject to the provision and availability of training budgets and the implication of employee release on the operational capability of the Council. Priority will be given to training essential to any job role and training of relevance to the role and Council's objectives. Senior Managers will consider the type of contracts staff are employed on in determining any requests.

7.5 In order to best ensure cost effectiveness, Members and employees will be required to attend the nearest college/venue offering the required course, unless an alternative is authorised by the Town Clerk in the interest of operational effectiveness or Best Value.

7.6 If the qualification is perceived to be of more benefit to the employee than the Council the employee may be asked to match fund or contribute towards the cost of the qualification.

7.7 If the Council agrees to fund a formal recognised qualification, staff will be required to sign a Training Costs Agreement. Failure to complete the course, withdrawal or resignation from Council employment will require the employee to repay costs (which includes course fees and expenses) on a sliding scale. See appendix F for agreement and sliding scale.

7.8 Senior Managers will record training requirements and training achieved in a training matrix. Senior Managers will monitor and chase staff and Members to complete mandatory training and refresher training. Employees are encouraged to keep a record of training achieved.

7.9 Members and staff attending sponsored training/courses are required to inform the Corporate Services Manager/Officer immediately of any absences, giving reasons.

7.10 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.

8- Training and Development Councillors

8.1 All new councillors will receive an induction pack prepared by Corporate Services and will be invited to attend an induction meeting with the Town Clerk and officers of the Council following the parish elections every four years, where basic information relating to the council's organisation and responsibilities will be provided. Re-elected councillors will be invited to this meeting.

8.2 Councillors will be provided with up dated policies and procedures and information relevant to their role.

8.3 Councillors should raise any funded training requests with Senior Managers. A training and development form should be completed, see appendix E.

DRAFT

Appendix A Supervision template

Employee		Date	
Line Manager		Venue	

General Info: (record of leave, flexi, toil, appointments, sick etc.)

General Catch Up: (how's it going, workload, work areas)

Challenges:

Achievements:

Development Areas/ Opportunities:

Actions:	Who/ When:

Date of next meeting:

Sign off:
I (employee).....confirm these notes are an accurate record of my supervision held on.....
Employees signature..... date.....

Return to Corporate Services Officer/Manager to store in HR file.

Appendix B Self Appraisal Form

Hailsham Town Council Corporate Appraisal Scheme: Self Appraisal Form

Form to be sent to the employee 10 working days before the appraisal, with the Appraisal, Supervision and Training Policy.

Date of appraisal meeting:	
Name:	
Job title:	
Appraiser:	

PREPARATION

In preparation of your appraisal, read through the policy and fill out the self-appraisal form below, returning it to your Line Manager 5 working days before the appraisal meeting. Reflect on your job description and the Council's strategic objectives.

Any comments about your health, wellbeing or safety:
Describe your achievements at work over the last year:
Considering last year's appraisal do you feel you have achieved your objectives? Yes / No / Comments:
Describe any areas you want to improve:

Were there significant changes at work that affected you in your role this year?

Have you done anything to help you develop in your role this year e.g. training, professional development, conferences, and self-development? **How has it helped?**

Do you have any aspirations for the future that you would wish to share with your reviewer?

Are there any other additional issues comments you wish to raise?

Appendix C Appraisal Form

Date of appraisal meeting:	
Name:	
Job title:	
Appraiser:	

Health, Safety and Well-being of the reviewee:		
Considering last year's appraisal have the objectives been achieved? Yes / No / Comments:		
Last year's training and development:		
Assessment Level This is based on performance over the year against objectives achieved. If there was no previous appraisal the assessment will be based on overall performance.		
Level	Tick level	Comments
Excellent		
Good		
Satisfactory		
Less than satisfactory (See Capability and Performance management policy)		

Agreed changes to balance of duties/new duties for coming year:			
The number of objectives set would not normally exceed six but may be fewer. Objectives should be related to the reviewee's responsibilities and linked to the Council's strategic plan and objectives.			
Objective 1:	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="padding: 5px;">Actions to be taken by whom:</td> </tr> <tr> <td style="padding: 5px;">Timescale</td> </tr> </table>	Actions to be taken by whom:	Timescale
Actions to be taken by whom:			
Timescale			
Objective 2:	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="padding: 5px;">Actions to be taken by whom:</td> </tr> <tr> <td style="padding: 5px;">Timescale</td> </tr> </table>	Actions to be taken by whom:	Timescale
Actions to be taken by whom:			
Timescale			
Objective 3:	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="padding: 5px;">Actions to be taken by whom:</td> </tr> <tr> <td style="padding: 5px;">Timescale</td> </tr> </table>	Actions to be taken by whom:	Timescale
Actions to be taken by whom:			
Timescale			
Objective 4:	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="padding: 5px;">Actions to be taken by whom:</td> </tr> <tr> <td style="padding: 5px;">Timescale</td> </tr> </table>	Actions to be taken by whom:	Timescale
Actions to be taken by whom:			
Timescale			
Objective 5:	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="padding: 5px;">Actions to be taken by whom:</td> </tr> <tr> <td style="padding: 5px;">Timescale</td> </tr> </table>	Actions to be taken by whom:	Timescale
Actions to be taken by whom:			
Timescale			
Objective 6:	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="padding: 5px;">Actions to be taken by whom:</td> </tr> <tr> <td style="padding: 5px;">Timescale</td> </tr> </table>	Actions to be taken by whom:	Timescale
Actions to be taken by whom:			
Timescale			
Agreed training and development plan: This should include mandatory training. This could include future training requirements, planned qualifications, development opportunities and career planning. Training requests are subject to the provision and availability of training budgets.			
Reviewee:	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 50%;"></td> <td style="padding: 5px;">Date: Click here to enter a date.</td> </tr> </table>		Date: Click here to enter a date.
	Date: Click here to enter a date.		
Reviewer:	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 50%;"></td> <td style="padding: 5px;">Date: Click here to enter a date.</td> </tr> </table>		Date: Click here to enter a date.
	Date: Click here to enter a date.		
Any general reviewee/reviewer further comment/feedback, including comments regarding the appraisal process:			

The final version of the appraisal form (marked confidential) will be copied to the employee, the Town Clerk and Corporate Services Manager/Officer to be held on the employee's personal file.

DRAFT

Appendix D 6- or 9-month Appraisal Review

It is good practice to have a 6/9-month appraisal review meeting. This is to have a mid-year review of targets, and training and development achieved.

Date of appraisal review meeting:	
Name:	
Job title:	
Appraiser:	

Health, Safety and Well-being of the reviewee:
Considering this year's appraisal what has been achieved?
This year's training and development so far:
Any general reviewee/reviewer further comment/feedback:

The final version of the appraisal form (marked confidential) will be copied to the employee, the Town Clerk and Corporate Services Manager/Officer to be held on the employee's personal file.

Appendix E Training and development request form

Date of request:	
Name:	
Job title:	
Name of course/award/training:	
Date(s) of course/award/training:	
Time off required for course/award/training:	
Additional time off required e.g. time to sit examinations. Study time to be discussed and agreed by Line Manager in advance.	
Cost: (if requesting funds for an external training course to enable an employee to acquire a recognised qualification complete Appendix F: Training and development Costs Agreement form)	
Additional fees e.g. examination fees: (Note that the Council will only pay for one re-take).	
Associated membership fees:	
Excess travel and subsistence:	

Send to your Line Manager for approval

Line Manager approval: Has this been discussed at supervision/appraisal?	
--	--

Send completed form, and if necessary, Appendix F: Training and development Costs Agreement form, to Senior Management Team. Training requests are subject to the provision and availability of training budgets.

Appendix F Training and development Costs Agreement form

This Agreement is dated **[date]** and is made between: **[Name]** (“the Employee”) and **Hailsham Town Council**

Whereas:

- A.** The Employee is employed by the Employer as a **[job title]**.
- B.** The Employee has obtained a place in relation to a course of study titled **[Name of Course/Training]**

Please note: This agreement is intended to be used where the employer agrees to fund an external training course to enable an employee to acquire a recognised qualification.

It is hereby agreed and declared that:

1. In consideration of the Employer agreeing to meet the costs of the Course **[Estimated£cost]**, the Employee undertakes to reimburse the Employer if:
 - i. The Employee without good reason, fails to sit for an examination within a reasonable period, fails to show satisfactory progress in their studies or voluntarily withdraws from or terminates the Course early without the Employer’s prior written consent;
 - ii. The Employee is dismissed or otherwise compulsorily discharged from the Course, unless the dismissal or discharge arises out of the discontinuance generally of the Course;
 - iii. The Employee resigns from the employment of the Employer either prior to completion of the Course or within 24 months after the end of the Course;
 - iv. Their employment is terminated by the Employer for any reason except for redundancy; either prior to completion of the Course or within 24 months after the end of the Course.
2. The amount repayable will be calculated as follows:
 - i. If the employee leaves within three months of completing the course the amount will be repaid in full.
 - ii. Thereafter, repayment will be made on a sliding scale which will be calculated by reducing the total amount to be repaid by 1/24 for every completed month that the employee has remained with the Council following completion of the course (e.g. an employee leaving eight months after completing the course will make a full repayment less 8/24ths of the total amount recoverable).
3. To the extent permitted by law, the Employee agrees that the Employer may deduct a sum equal to the whole or part of the Costs due under the terms of this Agreement from their wages (as defined in section 27 of the Employment Rights Act 1996) or from any other allowances, expenses or other payments due to the Employee.
4. The amount due to the Employer under the terms of this Agreement is a genuine attempt by the Employer to assess its loss as a result of the termination of the Employee’s employment and takes into account the derived benefit to the Employer. This Agreement is not intended to act as a penalty on the Employee upon termination of his employment.

SIGNED:.....
[Employee Name]

SIGNED:.....
Town Clerk



Capability and Performance Policy

Owner	John Harrison, Town Clerk
Reviewer	Emily Hastings
Previous versions	
Templates used/adapted	ACAS
Approver	Initial: Staffing Committee Final: Finance & Governance Committee
Date approved	
Date of next review	2 years
Related policies/procedures	Disciplinary Policy Sickness Management Policy
Policy covers	All HTC

Contents

Introduction	2
Principles	2
Informal stage	2
Formal stage: Formal review meeting	2
Formal stage: First written warning	3
Formal stage: Final written warning	3
Dismissal	3
Appeals.....	3
Special cases.....	3

Introduction

1. This policy aims to support and improve employee performance in a fair, consistent, and supportive manner. It provides a structured approach to managing underperformance due to lack of capability, ensuring compliance with employment law and ACAS guidelines. Underperformance could include missed deadlines, poor quality of work, repeated mistakes.
2. This policy applies to all employees of the Town Council. It does not cover issues of misconduct (handled under the Disciplinary Policy) or ill health (covered by the Sickness Management Policy).

Principles

3. Employees will be treated with dignity and respect.
4. The policy promotes early intervention, support, and improvement.
5. Employees have the right to be accompanied by a work colleague or a Trade Union representative to all formal meetings in this procedure.
6. The process will be transparent, fair, and consistently applied.
7. Performance concerns will be addressed at the earliest opportunity to clarify expectations and enable the employee to improve before the formal process.

Informal stage

8. Line Managers should address performance concerns informally in the first instance:
 - Discuss concerns with the employee.
 - Identify support or training needs.
 - Set clear expectations and review dates.
9. If no improvement is made within 4–8 weeks, the formal procedure may be initiated.

Formal stage: Formal review meeting

10. The employee will receive written notice of the meeting and the concerns.
11. The meeting will review performance, support provided, and any mitigating factors.
12. An improvement plan will be agreed, including:
 - Specific performance targets.
 - Support/training to be provided.

- Timescales for review (typically 4 – 8 weeks).

Formal stage: First written warning

13. If performance does not improve:

- A first written warning may be issued.
- The improvement plan will be revised and extended within 4 - 8 weeks.
- The warning will remain on file for 6–12 months.

Formal stage: Final written warning

14. If insufficient improvement continues:

- A final written warning may be issued.
- A final review period will be set within 4 - 8 weeks.

Dismissal

15. If performance remains unsatisfactory:

- A dismissal hearing will be held.
- The employee may be dismissed with appropriate notice.

Appeals

16. Employees have the right to appeal any formal warning or dismissal. Appeals must be submitted in writing to the Town Clerk within 10 working days of the decision.

Special cases

17. Capability issues involving the Town Clerk will be managed by the Mayor, Deputy Mayor, and a nominated Committee Chair.

Complaints Policy

Owner	John Harrison, Town Clerk
Reviewer	Emily Hastings, Corporate Services Manager Kaylee Butcher, Corporate services Officer
Previous versions	Complaints Procedure Sept 2017
Templates used/adapted	NALC
Approver	Staffing Committee Full council
Date approved	Will be added in when approved
Date of next review	2 years
Related policies/procedures	Grievance Policy
Policy covers	Hailsham Town Council Hailsham Youth Service Hailsham Post Office

Contents

1- Introduction.....	1
2- Scope	2
3- Confidentiality	2
4- Informal complaints.....	2
5. Formal complaints.....	2
6. Complaints Committee.....	3
7- Complaints meeting.....	3
8. Abusive, unreasonable and vexatious complaints	4

1- Introduction

- 1.1 Hailsham Town Council is committed to providing high-quality services to residents. We acknowledge that sometimes our service may not meet expectations. This procedure outlines how to raise concerns and ensures complaints are dealt with fairly, consistently, and in a timely manner.
- 1.2 It remains the position that the Local Government Ombudsman has no jurisdiction over Town, Parish or Community Councils except where it is; working jointly with a principal authority through a joint committee which includes representatives of the principal authority or exercising the functions of a principal authority.

2- Scope

- 2.1 This procedure applies to complaints about the administration or procedural practices of the Council.
- 2.2 Complaints by employees should be dealt with through the Grievance Policy.
- 2.3 Complaints about an employee of the council will be dealt with as an employment matter. The complainant can be assured that the matter will be dealt with internally as such and appropriate action taken as required. Such complaints will not fall under the remit of this policy.
- 2.4 Complaints about a councillor or councillors are subject to the jurisdiction of the Code of Conduct as adopted by Hailsham Town Council. Complaints of this nature should be made to the District Monitoring Officer at Wealden District Council. Full details of this process can be found on Wealden District Council's website. This is the only recourse for any formal complaints about the behaviour of a Town Councillor(s) and there is no facility or mandate for the Town Council to investigate or act on such a complaint on its own.
- 2.5 Complaints about or disagreement with a decision made by the council or one of its committees are not dealt with by this procedure. Such comments should be made by addressing the relevant council or committee during its 'public forum' session at the beginning of each meeting. This can be done either in person or in writing to the Town or Officer beforehand and will be addressed at the council or committee at the chair's discretion.

3- Confidentiality

- 3.1 Complaints are handled confidentially. Information is shared only with individuals directly involved in the investigation or resolution. However, the nature and outcome of complaints are reported to the Full Council, excluding personal details to protect privacy.

4- Informal complaints

- 4.1 The Council encourages informal resolution of complaints whenever possible.
- 4.2 Informal complaints can be made via phone (01323 841702), email (enquiries@hailsham-tc.gov.uk), letter (Hailsham Town Council, Inglenook, Market Street, Hailsham BN27 2AE), or in person at the Council office.
- 4.3 Complaints are directed to the most appropriate staff member, with the Town Clerk overseeing the process. Councillors receiving complaints should forward them to the office for action.
- 4.4 If unresolved informally or if the complaint is serious, the complaint should proceed to the formal process.

5. Formal complaints

- 5.1 Complaints should be lodged within four months of the issue. Late complaints are accepted only in exceptional circumstances at the discretion of the Town Clerk.
- 5.2 Anonymous complaints will only be investigated if there is a strong public interest.
- 5.3 While the Council aims to resolve complaints within 21 working days, extensions may occur for complex cases. Complainants will be kept informed of any delays.

- 5.4 Formals complaints must be made in writing addressed to the Town Clerk or the Chair of the Council by email (enquiries@hailsham-tc.gov.uk) or letter Hailsham Town Council, Inglenook, Market Street, Hailsham BN27 2AE.
- 5.5 The complaint should clearly outline the issue, relevant details, involved parties, and desired outcomes.
- 5.6 The Town Clerk will acknowledge the complaint, create an action plan, and aim to resolve it within the timeline. Updates are provided at Full Council meetings without personal identifiers.
- 5.7 If the complainant is satisfied with the resolution the complaint is closed.
- 5.8 If a complainant is unhappy with the outcome of their complaint, they have 21 working days from receipt of the outcome letter to notify the Town Clerk of this.
- 5.9 The Town Clerk will then arrange for the complaint to be considered and dealt with by an appointed Complaints Committee. The Complainant will be offered the opportunity to explain the nature of the complaint to the meeting.

6. Complaints Committee

- 6.1 The Complaints Committee will consist of three serving councillors, who shall be: the Chair or Deputy Chair of Council, the Chair or Deputy Chair of a council committee relevant to the substance of the complaint, one other councillor with relevant knowledge or experience of the relevant area of service (subject to exclusion via conflicts of interest, disclosable pecuniary interest etc). The Town Clerk and other relevant officers will support the committee.
- 6.2 The Complaints Committee has delegated authority from the Town Council to review and decide on appeals made as a result of complaints against the council. The committee is subject to all of the normal meeting notification, agenda and minute requirements, as laid down in the Town Council's Standing Orders.
- 6.3 It is expected that the committee will normally be able to meet within fourteen working days of being notified by the Town Clerk.
- 6.4 The meeting will exclude the public and press due to the confidential nature of its business.
- 6.5 Seven working days prior, all evidence must be exchanged between the complainant and Council.
- 6.6 The complainant will be notified of all council members and officers attending the meeting and their roles seven days before the meeting.
- 6.7 The complainant may bring a supporter and must notify the Clerk in advance.

7- Complaints meeting

- 7.1 The Committee will appoint a Chair from one of its members.
- 7.2 The Committee meeting will follow a structured but informal format to ensure fairness.
- 7.3 The Chair of the committee shall introduce everyone and explain the procedure to be used.
- 7.4 The committee will review the written material presented.

- 7.5 The complainant (or representative) will be invited to outline the grounds for complaint and panel members given the opportunity to ask any question of the complainant.
- 7.6 If relevant, the Town Clerk (and/or other appropriate officer) will explain the council's position and panel members shall ask any questions of the Town Clerk, the complainant and such other persons as they see fit. The complainant is to be offered the opportunity of a last word as a means of summing up their position.
- 7.7 The Town Clerk is to be offered the opportunity of a last word as a means of summing up their position. The committee may decide that a recess and /or further meeting is required before a final decision can take place, to gather more evidence or for any other reason.
- 7.8 The Town clerk and complainant shall be asked to leave the room while committee members decide whether or not the grounds for the complaint have been made. If a point of clarification is necessary, both parties should be invited back. In any case both parties return to hear the decision, or to be advised when the decision will be made.
- 7.9 The committee will issue a final decision and a proposed resolution which shall be final. The final decision will also be notified in writing to the complainant within seven working days of the meeting.
- 7.10 At all times, every individual will be treated fairly, and the process will remain reasonable, accessible and transparent.
- 7.11 The decision made by the committee is final and there are no further mean of appealing their decision within the boundaries of this procedure.

8. Abusive, unreasonable and vexatious complaints

- 8.1 While most complainants act reasonably, some behaviours disrupt the complaint process. The following applies to abusive, persistent, or vexatious behaviour and seeks to protect staff and resources.
- 8.2 Unacceptable behaviours include but are not limited to: offensive or threatening language, excessive or unfounded complaints, refusal to accept decisions or documented facts, repeated or frivolous complaints about the same issue.
- 8.3 The Town Clerk will issue a warning if behaviour is unacceptable.
- 8.4 If behaviour persists, restrictions may be applied, such as limiting communication methods, requiring appointments, or involving a third party. In extreme cases, legal action or police involvement may be pursued.



Expenses Policy

Owner	John Harrison, Town Clerk
Reviewer	Emily Hastings, Corporate Services Manager
Previous versions	
Templates used/adapted	NALC Aug 24
Approver	Finance & Governance Committee
Date approved	
Date of next review	2 years
Related policies/procedures	Financial Regulations Work vehicle policy – to be written
Policy covers	All HTC

Contents

Purpose	2
Principles	2
Eligible Expenses: excess travel	2
Eligible expense: excess overnight accommodation	3
Eligible expense: meals and subsistence	3
Eligible expense: eye test and glasses.....	3
Non-reimbursable expenses	4
Entertainment/gifts	4
Claim process	4
False claims.....	4
Appendix A Expenses Claim form.....	6

Purpose

1. This policy sets forth the guidelines for reimbursing legitimate expenses incurred by Council staff during official Council-related activities. It promotes transparency, accountability, and prudent use of public funds while ensuring compliance with tax regulations.
2. Members should refer to Wealden District Council Members' Allowances: Travelling Allowance and Subsistence Allowance.

Principles

3. All claims must include a completed claim form (Appendix A), valid receipts, and detailed documentation.
4. Expenses must be necessary and proportionate to the business of the Council.
5. Expenses must directly relate to Council business and adhere to the approved budget.

Eligible Expenses

6. In general, employees must not incur expenses other than in the categories listed below. However, if you have claims for expenditure other than for those categories listed below, employees should seek approval from their line manager before incurring the expense.
7. Ordinarily the Finance team should purchase all required and agreed Council items/services. Any other expenses made personally may be considered on a case-by-case basis with prior approval from the Council or clerk.

Eligible Expenses: excess travel

8. The Council will not refund your usual travel to and from your home to your usual work base(s). The Council will only refund if the travel is in excess of this usual journey.
9. Employees should always consider whether or not travel is necessary or if there are more appropriate means (for example Teams or Zoom).
10. Employees should always consider the most environmentally friendly option of travel e.g. walking, cycling or public transports.
11. Use of your own car: Any use of your own car on business is subject to you: holding a full UK driving licence; ensuring that your car is roadworthy and fully registered (MOT'd); and holding comprehensive motor insurance that provides for business use. The Council will request documentation annually. The Council accepts no liability for any accident, loss, damage or claim arising out of any journey that you make on business. The Council will not pay for the cost of any insurance policy on your own car.
12. Excess mileage allowance will be paid at HMRC-approved rates. Parking charges which are not part of your usual travel will be reimbursed with receipts, but fines or penalties will not. The Council will pay for any excess tolls, excess congestion charges and excess parking

costs incurred, where applicable. If parking charges become applicable within Hailsham and Hellingly area and you are not able to park in a free HTC Council parking the parking charge would be considered part of your usual travel and will not be reimbursed.

13. Excess travel by public transport: You may claim standard rail fares only. Where possible, rail journeys should be booked by the Finance team and well in advance to benefit from any discounts for early booking.
14. Excess travel using a bicycle or Motorcycle will be paid at HMRC-approved rates: Any use of your own motorcycle on business is subject the same requirements as a car (see above).
15. Taxis: Any use of taxis for excess travel will require prior approval and only in limited circumstances e.g. where personal security and safety is an issue. You must obtain a receipt with details of the date, place of departure and destination of the journey.

Eligible expense: excess overnight accommodation

16. The Finance Team will arrange overnight accommodations for official Council business, ensuring cost-efficiency.

Eligible expense: meals and subsistence

17. If you are on Council business and are required to be away from your usual place of work where free meals and drinks are not provided e.g. training course, external meeting, Council organised activity, and you are working for **5 or more** consecutive hours you may claim up to £5 towards meals and drinks. If you are working for more than 10 hours, it increases to £10.
18. Expenses must occur within work time, for example if you start work at 8am and you finish at 1pm expenses should be incurred during that time.
19. If you are required to be away from home for an overnight stay on agreed Council business, you may claim up to: £8 for breakfast (if this is not included in the hotel room rate); £11 for lunch; £20 for dinner. Meal allowances for overnight stays are subject to maximum daily limits inclusive of drinks (excluding alcohol).
20. Employees must supply receipts and invoices for all meal/drink expenses.
21. For any other personal meals and subsistence, e.g. you are not away overnight from home on Council business or not working 5 or more consecutive hours, employees are required to provide/pay for themselves, unless agreed in advance.
22. Alcohol cannot be reclaimed under any circumstances.

Eligible expense: eye test and glasses

23. Staff DSE users and employees who have driving as an 'essential' within their job description will be encouraged to have a full sight test once every two years. The Council will pay for the cost of a full sight test, limited to one a year, up to £25. If a sight test shows that a corrective appliance is needed to accommodate a vision defect at the viewing distance for the display equipment concerned or for driving, the Council will pay a £40 contribution towards the cost,

limited to one per year. If a prescription is needed that is not related to DSE work or driving related HTC do not have to pay for glasses.

Non-reimbursable expenses

24. The Council will not reimburse: personal expenses unrelated to Council business, fines, penalties, or losses due to negligence, luxury or excessive expenditure without prior approval, alcohol, cash advances or withdrawals from an ATM machine.

Entertainment/gifts

25. The Council has strict rules about offering or receiving both entertainment and gifts. Any gifts, rewards or entertainment offered to employees must be reported immediately to the Clerk. As a general rule, small tokens of appreciation, for example flowers or a bottle of wine, may be retained by employees.

Claim process

26. All claims must be submitted within 30 days of incurring the expense using the official expenses claim form. See Appendix A.
27. Excess staff mileage is captured once a month by line managers on payroll spreadsheets.
28. Claims must be supported by original receipts or invoices.
29. Claims must be sent to Line Manager for approval.
30. Incomplete forms will be returned for correction. Ineligible expenses will be returned and will not be put forward to Finance. Expenses may be investigated.
31. Line Managers to pass signed claim forms with appropriate evidence to Finance making it clear which budget to pay from.
32. Approved claims will be reimbursed via bank transfer.

False claims

33. If the Council considers that any expenditure claimed was not legitimately incurred on behalf of the Council, it may request further details. The Council will thoroughly investigate and check any expenses claim as it sees fit. It may withhold payment where insufficient supporting documents have been provided. Where payment has been made to you prior to the discovery that the claim was not legitimate or correct, it may deduct the value of that claim from your salary.
34. Any abuse of the Council's expenses policy will not be tolerated. This includes, but is not limited to: false expenses claims; claims for expenses that were not legitimately incurred; claims for personal gain; claims for hospitality and/or gifts without them having been declared; and receipt by you of hospitality and/or gifts from contacts that may be perceived to influence your judgment.

35. Abuse of the expenses policy, including fraudulent claims or undeclared gifts, will be treated as a serious offense. Disciplinary measures, up to dismissal may apply. The Council reserves the right to report violations to the police for investigation and criminal prosecution

DRAFT

Appendix A Expenses Claim form



Expenses Claim form

Description of item	Amount
Total	

Please pay **ADD IN NAME** directly:

Sort code **ADD IN**

Acc number **ADD IN**

Pass to your Line Manager to sign. Line Manager to pass to Finance.

Hailsham Town Council

Authorised Sig: _____ Date: _____

Nominal _____ Cost Centre _____

EAR Code _____

Date Paid _____ Bacs Cheq

REF _____



Long Service Award

Owner	John Harrison, Town Clerk
Reviewer	Emily Hastings, Corporate Services Manager
Previous versions	
Templates used/adapted	
Approver	Staffing Committee Finance & Governance Committee
Date approved	
Date of next review	2 years
Related policies/procedures	
Policy covers	All HTC

Contents

Purpose	2
Scope and eligibility	2
Awards.....	2
Procedure	3
Presentation.....	3
Budget	3
Appendix A Long Service Award: Supply of Gift Form	5
Appendix B Long Service Award: Email template for eligible staff	6

Purpose

1. The long-service award scheme recognises and shows appreciation of long-serving and loyal employees.
2. This policy outlines the criteria, process, and provisions for recognising long-serving employees who have made significant contributions to Hailsham Town Council.
3. The Council resolved to adopt the Long Service Award for staff (24.10.24) from 1st April 25.
4. Eligible employees receive a certificate and letter of thanks from the Town Clerk.
5. Eligible employees will be given the opportunity to choose a gift to recognise their service.

Scope and eligibility

6. This policy applies to employees of Hailsham Town Council all employees who have completed 20, 30 and 40 years' continuous service with Hailsham Town Council.
7. Continuous service from a previous employer (who is not Hailsham Town Council) will not count towards continuous service for long service award.
8. Service interrupted by any of the following will count as continuous:
 - Service with the UK reserve forces, the employee must have been employed immediately before and after any deployment;
 - Statutory, occupational maternity, adoption or paternity leave;
 - Any agreed periods of statutory unpaid special leave;
 - Previous service where the employee took time off to have a child or children before maternity leave rules existed.

Employees can combine their total years as one long service. Combining years only applies if they were not employed elsewhere during their break

9. Once an employee has left the Council, they are no longer entitled to an award. This includes employees that transfer to other authorities.
10. If an employee believes they have not received an award they should notify the Corporate Services Manager within two years of the date the award was due.

Awards

11. At least 20 years' service: gift up to the value of £200 including VAT
12. At least 30 years' service – gift up to the value of £300 including VAT
13. At least 40 years' service – gift up to the value of £400 including VAT

14. Due to HMRC and Tax/NI implications Long Service Awards cannot include cash or gift cards.
15. Due to HMRC rules once awarded employee will not be eligible for another long service award for another 10 years.

Procedure

16. Corporate Services Manager to keep record of who is eligible.
17. Gifts must be purchased within the financial year in which the award is awarded.
18. Employee to fill out a "Supply of gift form" (Appendix A). Employee will not purchase their own gift. If unauthorised expenses occur they will not be refunded.
19. Employee to research appropriate gift up to the awarded value. This could include multiple gifts as long as they do not exceed the award value, including VAT. Employee to include links to the gift and where possible include VAT.
20. Employee may be asked to clarify and amend their gift request. The Finance team may find a better value option, employee will be consulted.
21. If employee does not purchase up to the agreed value, the cost difference will not be given.
22. Once the gift has been agreed by SMT, the Finance team will purchase the gift on the employees behalf.
23. No refunds or exchanges will be permitted. Employee will be responsible for continued expenses if applicable.

Presentation

24. Certificate and gift could be presented at a formal presentation, but the Council will respect the employee's wishes that they may prefer an informal event. Employee to state their preference on the "Supply of Gift" form.
25. Names of the awardees will be published on the council's website and social media and highlighted in press releases to local media, but the Council will respect the employee's wishes that they may not agree to this. Employee to state their preference on the "Supply of Gift" form.

Budget

26. The council will allocate funds annually for Long Service Awards unless it resolves to cease the scheme.
27. The Corporate Services Manager will liaise with Responsible Finance Officer to ensure proceeding year budget is allocated appropriately.

DRAFT

Appendix A Long Service Award: Supply of Gift Form

This form is to be completed by eligible employees. Please return to Corporate Services Manager.

Name:

Position:

Award (£200, £300, £400):

Details of gift up the value of the award above (including VAT): (must include links or details of where and what to purchase)

Total including VAT:

I have read the Long Service Award policy and agree to the terms: YES NO

Preference for presentation: Formal OR Informal event

Releasing my name on Council's website/social media/press releases: YES NO

Employee signature:

Date:

SMT approval:

Date:

Corporate Services Manager to forward to Finance.

Appendix B Long Service Award: Email template for eligible staff

Dear NAME

Long Service Award

The long-service award scheme recognises and shows appreciation of long-serving and loyal employees.

You have worked with the council for at least 20 / at least 30 years / at least 40 years. This is remarkable and the Council would like to show their appreciation by offering you the opportunity to choose a gift up to the value of £200 including VAT / £300 including VAT / £400 including VAT to recognise your service. You will also receive a certificate and a letter of thanks from the Town Clerk.

The gift and certificate could be presented at a formal presentation, but the Council will respect your wishes that you may prefer an informal event.

Please read the attached policy regarding Long Service Awards and return the Supply of Gift form to Corporate Services Manager by DATE.

Due to HMRC and Tax/NI implications Long Service Awards the gift cannot include cash or gift cards. In addition you will not be eligible for another long service award for another 10 years.

Gifts must be purchased within the financial year 25/26 (up to 31.03.26).

Email Signature



Maternity, Paternity and other Parental Leave Policy

Owner	John Harrison, Town Clerk
Reviewer	Emily Hastings, Corporate Services Manager
Previous versions	
Templates used/adapted	NALC
Approver	Initial: Staffing Committee Final: Finance & Governance Committee
Date approved	
Date of next review	2 years
Related policies/procedures	
Policy covers	All HTC

Contents

Maternity Leave	3
1- Purpose and Scope.....	3
2- Procedure	3
3- Entitlements	3
4- Shared Parental Leave (SPL).....	5
5- The effect of maternity leave on contractual benefits.....	6
6- Maintaining contact during maternity leave.....	6
7- Keeping in touch (KIT) Days.....	6
8- Returning to work	7
9- Requesting a change to your work pattern of work	7
10- Health and Safety.....	7
11 Redundancy	8
12 Data Protection.....	8
Paternity Leave	8
13 Eligibility	8
14 Ante- natal appointments.....	8
15 Ordinary Paternity Leave (OPL)	9
16- Ordinary Statutory Paternity (OSPP)	10
17- Shared Parental Leave (SPL) – see section 4	10
18- Pay increases awarded during pregnancy leave.....	10

19-	Returning to work	10
20-	Requesting a change to your pattern of works.....	10
21-	Additional paternity leave	10
22-	Data protection	10
23-	Adoption.....	11
24-	Other parental leave	11
	APPENDIX A: RISK ASSESSMENT TEMPLATE FOR NEW OR EXPECTANT EMPLOYEES.....	11
	Risk assessment: Risk Assessment Review.....	15

DRAFT

Maternity Leave

1- Purpose and Scope

- 1.1 The legal name for the time off is 'statutory maternity leave'. If an employee is not comfortable calling it maternity leave, they can let the Council know so we can support them.
- 1.2 This policy and procedure applies to all current employees, whether full or part-time, temporary or fixed term.
- 1.3 The purpose of this policy and procedure is to provide clear information about our maternity provisions. This document sets out our policy on maternity leave, pay, and arrangements surrounding returning to work after maternity leave. It also sets out the procedures which we need to follow at various stages, before, during and after maternity leave.
- 1.4 This document provides basic guidance on the health and safety aspects of working whilst pregnant.

2- Procedure

Telling your manager that you are pregnant

- 2.1 As soon as you know that you are pregnant, you are encouraged to let us know. This is in your own interests and ensures that we can take any necessary steps to look after your health and safety and that of your baby.
- 2.2 As soon as you tell us that you are pregnant, we will conduct an assessment of any health and safety risks to you or your baby (appendix A). Early notice also allows us to let you know what your rights will be to maternity leave and pay. However, you do have the right to wait until the 15th week before you expect the baby before telling us that you are pregnant. Either way, you are required to confirm in writing the fact that you are pregnant, attaching a copy of your MAT B1 and indicating when you expect to start your maternity leave. You should note that you have the right to change the start date of your maternity leave provided that you give at least 28 days written notice of the change.
- 2.3 The MAT B1 is a form signed by a doctor/midwife confirming your expected week of childbirth (EWC). Hospitals and GP surgeries have different policies regarding when the MAT B1 should be signed and by whom. The MAT B1 is not always issued automatically and you may have to ask your doctor/midwife for a copy.

3- Entitlements

3.1 Ante-natal care

- 3.1.1 During your pregnancy, your doctor/midwife will make regular appointments with you for ante-natal checks, scans, tests etc. You are entitled to take reasonable time off work to attend these appointments, regardless of your length of service or the hours that you work. This time off will be paid and you will not be expected to make up the time. You should, however, give us as much notice as possible of your appointments and, after the first one, if possible, should present the appointment card from the hospital or clinic.

3.2 Fertility Treatment

- 3.2.1 We will allow reasonable time-off arrangements for employees undergoing fertility treatment.

3.3 Maternity leave

- 3.3.1 You are entitled to take up to 52 weeks' maternity leave. This is made up of 26 weeks of ordinary maternity leave (OML) plus 26 weeks' additional maternity leave (AML). You also have the right to return to work after the end of your OML or AML. This right applies to all employees regardless of length of service or the number of hours worked per week.
- 3.3.2 You can choose when to start your maternity leave. This can be any date from the beginning of the 11th week before the week the baby is due. The law requires that an employee take a minimum of two weeks maternity leave immediately following the birth.

3.4 Sick leave during your pregnancy or maternity leave

- 3.4.1 If you are off sick due to a pregnancy-related illness any time after the beginning of the fourth week before the start of the expected week of childbirth (EWC), then your maternity leave period will begin straight away.
- 3.4.2 If you are off sick due to a non-pregnancy-related illness any time after the beginning of the fourth week before the start of the expected week of childbirth (EWC), it will be treated as sick leave in the usual way.
- 3.4.3 Any pregnancy related sick leave taken before the start of the fourth week will be treated as sick leave in the usual way.
- 3.4.4 Maternity leave will not be treated as sick leave and will not therefore be taken into account for the calculation of the period of entitlement to sickness leave.

3.5 Rest facilities

- 3.5.1 The council will provide somewhere where a pregnant or nursing employee can rest. This may be a staff room, first aid room or if space does not permit, a comfortable chair away from the work area may have to suffice.

3.6 Early births

- 3.6.1 If the birth of your baby occurs before the 11th week before the EWC or your planned date of leaving, your maternity leave will commence the day after your baby is born.

3.7 Miscarriage, Termination, Still-birth and Death of a Baby

- 3.7.1 If the baby dies or is still-born after 24 weeks' pregnancy the maternity scheme applies. Where this occurs before 24 weeks (miscarriage) or there is a termination the Council will consider the circumstances and where necessary grant special leave or sick leave, as appropriate on the basis of the individual circumstances. The decision will be based on the needs of the employee and medical opinion.

3.8 Maternity pay

- 3.8.1 You are eligible to receive 39 weeks statutory maternity pay (SMP) if:
- You have at least 26 weeks' continuous service with the council by the end of the 15th week before the expected week of childbirth (EWC) ("the qualifying week"), and,

- You have average weekly earnings in the eight weeks up to and including the qualifying week of at least the lower earnings limit for Class 1 National Insurance contributions.

3.8.2 If you qualify for SMP, it will usually be paid for a period of up to 39 weeks. Rates are fixed by law and are subject to tax and National Insurance deductions. During the first 6 weeks of this 39-week period, SMP is paid at 90% of your average weekly earnings; thereafter you will receive the weekly lower statutory maternity rate or 90% of your weekly earnings, whichever is the lesser amount. Your average weekly earnings are calculated over the 8 weeks prior to the end of your qualifying week (15th week before the EWC) (see here for details of statutory rates - www.gov.uk/maternity-pay-leave/pay).

3.8.3 If you do not qualify for SMP you may be eligible to receive Maternity Allowance. If you are not entitled to statutory maternity pay, we will issue you an SMP1 form to allow you to claim the Maternity Allowance.

3.8.4 Payments for employees who have more than 26 weeks continuous service but less than 1 year's continuous local government service at the beginning of the 11th week before the EWC shall be the employee's entitlement to Statutory Maternity Pay (SMP), where eligible.

3.8.5 Payments for employees who have completed 1 year's continuous local government service at the 11th week before the EWC shall be as follows: -

- i. For the first six weeks of absence an employee shall be entitled to nine-tenths of a week's pay offset against payments made by way of SMP or Maternity Allowance (MA) for employees not eligible for SMP.
- ii. An employee who declares in writing that they intends to return to work will for the subsequent 12 weeks receive half a week's pay without deduction except by the extent to which the combined pay and SMP (or MA and any dependant's allowances if the employee is not eligible for SMP) exceeds full pay. Alternatively, the equivalent amount (i.e. 6 weeks' pay) may be paid on any other mutually agreed distribution.
- iii. For the remainder of the maternity leave period the employee will receive their entitlement to SMP currently 39 weeks in total), where eligible.
- iv. For employees not intending to return to work payments during the subsequent 20 weeks shall be the employee's entitlement to SMP.
- v. Payments made by the Council during maternity leave under (ii) above shall be made on the understanding that the employee will return to the Council's employment for a period of at least three months, which may be varied by the Council on good cause being shown and, in the event of her not doing so, they shall refund the monies paid, or such part thereof, if any, as the Council may decide. Payments made to the employee by way of SMP are not refundable.

4- Shared Parental Leave (SPL)

4.1 You are entitled to curtail your maternity leave and pay and instead take SPL and pay with your partner/the father of the child, subject to meeting the eligibility criteria. SPL enables parents to choose how to share the care of their child during the first year of birth. Its purpose is to give parents more flexibility in considering how to best care for, and bond with, their child. (<https://www.gov.uk/shared-parental-leave-and-pay>)

5- The effect of maternity leave on contractual benefits

5.1.1 During your maternity leave you will be entitled to receive the contractual benefits that you would normally receive if you were at work with the exception of cash benefits (e.g. remuneration and allowances).

5.1.2 On return to work following OML and AML you are entitled to benefit from any general improvements to the rate of pay (or other terms and conditions) that you would have received had you been at work. This may also lead to a re-calculation of your SMP Entitlements.

5.2 Annual leave

5.2.1 Your contractual annual leave entitlement continues to accrue during your maternity leave. You can choose to take any leave accrued, as a block, either before you commence maternity leave, immediately upon your return to work or a combination of the two. You should be aware that if you take the annual leave before starting maternity leave and then leave employment mid-way through the maternity leave, the usual deductions will apply from your final salary or the Council may ask for an appropriate refund.

5.3 Pension scheme

5.3.1 Occupational pension contributions continue during OML and during any period of paid maternity absence.

6- Maintaining contact during maternity leave

6.1 Some people choose to have little if any contact with work during their maternity leave while others want to maintain a high level of contact. Before you start your maternity leave, we will meet with you to discuss reasonable contact arrangements during your maternity leave. Below is a list of the sorts of information you may want to be kept informed about:

- Notes of important meetings or announcements affecting staff
- Details of internal vacancies which arise
- Details of significant developments to working practices
- Details of any training courses which are offered to the team

6.2 There may be occasions when we need to contact you even if you have indicated that you do not wish to be contacted. In these circumstances contact will only be made when there is significant information which might affect you. For example, where there are changes proposed to the job you are expected to return to.

7- Keeping in touch (KIT) Days

7.1 You may work for up to 10 days during your maternity leave. KIT days can only be worked by mutual agreement; that is to say both you and the council must agree to the work / training taking place. When agreeing KIT days, we will agree the type of work to be carried out and the duration in advance. Particular care should be taken when agreeing a rate of pay because payment for KIT days is off-set against Statutory Maternity Pay and not in addition to it. Therefore, we should agree a rate for that week which must be equal to or in excess of the rate of SMP.

7.2 Keeping in touch (KIT) days are intended to facilitate a smooth return to work for women returning from maternity leave. Before going on leave, the employer and the employee should discuss and agree any voluntary arrangements for keeping in touch during the employee's maternity leave. An employee may work for up to 10 KIT days during OML or AML without bringing her maternity leave to an end. An employee may not work during the two weeks of compulsory maternity leave immediately after the birth of her baby. (b) The work can be consecutive or not and can include training or other activities which enable the employee to

keep in touch with the workplace. Any such work must be by agreement and neither the employer nor the employee can insist upon it.

8- Returning to work

- 8.1 We will assume that you will take your full maternity leave entitlement and intend to return to work doing the same job (see paragraph below regarding entitlement to return to the same job after maternity leave), with the same hours, unless you notify us, in writing, or request otherwise. In other words, you do not have to notify us if you intend to return to work at the end of your AML.
- 8.2 Within 28 days of receipt of the initial notification the Council will write to the employee informing them of the last day of their maternity leave and the expected date of their return.
- 8.3 If you want to return to work before the end of your maternity leave, you will need to notify us in writing giving at least eight weeks' notice of your intended return date. If you do not give at least eight weeks' notice, we may delay your return to work by up to a further eight weeks where there is good reason.
- 8.4 You have the right to resume working in the same job if returning to work from OML. If you return to work after a period of AML, you are entitled to return either to the same job or, if this is not reasonably practicable, to another suitable job that is on terms and conditions not less favourable.
- 8.5 If you decide not to return to work after your maternity leave, you will need to resign giving the appropriate notice as specified in your contract of employment. See section 3.8.5 v regarding refunding the monies paid, or such part thereof.
- 8.6 Where an employee is unable to return on the expected day due to sickness the absence will be covered by the sickness scheme in the normal way.

9- Requesting a change to your work pattern of work

- 9.1 You have the right to request that we consider changing your pattern of work (subject to eligibility criteria). See the Flexible Working Policy.

10- Health and Safety

Risk assessment

- 10.1 Whilst most women are able to work normally during pregnancy there are some duties which are best avoided or minimised. We may be able to reorganise your work to avoid/minimise such duties or may arrange different work for you for health and safety reasons. Only in exceptional cases would other action be required e.g. suspension on medical grounds or other appropriate action.
- 10.2 Once you tell us of your pregnancy, we will hold a meeting with you to discuss health and safety issues. In consultation with you, we will complete a risk assessment (appendix A), agreeing with you any measures to be taken. We will hold regular meetings with you throughout your pregnancy in order to review the initial assessment. If you have any concerns please raise these directly with the council.
- 10.3 The needs of breastfeeding employees should be taken into account.
(<https://www.hse.gov.uk/mothers/>)

11 Redundancy

- 11.1 You should be assured that in the event a redundancy situation should arise, you will not be dismissed or selected for redundancy for reasons related to pregnancy, nor because you intended to take or took, maternity or shared parental leave in accordance with this policy. It is however lawful to dismiss or select employees for redundancy on unrelated grounds if these are fair. In this situation, our normal redundancy consultation procedure would be followed.
- 11.2 If the role of an employee who is either pregnant, is on maternity, or shared parental leave is proposed to be made redundant, the employee will be included in the applicable redundancy consultation process. In some cases, it may be appropriate to extend consultation periods for employees on family leave.
- 11.3 Furthermore, if an employee's role becomes redundant during a protected period of pregnancy, or whilst taking maternity leave or shared parental leave, they will be offered a suitable alternative vacancy in preference to other employees if one is available.
- 11.4 Employees who are made redundant at or following the 15th week prior to the expected week of childbirth, and who are eligible for SMP, and those who are on shared parental leave and eligible for ShPP will still receive the full entitlement to statutory pay. In these circumstances, SMP, or ShPP may be paid weekly or as one lump sum. Any other benefits such as holiday entitlement would only be provided or accrued to the end of the notice period.

12 Data Protection

- 12.1 When managing your maternity leave and pay, we will process personal data collected in accordance with the data protection policy. Personal and or sensitive information is held securely and accessed by, and disclosed to, those who need to manage maternity leave and pay. Inappropriate access or disclosure of personal data would breach our data protection policy and should be reported immediately. A data breach may also constitute a disciplinary offence, which will be dealt with under the disciplinary procedure.

Paternity Leave

13 Eligibility

- 13.1 The legal name for the time off is 'statutory paternity leave'. If an employee is not comfortable calling it paternity leave, they can let the Council know so we can support them.
- 13.2 To qualify for ordinary paternity leave and pay, you will need to have at least 26 weeks service by the end of the 15th week before the expected week of childbirth (EWC) or ending with the week in which you were notified of having been matched with the child. You must also have, or expect to have, responsibility for the upbringing of the child.

14 Ante- natal appointments

- 14.2 An expectant father or the partner (including same sex) of an expectant partner is entitled to take unpaid time off work to accompany the expectant partner to up to 2 of the ante-natal appointments. The time off is capped at six and a half hours for each appointment. "Partner" includes the spouse or civil partner of the expectant partner and a person (of either sex) in a long-term relationship with them.
- 14.3 The right applies whether the child is conceived naturally or through donor insemination. It also extends to those who will become parents through a surrogacy arrangement if they expect to satisfy the conditions, and intend to apply, for a Parental Order for the child born through that arrangement.

14.4 You should endeavour to give the council as much notice as possible of when you need the time off for the antenatal appointment. We may ask you for a declaration stating the date and time of the appointment and that you qualify for the unpaid time off through your relationship with the expectant partner or child, and that the time off is for the purpose of attending an antenatal appointment with the expectant partner that has been made on the advice of a registered medical practitioner, nurse or midwife.

15 Ordinary Paternity Leave (OPL)

15.2.1 An employee whose partner gives birth to a child, or who is the biological father is entitled to two weeks' ordinary paternity leave. OPL can commence from the date of the child's birth, or child's placement with the adopter, or within 52 weeks after the birth or date of placement

15.2.2 Ordinary Paternity Leave may be taken as either, one week, or two weeks in one consecutive block or two weeks in two one week non-consecutive blocks.

15.2.3 If you choose to start your OPL on a fixed and predetermined date and the child is not born or placed for adoption by that date, you must change the date you want to start your leave and notify us in writing as soon as you reasonably can. If you take both OPL and shared parental leave you must take ordinary paternity leave first.

Notification of Ordinary Paternity Leave

15.2.1 You must inform the council in writing, of your eligibility and intention to take paternity leave in or before the 15th week before the EWC.

15.2.2 You must then provide us with at least 28 days' notice before the dates upon which they intend to take each period of leave, unless this is not reasonably practicable (in which case as soon as it is reasonably practicable).

15.2.3 The notification should specify:

- the week the baby is due
- the date of starting the leave
- that you are taking leave for the purpose of taking time off to look after your child in line with your entitlement to paternity leave
- How you wish to take the leave
- You can choose to take two one-week non-consecutive blocks of leave may inform us of when you want each block of leave to begin in one notification, or you may choose to provide us with a separate notification at a later date once you have made a decision. However, as above, you must ensure that a minimum of 28 days' notice is provided before the beginning of each period of leave.

15.2.4 In the case of an adopted child, you must give notice of your intention to take ordinary paternity leave no later than seven days after the date on which notification of the match with the child was given by the adoption agency. The notice must specify the date the child is expected to be placed for adoption, the date you intend to start ordinary paternity leave, the length of the intended ordinary paternity leave period and the date on which the adopter was notified of having been matched with the child.

- 15.2.5 You can change your mind about the date on which you want the leave to start providing you tell your manager at least 28 days in advance (unless this is not reasonably practicable).

16- Ordinary Statutory Paternity (OSPP)

- 16.1 You will qualify for OSPP if your weekly earnings in the 8 weeks up to and including the Qualifying Week (QW) are not less than the lower earnings limit for the payment of National Insurance contributions. The QW is 15 weeks before the baby is due or the week during which you are notified of being matched with a child for adoption.
- 16.2 Paternity leave will be paid at the prevailing rate of SPP or 90% of average weekly earnings if this figure is less than OSPP.

17- Shared Parental Leave (SPL) – see section 4

18- Pay increases awarded during pregnancy leave

- 18.1 We will ensure that whilst you are on PL you are not left out of a pay award which you would ordinarily have been entitled to. This means that if we make a pay award which takes effect during your PL, then when you return to work, you will return to the 'new' rate of pay that applies to the job you are returning to.

19- Returning to work

- 19.1 On resuming work after PL, you are entitled to return to the same job as you occupied before commencing paternity leave on the same terms and conditions of employment as if you had not been absent.

20- Requesting a change to your pattern of works

- 20.1 You have the right to request that the organisation considers changing your pattern of work (subject to eligibility criteria). See the Flexible Working Policy.

21- Additional paternity leave

- 19.1 Additional paternity leave is available to eligible employees who may take up to 26 weeks' unpaid additional paternity leave within the first year of their child's life provided that their partner has returned to work.

22- Data protection

- 22.1 When managing your paternity leave and pay, we will process personal data collected in accordance with the data protection policy. Personal and or sensitive information is held securely and accessed by, and disclosed to, staff who need to manage paternity leave and pay.
- 22.2 Inappropriate access or disclosure of personal data would breach our data protection policy and should be reported immediately. A data breach may also constitute a disciplinary offence, which will be dealt with under the disciplinary procedure.

23- Adoption

23.1 In order to be entitled to adoption leave and pay you must have a child matched and placed for adoption through an adoption agency. If you apply directly to a court for an adoption order you will not be eligible for adoption leave. Parents who have a child through a surrogacy arrangement and are eligible for a Parental Order and foster parents who are prospective adopters are entitled to adoption leave and pay. [Leave and pay - Adoption leave and pay - Acas](#)

24- Other parental leave

24.1 For other unpaid parental leave (a maximum of 4 weeks unpaid leave per year, per child) see Annual Leave and other leave policy.

DRAFT

APPENDIX A: RISK ASSESSMENT TEMPLATE FOR NEW OR EXPECTANT EMPLOYEES

		Reference:	
Name:	[Name of employee]	Contact number:	
Job role: (including typical tasks)		Department / location:	
Expected date of delivery:		Actual date of birth:	
Manager completing assessment:		Initial assessment date:	
Any health / wellbeing issues:			

Risk assessment: Hazards and controls

Significant Hazard	Perceived Nature of Risk	Generic Control Measures	Residual Risk/Low Medium/ High	Additional Control Measures	Managers Comments
Display Screen Equipment	Increased susceptibility to musculoskeletal disorders and deep vein thrombosis (DVT)	DSE assessment to be undertaken if not already in place. Workstation should provide adequate adjustment to allow for increase in abdominal size. Advice on posture to prevent musculoskeletal problems. Adjust working practices to avoid continuous sitting at workstation (risk of DVT)	Low	Review DSE assessment as pregnancy progresses	
Slips, Trips & Falls	Increased risk of injury due to physical change and or hormonal changes	Maintain high standards of housekeeping in work area. Individual may have difficulty negotiating stairs during later stages of pregnancy	Low		
Lifting and Carrying Loads	Musculoskeletal injury Weakening of the skeletal structure	Reduce amount of physical work associated with task. Physical tasks become more difficult to achieve as pregnancy progresses Carrying heavy loads to be avoided	Low		
Welfare	Access to toilets to protect against risk of infection and kidney disease	Provision of easy access to toilet facilities and more frequent breaks from work activity Consideration should be given to providing access to quiet area where the individual can rest as necessary	Low	Agree provision of suitable rest facility as necessary	
Fatigue	Fatigue from prolonged standing or physical activity	Avoid long periods of time standing. Task modified to provide seating or more frequent rest periods.	Low		

		Aspects of the work may need to be modified as physical capability will reduced as a result of pregnancy			
Work Related Stress	Individual vulnerable to stress due to hormonal, psychological and physiological changes during pregnancy	Monitoring and reduction of risks in relation to work demands, relationships with colleagues / manager and requirements of the role.	Low		
Temperature / Humidity	Lower tolerance to heat and humidity resulting in discomfort/ faint	Temperature of the working environment to be suitably controlled. Individual may require access to fresh air for periods during the working day. Individual to have ready access to fresh drinking water	Low	Provision of equipment to provide local heating / cooling as necessary	
Out of Hours Working	Long working hours or shift work patterns can affect the health of pregnant women.	Allowance made for tiredness and nausea at early stages of pregnancy. Consult with occupational health and individual on modification to working hours / avoidance of night work	Low		
Personal Safety	Violence or fear of violence can increase	If there is a perceived risk of violence or threat of violence / abuse consideration needs to be given to modifying the role to reduce the risk to the individual and or make provision for staff to be available should support be required	Low		
Access / Egress	Mobility may be impaired during later stages of pregnancy	Seek to modify the individual's work task to avoid walking significant distances or traversing flights of steps.	Low	PEEP assessment should be completed with health and safety team	

Working at Height	Loss of agility and or balance	Modify task to avoid aspects of working at height	Low		
Biological or Chemical	Exposure to certain biologicals e.g. bacteria, viruses, moulds, fungi. Exposure to certain Chemicals; dust, fumes, gas vapour, mist, liquids solids, fibres	Expectant or nursing employees must not be exposed to biological agents. Consider alternative tasks to working environment where exposure is recognized Expectant or nursing employees must not be exposed to chemical agents. Consider alternative tasks to working environment where exposure is recognized.			

Risk assessment: Risk Assessment Review

Action to be taken to further reduce risk	Person responsible for completing action	Target completion date (Prioritized on risk)		Action closure	
		Date	Priority	Signature	Date
Review DSE assessment as pregnancy progresses	DSE Assessor				
Agree provision of suitable rest facility if necessary	Manager of work area				
Provision of equipment to provide local heating / cooling if necessary	Manager of work area / E&FM				
Additional procedures for lone working / working off site	Manager of work area				
PEEP assessment form to complete	Safety Adviser for the work area				
Seek advice from medical practitioner / Occupational Health before making International travel arrangements	Manager of work area				
	Date	Employee signature		Manager signature	
Initial risk assessment completed:					
Proposed date for next assessment:					
Assessment reviewed on:					



Guidance Notes & Protocol for the Town Mayor

Owner	John Harrison, Town Clerk
Reviewer	Emily Hastings, Corporate Services Manager
Previous versions	
Templates used/adapted	
Approver	Finance and Governance
Date approved	July 2025
Date of next review	2 years
Related policies/procedures	Social Media Protocol Media Relations Protocol Town Mayor's Protocol
Policy covers	Hailsham Town Council

Contents

1 Introduction	2
2 Appointment of the Town Mayor & Town Mayor's declaration	2
3 The role of the Town Mayor	2
4 The Deputy Town Mayor	3
5 Partners	3
6. What is expected of the Town Mayor	3
7 Powers to act individually	4
8 Council meetings and decision-making	4
9 Resignation and election of successor	4
10 Working relationship with Town Council staff	4
11 Attendance at functions	5
12 Promotion and publicity of the Town Mayor's activities	6
13 Town Mayor's Allowance	6
14 Chain of Office/civic regalia	7

1 Introduction

- 1.1 This Protocol has been produced to assist the Town Mayor to understand their role and responsibilities and provide some useful information, which may be of assistance when undertaking their civic role. The Protocol also assists council officers to apply a consistent approach when dealing with issues connected to the function of the Town Mayor.
- 1.2 The Protocol is intended to be an addition to and not a substitute for the advice and assistance which is available from the Mayor's Secretary and the Corporate Services Manager. You will be provided with all possible support and assistance on the workings of the role of Town Mayor.

2 Appointment of the Town Mayor & Town Mayor's declaration

- 2.1 The Town Mayor/Chair of Council (and Deputy Town Mayor/Vice-Chair) are elected by members of the Council at the Annual Meeting of the Full Town Council in May of each year. The Town Mayor/Chair remains in office until immediately after the new Town Mayor/Chair is elected at the next Annual Meeting of the Council.
- 2.2 The new Town Mayor makes the following declaration when accepting the Term of Office at the Annual Town Council Meeting:

"I [name] having been elected to the office of Town Mayor/Chair of Council of the Council of the Town of Hailsham hereby declare that I take the said office upon myself, and will duly and faithfully fulfil the duties thereof according to the best of my judgement and ability".

3 The role of the Town Mayor

- 3.1 The role of Town Mayor is different from the general town councillor role. The Town Mayor, by virtue of the Office, can use their position to stimulate community pride, encourage business and promote the voluntary sector, among other things. The Town Mayor may also have numerous meetings with dignitaries and other members of the public, engagements to which they are invited, and is in the public eye on a regular basis.
- 3.2 With this in mind, the Town Mayor needs to demonstrate a keen and genuine interest in those they meet, show enthusiasm and commitment to the role, ensure they are non-party political, promote the town's interests wherever possible and always be mindful of the dignity of the Mayoral Office.

4 The Deputy Town Mayor

- 4.1 The Deputy Town Mayor is also elected by members of the Council at the Annual Meeting of the Full Town Council in May of each year, immediately following receipt of the Town Mayor's declaration of acceptance of office.
- 4.2 The Deputy Town Mayor is entitled to discharge all the functions of the Town Mayor if for any reason the Town Mayor is unable to act or the office of Town Mayor is vacant, and they will take the Chair at a Council meeting accordingly, in the absence of the Town Mayor.
- 4.3 The Deputy Town Mayor should only attend functions as deputy to the Town Mayor when requested to do so and not in their own right. Invitations to functions should not be sent to the Deputy Town Mayor and any received should be passed to the Mayor's Secretary as early as possible, who will in turn liaise with the Town Mayor.

5 Partners

- 5.1 The Town Mayor is referred to as 'Town Mayor', whatever their gender. A female partner of the Town Mayor is usually referred to as 'Mayoress' or 'Town Mayoress' and a male partner is usually referred to as 'Consort' or 'Town Mayor's Consort'.
- 5.2 The partner has no standing or executive powers, although the supporting role is fully appreciated. On occasions when the official Mayoress/Consort is not available to accompany the Town Mayor to a function or engagement, the Town Mayor may ask another person to accompany them, e.g. a member of the Town Mayor's family, a town councillor, council officer or a personal friend.

6. What is expected of the Town Mayor

Throughout your term of office, you will be required to undertake the following:

- Carry out your civic duties in a politically impartial and neutral manner.
- Chair and preside over Full Town Council meetings positively and assertively with guidance from the Town Clerk as required.
- Promote Hailsham on a local and regional level.
- Take an active interest in all aspects of the local community and related issues.
- Have the ability to network and socialise without prejudice with all stakeholders and other members of the local community.
- As 'first citizen', act as an ambassador for Hailsham Town Council and welcome visitors and dignitaries.
- Attend various functions, engagements and local events.
- Attend memorial services as a representative of the Town Council.
- Officiate at opening ceremonies and be prepared to make a speech.
- Host receptions and make official visits when required.

7 Powers to act individually

A Town Mayor & Chair has no power to act individually than any Council member, and has no political dimension. In common with all Council members, the Town Mayor & Chair is not permitted to act individually outside of council policy or resolution but is likely to be the Council member most likely and often delegated to work closely with the Town Clerk.

8 Council meetings and decision-making

8.1 The Town Mayor & Chair is required to chair all meetings of the Full Town Council and therefore should ensure that they are available for all dates given in the civic calendar. If the Town Mayor & Chair is not present at a Council meeting, the Deputy Town Mayor must preside in his or her place.

8.2 The Town Mayor & Chair, if present, must preside at meetings of the Council and has responsibility to encourage full participation in debate and ensure adequate consideration of issues and clear decision-making at these meetings. This includes use of a statutory casting vote, which should be used to break deadlock arising in any situation, and there is case law precedent on acceptable/unacceptable use of the vote.

8.3 The Town Mayor & Chair, if present, must preside at the statutory Annual Town (Electors') Meeting.

9 Resignation and election of successor

9.1 The Town Mayor & Chair officially receives resignations from councillors or the Town Clerk.

9.2 A Town Mayor & Chair continues in that role until formally succeeded by another. If, in an election year, they have not retained their seat in formal public elections, they retain only a casting vote. They preside at the opening of the following Annual Council meeting (usually held in May of each year), and if necessary, use the casting vote to decide the election of their successor. If there is a Deputy Town Mayor, they remain in office until the election of a succeeding Town Mayor & Chair (in case they are needed to preside at that election).

10 Working relationship with Town Council staff

10.1 The Town Mayor & Chair should adhere to the Members-Officer Relations Protocol.

10.2 Officers and other members of staff of the Council will support and advise the Town Mayor & Chair in undertaking their duties. However, the Town Mayor & Chair should be careful not to 'instruct' or make requests of staff that are outside of Town Council policy, resolutions made by Council or Committee, or legally delegated functions.

10.3 It is essential to communicate on a regular basis, preferably at weekly meetings. Regular liaison with the Town Clerk is also necessary on matters pertaining to the Council. Meetings should always be by appointment wherever possible.

11 Attendance at functions

11.1 From time to time, the Town Mayor (or Deputy Town Mayor if the Town Mayor is unavailable) will be invited to events and engagements. The correct protocol must be observed when attending these functions.

General information

11.2 In order that proper arrangements can be made, including civic engagement planning and publicity, individuals, businesses or organisations are asked in the first instance to provide information to the Mayor's Secretary as soon as possible prior to the event which the Town Mayor (or Deputy Town Mayor if the Town Mayor is unavailable) is invited to attend. Information should include the following:

11.2.1 General event details including the date, time of arrival, event start time, (estimated) event finish time, venue/location, purpose of event/engagement and the name of the individual or organisation inviting the Town Mayor to the event/engagement.

11.2.2 Information regarding the content matter of any speeches or responses the Town Mayor is expected to deliver.

11.2.3 Details of any special requests, for example, the need to make a presentation, supply gifts, wear full or partial regalia, etc.

11.2.4 Details regarding practical considerations, for example, car parking available for the Town Mayor.

Procedure with Council Officers

11.3 The Town Mayor's diary is managed by the Mayor's Secretary (Civic Officer). Regular diary meetings with the Town Mayor are held to review invitations received.

11.4 All invitations to events/engagements which are to be attended by the Town Mayor (and in his/her absence/unavailability, the Deputy Town Mayor) must be directed to the Mayor's Secretary in the first instance, with the above information provided. Those inviting the Town Mayor to an event/engagement will be notified as to his/her availability to attend by the Mayor's Secretary as soon as possible.

11.5 If the Town Mayor receives invitations directly, they should refer these to the Mayor's Secretary as appropriate.

11.6 On receipt of an invitation, the Mayor's Secretary will discuss with the Town Mayor if they are able to attend and reply accordingly.

Other information

- 11.7 There are no strict rules about which invitations should be accepted and which should be declined. This, ultimately, is for the Town Mayor to decide. Some caution should be exercised having regard to the fact that they are representing the Town Council and is not attending in the capacity as an individual.
- 11.8 Where there are timetable clashes, illness or any other reason why the Town Mayor is unable to attend a function, the Deputy Town Mayor may be invited to attend in his/her place if available.
- 11.9 All hosts receive advice on receiving the Town Mayor and the usual protocol. Additionally, the Mayor's Secretary will seek information on dress-code, whether the Mayor should be accompanied, and whether a speech, opening or other official undertaking is expected.
- 11.10 If the Town Mayor needs any special assistance at an event or has special dietary requirements, they should ensure that the Mayor's Secretary is given as much notice as possible so that appropriate arrangements can be made with the host.
- 11.11 In the event of cancelling attendance at a function due to ill health or unforeseen circumstances, it is important to give as much notice as possible to enable the Mayor's Secretary to arrange for a replacement, normally the Deputy Town Mayor, to attend and to inform the function organiser accordingly.

High Ranking Visitors

- 11.12 Where a distinguished visitor (e.g. high-ranking Officer of the Armed Forces or Lord Lieutenant) is attending a civic ceremony or service and the Council considers them worthy of the honour, they may be invited to walk in procession behind the Town Mayor.

12 Promotion and publicity of the Town Mayor's activities

12.1 Should the Town Mayor wish for their activities at a function to be promoted via the Town Council's publicity channels (local press, Council website and social media), full details of the event/function/engagement of which the Town Mayor has agreed to attend must be directed to the Communications Officer as early as possible prior to the event/function taking place (where possible, at least 5 working days), to ensure adequate time to prepare necessary publicity.

13 Town Mayor's Allowance

- 13.1 The Town Mayor's allowance is provided by the Council to enable the Town Mayor to entertain guests and fulfil the role of Town Mayor associated with such events.
- 13.2 The Chairman's allowance is a legal requirement referred to in The Local Government Act 1972, ss15(5) and (34)5.

13.3 The Town Council's Mayoral Allowance is expected to cover the costs associated with the office of Town Mayor such as:

- Travelling to and from functions that the Town Mayor has been invited to in his/her capacity as Town Mayor
- To cover other costs of attending functions, including the purchase of raffle tickets or other such costs where appropriate
- To provide suitable attire to wear to official functions and mayoral events
- One-off events held by the Town Mayor.

13.4 At the end of any mayoral and financial year, unspent amounts from the allowance may be used for other purposes such as, for example, donation to local organisations as 'grants'. However, in accordance with legislation regarding individual decisions by town councillors, and the Council's Standing Orders, this needs to be decided by resolution of the Council or delegated committee and should be in accordance with any existing Council Grants Policy.

Other allowance factors

13.5 A Council may authorise a budget for expenditure on mayoral/civic/ceremonial activities and may allow some discretion on the part of the Town Mayor in that expenditure. However, this must comply with all other financial regulations or council resolutions, operating in consultation with the Responsible Finance Officer and including appropriate minimal thresholds.

14 Chain of Office/civic regalia

14.1 The mayoral regalia comprise of a chain of office for the Town Mayor and a badge and chain for the Deputy Town Mayor.

14.2 The Town Mayor would normally wear the regalia at functions to which they are invited where these take place within the parish boundaries. The Mayor's Secretary will seek advice if there is any ambiguity.

14.3 Where functions take place outside parish boundaries, it is custom to ask permission from the Mayor or Chair of the parish concerned before regalia is worn.

14.4 Civic regalia is to be worn only when on official Council business. The use of the regalia for personal purposes is not permitted.

14.5 The chains and badges of office are of significant value and should therefore be treated with care and respect. Preferably, they should be worn on arrival at a function and removed at the end of the function. They should never be left unattended.



Health & Safety Policy Statement – 2025

Owner	John Harrison, Town Clerk
Reviewer	Tony Lee Operations and Facilities Manager
Previous versions	2018
Templates used/adapted	
Approver	
Date approved	
Date of next review	2 years
Related policies/procedures	
Policy covers	All Hailsham Town Council including Hailsham Youth Service Post Office

Introduction

This statement applies to all Town Council employees, contractors, volunteers, and others affected by our services. It demonstrates our collective commitment—Members, managers, and employees alike—to maintaining the highest standards of health, safety, and wellbeing.

Our general policy is to provide safe, healthy, and inclusive working conditions and to ensure adequate welfare facilities for all. We are firmly committed to continuous improvement, reducing risks at source, and supporting both the physical and mental wellbeing of all those working with or for the Council.

Our Legal Duties

The Council acknowledges its duty to provide safe and healthy working conditions under:

- Health and Safety at Work etc. Act 1974
- Management of Health and Safety at Work Regulations 1999 (as amended)
- Equality Act 2010
- Fire Safety Order 2005 (as amended)
- Occupiers' Liability Acts 1957 & 1984
- Defective Premises Act 1972
- Common law duty of care

We also recognise our duty to follow best practice guidance issued by the Health and Safety Executive (HSE) and other relevant bodies.

Our Objectives for Health, Safety & Wellbeing

- Prevent injury and work-related ill-health.
- Manage risks through proportionate risk assessments.
- Promote mental health and wellbeing alongside physical safety.
- Ensure everyone understands and fulfils their responsibilities for safety.
- Support safe and healthy remote/home working arrangements.
- Provide training, information, and supervision appropriate to each role.
- Minimise incident-related costs and disruption.
- Treat health, safety, and welfare as key indicators of organisational performance.

Achieving Our Objectives

The Town Clerk, Operations & Facilities Manager, and Works Manager will ensure:

- Safety policies and procedures are implemented, reviewed annually, and updated where necessary.
- Hazards are identified and assessed, with appropriate control measures in place.
- Safe systems of work are monitored and improved.
- All employees receive effective induction, job-specific, refresher, and wellbeing-related training.
- Regular inspections of premises, open spaces, and work activities are carried out, with records maintained.
- Digital systems are used where possible for incident reporting and tracking corrective actions.
- Accidents and near-misses are reported, investigated, and acted upon.
- Suitable health surveillance and wellbeing initiatives are offered as identified by risk assessment.

Responsibilities

The Council

Sets overall health and safety policy and provides resources to implement it.

The Town Clerk

Holds overall responsibility for health, safety, and wellbeing performance.

Operations and Facilities Manager & Works Manager

Implement policies, manage day-to-day safety arrangements, and ensure compliance. Oversee facilities management, emergency planning, first aid, fire evacuation, and contractor safety.

Managers

Ensure employees and volunteers follow safe working practices

Encourage reporting of hazards and wellbeing concerns.

Employees

Take reasonable care of their own health and safety and that of others.

Follow all council policies, procedures and safe systems of work.

Report hazards, unsafe practices, and health or wellbeing concerns promptly.

Consultation & Communication

Health and safety is a standing agenda item at all team meetings.

Staff will be consulted on changes affecting health, safety and wellbeing.

A Health & Safety Report will be presented to Council regularly, including updates on incidents, legislation, and performance.

Monitoring & Review

This policy will be reviewed annually or sooner if legislation, guidance, or working practices change. Performance will be measured through incident data, training completion, audits, inspections, and Employee feedback to transparency in reporting health and safety performance to staff and Members.

Report to:	Hailsham Town Council
Date:	24th September 2025
By:	John Harrison, Town Clerk
Title of Report:	Motion – Staffing Matters

PURPOSE:

To consider a motion concerning staffing matters proposed to the council by Cllr K. Nicholls and seconded by Cllr D. Chapman.

Motion to Council

As a result of learnings from recent and past matters at HTC, and in light of the lack of HR qualifications and expertise within in HTC council officers, and the legal and HR risks that the growing council are now exposed to, I propose the following:-

To Resolve that Hailsham Town Council will employ a CIPD Qualified Human Resources Manager, with a minimum Level 5 qualification in HR focus (as opposed to Learning and Development), with a minimum of 5 years experience in HR, two of which must be post level 5 qualification, and go out to advert immediately upon this motion being supported, aiming to have filled the post by Jan 1 2026, but no later than the end of Q1 2026.

This post will be HR qualified as opposed to L&D qualified.

Qualified experienced HR Managers provide strategic leadership and support for all Human Resource functions, providing upto date information and advice on employment law, facilitating management of financial risk to HTC, ensuring compliance with regulations and fostering employee development whilst aligning HR Strategies with business objectives to enhance organisational effectiveness and employee well being .

This vital post will add value to HTC and address the current HR needs of an expanding and diverse workforce .

As a member of professional body it will be incumbent upon the successful candidate to maintain their CPD, ensuring upto date knowledge for HTC's benefit.

The role requires a minimum of 18hrs with a blend of interpersonal skills and a deep understanding of HR regulations and Employment Law policies and procedures .

For clarity, the person employed must:-

- have minimum level 5 professional qualifications in the HR field
- must be a member of a professional body relating to HR undertaking regular CPD beyond HTC requirements
- -those qualifications to be specifically HR focused as opposed to learning and development
- have 5 years experience in HR
- min 2 years post level 5 experience.

National qualifications frameworks in the United Kingdom

- Article

The **national qualification frameworks in the United Kingdom** are [qualifications frameworks](#) that define and link the levels and credit values of different qualifications.

The current frameworks are:

- The **Regulated Qualifications Framework (RQF)** for general and vocational qualifications regulated by [Ofqual](#) in [England](#) and the [Council for the Curriculum, Examinations and Assessment](#) (CCEA) in [Northern Ireland](#);
- The **Credit and Qualifications Framework for Wales (CQFW)** in [Wales](#), regulated by [Qualifications Wales](#);
- The [Scottish Credit and Qualifications Framework \(SCQF\)](#) in [Scotland](#);
- The **Frameworks for Higher Education Qualifications of UK Degree-Awarding Bodies (FHEQ)** for qualifications awarded by bodies across the United Kingdom with degree-awarding powers.^{[1][2][3]}

Credit frameworks use the [Credit Accumulation and Transfer Scheme](#), where 1 credit = 10 hours of nominal learning.

England, Wales and Northern Ireland edit

The Regulated Qualifications Framework (England and Northern Ireland) is split into nine levels: entry level (further subdivided into sub-levels one to three) and levels one to eight;^[4] the CQFW (Wales) has the same nine levels as the RQF and has adopted the same level descriptors for regulated (non-degree) qualifications.^[2] The FHEQ in England, Wales and Northern Ireland has five levels, numbered four to eight to match the RQF/CQFW levels.^[5]

The descriptors for the RQF are as follows:^[6]

RQF level	Level criteria	Example qualifications ^[1]	Equivalent FHEQ qualifications ^[5]
Level 8	Holder develops original practical, conceptual or technological understanding to create ways forward in contexts that lack definition and where there are many complex, interacting factors. Holder critically analyses, interprets and evaluates complex information, concepts and theories to produce new knowledge and theories. Holder understands and reconceptualises the wider contexts in which the field of knowledge or work is located. Holder extends a field of knowledge or work by contributing original knowledge and thinking. Holder exercises	<ul style="list-style-type: none"> • Level 8 Award • Level 8 Certificate • Level 8 Diploma 	<ul style="list-style-type: none"> • PhD/DPhil • Professional doctorates

	<p>critical understanding of different theoretical and methodological perspectives and how they affect the field of knowledge or work. AND/OR Holder can use advanced and specialised skills and techniques to conceptualise and address problematic situations that involve many complex, interacting factors. Holder can formulate and use appropriate methodologies and approaches. Holder can initiate, design and undertake research, development or strategic activities that extend or produce significant change in the field of work or study. Holder can critically evaluate actions, methods and results and their short- and long-term implications for the field of work or knowledge and its wider context.</p>		
<p>Level 7</p>	<p>Holder reformulates and uses practical, conceptual or technological knowledge and understanding of a subject or field of work to create ways forward in contexts where there are many interacting factors. Holder critically analyses, interprets and evaluates complex information, concepts and theories to produce modified conceptions. Holder understands the wider contexts in which the area of study or work is located. Holder understands current developments in the area of study or work. Holder understands different theoretical and methodological perspectives and how they affect the area of study or work. AND/OR Holder can use specialised skills to conceptualise and address problematic situations that involve many interacting factors. Holder can determine and use appropriate methodologies and approaches. Holder can design and undertake research,</p>	<ul style="list-style-type: none"> • Level 7 Award • Level 7 Certificate • Level 7 Diploma 	<ul style="list-style-type: none"> • Master's degree • Integrated master's degree • Primary qualifications (first degrees) in medicine, dentistry and veterinary science • PGCE • PGDip • PGCert

	development or strategic activities to inform or produce change in the area of work or study. Holder can critically evaluate actions, methods and results and their short- and long-term implications.		
Level 6	<p>Holder has advanced practical, conceptual or technological knowledge and understanding of a subject or field of work to create ways forward in contexts where there are many interacting factors. Holder understands different perspectives, approaches or schools of thought and the theories that underpin them. Holder can critically analyse, interpret and evaluate complex information, concepts and ideas.</p> <p>AND/OR</p> <p>Holder can determine, refine, adapt and use appropriate methods and advanced cognitive and practical skills to address problems that have limited definition and involve many interacting factors. Holder can use and, where appropriate, design relevant research and development to inform actions. Holder can evaluate actions, methods and results and their implications.</p>	<ul style="list-style-type: none"> • Level 6 Award • Level 6 Certificate • Level 6 Diploma • Degree Apprenticeship 	<ul style="list-style-type: none"> • Bachelor's degree • Graduate Certificate • Graduate Diploma • Professional Graduate Certificate in Education
Level 5	<p>Holder has practical, theoretical or technological knowledge and understanding of a subject or field of work to find ways forward in broadly defined, complex contexts. Holder can analyse, interpret and evaluate relevant information, concepts and ideas. Holder is aware of the nature and scope of the area of study or work. Holder understands different perspectives, approaches or schools of thought and the reasoning behind them.</p> <p>AND/OR</p> <p>Holder can determine, adapt and use appropriate methods, cognitive and practical skills to address broadly defined, complex problems. Holder can use relevant research or development to inform actions.</p>	<ul style="list-style-type: none"> • Higher National Diploma • Level 5 NVQ • Level 5 Award • Level 5 Certificate • Level 5 Diploma • Level 5 Higher Apprenticeship 	<ul style="list-style-type: none"> • Foundation degree • Diploma of Higher Education • Higher National Diploma (awarded by a degree-awarding body)

	Holder can evaluate actions, methods and results.		
Level 4	<p>Holder has practical, theoretical or technical knowledge and understanding of a subject or field of work to address problems that are well defined but complex and non-routine. Holder can analyse, interpret and evaluate relevant information and ideas. Holder is aware of the nature of approximate scope of the area of study or work. Holder has an informed awareness of different perspectives or approaches within the area of study or work.</p> <p>AND/OR</p> <p>Holder can identify, adapt and use appropriate cognitive and practical skills to inform actions and address problems that are complex and non-routine while normally fairly well-defined. Holder can review the effectiveness and appropriateness of methods, actions and results.</p>	<ul style="list-style-type: none"> • Higher National Certificate • Level 4 Award • Level 4 Certificate • Level 4 Diploma • Level 4 NVQ • Level 4 Higher Apprenticeship 	<ul style="list-style-type: none"> • Certificate of Higher Education • Higher National Certificate (awarded by a degree-awarding body)
Level 3	<p>Holder has factual, procedural and theoretical knowledge and understanding of a subject or field of work to complete tasks and address problems that while well-defined, may be complex and non-routine. Holder can interpret and evaluate relevant information and ideas. Holder is aware of the nature of the area of study or work. Holder is aware of different perspectives or approaches within the area of study or work.</p> <p>AND/OR</p> <p>Holder can identify, select and use appropriate cognitive and practical skills, methods and procedures to address problems that while well-defined, may be complex and non-routine. Holder can use appropriate investigation to inform actions. Holder can review how effective methods and actions have been.</p>	<ul style="list-style-type: none"> • A Level • Access to Higher Education Diploma • AS Level • Applied General • Cambridge Pre-U • International Baccalaureate Diploma • T Level • Level 3 Award • Level 3 Certificate • Level 3 Diploma • Level 3 NVQ • Level 3 ESOL • Level 3 National Certificate • Level 3 National Diploma 	

		<ul style="list-style-type: none"> • Music grades 6, 7 and 8 • Advanced Apprenticeship • Welsh Bacc Advanced^[7] 	
<p>Level 2</p>	<p>Has knowledge and understanding of facts, procedures and ideas in an area of study or field of work to complete well-defined tasks and address straightforward problems. Holder can interpret relevant information and ideas. Holder is aware of a range of information that is relevant to the area of study or work. AND/OR Holder can select and use relevant cognitive and practical skills to complete well-defined, generally routine tasks and address straightforward problems. Holder can identify how effective actions have been. Holder can identify, gather and use relevant information to inform actions.</p>	<ul style="list-style-type: none"> • GCSE grades A*–C • Reformed GCSE grades 4–9^[8] • CSE grade 1 • Level 2 Award • Level 2 Certificate • Level 2 Diploma • Level 2 NVQ • Level 2 ESOL • Level 2 Essential Skills • Level 2 Functional Skills • Level 2 National Certificate • Level 2 National Diploma • Music grades 4 and 5 • Welsh Bacc National^[7] • Intermediate Apprenticeship 	
<p>Level 1</p>	<p>Holder has basic factual knowledge of a subject and/or knowledge of facts, procedures and ideas to complete well-defined routine tasks and address simple problems; and is aware of aspects of information relevant to the area of study or work. AND/OR Holder can use basic cognitive and practical skills to complete well-defined routine tasks and procedures. Holder can identify whether actions have been effective. Holder can select and use relevant information.</p>	<ul style="list-style-type: none"> • First Certificate • GCSE grades D–G • Reformed GCSE grades 1–3^[8] • Level 1 Award • Level 1 Certificate • Level 1 Diploma • Level 1 NVQ • Level 1 ESOL • Level 1 Essential Skills • Level 1 Functional Skills 	

		<ul style="list-style-type: none"> • Music grades 1, 2 and 3 • Welsh Bacc Foundation^[7] 	
Entry Level	<p>Entry Level 3 Holder has basic knowledge and understanding to carry out structured tasks and activities in familiar contexts; and knows and understands the steps needed to complete structured tasks and activities in familiar contexts. AND/OR Holder can carry out structured tasks and activities in familiar contexts. Holder can be aware of the consequences of actions for self and others.</p>	<ul style="list-style-type: none"> • Entry Level Award • Entry Level Certificate • Entry Level Diploma • Entry Level ESOL • Entry Level Essential Skills • Entry Level Functional Skills • Skills for Life 	
	<p>Entry Level 2 Holder has basic knowledge or understanding of a subject and/or can carry out simple, familiar tasks; and knows the steps needed to complete simple activities. AND/OR Holder can carry out simple, familiar tasks and activities. Follow instructions or use rehearsed steps to complete tasks and activities.</p>		
	<p>Entry Level 1 The holder progresses along a continuum that ranges from the most elementary of achievements to beginning to make use of knowledge and/or understanding that relate to the subject or immediate environment.</p>		

Normally (different rules apply for specifically-named qualifications such as GCSEs), the name of a qualification offered under the RQF will contain the name of the awarding organisation and the level of the qualification. It may also include "NVQ" to indicate that it meets certain criteria to be considered a vocational qualification: "the qualification is based on recognised occupational standards, confers occupational competence and requires work-based assessment and/or assessment in an environment that simulates the work place". The size of the qualification may be indicated by it being called an "Award" (less than 120 hours total qualification time/1–12 [credits](#)), "Certificate" (121 to 369 hours/13–36 credits) or "Diploma" (370 or more hours/37+ credits).^{[9][10]}

In general usage, qualifications are often compared to the best-known qualification at that level. For example, the Level 2 DiDA is often said to be equivalent to four GCSEs at grades A*–C.^[11]

While the frameworks say how qualifications compare in terms of size and level, they do not (except for the split of GCSEs across level 1 and 2) take grades into account, e.g. a first class honours degree and a pass degree are both 360 credit qualifications at level 6. For university entrance, the [Universities and Colleges Admissions Service](#) (UCAS) produces its own [tariff](#) for level 3 qualifications and international equivalents, based on grades achieved and the size of the qualification

(in four size bands). Universities, colleges and employers are also free to make their own decisions on how they treat qualifications, and are not bound to follow the frameworks.^[12]

Report to:	Full Council
Date:	24th September 2025
By:	Emily Hastings, Corporate Services Manager
Title of Report:	Proposed Employment of a CIPD-Qualified HR Manager at HTC

Purpose

This report presents a reasoned opposition to the motion proposing the immediate recruitment of a CIPD-qualified HR Manager at Hailsham Town Council. While the intent to strengthen HR capabilities is acknowledged, the proposal is not justified by current operational needs, financial constraints, and existing resources. Alternative, more cost-effective solutions are available and could be prioritised.

1. Budgetary Constraints

There is no allocated funding in the current budget for a new HR Manager post. Introducing a mid-to-senior level role with the proposed qualifications and experience would incur significant costs, including salary, national insurance, pension contributions, and ongoing CPD expenses. This would place undue financial pressure on HTC and potentially divert funds from other essential services.

2. Utilisation and Development of Existing Workforce

HTC already employs capable staff who manage HR-related tasks as part of their roles. With targeted training and development, these individuals can be upskilled to handle more complex HR matters at a fraction of the cost of hiring a new manager. This approach promotes internal growth, staff morale, and continuity.

CIPD training costs:

- CIPD level 3 is approximately £1,274
- CIPD level 5 is approximately £2,319.

Versus HR Manager costs:

- **£32,000 – £55,000 per year.**
- Pro rata for 18 hours pw: **£15,567 – £26,756**, plus on-costs (NI, pension, CPD).

3. Access to External HR Expertise

HTC has access to professional HR advice through **South East Employers** and **NALC**, both of which offer expert guidance on complex HR and legal matters. These services are cost-effective, reliable, and tailored to the needs of local councils. Leveraging these resources negates the need for an in-house HR specialist. A HR Manager would also require the advice of external HR employment law specialist for more complicated HR matters.

4. Risk of Undermining Existing Roles

Creating a new HR Manager post risks overlapping with and potentially undermining current roles and responsibilities. This could lead to confusion and dissatisfaction among existing staff, particularly those who have been managing HR functions to date.

5. Lack of Sufficient High-Level HR Demand

It is acknowledged that there was a high level of HR demand when the Corporate Services Manager was appointed, creating and introducing new policies and structures. Whilst there are still more policies to be introduced the team are making good progress with this. In addition, more difficult HR processes and cases have been dealt with. Most HR matters are routine and can be effectively managed through existing administrative structures and external advisory support. The introduction of a specialist post would be disproportionate to the actual HR workload.

6. Not Part of the Agreed Staffing Review

The proposed HR Manager post was not included in the agreed staffing review process. Introducing a new role outside of this framework undermines the integrity of the review and risks setting a precedent for ad hoc staffing decisions. A full review of the review is scheduled for January 2026, and any new roles should be considered within that structured and consultative process.

Conclusion and Recommendation

While the desire to enhance HR capacity is understandable, the proposed motion is not aligned with HTC's current operational needs or financial realities. Instead of recruiting a new HR Manager, HTC should:

- Continue with proposed review of the review in January 2026.
- Invest in training existing staff.
- Continue using external HR advisory services.
- Reassess HR needs regularly to ensure proportional and adequate resources.

This approach ensures fiscal responsibility, supports internal development, maintains organisational harmony and supports investment in people.