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# Burgess Hill

BUSINESS PARKS ASSOCIATION

**Weekly Newsletter - Every Friday Morning**

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## Opening Remarks

### **The great outdoors can be great medicine**

A winter walk is very conducive to casting aside the woes of bad weather, as long as you're wearing suitable clothing. I certainly found that while walking around the wonderful parklands and gardens of Wakehurst Place last weekend. A fascinating walk in beautiful countryside. Seems I'm not alone in thinking that...read further below.

### **Business Insights**

With recent changes in taxation and NI I've heard anecdotal news that restructuring is a topic of interest for some of our employers. With that in mind, there's the offer of guidance on this.

We have a number of update links from the gov.uk website, looking at both self assessment and customs issues.

We have further guidance on how you can create a work placement role for a 14-16 year old. The legalities are not the barrier you might think. In most cases very little is required from you and...perhaps even more pertinent, once you are signed up with online tools, the paperwork gets easier for future placements. We recommend to all our members to give this serious consideration.

There is the first of a series of Business Clinics in Mid Sussex, brought to you via WSCC from the Department of Business & Trade. We also have a scam alert regarding Intellectual Property - Trademarks.

### **In other news**

Why not rediscover some creativity with a purposeful wellness walk? I always find these worthwhile when I'm in need of inspiration. One of our members celebrates its first year in business! Another celebrates their commitment to apprenticeship training.

We have a couple of members' offers for you, one looking at recruitment, another for training on those difficult conversations every manager and business owner has to have from time to time.

### **Events**

We have a date for our March AGM event. The Burgess Hill Means Business expo will be taking place on Thursday 15th of May, we'll be launching that in the next two weeks.

Our event in February meanwhile showcases the launch of our range of training courses, come along for a great evening of networking, with a fantastic game of football on offer after our event concludes, we've got a good crowd already signed up: [Book Events](#)

Become part of the fastest growing business group in Sussex:

[Join Here](#)

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## New event announced

The BHBPA AGM will be held on Wednesday morning March 26th



The Oak Barn Restaurant

Our Annual General Meeting will be held at the Oak Barn Restaurant.

We'd like to thank Mark and his fantastic teams front and back of house for hosting us again. A light buffet breakfast will be available.

We'll be announcing a guest speaker soon!

The association will be presenting a summary of our annual accounts and an update on membership numbers. We'll also be going into detail about the various initiatives, programmes and agendas of the association and what you can expect for 2025.

Our presentations are expected to take about 45 minutes, so there'll have plenty of time for networking.

**Wednesday 26th March 8.30-11.00am**

Book the Oak Barn Networking Event

**Burgess Hill**  
BUSINESS PARKS ASSOCIATION

[www.bhbpa.co.uk](http://www.bhbpa.co.uk)  
07393 728688  
[richard.cox@bhbpa.co.uk](mailto:richard.cox@bhbpa.co.uk)

## Happy first birthday, GoLark!

Wow, what a year it's been since our birth in January 2024

We took flight to showcase the wonders of Sussex and Surrey, and we've loved our gentle launch year!



Spreading our wings across our two beautiful counties has been nothing short of inspirational:

- We've enrolled over 200 venues
- We've connected audiences with magnificent places to visit
- We've secured new clients and told their stories
- We've established a community of larkers
- We've launched our popular events page

As we enter our 2nd year, we aim to increase our venue listings by 100% and expand into Hampshire and Kent. Watch this space!

If you'd like to list your venue or become a larker reviewing places of interest or if you are a current venue listed and wish to upgrade your profile with us, please email at [hello@golark.co.uk](mailto:hello@golark.co.uk)

Here's to another year of showcasing the best places to visit across our region and supporting our local economy with the wonderful array of hidden gems.

**Go on. Go out. Go lark about... with GoLark.**



[hello@golark.co.uk](mailto:hello@golark.co.uk)  
[www.golark.co.uk](http://www.golark.co.uk)



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## Restructuring your workforce?

### **Restructuring The Workforce + Settlement Agreements & Without Prejudice Conversations**

Following the rise in the national minimum wage and employer national insurance contributions and other economic factors, many organisations are considering a restructure of their workforce and possibly job cuts. As part of this process, employers may offer employees a settlement agreement and we will be covering both topics in our upcoming courses.

#### **Restructuring The Workforce + Settlement Agreements & Without Prejudice Conversations**

Two online Open Courses from Sherrards – Tuesday 4th March and Tuesday 11th March

£100 + VAT per delegate, per session. Discounted to £150 + VAT to attend both courses



## Course 1 - Restructuring the Workforce

Tuesday 4th March 10:00 to 11:00

This one hour, online course will help you understand your legal obligations and detail the considerations you need to take into account when making redundancies or restructuring your workforce. The content will be;

- Defining a Redundancy
- Planning and executing a reorganisation or restructure
- Collective consultation
- Practical tips and good practice
- Qs and As

## Course 2 - Settlement Agreements & Without Prejudice Conversations

Tuesday 11th March 10:00 to 11:00

Having a without prejudice conversation with a member of staff prevents conversations that have formed part of any negotiation about a dispute from being raised as evidence in a later employment tribunal. The conversation is therefore open and risk-free. Negotiations often take place under the “without prejudice” principle when either an employer or an employee wants to settle a dispute so that the employee can leave the organisation easily and quickly. Often the dispute is then settled with a settlement agreement.

In this one hour, online open course we will look at the many ways to ensure that any protected conversations you have work best for you and will answer the following frequently asked questions:

- What does without prejudice actually mean?
- How can it be applied in the workplace?
- Is a protected conversation different from without prejudice?
- What steps must I follow to ensure that the discussion is without prejudice?
- Does an employee have to agree to have a without prejudice conversation?
- Can I have a without prejudice conversation if the employee has done nothing wrong?
- What happens if the employee makes unreasonable demands?
- Can a without prejudice conversation be used to "test the water" with an employee?
- What are the key points that should be put into a settlement agreement?

### Who should attend?

HR Managers, People Managers and anyone with responsibility for Human Resources and workforce planning.



### How to Sign Up and “Buy one, get one half price” offer

The cost of joining each session is £100 + VAT. However, if you would like to attend both courses the second one will be half price at just £50 + VAT, so you can book two courses for £150 + VAT.

To book a place on both courses: Please send an email to [laura@sherrardslaw.com](mailto:laura@sherrardslaw.com) and we will arrange to send you an invoice for £150 + VAT.

To book a place on just one course: Please click the button below and you will be able to book your place and pay online.

[Sign Up Now](#)



## Work Placements

### **Second in a series the newsletter will be running: The Legalities**

Please do not worry about the need for a DBS check. Unless a student is working with one person alone for the whole week, this is not necessary. However, in order to host a work experience place – all businesses must have Employer’s Liability Insurance which covers work experience students.

Burgess Hill Academy uses Unifrog to process the work experience paperwork and an explanation is below;

### **Using Unifrog's Placements tool**

Unifrog's placements tool is designed to make it much easier to handle the admin behind placements. [Here's a guide](#) on how it works in detail, and below are the most important bits as far as employers are concerned.

### **In a nutshell**

The tool is essentially a series of forms that have to be filled out sequentially. Finishing one form triggers an email to the next person in the chain to fill out the subsequent form.

### **Getting the ball rolling**

The first form is filled in by the student. It asks basic information about the placement, including when it's happening, where, and with whom. Really important here is that the student enters the correct email address for the 'Employer placement lead' - the person at the employer who is leading on the admin of the placement.

The second form (the 'Employer initial form') is filled in by the Employer placement lead. It asks more information about the placement - such as for an overview of what the student will do on the placement, how risky the work environment will be, and it checks that the employer has a Health & Safety policy, a Risk Assessment, and appropriate insurance.

For all in person placements, the employer needs to actually provide their Employers' liability insurance. If the student has said they have special needs, illnesses or injuries that might affect the placement, or if the employer says that workplace represents above average risks, or that they've never hosted a placement before, the employer also needs to provide their Health & Safety policy, and their Risk Assessment.

### **A speedy process**

If an employer officially partners with Unifrog, they can:

- Upload to the Unifrog system information to do with their Employers' liability insurance, H&S policy, and Risk Assessment - meaning that employer placement leads at this employer don't need to provide these each time they complete a form.
- Add 'templates' of specific work experiences to their partner profile. Then when someone at the employer is completing an Employer initial form, they can choose to use one of the templates, which auto-populates the form with the template

information. A template can be very detailed, eg specifying a particular start and end date, placement overview, and eating arrangements, or it could only include a few bits of standard information.

- If an Employer placement lead works at an employer that has not partnered with Unifrog, but the employer placement lead has hosted a placement on Unifrog within the last 540 days:

To speed up the process the Unifrog system automatically brings through many of their previous answers into their subsequent Employer initial forms. Here are the answers the system automatically completes (all of which can be edited within the form):

- Job title
- Phone number (this will override whatever the student entered here)
- Business's/ organisation's main sector
- Number of employees
- Has your business / organisation hosted a placement before. This is always set as 'Yes'
- Languages students need to be able to speak
- Dress code
- Working hours
- Eating and refreshment arrangements
- Employers' Liability Insurance
- Risk Assessment
- Covid safety guidance
- Health & Safety policy
- Data protection and privacy law

### **Understanding what the world of work is like**

Work experience is a fantastic opportunity for our young people to understand what the world of work is like, to experience an area of work that they may be interested in and to gain valuable employer liability skills. Employers very often find that the young people offer something to their employees too.

Please contact Linda Dorgan at The Burgess Hill Academy – [l.dorgan@theburgesshillacademy.org.uk](mailto:l.dorgan@theburgesshillacademy.org.uk) if you are interested in finding out more.



**THE  
BURGESS HILL  
ACADEMY**

Linda Dorgan

[l.dorgan@theburgesshillacademy.org.uk](mailto:l.dorgan@theburgesshillacademy.org.uk)

**01444 716221** (Direct Line)

01444 241691 (Main Reception)

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## Recruitment - Members Offer

**Happy New Year from Travail Employment Group!**

**Your Trusted Local Recruitment Partner**

As we welcome in 2025, we'd like to extend our warmest wishes for success, growth, and new opportunities to all BHBPA members. We're proud, longstanding members of this wonderful community, and we're excited to introduce (or reintroduce) our small but dedicated recruitment business to local organisations like yours.

## MEET THE TEAM



**JUDI ARDITI**

**DIRECTOR**



**LAUREN POOL**

**RECRUITMENT &  
OPERATIONS  
MANAGER**



**SARAH WALKER**

**RECRUITMENT  
CONSULTANT**



**GEMMA COOTE**

**RECRUITMENT &  
ADMINISTRATION  
COORDINATOR**

Having opened our doors nearly 20 years ago (in 2006) in Burgess Hill town centre, our friendly team of four (plus four adorable office dogs!) has built strong relationships with businesses of all sizes—from micro-enterprises to blue-chip organisations—across Mid-Sussex. Between us, we have more than 50 years of combined experience in local recruitment, allowing us to truly understand the challenges and opportunities facing our clients. Above all, we strive to build longstanding, invaluable partnerships by taking the time to learn your culture, priorities, and goals, ensuring we find the perfect match for your staffing needs.

We recruit across a broad range of sectors—industrial, skilled, technical, commercial, and executive—so whether you're looking for part-time, full-time, permanent, contract, or temporary staff, our team is here to help. As a fully accredited agency, we follow the REC Code of Practice and hold a GLAA licence for the horticulture and food manufacturing industries, giving you peace of mind that compliance is always a priority.

### **Members' Offer**

To celebrate the new year, we're offering generous introductory discounts to BHBPA members on permanent vacancies instructed before 31st March, plus additional incentives for temporary placements. This exclusive BHBPA member offer is the perfect opportunity to secure top talent in 2025.



Call us on **01444 244204** or email [info@travailsussex.co.uk](mailto:info@travailsussex.co.uk)  
We'd love to help make your 2025 recruitment a success!

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## **West Sussex Growth Hub**

### **About the West Sussex Growth Hub**

The West Sussex Growth Hub, delivered by West Sussex County Council and funded by the Department for Business and Trade, is dedicated to helping local businesses start, grow and succeed. We provide fully funded, FREE support, offering expert business guidance. Businesses can also access tailored 1-1 advice from our experienced Business Account Managers.



# West Sussex Growth Hub

We help you find relevant funding & business support opportunities



**Gail Winnie-Davies**  
Business Account  
Manager



**Taygan Paxton**  
Business Support &  
Marketing Officer



**Luke Brice**  
Business Account  
Manager

We are excited to announce our brand-new series of Business Support Clinics designed to help West Sussex businesses.

In these 1-hour, 1-1 sessions, our expert advisors will provide tailored advice on key topics such as:

Our expert advisors will provide tailored advice on key topics such as:

- Scaling up your operations
- Launching and growing your start-up
- Boosting your social media marketing
- Financial planning and guidance

With clinics being held in Arun, Chichester, Crawley, Worthing & Adur, Mid Sussex, and Horsham, we're making it easy for you to get the support you need close to home. Whether you're looking for answers to specific challenges or just need that extra bit of guidance, our sessions are designed with your unique business needs in mind.

## **Tuesday 11th February at Freshmill, Haywards Heath**

### **Business Support 1-1 Sessions with Luke Brice**

Are you a business owner or entrepreneur seeking advice or support? We're excited to be teaming up with Freshmill to delivery FREE 1-1 business support sessions with Luke Brice. Designed to help you navigate your current challenges or explore opportunities for growth! - Both bookable and drop-in sessions available.

Spaces are extremely limited, so don't wait! Visit the website [here](#) for full event listings, and book your chosen clinic via the Eventbrite link.

If the clinic you've chosen is fully booked, email us with the email link below:

## Nurturing local talent

### Clients are more than just numbers on a spreadsheet

Blackman Terry has undergone a significant transformation over the past few years. When Prabh took over the business in 2020, his vision was clear: to expand the firm while preserving the essence of a traditional local accountancy practice. His goal was to ensure clients always felt valued, welcomed, and supported by a team with deep local knowledge—where relationships mattered, and clients were more than just numbers on a spreadsheet.



Louis

This commitment to fostering personal connections and supporting the community is exemplified in a recent story. One of Blackman Terry's clients was sharing a conversation about his son, Louis, who had a strong ambition to build a career in the financial sector.

Inspired by this, Prabh and the team saw an opportunity to nurture local talent.

Just a few months later, Blackman Terry proudly welcomed Louis as their newest apprentice. He has seamlessly joined the team, where he is gaining valuable hands-on experience in the office while pursuing his formal studies.

This blend of practical learning and academic growth embodies Blackman Terry's dedication to investing in the next generation of financial professionals.

Prabh's leadership continues to strengthen Blackman Terry's reputation as a trusted, community-focused accountancy firm—a place where people and their aspirations truly matter.



#### Blackman Terry Accountants Ltd

Chartered Accountants & Business Consultants

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Your home may be repossessed if you do not keep up repayments on your mortgage.

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**SJP Approved 19/12/2024**

## Scam Alert

### Scam Alert to all UK IPO trademark applicants

From Clive Bonny [Clive@consult-smp.com](mailto:Clive@consult-smp.com) tele **07973 799153**

Please note the letter below requesting payment is a scam

UK IPO have been advised

### Beware if you receive the following:

From: Director of Finance - Intellectual Property Office <neil.hartley@registry-ukipo.com>

Sent: 19 January 2025 20:42

Subject: Trade mark registration

Dear Sir/Madam,

On 07-11-2024, you applied to the Intellectual Property Office of the United Kingdom, via application number UK00004121747, for legal protection in the United Kingdom of the trade mark with Nice classifications 9, 35, 41, 42.

On 10/01/2025, the trade mark you applied for was granted legal protection and received a trade mark registration certificate with the number UK 00008372...

Please be advised that the completion of the registration procedure and the granting of legal protection to the trade mark at the Intellectual Property Office of the United Kingdom will require payment of a fee for the first 10-year protection period.

In accordance with the Withdrawal Agreement concluded between the European Union and the United Kingdom, the fee of 1580.00 EUR must be paid to the European Union Intellectual Property Office (EU - IPO) by 24/01/2025 via SEPA transfer to the account below:

Payee's name: EU - IPO, 03008 Alicante

IBAN (account for transfers from EU and non-EU countries): PL80109025900000000160974810

BIC: WBKPPLPPXXX

Transfer reference: 68404

Yours faithfully,

Neil Hartley

Director of Finance - Intellectual Property Office

TRADE MARKS

REGISTRY

Trade Marks Act 1994 of



Intellectual  
Property  
Office

REGISTRATION

CERTIFICATE

Great Britain and Northern Ireland

I certify that the mark registered under No. UK 000083728451 has been entered in the register on 10/01/2025.

Signed this day at my direction



Adam Williams

Chief Executive and Comptroller-General

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Strategic Management Partners

Clive Bonny

[Clive@consult-smp.com](mailto:Clive@consult-smp.com)

07973 799153

VALUES SUSTAIN VALUE.

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## The Wonders of Winter Walking

### Refresh your routine and embrace the season

As January nears its end, with crisp mornings, chilly air, and a sense of calm after the New Year's hustle, it's the perfect time to refresh your routine and embrace the season. The quieter days of late winter offer an excellent opportunity to establish habits that nurture your wellbeing, starting with the simple act of walking.

This time of year, brings a unique charm. The frosty landscapes, the soft glow of winter sunlight, and the peaceful stillness of nature can be both calming and invigorating. Wrapping up warmly and stepping outside for a walk is a great way to reconnect with the world around you and shake off the heaviness of shorter days.



Walking in January offers numerous benefits for both your body and mind. As you move through the fresh winter air, you'll boost your circulation, strengthen muscles, and improve balance, all essential for staying healthy during the colder months. Even on cloudy days, exposure to natural light can help regulate your sleep patterns and lift your mood, combating the sluggishness that sometimes affects us this time of year.

Late January walks also provide an opportunity to pause and reflect. Nature may seem dormant, but there's beauty in its stillness, the frost covered branches, the crisp crunch of leaves beneath your feet, and the occasional early signs of spring buds. This quiet connection to the season can bring a sense of mindfulness and peace, helping you recharge and find clarity among life's demands.

Walking now is also an excellent way to bond with others. Invite friends, family, or pets to join you for a brisk stroll. Whether it's catching up on a lunchtime walk or enjoying a weekend trek, these shared moments can create meaningful connections and help strengthen relationships.

This time of year, is also ideal for fostering creativity and mental clarity. A peaceful walk over frosty paths or open spaces can help declutter your mind, spark fresh ideas, and leave you feeling reenergised and inspired.

So, as January unfolds its frosty beauty, seize the chance to step outside, breathe in the crisp air, and embark on a journey towards improved health and wellbeing. Walking is a simple, powerful way to embrace this season of renewal and set a positive tone for the year ahead.

### **Our walks are every 2nd Friday of the Month.**

- Venue: Ashdown Park Hotel
- Meet 10:15 am Leave: 10:30 prompt.

Revive Health Fitness welcomes you to a transformative walking experience. Join us for a picturesque stroll through woodlands and open countryside. Breathe fresh country air, view wildlife, build new connections and improve your wellbeing.

### **The Friday dates are as follows:**

Feb 14th / Mar 14th / Apr 14th / May 9th / Jun 13th / Jul 11th / Aug 8th / Sep 12th / Oct 10th / Nov 14th / Dec 12th.

Book your free space here:



**HENRY ADEKOYA**  
Managing Director  
**01342 634 556 | 07909 984 547**  
revivehealthfitness.co.uk

**The Power of Employee Wellbeing**

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## **The Kind Brave Leader**

### **Transform Your Workplace with Coaching and Training – Exclusive BHBPA Offer**

Are you ready to enhance your workplace and help your organisation thrive even more? At The Kind Brave Leader, I help businesses foster kindness, wellbeing, and resilience to unlock their full potential.



As a BHBPA member, you can now access 20% off all coaching and training services from The Kind Brave Leader.

With expertise in kindness-based leadership, burnout prevention, and team resilience, my tailored services are designed to help you and your organisation unlock potential, improve collaboration, and achieve meaningful goals.

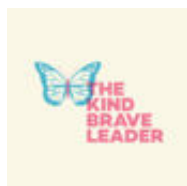
**How to Claim This Offer**

Email me at [info@thekindbraveleader.co.uk](mailto:info@thekindbraveleader.co.uk)

Book a call at <https://link.feacreate.com/widget/booking/aoaoRtKdHbwbG5VAL31n>

Whether you're seeking one-to-one coaching, team development, or leadership training, let's work together to transform your workplace into a space where everyone thrives.

**Don't miss this exclusive offer for BHBPA members!**



**Helen Rimmer**

Kindness and wellbeing coach and trainer, The Kind Brave Leader

[www.thekindbraveleader.co.uk](http://www.thekindbraveleader.co.uk)

[info@thekindbraveleader.co.uk](mailto:info@thekindbraveleader.co.uk)

**February Evening Networking**

**Burgess Hill**  
BUSINESS PARKS ASSOCIATION



Thursday, February 13th  
5.30pm - 7.30pm

**FREE Members only**  
Non-members can attend one event

**The Launch of BHBPA Training**

**Stay after the event to watch the awesome U18s play**

Burgess Hill Town Football Club: Maple Drive, Burgess Hill RH15 8DL

Find out more about the training BHBPA now offers from Rewards Training,

Cybility Consulting & Sales to Success



The U18s team will be playing at 7.30pm. It promises to be an exciting match.



Paul Williams  
Rewards Training



Michala Liavaag  
Cybility Consulting



Julian Clay  
Sales to Success

**Training is important**

We'll start with some informal networking before we hear first from Burgess Hill Town FC's manager and training coach about how he prepares his team for a big match.

We then introduce the range of staff training we'll be providing every month, all taking place at The Kings Centre on Victoria Road. Three of our training partners will explain more about our valuable selection of courses, provided with discretionary pricing to all BHBPA Members.

**There'll be plenty of networking opportunities before and after our presentations.**

Burgess Hill Town Football Club - Networking - 13 February - [BOOK HERE](#)

# BHBPA Training in 2025 - Selling

## Fundamentals of Selling & Best Practice Account Management



**Julian Clay**

Julian has a Psychology and Business Studies degree and was a top sales performer and senior manager in Kodak's Office Imaging division. Since 2001, he has worked for Sales to Success on a number of different types and size of project to help develop and implement successful sales strategies for clients.

His training workshops add value because of them being practical and often based on his own real-life experience. This is in the role of a Sales Executive, Business Development Manager, Account Manager, Sales Manager and Sales Director.

Julian will be offering two specially created courses for BHBPA members:

- Fundamentals of Selling
- Best Practice Account Management



**BHBPA Training Partner**

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# BHBPA Training in 2025 - Cybersecurity

## Crack the Code to Better CyberSecurity: Transform Your Team in Two Hours

Tired of staff glazing over during security training? Cybility's detective-style CybilityXP Live Level 1 turns reluctant learners into engaged cyber defenders through an innovative detective investigation format.

### What Makes Cybility Different

Drawing on 35+ years of collective cybersecurity expertise, Cybility delivers practical learning through gamified detective investigations, interactive quiz tournaments, and real-world simulations. Their H.A.C.C.E.R.™ principles ensure lasting behaviour change by making security training human-centric, active, and engaging.

### Real Impact, Real Results

Perfect for teams of 6-15 people, your staff will learn crucial topics like:

- Attacker motivations and techniques
- Practical security behaviours
- Social engineering defence
- Cybersecurity at home

### What Our Participants Say

"Ana was fantastic and bright, enthusiastic and made the training good fun. The pace was great and the relaxed atmosphere made it feel more interactive and a safe space for questions."

"Content was delivered in a fun and engaging way - much better than other cyber security training I've attended."

"Great, fun way to learn cybersecurity basics" and "Surprisingly good, time went quite fast".

### Measurable Learning Journey

Cybility tracks engagement and knowledge retention through anonymous surveys before, during, and after each session, providing comprehensive analytics for your business's cybersecurity metrics.



#### Michala Liavaag

Cybersecurity leader Michala Liavaag founded Cybility Consulting after 25 years in IT across government, healthcare, charity and private sectors. She specialises in empowering business leaders with the skills and confidence to tackle cybersecurity challenges through engaging, human-centric training.

A trusted advisor, she serves on the South-East Cyber Resilience Centre Advisory Group and contributes to UK National Cyber Security Centre initiatives.

**Michala Liavaag**



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## **BHBPA Training in 2025 - Leadership**

### **ILM Level 3 Award in Leadership and Management**

The ILM Level 3 Award is an accredited qualification suitable for individuals who have management responsibilities, have had no formal training, and wanting to develop their abilities against the company vision or, those new to leadership and management and wishing to develop or improve upon their practical management skills. It is also suitable for aspiring managers, those that are seeking progression in the business and wishing to gain valuable knowledge in the principles of team management.

Delivered at The Kings Centre, at the heart of the Burgess Hill Business Park over three 4 Hour work shop sessions and a minimum period of 12 up to a maximum of 24 weeks including induction, delegates will also have access to online 121 tutorial support between sessions and will be required to complete an assignment at the end of each work shop.

The ILM is a qualification made up of a wide range of units covering core management skills and progression and can be tailored to meet the needs of the employer and individual. The BHBPA in partnership with Rewards Training have selected the following units which we believe to be the most relevant and incorporate the general principles of leadership and management.

- Understanding Leadership – Looking at Leadership styles, positive and negative effect on individual and group behaviour and understand leadership qualities and review own leadership qualities
- Understand How to Establish an Effective Team – Covers the benefits of effective working relationships in developing and maintaining the team, development and maintaining trust and the importance of communication
- Understanding Performance Management – Will cover performance management techniques, setting objectives, setting performance standards and dealing with areas of potential under performance and the importance of feedback

### **Benefits for Individuals**

- Gain a range of key management skills and put them in to practice
- Build individual leadership capabilities, motivate and engage teams and manage relationships confidently
- Develop own leadership and Management skills using own knowledge, values and motivations

### **Benefits for Employers**

- Effective and confident managers, Team Leaders, Supervisors
- Better relationships and communications in teams
- Proven skills – Know it, show it, do it
- Provide employees with the tools to develop their own skills and abilities

### **An Accredited Qualification**

As an accredited qualification the ILM Level 3 Award offers a platform for further development to Certificate and Diploma qualifications at levels 4, 5 and 6 and certificated on completion.



**Paul Williams**

### What people say

- 9 in 10 learners said they were able to apply the leadership and management skills learnt through ILM to their day-to-day job role
- 94% of employers would recommend ILM to another organisations looking to improve leadership and management skills
- 88% of employers say their business was immediately positively impacted by ILM training



**BHBPA Training Partner**

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## Government Updates

### **Brought to you from the office of Mims Davies MP**

Please click the link buttons below to take you to the appropriate [www.gov.uk](http://www.gov.uk) webpages

#### **Help with Capital Gains on your Self-Assessment tax return**

Find information on completing the Capital Gains section of your Self-Assessment tax return.

Time updated: 12:00pm, 22 January 2025

[Capital Gains on your Self-Assessment tax return](#)

#### **HMRC email updates, videos and webinars if you're self-employed**

Learn more about your responsibilities if you're running a small business including registration, tax returns, record keeping, tax bills and payments.

Time updated: 1:58pm, 21 January 2025

[HMRC updates if you're self-employed](#)

#### **Help online with Self-Assessment**

Get help with Self-Assessment by using online tools and help sheets, watching YouTube videos or asking the digital assistant or community forums a question.

- Information on where to find Self-Assessment help sheets, and how they can help you with Self Assessment has been added.
- Information on what to do if you no longer need to send a tax return has been added.
- Information on how to get extra support with Self-Assessment has been added.

[Help online with Self-Assessment](#)

**Simplified Process for Internal Market Movements (SPIMM) and UK Carrier (UKC)**  
Scheme: Customs Simplified Procedures Guidance  
Find the rules that apply to Customs Simplified Procedures when using SPIMM or UKC.

Customs Simplified Procedures Guidance



**MIMS DAVIES MP**

*Working hard for residents & businesses of  
East Grinstead, Uckfield and the villages*

✉ [Mims.Davies.MP@Parliament.uk](mailto:Mims.Davies.MP@Parliament.uk)

🌐 [MimsDavies.org.uk](http://MimsDavies.org.uk)

## All Upcoming BHBPA Events

**13th February**  
**5.30 - 7.30pm**

### **Burgess Hill Town Football Club**

The Launch of BHBPA Training courses + networking + after 7.30  
see a match with the town's awesome U18s playing

**12th March**  
**6.30 - 9.00pm**

### **The Woolpack**

Spring Quiz - In aid of St Peter & St James Hospice  
We can accommodate up to 88 quizzers  
Tables of either 4 or 6 allowed

**26th March**  
**8.30 - 11.00am**

### **The Oak Barn Restaurant**

BHBPA's Annual General Meeting + Networking  
An overview of the past year and review of what is to come  
Guest presentation to be announced

### **Please book our events on our website**

Whether it's an online event, or a site tour at one of our members, or a networking event at a venue. We need to know how many are attending. Spaces can sometimes be limited and we are finding increased demand. So book early!

[Book all Events - CLICK HERE](#)

## Closing Remarks

We are keen to hear your stories, awards won, apprenticeships completed, sustainability improvements, your involvement with local schools and all and everything going on in various business parks in and around the town.

Let's celebrate your successes and achievements!

**Deadline for copy each week is Thursday noon.**

Contact me directly - [richard.cox@bhbpa.co.uk](mailto:richard.cox@bhbpa.co.uk)



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